



Lytham Town Council

Minutes - Full Council Meeting - Wednesday 10th June 2026

Minutes of the Council Meeting held:
 Wednesday 10th June 2026, at 6.30pm at Lytham Institute, 27 Clifton St, Lytham, FY8 5EP

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

Apologies received: N/A

Officers: Clerk / RFO

Members of the Public: 27 members of the public were present at the start of the meeting with an additional 2 people arriving after the meeting had commenced. PCSO Gary Hickman also attended the meeting on duty.

No.	Agenda Item
PROCEDURAL MATTERS	
1.	<p>Welcome, introduction, Audio Recording notice and Health & Safety. The Chair, Councillor Suzanne Bramall, welcomed those present to the meeting. Councillors and the Clerk introduced themselves briefly for the benefit of those in attendance. The Chair advised that the meeting was being audio recorded for the sole purpose of enabling the accurate completion of the minutes, in accordance with the Council's policy, and that recordings are retained for a period of six months unless a reason to retain them for longer arises in accordance with Council Policy</p>
2.	<p>Declarations of Interest and Dispensations The Chair asked all Councillors whether they had any declarations of interest or requests for dispensations.</p>

	No interests were declared. No dispensations were sought.
3.	<p>Approval of Minutes To consider and resolve the approval of the minutes as an accurate record of events for: The Annual Meeting of the Council held on Wednesday 6th May 2026 Moved by: Cllr Bamforth. Seconded: Cllr Aitken Decision - Unanimously agreed</p> <p style="text-align: right;">Decision Item 43/2026</p>
	<p>Brief agenda overview by Chair The Chair provided an overview of the agenda. Agenda Item 6 was deferred for a future meeting as the Community Grants, Honours and Awards Committee had not met prior to this meeting Agenda Item 16 concerning Public Rights of Way was requested to be deferred by the Clerk for a future meeting. Agenda Item 17 concerning discussions about Planning and Licensing issues was requested to be withdrawn by Councillor Newell</p>
4.	<p>Public Participation (Open Forum) (Max 15 minutes, 3 minutes per speaker)</p> <ul style="list-style-type: none"> <p>Person A raised a general question regarding the allotments in Lytham, noting that these are currently owned by Fylde Borough Council, and asked whether, in the context of Local Government Reorganisation, there was any prospect of those assets being transferred to or held by the Town Council. The Chair acknowledged the question and advised that the Council had previously written to Fylde Borough Council to request a full schedule of assets across the Fylde area. The Clerk confirmed that a full asset spreadsheet had been received, covering all assets across the Fylde borough, which could be filtered to identify Lytham-specific assets. The Clerk noted that allotment management sits within a specific legislative framework governing where responsibility rests within the hierarchy of local authorities, which explains why allotments are treated somewhat differently from other assets. The Clerk confirmed that the list could be reviewed in the context of this question. Councillor Newell observed that the asset list had been requested by the Council and queried whether it was publicly available; he suggested it may be obtainable from Fylde Council's website or by way of a Freedom of Information request to the borough council.</p> <p>A member of the public (Person B) asked whether the list could be published. The Clerk advised that as Fylde Borough Council is the data owner, he would need to seek Fylde's permission before publishing the document. He noted that there did not appear to have been any restriction placed on handling or publication when it was provided, but that he would need to confirm this with Fylde Council. It was suggested that if publication was not possible directly, the Council could link from its own website to any version published by Fylde Council.</p> <p>Person C asked about the status of a cleared demolition site in the vicinity of North Walton Street.</p>

The Vice Chair, Councillor Bamforth, advised that the site lies between North Walton Street and Westcliff, adjacent to an existing apartment block whose owners had purchased the site with a view to further development. He confirmed that following concerns about the condition of the site – which had become an eyesore and attracted unauthorised access – the site had been cleared and all materials removed. He advised that the site was understood to be coming back to the market for resale, and that prospective new developers had held pre-application discussions with Fylde Council's planning department regarding a potential scheme, though he had no further update beyond approximately a fortnight prior to the meeting.

Councillor Powell added that the Council had made enquiries as to whether the site might be suitable for use as a car park. She noted that the site is classified as contaminated land due to the former presence of a gasworks, which would make surface car parking a more appropriate use than residential development. However, a development scheme had since been brought forward by an interested party and the position would need to be kept under review. Councillor Powell noted that in the meantime the site remained in poor condition, with materials being taken and used to cause damage to neighbouring properties, and that Councillor Bamforth had been pressing Fylde Council on enforcement, though the capacity for enforcement action had been limited.

