



Lytham Town Council

Minutes - Full Council Meeting - Wednesday 26th November 2025

Minutes of the Council Meeting held:
Wednesday 26th November 2025, at 6.30pm at Lytham Institute, 27 Clifton St, Lytham, FY8 5EP

Present: Councillors Simon Newell (Chair), Amy Barnes, Edward Cook, Suzanne Bramall, Cath Powell, Hilary Warburton, Brenda Blackshaw, Mark Bamforth & Kelly Farrington.

Apologies received: Councillor Anne Aitken

Officers: Clerk / RFO

Members of the Public: 18 members of the public were present.

1. Chair's Welcome

The Clerk welcomed Council Members and Members of the Public to the meeting.

He pointed out that the meeting was being Audio recorded for the purpose of enabling the effective and accurate completion of the Minutes of the meeting. He pointed out the signs displayed for that effect, and the use of a projector to allow the agenda to be read at distance. Finally, he explained that the Public Forum would allow for participation of attendees and the time limits set for each speaker and the session as a whole.

The Chair spoke and welcomed the members of the public to the meeting. He thanked C Cllr Tim Ashton for attending.

Apologies for Absence

Apologies had been received by the Clerk from:
Councillor Aitken due to ill health (by messaging app, earlier in the day)

2. Declarations of Interest and Dispensations

Councillors were asked whether they had any Declarations of Interest to make.

Cllr Powell declared that she had an Interest in Agenda Item 10 in relation to one of the planning applications for discussion and stated that she would recuse herself for that issue.

No requests for dispensations were made.

3. Approval of Minutes

The council voted to approve the minutes of the Full Council meeting held on Wednesday 29th October 2025 as a true and accurate record of that meeting.

Moved by: Cllr Bramall - **Seconded by:** Cllr Cook

Decision: Agreed Unanimously

6. Report from outside bodies - [Taken out of Agenda Sequence]

The Clerk asked the Chair whether it would be possible for C Cllr Ashton to address the meeting out of sequence, as they had a medical appointment to attend later in the evening.

This was agreed to and C Cllr Ashton first spoke and then invited questions from Town Councillors and members of the public in attendance.

C Cllr Ashton expressed his thanks at being invited to attend and stated that it was his intention to attend Town Council meetings 3 to 4 times per year. He stated that at the previous County Council meeting there had been a vote regarding the preferred option for the Local Government Review - however the decision maker ultimately would be national Government.

He explained that regarding Highways issues, as Lancashire County Council was the Highways Authority, that they would prefer that the public used the Love Clean Streets application which was available for downloading.

[Link to the LCC website included here as a resource for members of the public if needed] <https://www.lancashire.gov.uk/roads-parking-and-travel/report-it/report-it-on-the-go/>

Cllr Bramall asked about how Members of the Public knew that their reported cases were being dealt with as the previous system just showed a “closed” marker.

C Cllr Ashton stated that the case management system was being updated to provide a more accurate record of the status of each case.

Cllr Powell raised that Lytham Church of England School was having to cut back brambles on their land and C Cllr Ashton undertook to take that up with the relevant LCC department.

Also raised was the issue of flags being placed on lampposts in Lytham without authorisation. C Cllr Ashton stated that LCC would only remove these if they were dangerous to road users. If reported, then Highways Officers would attend to assess. In discussion with the

Chair, C Cllr Ashton agreed that if flags were placed without authorisation or permission, that they were not 'protected' as such, and that there would be nothing stopping someone else from removing them - although this was not behaviour encouraged by the Town Council.

Cllr Blackshaw raised the concerns of obstructed or in poor repair dropped curb stones in Lytham after this was mentioned by two people who attended the morning Pop In surgery with Councillors that morning. In addition to the issue of advertising A-Boards blocking pavements outside premises was raised. Cllr Bamforth stated that he had written to LCC to have these obstructions looked at and assessed. C Cllr Ashton asked that the locations of the relevant dropped curbs was shared with him, as there was a dedicated budget for renovation or replacement of these. He also stated that he would check the process for removing obstruction advertising boards from the pavement / highway. A member of the public asked why the Council could not speak to the businesses responsible for these boards, and Cllr Warburton explained that she had spoken with a number of businesses already to raise the issue with them.

