



Lytham Town Council
c/o Lytham Institute
27 Clifton Street, Lytham, Lancashire. FY8 5EP

Email : Clerk@lythamtowncouncil.gov.uk
Web: www.lythamtowncouncil.gov.uk
Chair Cllr Simon Newell
Clerk: Mr Luke Russell

Lytham Town Council - Council Meeting

To: All members of Lytham Town Council.

You are hereby summoned to attend the Council Meeting of the Town Council to be held on **Wednesday 26th November 2025** at **6.30pm** at the Lytham Institute, 27 Clifton Street, Lytham, Lancashire, FY8 5EP.

A handwritten signature in blue ink, appearing to read 'C. Russell', with 'C-RFO' written in blue ink below it.


Mr Luke Russell MA
Clerk & Responsible Financial Officer
Thursday 20th November 2025

Agenda

1. Welcome, introduction, Audio Recording notice and Health & Safety. <ul style="list-style-type: none"> The Clerk will then confirm Member attendance and provide apologies for absence where received & accepted 	CRFO & Chair
2. Declarations of Interest and Dispensations <ul style="list-style-type: none"> Councillors to declare any interests in agenda items. Consideration of requests for dispensations. 	Cllrs
3. Approval of Minutes <ul style="list-style-type: none"> To approve the minutes of the Full Council meeting held on Wednesday 29th October 2025. 	Cllrs
4. Public Participation (Open Forum) (Max 15 minutes, 3 minutes per speaker) <ul style="list-style-type: none"> Members of the public may raise items with the Council. The Chair may limit a member of the public to 3 minutes of speaking to ensure the smooth running of the meeting. Overall, the section will typically be limited to 15 minutes although the Chair, may at their discretion, extend this.	
5. Matters Arising / Action Points from Previous Meeting <ul style="list-style-type: none"> To consider Findings & Recommendation from Budget & Precept Task & Finish Group To consider planning application. 25/0537 FAIRMONT HOUSE, SOUTH CLIFTON STREET, LYTHAM LANCASHIRE FY8 5HG 	Found at: Agenda 7(1) Agenda 10(1)
6. Reports from Outside Bodies <ul style="list-style-type: none"> Borough Councillor Report County Councillor Report Police/Community Safety Updates 	C Cllr Ashton
7. Finance & Governance <ul style="list-style-type: none"> CRFO Financial Position - Update Statement (briefing to Councillors) Bank reconciliation and budget monitoring. Findings & Recommendation from Budget & Precept Task & Finish Group A supporting Report has been circulated to Councillors, summarising the discussions of the Task & Finish Group and providing a clear recommendation for the 2026/7 Budget and Precept. ➤ Decision item (1) Proposal: Council to consider and approve the recommendation for the 2026/7 Budget & Precept. ➤ Decision Item (2) Proposal: Council to consider, approve and adopt the following policy. <ul style="list-style-type: none"> Freedom of Information: Publication Policy (and associated Guide) Risk Register The Clerk will brief Councillors on the Council's Risk Register 	CRFO + Report CRFO & Members + Report CRFO + Report CRFO