- **Person D** raised a question regarding the car parking arrangements on Lytham Green during events at Lowther Pavilion, asking who receives the income from parking on the Green when the Pavilion's own car park is in use for a funfair or similar purpose. The Chair advised that Fylde Borough Council permits Lowther Pavilion a set number of occasions per year on which the Green may be used for overflow parking, and that on those occasions the proceeds are retained by Lowther Pavilion. A similar arrangement applies to other events requiring additional parking capacity in the area.

Person D further asked whether, during the Lytham Festival, car parking charges on the Green could be reduced to encourage visitors to use it rather than residential side streets, noting that permit schemes in some streets displace parking further into the surrounding area and that residents experience significant difficulty parking near their own homes during the Festival period.

Councillor Aitken advised that consideration was being given this year to changing the signage in affected residential streets from general private parking notices to residents-only parking, to help protect access for local residents. She confirmed that this had been raised the previous year and that she had written again this year requesting the change of signage, though a response was still awaited and she would follow this up.

The Clerk, with the Chair's permission, added that he had that day emailed the Festival's residents contact address in response to a community query regarding a reference on the Festival's website to residential street parking arrangements. He had sought clarification from Fylde Council's parking enforcement team as to whether a formal residents' parking scheme was in place during the Festival and had been referred back to the Festival organisers; a response was still awaited. The Clerk confirmed that the original author of the query was present at the meeting and had been copied into correspondence to date. The Clerk noted that parking on the seafront during the Festival was understood to have ceased, though confirmation of current arrangements was pending.

Person D continued, noting that the cessation of parking on the seafront would likely displace further vehicles into inner residential streets, and expressed concern that these changes were being implemented without adequate consultation with residents.

The Vice Chair advised that he had been informed that residents living on the seafront frontage would be permitted to park on the Green during the Festival, which he suggested would reduce the number of vehicles moving into inland streets.

Person B observed that those residents would therefore benefit from both complimentary tickets and free parking on the Green, while noting that the displacement effect on streets immediately behind Clifton Street remained significant.

The Chair suggested that the removal of parking from the seafront road may be partly motivated by security considerations, keeping the road clear in connection with counter-terrorism barrier arrangements.

The PCSO in attendance confirmed that an operational difficulty had arisen in the previous year with vehicles attempting to leave once the security barriers had been lowered, and that the strict security protocol meant that vehicles could not be permitted to pass through the barriers once in place. The reallocation of parking to the Green with an alternative provision was understood to address this.

Person B asked whether parking spaces on the Green might instead be allocated to residents of South Clifton Street. Councillor Aitken cautioned that doing so would reduce the overall number of spaces available to Festival visitors, who would then park elsewhere across the town, and noted that South Clifton Street already benefits from a residents' parking designation.

Person B responded that the residents' parking designation was not operating effectively in practice, with Festival visitors routinely parking on South Clifton Street and absorbing the penalty charge notices as an accepted cost of attendance. **Person B** suggested that inner street residents closer to the Festival site might reasonably be offered a proportion of parking spaces on the Green, given the cumulative impact the Festival was having on residential amenity year on year.

Person F endorsed this concern, noting that residents of streets immediately behind the seafront frontage experienced at least as significant an impact as those on the front itself, without receiving any corresponding benefit such as complimentary tickets or parking provision.

The Chair noted that Festival-related residential impacts had also been raised at the Annual Town Meeting on 27 May 2026, and that the matter formed part of a broader ongoing conversation between the Council and Festival organisers.

The Chair noted that the broader question of financial benefit flowing from the Festival back into the local community had been raised at the Annual Town Meeting on 27 May 2026 and was an item the Council would need to consider further.

Councillor Powell emphasised that the parking and access impacts of the Festival extended beyond the principal residential streets to the back lanes and service roads, specifically referencing Back Walton Street, South Walton Street, North Clifton Street and North Walton Street. She noted that residents with off-road garage access via these routes were frequently unable to access their own garages during the Festival period, as vehicles were parked blocking entry. She observed that back lanes tend to be overlooked in Festival planning and resident communications, despite being among the most severely affected locations, and suggested that this should be specifically noted and raised with Festival organisers.