Cllr Powell explained to C Cllr Ashton and the public present that as part of the renovation works for the street lights on Clifton St, that the old, redundant grey posts would be being removed when the old street lamp posts were removed.

Cllr Farrington asked that after seeing C Cllr Ashton's social media post regarding the refuse tip, if he could clarify his position and he (C Cllr) stated that he preferred the solution to be returning to the pre-Covid approach where there was a side for public access and a different side for the waste removal lorries to operate in.

Cllr Farrington asked about C Cllr Ashton's / his political party's social media post that they would seek to stop a merger of Fylde Council with Blackpool Council [under the LGR process]. C Cllr Ashton stated that he was clear that he preferred the status quo, however this would be a decision for central government. He also stated that whilst he had previously been opposed to the establishment of new Parish / Town Councils, in light of the LGR and the potential of a more distant Unitary Authority taking responsibility for functions he was now glad that there was a Town Council for Lytham to ensure local democracy for Lytham residents.

Member of Public (MoP) 1 raised the issue of the pavement on Saltcoats Rd / Tewkesbury Drive having been destroyed by lorries in the area and that there was now a significant flooded area. C Cllr Ashton stated that he would take this away to LCC. Cllr Farrington also asked whether the MoP had written to the Lytham Green Drive [residents'] committee.

Member of Public 2 stated that they had a neighbour who had taken their side fence, out onto the Pavement. They had complained to LCC. Their home was on Pendle Place. A number of agencies had visited and assessed that the fence was now on the pavement and not on private land, however there had been no resolution.

C Cllr Ashton stated that he would raise this with LCC Highways. The MoP was also advised to write a letter to Mr Paul McKim as Fylde to raise this, if this was a breach of planning permission.

The section was drawn to a close and the Chair thanked C Cllr Ashton for his attendance and contribution.

4. Public Participation (Open Forum)

(Max 15 minutes, 3 minutes per speaker)

Members of the public were invited to raise items with the Council. Start time 6:58pm.

Person A gave their thanks to the Town Council for what they are doing for the benefit of Lytham. They also expressed their thanks to the Lytham Business Partnership. They stated that they had come to speak about pinch-points on the pavements in the town and also the problems with A-Boards. Outside the premises 'Barrique' it is impossible to walk past with a pram. Outside the premises of 'Savannah's' the obstructions had been pushed back to allow better access. Outside the premises of 'Zest' there are problems with the planters blocking the pavement even though some tables had been removed. It is a concern that waiting staff carrying hot drinks & food pose a danger of colliding with pedestrians as they move between the restaurant and the seating area across the pavement from the premises. Outside the premises 'the Deacon' the A-Boards are on the pavement. No one is sitting or eating outside. Person A asked whether the Town Council together with the Business Partnership to meet with these businesses. They also stated that there were problems with some of the block paving on Clifton Street and also outside the Betting Shop the plastic barriers around the tree trunk outside were being used as a place to put swept up leaves. Person A stated that they had a neighbour who was partially sighted, and all of these obstructions made her pedestrian travel around the town difficult and she had to change her route many times.

The Chair stated that this had been raised earlier and it had been the Town Council's intention to write to the Business Partnership to ask them to speak with their members about this and then the Town Council would speak to those other businesses which were not members, although this has been previously difficult as the Partnership would not share details of which business they do / do not represent.

Person B stated that they disliked that the premises 'Zest' had barriered off and seemingly claimed the whole area of pavement which they use for their trade. The Chair explained that companies could apply for a Pavement Licence to be able to allow them to use the public space for commercial use. This was a process where the authorisation is considered and given by the Fylde Council licensing team. The Chair also stated that even where a pavement licence is granted there should still be a requirement to allow free and unrestricted access along the pavement.