<p>8. Environment Trees & Lighting - Clifton Street: Update to the council on attendance at the Lytham Project Board on 20/11/2026 regarding the scheme of work to prune the trees on Clifton St and to replace all street lights.</p> <p>Assets:</p> <ul style="list-style-type: none"> • Mythop Rd Allotments. <p>Lytham Town Council position regarding the provision of allotments</p> <p>Heritage Asset:</p> <ul style="list-style-type: none"> • Lytham Green <p>Clerk will introduce research findings in relation to the donation by covenant of Lytham Green in 1923, to allow Councillors to discuss a Lytham Town Council position regarding this Civic asset, in light of the Local Government Review and potential transfer of this asset to a future Unitary Authority</p> <p>➤ Decision Item</p> <p>(1) Proposal: Council to consider and approve the actions which will inform the definitive Council position statement regarding Lytham Green</p> <p>a) That Lytham Town Council will formally write to Fylde Council and request that they complete and send to LTC a comprehensive schedule of assets, including Heritage Assets, which are located in, or relevant to, Lytham and which are under their ownership or their control when held in trust for the residents of Lytham.</p> <p>b) That Lytham Town Council will formally write to Fylde Council to seek their definitive position statement about the ownership of Lytham Green, whether outright or as part of a Charitable Trust or other arrangement, and Fylde Council's position regarding what will happen to this significant asset on the establishment of a future Unitary Authority or Shadow Authority.</p> <p>Liggard Brook: Update on meeting with the Environment Agency</p> <p>➤ Decision Item</p> <p>(2) Proposal: Council to invite Mr Paul Rigby, Environment Agency, to provide a 15-20 minute briefing to the Council and members of the public present at a future council meeting (Date TBC)</p>	<p>CP / CRFO</p> <p>CRFO verbal update</p> <p>CRFO verbal update</p> <p>SB</p>
<p>9. Community Engagement</p> <ul style="list-style-type: none"> • Update regarding Noticeboards, including one sought for Lytham East Ward • Update on policing operation - Friday 7th November 2025 • Town Council Christmas Event - Wednesday 17th December 2025 • Hannukah candle lighting being held by Fylde Council • Remembrance & Armistice 2026 - Request from Royal British Legion 	<p>BB / CRFO Chair All Cllrs CRFO CRFO</p>
<p>10. Planning & Licensing</p> <ul style="list-style-type: none"> • Cumulative Impact Assessment - Lytham Town Council contribution to the Review • Planning Principle: Planning activity in Lytham 	<p>Chair</p> <p>Cllrs</p>

<p>➤ Decision Item</p> <p>Proposal: Council to consider and approve the following position and actions:</p> <p>That Lytham Town Council will formally write to Fylde Council, as the Planning Authority to request & require that when making planning decisions for locations in Lytham that they should have all due consideration to:</p> <p>(a) Relevant legislation, considered legal opinion and precedent pertaining to the legal definition of the Highway.</p> <p>(b) The conservation areas in Lytham &</p> <p>(c) The spatial portrait of Lytham made by Fylde Council itself within their Local Plan.</p> <p>(d) The guidance document regarding Canopies, prepared by Fylde Council and authored by FBC Senior Planning Officer Paul Drinnan.</p> <p>(e) And to undertake effective enforcement activity in cases of non-compliance or adherence to planning permissions.</p> <p>Planning Applications</p> <ul style="list-style-type: none"> To consider planning application. <ul style="list-style-type: none"> 25/0537 FAIRMONT HOUSE, SOUTH CLIFTON STREET, LYTHAM LANCASHIRE FY8 5HG <p>Brought to Full Council for consideration under Scheme of Delegation Protocol 9 f ii & iii</p> <ul style="list-style-type: none"> To consider new planning application. <ul style="list-style-type: none"> 25/0670 3 BANNISTER STREET, LYTHAM, FY8 5HQ <p>Brought to Full Council for consideration under Scheme of Delegation Protocol 9 f ii</p> <p>Proposal: Council to consider and make decision to Support, Object or Make Comment in response to these applications</p>	<p>Cllrs</p> <p>Chair & Cllrs</p>
<p>11. Neighbourhood Development Plan - Town Plan</p> <ul style="list-style-type: none"> Carried forward to January 2026 	
<p>12. Correspondence</p> <ul style="list-style-type: none"> Summary of relevant correspondence received. Clerk to raise any urgent items. 	<p>CRFO</p> <p>CRFO</p>
<p>13. Items for Next Agenda</p> <ul style="list-style-type: none"> Councillors to request topics for inclusion in the next meeting. 	
<p>14. Date and Time of Next Meeting</p> <ul style="list-style-type: none"> Wednesday 14th January 2026 	


C-RFO

Clerk's Signature:

Date: Thursday 20th November 2025