A member of the public asked whether a further residents' meeting was scheduled. The Chair advised that she was not aware of one prior to the Festival, and that the next scheduled meeting was understood to be the post-Festival debrief.

Further concerns were raised regarding the responsiveness of the Festival's residents' email contact, with members of the public reporting that questions submitted had not received substantive replies. The Chair acknowledged this, noting that the residents' contact service is volunteer-run, and that the Festival's communications for the current year did not yet appear to have been fully mobilised, with leaflets not yet distributed to all households.

Person B asked whether residents who chose to park on the Green during the Festival period would be liable to receive a penalty charge notice, or whether informal parking on the Green would in practice be tolerated.

The Chair indicated that she was unable to give a definitive answer on this point. A further member of the public observed that if no clear guidance was provided, residents were likely to take matters into their own hands and park on the Green regardless, particularly given the difficulty of returning home from work and being unable to park near their properties.

The PCSO advised that, as he recalled, Festival marshals are stationed at the access points onto the Green and that informal or unauthorised parking would therefore be unlikely to go unmanaged, though he was unable to confirm the precise enforcement position.

The Chair indicated that this was a matter that would need to be followed up with the Festival organisers and relevant authorities to provide residents with a clear answer ahead of the Festival.

Person F, who indicated that they sit on the Festival Residents' Group, advised that the Festival employs a dedicated paid resident liaison officer, John Gallagher, who handles residents' concerns and complaints throughout the Festival period. Person F noted that Mr Gallagher commences work on the first day of site setup on the Green and confirmed that he is the appropriate point of contact for residents experiencing difficulties. Person F acknowledged the concern about unanswered emails but noted that this had been raised previously within the Residents' Group. Person F expressed the view that Mr Gallagher performs his role effectively and that the Festival's resident liaison arrangements had improved considerably since his appointment.

On the question of parking on the Green, Person F suggested that residents parking informally on the Green during the Festival were unlikely to receive a penalty charge notice, and that Mr Gallagher would be a useful contact in that regard.

Councillor Cook confirmed his understanding that no enforcement body holds jurisdiction over parking on the Green itself, as distinct from designated car parks or yellow line restrictions on the highway, and that Festival marshals have no enforcement powers. He noted however that parking enforcement on the public highway where vehicles obstruct access was similarly difficult to secure in practice.

The Chair indicated that whilst she understood the frustration, she would not as Chair of the Town Council formally recommend that residents park on the Green informally, noting the potential impact on the Green itself.

- **Person G** asked whether the Council was aware that areas around West Beach and Lowther Gardens appeared to be regularly used for informal car sales.

The Chair invited the PCSO to respond on the enforcement position. The PCSO advised that from a police perspective there was limited action available, as individuals selling vehicles from public areas using private telephone numbers – frequently using different numbers for each vehicle – did not in themselves commit a readily enforceable offence. He noted that the practice had been ongoing for some years. He suggested that if the activity could be established as a business operation rather than private sales, there may be scope for action, but that this was more properly a matter for the Council than for the police.

The Chair noted that as the land in question falls within Fylde Borough Council's ownership and responsibility, any further action would need to be directed to Fylde Council accordingly.

The Chair thanked all those who had contributed and closed the public participation session.

5.	<p>Matters Arising / Action Points from Previous Meeting The Chair signposted to the specific agenda item numbers for this meeting.</p> <p>The Clerk confirmed to Council that Lancashire County Council Highways had authorised Bunting to be hung from lampposts for Club Day</p>
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COMMITTEE REPORTS

6.	<p>Community Grants, Honours & Awards (CGHA) Committee</p> <p>This item was deferred as the Committee had not met in advance of the Council meeting</p>
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PRIORITY COMMUNITY ISSUES FOR CONSIDERATION - ANNUAL TOWN MEETING 27/05/2026