Cllr Powell stated that this had been raised to Mr Chris Hambly at Fylde Council and that there had previously been an intervention at 'Zest' to require them to ensure that there was clear space. On these new points regarding potential Health & Safety concerns with the movement of hot food & drink and also with the potential obstructions of the highway, the Clerk was asked to write to Fylde Council to raise these points for their attention.

Person C stated that it was possible for anyone to write to Fylde Council if members of the public had nervousness or anxiety regarding pavement licences. They had previously written in themselves, however in their experience Fylde Council do nothing about it. They spoke about the September 2024 and how the requirement to leave a 6' gap on the pavement had been removed. They also stated that they had video recorded footage of how the pavement was compromised / obstructed by this business.

The Clerk read out a letter which had been delivered to the Pop In session earlier that day. The Chair explained that the letter had been written anonymous and the reason for this was stated within the letter that they had a fear of reprisal for stating their view. The letter stated that they had concerns regarding the increased commercialisation of the public open areas in Lytham. Specifically in relation to the Christmas Lights switch on event, they felt that the presence of commercial street stalls and rise was not in keeping with the nature of the festive event.

The Chair clarified that Lytham Town Council had had no knowledge that there would be commercial events & entertainments using the highway during the event. Cllr Cook stated that in his view, he felt that this should have been explicitly brought to the Town Council's

attention. The Chair stated that members of the council had been present at 3 separate meetings of the Lytham Business Partnership, but the details of the commercial events had not been mentioned.

Cllr Cook stated that it was his belief that the Event Management Plan and the Risk Assessment for the event had been submitted the day before the event.

The Chair stated that aside from those issues, the event went excellent and was a wonderful event. He stated that public thanks and praise had been given to the Business Partnership for their enthusiasm and commitment in the organisation of the Switch On through the council's Facebook page. Cllr Blackshaw also specifically mentioned Paul O'Brien for his contribution to the event's success.

5. Matters Arising / Action Points from Previous Meeting

The Clerk pointed out that there were only two Action Points from the previous meeting, and these were both included on the Agenda items in Section 7(1) - Report from Budget & Precept Task & Finish Group and 10(1) for planning application 25/0537.

6. Reports from Outside Bodies

- Borough Councillor Report -
No new items were raised.

- County Councillor Report - Addressed earlier in meeting, as recorded above.

- Police/Community Safety Updates -
No new update provided.

7. Finance & Governance

The Clerk presented his Responsible Financial Officer's report to the Council, which had previously been circulated to Councillors as part of their meeting Bundle.

He explained that the budget was under effective control, with General and Earmarked reserves established.

There were no financial threats foreseen.

The Clerk also stated that he had reconciled the Council's bank account with the Scribe Accountancy system, and all payments were validated.

The report would be published on the Council's website for transparency.

Decision One - Findings & Recommendation from Budget & Precept Task & Finish Group

The Clerk explained that at the previous council meeting in October, a decision was taken for the Finance & Governance Group would undertake the function of a Task & Finish group to review the Council budget for this current year, and then consider options for the budget for 2026/27 and the associated Council Tax Precept that would be required.

A report had been prepared by the Clerk following the meeting of this group and included a summary of their considerations and their recommendation. This had been previously circulated to councillors within their Bundle.

The Clerk explained that there had been a demonstration of effective governance. The Group was taken through the current year's budget and potential, foreseeable, variations for this in the following year were explained. The Group considered 4 options for the next financial year; in summary these were:

A standstill budget (in cash terms) - 0% change

An inflationary increase - Using the rate of inflation and then rounded up to a 5% increase.

A budgetary reduction of £20,000

A growth budget - +20% change.

These options were all discussed in detail.

The recommended option from the Task & Finish Group was for an inflationary budget with a 5% uplift in precept.

The Clerk was also tasked to research the position for surrounding councils and also to work through in detail what these proposals would mean in cash terms for residents.

