

## Leigh Neighbourhood Board

6.00pm, 15 December 2025

### Present at the meeting:

Councillor Dane Anderton, Portfolio Holder for Children and Families  
 Maxine Mealey, Wigan & Leigh College – Assistant Principal  
 Paul Costello, Leigh Spinners Mill / Leigh Preservation Trust  
 Steven Tomlinson, Director – Nemiah and Leigh Means Business  
 Jo Francis, Lillies Cocktails & Small Plates  
 Adele Adjetej, Senior Policy and Partnerships Officer  
 Dorothy Bowker, Founder and Trustee – The Bridge  
 Youth Board Representative

### Apologies:

Alex Grundy (Chair), Owner - Café Stella  
 Jo Platt, MP for Leigh and Atherton  
 Lloyd Jolley, Director - WJ Structures Ltd  
 Matt Collier, JJ Harrison PVC Products Ltd  
 Jay Cullen, Edge Hill University  
 David Proctor, Assistant Director – Planning and Regeneration  
 Stewart McGarrie, Absolute Leigh Facebook Group  
 Adam Wignall, Greater Manchester Police  
 Dave Radley, DMR Training  
 Danny Melling, Premier Education  
 Kevin Parker-Evans, Wigan, Wrightington & Leigh NHS Foundation Trust  
 Natalie Hatton, Deputy Head – St John's Primary School  
 Councillor Yvonne Klieve, Lead Member for District Centres & Night Time Economy  
 Councillor Keith Cunliffe, Deputy Leader and Portfolio Holder for Adult Social Care and Health  
 Youth Board Representative

### In Attendance:

Paul Blinkhorn, Constituency Support Officer  
 Melanie Lamb, Service Manager – Regeneration  
 Stuart Hurst, Project Manager – Regeneration  
 Matthew Jones – Wigan Town Centre Manager (deputising for Jo Berry – Leigh Town Centre Manager)

### 1. Welcome, Introduction and Apologies

The secretariat serviced the meeting (acting as Chair) in the Chair and Deputy Chair's absence. Melanie Lamb welcomed everyone to the meeting noting that as the meeting was not quorate so no decisions can be made.

### 2. Minutes and actions from last meeting

The acting Chair confirmed the minutes from the last meetings held on 3<sup>rd</sup> November and 25<sup>th</sup> November and noted the approvals under written procedure that were confirmed on 5<sup>th</sup> December and detailed under item 3.

*Leigh Neighbourhood Board (15.12.25)*

### **3. Quick Wins Approvals and Project Update**

The quick win projects were evaluated by a subgroup of the Board with seven recommended to the full Board for remote voting under written procedure. The project summaries and results of the vote are detailed below.

1. **See it report it campaign:** Amend/ redesign ASB leaflet from Borough wide to Leigh specific
  - **Recommendation:** £500 approved for redesign and printing. Plus, potential advertising on BT billboards on Bradshawgate
  - **Result:** 20 votes received out of 21 = 95% **Approved**
2. **Deep clean of Town Centre:** Jet washing, freshening up off paintwork, replacing broken paving and clearing drains
  - **Recommendation:** £10,000 approved plus a further £1,000 approved to tie into 21 Mar - 6 Apr - GB Spring Clean and schools' education projects including PR/Comms
  - **Result:** 20 votes received out of 21 = 95% **Approved**
3. **Christmas trees and lights:** Small Christmas trees and solar lights on buildings
  - **Recommendation:** £1,000 budget approved
  - **Result:** 18 votes received out of 21 = 86% **Approved**
4. **CCTV Units:** Upgrade of old CCTV cameras on Bradshawgate
  - **Recommendation:** £23,549 budget approved
  - **Result:** 21 votes received out of 21 = 100% **Approved**
5. **Improved / more street lighting:** Whitewash Ginnels - Cut back trees to open up and LSV walking path
  - **Recommendation:** £1,000 budget approved
  - **Result:** 21 votes received out of 21 = 100% **Approved**
6. **Freshen Up Grant:** Small grants for businesses to clean and refresh the front of their premises.
  - **Recommendation:** £15,000 budget approved
  - **Result:** 21 votes received out of 21 = 100% **Approved**
7. **Fringe Festival (comedy-based event):** A pilot comedy fringe festival event
  - **Recommendation:** £15,000 budget approved
  - **Result:** 15 votes received out of 21 = 71% Did not achieve threshold of 75% - **Not Approved**

Total budget of quick win project approvals: £52,049

Project Manager – Regeneration updated the board on the progress of each of the six approved quick win projects, noting: status, issues and risks, finance and expected timelines.

**Action:** Forward all Board presentation slides to all Board members

*Leigh Neighbourhood Board (15.12.25)*

#### **4. Branding and website development**

Service Manager – Regeneration introduced the item on tenders and tender responses for (a) Branding and Website Design and (b) Website Development. Noting that the Board sub-group had drafted the scope/specification of the briefs with the Council as accountable body issuing them to 3 firms identified by the sub-group. To avoid a potential conflict of interest the firms invited to tender did not include Nemiah (Steven Tomlinson is a Director of Nemiah) and he was asked not to take part in the evaluation of the tenders at this point. Two members of the sub-group had inputted into the evaluation of the tender responses. Paul Costello summarised the outcome of the evaluation and alongside the Board of the indicative timeframes from issuing the invite to tender briefs for to the evaluation and recommendations for approval.