The Clerk's report also demonstrated a budget change by the existing rate of inflation (3.8%) and also a rounding up of this number to a 4% rise.

The report was discussed in detail.

The Task & Finish Group's recommendation for a budget change of +5% was accepted as the preferred option for the council.

This change, using the current year number of households, will mean an annual increase of Council Tax (for a Band D property) of £1.25.

(1) Proposal: Council to consider and approve the recommendation for the 2026/7 Budget & Precept of an increase of 5%

Moved by: Cllr Blackshaw **Seconded by:** Cllr Warburton

Decision: Unanimously agreed & adopted.

Legal Basis: Local Government Act 1972 s151. Financial Regulations: Section 4

Decision Two - Policy

(2) Proposal: Council to consider, approve and adopt the following policy.

- Freedom of Information: Publication Policy (and associated Guide)

Moved by: Cllr Bamforth **Seconded by:** Cllr Powell

Decision: Unanimously agreed & adopted.

Legal Basis: Local Government Act 1972 s101.

Risk Register:

The Clerk then briefed the Councillors about the Risk Register which he had opened and had circulated to them previously. This will be published online for transparency purposes.

Legal Basis: Local Government Transparency Code 2015 - It is in the spirit of this Code to publish the Risk Register, although there is not legal requirement / obligation to do so.

8. Environment

Trees & Lighting - Clifton Street:

- Councillor Powell provided an update regarding the Lytham Project Board meeting she and the Clerk attended on Thursday 20th November 2025 and the programme of works to prune and raise the crown of the trees on Clifton St and also to replace the lamp posts. In addition to the lamp posts, Fylde Council have commissioned for each lamp post to be fitted with both a power socket and a banner arm. This will allow banners or decorations to be mounted on the posts and powered, if required. The banners arms will be transferred as assets into the control of Lytham Town Council at a point to be decided after the works are completed.

Assets:

Mythop Road Allotments:

The Clerk updated that following an email communication received from the Head of Legal Services at Fylde Council regarding the transfer of the Allotments from FBC to LTC, following research and on behalf of Lytham Town Council he had written and submitted a reply to Fylde Council setting out the Town Council's interpreted position under both Local Government Act 1972, Schedule 29, paragraph 9 and also Local Government and Public Improvement in Health Act 2007, Section 96(2).

Lytham Town Council acknowledges that upon being established in May 2025 that the provision in the Local Government Act 1972 that the Town Council has become the appropriate authority to have responsibility for the provision of allotments. However, under the 2007 Act the interpretation is that there is no automatic duty to seek the transfer of the allotments.

Lytham Town Council would wish to take in the function for the provision of the allotments and would wish to seek their transfer, however the Council wishes to ensure that it has received a thorough briefing as to the status, costs, responsibilities, maintenance of the allotments and also what enduring or persistent responsibilities Fylde Council would maintain prior to any motion to seek transfer is placed before the Council.

Cllr Bramall stated that this was a consistent position of Lytham Town Council. The Chair stated that this was about the issue of informed consent prior to seeking to take on the responsibility for the allotments and thereby committing public funding towards them. It is recognised, following informal contact with the Chair of the allotment users' management committee that there are current issues with regards to the maintenance of large trees and also the drainage ditch (the 'Donkey Dyke') which spans the allotment.

Heritage Asset:

Lytham Green:

The Clerk verbally provided an update on research he had been asked to undertake regarding the status of Lytham Green, with the particular context of the oncoming Local Government Review of Borough and Unitary councils in Lancashire. He stated that he had researched how the Green had been part of a 1923 Conveyance of lands for them to be 'held' by the then Borough authority. From reviewing the Lytham Green Documents held by Lytham Heritage Group, there are specific covenants or conditions regarding the land, and the inference is that the 1923 Borough authority was holding the land in Trust.