Service Manager – Regeneration noted that following methodology was used to score the tenders received. Price had a weighting score of 30% with the lowest price gaining full marks. Quality had a weighting score of 70% which included:

- Methodology
- Project plan with time critical milestones
- Providing three relevant case studies
- Project team
- Social value

A discussion took place and the Board recommended that the highest scoring tender for Branding and Website Design could be recommended for approval under written procedure.

It was deemed that none of the Website Development tenders received met the relevant criteria and would not be recommended for approval. The Board discussed the need for further consideration of the approach to Website development.

A discussion took place regarding the relative merits of delegating decisions to sub-groups as opposed to requiring all decisions to be made by full Board. The secretariat noted this and agreed to discuss the principles with the Chair to address at a subsequent meeting.

**Action:** Board agreed that the highest scoring tender for Branding and Website Design would be recommended for approval under written procedure.

**Action:** Secretariat to raise with Chair the principle of some decisions being delegated to sub-groups.

#### **5. Programme and next steps**

Service Manager – Regeneration highlighted that the programme for next steps was linked to the branding and website activity. The Board had previously agreed that a subsequent “call for projects” should be delayed until the branding and website design exercise is completed, so that material could go out from the Board as opposed to being from the Council. The programme will therefore need to be revisited once there is clarity on the approach on the website design and development tenders.

*Leigh Neighbourhood Board (15.12.25)*

## **6. Terms of reference**

### **Under written procedure**

Service Manager – Regeneration explained that there is currently no remote voting procedure within the Boards terms of reference. It is likely that moving forward more voting will need to take place remotely and it is proposed to standardise and implement a procedure. The procedure is laid out below and will fall within section 3.5 of the Boards terms of reference.

Proposals for remote voting under written procedure were shared, as follows:

3.5 Where required, voting may be taken electronically (by way of email) between scheduled Board meetings, under the following procedure:

- Board Members to be given five working days to respond
- Decision to be returned as “Yes” or “No” or “Need Further Clarification” to the secretariat directly
- Requests for clarification to be sent to the secretariat directly
- Board Members must not forward their voting decision on to other Board Members or propose amendments to the vote
- Secretariat to issue results to Board Members within 2 working days of the voting deadline
- If voting decision is No, further discussions may take place at the next Board meeting
- Result noted at the next Board meeting

A discussion took place and the Board agreed that a standardised procedure needs to be put in place.

**Action:** Board agreed to recommend these changes for approval under written procedure.

### **Declaration of Interest**

Service Manager – Regeneration explained that declaration of interest is included within the Board’s Terms of Reference, and all Board members should have completed and signed the document, which is a requirement from government.

Moving forward, Declarations of Interest will be a standing item on agendas and Board members must declare interest in an item or project that they are involved in order for the Board to consider the appropriate action in line with the Terms of Reference and Declarations of Interest procedure. The general principle is that no Board Member should be involved in a decision where their personal or professional interests may conflict or reasonably be perceived as in conflict with the Boards decision-making. Where a Board Member declares an interest, they may be required to withdraw from the meeting for the duration of the item/matter under discussion and will not be permitted to vote on that matter.

A discussion took place, Board members recognised the need for members to bring their professional expertise to the table to benefit the Board and town, but also the need to ensure that there is no conflict of interest if Board decision could result in benefit (or perceived benefit) to a Board Member. The Board agreed that ensuring that all members

*Leigh Neighbourhood Board (15.12.25)*

had up to date Declarations of Interest forms and inclusion as a standing item on the agenda was the best course of action moving forward.

## **7. Finance update**

Project Manager – Regeneration advised the Board that there have been no substantive changes to the budget. It was noted that the main cost items for the remainder of the financial year will be final invoice for the consultant fees, spend from quick win project and the remaining employee costs.

## **8. Overview of constituents' representations**

Paul Blinkhorn, Constituency Support Officer updated the Board on the following:

- There were two incidents that included bladed items in the town centre. The response was good from GMP with positive resolutions.
- A robbery incident that took place at a town centre business and GMP officers intervened with a positive outcome.
- Feedback from residents and businesses in the town centre is becoming more positive.
- There is a meeting organised by Jo Platt, MP for Leigh and Atherton on 30<sup>th</sup> January inviting businesses that are interested to invest in Leigh.

## **9. Reflections on the meeting**

The acting Chair invited Board Members to feedback any reflections that they had on the meeting and any future meetings.

Councillor Dane Anderton, Portfolio Holder for Children and Families raised the issue of low attendance at meetings and asked if we could look at meetings at different times.

Service Manager – Regeneration, this will be considered when scheduling meetings moving forward.

Youth Representative – noted that some young people may be able to make some daytime meetings, but others may not be able to.

## **10. Any other business**

The Chair thanked all Board members for their attendance and continued support throughout the year.

## **11. Next meetings**

Monday 26 January 2026, 6-8pm

The meeting concluded at 20.00pm