Following the Local Government reforms in 1972 and the creation of the immediate predecessor of the existing Fylde (Borough) Council, the new council assumed 'ownership' and Lytham Green is currently shown as a corporate asset under FBC's responsibility. In the event of the merger of FBC into a new Unitary Authority under the local government review, it is possible to hypothesise that Lytham Green would transfer to become a corporate asset of this new Unitary Authority. Concerns raised by Councillors were that is that transfer of ownership / control to a new UA would any decisions about the use, development or commercialisation of those assets be made more remotely from the communities of Lytham. If a future decision was made to have something built upon this public open space, could that act as a precedent for continued development? A Member of the Public asked a question as to whether the original covenant been seen, and the Clerk stated that his research had been online. A second Member of the Public asked whether the Town Council could seek a legal opinion, and this was answered by another member stating that the Lytham Voice community group were in the process of seeking legal advice.

Following discussion, the motion published in the agenda was considered, proposed, seconded and voted on which was to have the Clerk formally write to Fylde Council and request the information included in that motion.

Decision Item

(1) Proposal: Council to consider and approve the actions which will inform the definitive Council position statement regarding Lytham Green

That Lytham Town Council will formally write to Fylde Council

- a) To 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, and**
- b) To seek Fylde Council's definitive position statement about the ownership of Lytham Green, whether outright or as part of a Charitable Trust or other arrangement, and their position regarding what will happen to this significant asset on the establishment of a future Unitary Authority or Shadow Authority.**

Moved by: Cllr Powell Seconded by: Cllr Newell

Decision: Unanimously agreed & adopted.

Liggard Brook:

Cllr Bramall updated the council regarding a meeting which she and others had attended with the Environment Agency regarding the Liggard Brook. It was reported that the sluice gates are not currently safe however the EA had applied for a grant of £250,000 for works. There was a project to test and assess the water quality which would be done through United Utilities and Cllr Bramall and Cllr Aitken had volunteered to help alongside the Coastal Group.

Cllr Bramall also explained the benefits and proposed that the Council invites Mr Paul Rigby by United Utilities (Not eh EA as stated in the agenda) to provide a public briefing at the start of a council meeting in early 2026.

Decision Item

(2) Proposal: Council to invite Mr Paul Rigby, United Utilities, to provide a 15-20 minute briefing to the Council and members of the public present at a future council meeting (Date TBC - potentially February)

Moved by: Cllr Bramall **Seconded by:** Cllr Bamforth

Decision: Unanimously agreed & adopted.

9. Community Engagement

Councillors updated the Council about the following community engagement initiatives.

- Update regarding Noticeboards, including one sought for Lytham East Ward
Cllr Blackshaw stated that the renovation work to the noticeboard on Clifton Square was now completed and that the invoice had been received. The noticeboard was labelled Lytham Town Council and has two opening sides. The Clerk stated that he had established contact with a regional senior manager for Lidl supermarkets to have conversations about the possibility to use land controlled & owned by them on Preston Road.
- Update on policing operation - Friday 7th November 2025.
The Chair updated the council about how Lancashire Police ran a high-profile operation, known as Operation Publican, in Lytham Town centre. Councillors supported the police and Fylde Council colleagues and joined them for their briefing. An element of the operation was to provide reassurance and deterrence through the use of a drugs detection dog and handler.
- Town Council Christmas Event - Wednesday 17th December 2025.
Councillors stated that instead of a full Council meeting being held after only three weeks from this meeting in December, it was the intention of the Council to hold a festive Pop-in style meeting where some festive refreshments would be provided and which would allow members of the public to enjoy the Christmas spirit alongside councillors.
- Hannukah candle lighting being held by Fylde Council
Fylde Council had extended an invite for Members to take part in the Hannukah candle lighting event at St Annes. Councillors had volunteers to attend.
- Remembrance & Armistice 2026 - Request from Royal British Legion
The Clerk stated that he had been in conversation with the Chair of the Royal British Legion about the potential for the Town Council to be more involved in the 2026 events and whether it would be possible for support to be provided by way of improving the sound system. This would be discussed further.

- **The Newsletter**
Cllr Powell stated that the printing of the newsletter had now been completed and the invoice had been submitted. Councillors would be hand delivering these to all homes in the Lytham wards, and if members of the public wished to volunteer to post newsletters through a specific road, then they could stay behind after the meeting to share their details.

10. Planning & Licensing

- **Cumulative Impact Assessment** - The Chair explained that Fylde Council had now opened their online survey to support the review of the Cumulative Impact Assessment for Lytham. The survey could be accessed via FaceBook. The Town Council newsletter had a QR code within an article about it, and residents could use their mobile devices to scan the code to be taken to the webpage for it. FBC were doing two walk-in clinics, and the Town Council is considering holding some additional sessions to help residents who might feel less confident with accessing this survey online to be able to have their viewpoint entered. The Town Council encouraged residents, business owners and users as well as other interested parties to take part in the survey. The closing date for submission into this survey will be the 21st January 2026.
- **Planning Principle** - The Chair introduced the item and the proposed motion in accordance with the agenda. Cllr Farrington requested to speak to the agenda item and stated that in the existing format he would not be voting to support it. He stated that the motion was not formatted as he would wish it to be and, in his assessment, it could have negative and unforeseen implications for the town. Cllr Bramall spoke in reply, and a discussion took place.

The Clerk asked the Councillors whether there was a proposal for an amendment or an alternative motion.
The Councillors shaped a revised motion which was then considered.
The original motion was withdrawn.

Decision Item

Proposal: That Lytham Town Council will formally write to Fylde Borough Council, as the Planning Authority, to request them to inform the Town Council

- (a) as to what area forms the Highway in Clifton Square, Lytham and
- (b) What is Fylde Borough Council's legal view on this.

Moved by: Cllr Farrington **Seconded by:** Cllr Blackshaw

Decision: Agreed by majority vote.

For: AB, BB, EC, MB, SB, HF, SN, CP

Against: Nil

Abstention: HW

- The Council considered the planning application for:

25/0537 FAIRMONT HOUSE, SOUTH CLIFTON STREET, LYTHAM LANCASHIRE FY8 5HG

As this agenda item was reached, Cllr Powell who had declared an interest recused herself from the meeting and waited in an adjoining room.

The Clerk raised that a member of the public had stated to them that they had nervousness regarding the application as it stood, due to the fact that the application concerned part of a premises in which, separated by an internal wall, was another part of the church group where refreshments were prepared. This other use had previously experienced negative issues with the waste water drains - and the fear was that if this business was to use a shared drainage system - without any adaptation - then in the event of blockage or flood that chemicals used in the funeral director industry and / or biological material might flow back and contaminate the other sections of the premises.

Action: This item was discussed and Councillors agreed that they wished the Clerk to respond on behalf of Lytham Town Council to 'Make Comment' on the application in line with this concern. The Council did not oppose the application.

Following this item, Cllr Powell returned to the room and rejoined the meeting.

- The Council considered new planning application.

25/0670 3 BANNISTER STREET, LYTHAM, FY8 5HQ

This application had been received the week previously. It was felt that more time was required to review the application prior to making a response.

Action: To review this application again in two weeks time / by the 10th December 2025.

11. Neighbourhood Development Plan - Town Plan

This item was carried forward to January 2026.

12. Correspondence

The Clerk provided a summary of correspondence received. He stated that there had been a smaller number of communications received in this last month compared to the previous month.

The two principal channels for communication from the public remained the online, website hosted Contact Form and then email.

There were no urgent items to raise.

13. Items for Next Agenda

The issue of A Board cluttering of the pavement / Highway was asked to be included within the agenda for the next meeting, in January 2026.

14. Date, Time & Location of Next Meeting

- Wednesday 14th January 2026. 6:30pm
Lytham Institute.

The Chair thanked all attendees and closed the meeting.

The chair of this meeting believes that the minutes of the meeting of Lytham Town Council held on 26th November 2025 are a correct record and are confirmed as an accurate record of the proceedings.

Chair