7.	<p>To receive and consider the priority community items arising from the Annual Town Meeting held on 27 May 2026, and to resolve any immediate actions or assignments as appropriate.</p> <p>The Chair reported back to the Council on each of the priority items identified by residents at the Annual Town Meeting on 27 May 2026, as follows.</p> <p>a) [ATM1] Lytham Festival – options for an improved dividend for the community of Lytham, and the impact upon residents of events The Chair noted that this item had already been discussed to a significant degree during public participation earlier in the meeting. She advised that the Council had established a development meeting at which this matter would be considered in greater detail and confirmed that it was actively being taken forward.</p> <p>b) [ATM1a] Mobile telephone coverage for all residents in Lytham, both throughout the year and during major events The Chair acknowledged that mobile coverage issues affect residents both on an ongoing basis and acutely during the Festival period. She advised that the Council would consider what, if anything, could be done to improve coverage for Lytham generally, and that this would also be discussed at the forthcoming development meeting.</p> <p>c) [ATM2] Lytham Green – pursuing the opportunities for it to be placed into Charitable Trust status The Chair reported that the Council had written to Fylde Borough Council seeking its position on this matter. A comprehensive response had been received from Fylde's Chief Executive on the afternoon prior to the meeting, accompanied by correspondence from Fylde's Head of Legal services. The Chair advised that Fylde Council had also received legal correspondence from Lytham Civic</p>
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Society and was currently considering legal advice in relation to the matter. In light of the legal considerations in play, the Council had resolved to defer further consideration of this item until September 2026, by which point it was hoped that greater clarity on Fylde's position would be available.

d) [ATM3] Cleanliness of the Town Centre

The Chair advised that the Council's Environment Working Group had been established and would have formal terms of reference. Cleanliness of the town centre would form part of the Working Group's remit, and it would consider potential solutions accordingly.

e) [ATM4] Disability Access on pavements and pedestrian areas, including drop-kerbs and the impact of maturing trees on Clifton Street pavements

The Chair reported that members had recently undertaken a walkabout to identify specific issues with disability access, drop-kerbs and pavement conditions. This item would also fall within the remit of the Environment Working Group, which would consider findings and determine appropriate actions.

f) [ATM5] Regeneration Money held by Fylde Council for improvements to Lytham

The Chair noted that this item appears separately on the agenda and deferred comment to that point accordingly. *(Cross-reference: Agenda Item 8.)*

g) [ATM6] Signage on the promenade relating to the coastal lands into the Ribble Estuary

The Chair reported that a resident had drawn the Council's attention to signage along the promenade which references St Anne's Beach. She explained that the concern was that visitors unfamiliar with the area might, on reading the signs, incorrectly infer that the RNLI lifeboat station and jetty visible from the promenade were those serving Lytham, and that there was a beach accessible in that vicinity. The Chair noted that no such beach exists and that the signage could therefore present a safety risk by encouraging members of the public to enter the area. The Council had raised the matter with Fylde Council's legal team, had conducted a site visit, and had submitted photographic evidence to support the case for the relevant signage to be covered or amended. It was anticipated that this would be a straightforward matter to resolve.

h) [ATM7] Supporting Youngsters in the Community

The Chair advised that this would be considered as part of the work of the community engagement focus group currently being developed, which would look at how the Council could better reach and support younger residents.

i) [ATM8] Reviewing the Council's A-Board Guidance Policy in reflection of the use of advertising boards for charitable purposes

The Chair noted that this item appears separately on the agenda and would be considered at that point.

j) [ATM9] Helping Volunteer Groups and Organisations better connect for the benefit of the community

The Chair reported that following the volunteer meeting held earlier in the Council's first year, a follow-up meeting had been agreed. The Council would take forward all items raised at the original meeting and consider what action, if any, fell within its

powers. The Chair was clear that whilst not all items would necessarily be within the Council's remit, each would be examined and given proper consideration.

The Chair invited Members to add anything that had been omitted. No further items were raised.

Resolved: That the update from the Chair on the priority community items arising from the Annual Town Meeting of 27 May 2026 be received and noted, and that the actions and assignments set out above be confirmed accordingly.

FINANCE, GOVERNANCE & AUDIT

8. Development Monies for Lytham Held by Fylde Borough Council

[Clerk note: Clerk Guidance was circulated to Councillors in advance of the meeting]

The Chair invited Councillor Farrington to report back to the Council on enquiries undertaken since the previous meeting.

Report from Councillor Farrington

Councillor Farrington advised that he and Councillor Bamforth had attended the Mayor Making event at Lowther Pavilion, where he had taken the opportunity to speak with Fylde Borough Council's Chief Financial Officer regarding the development monies held for Lytham. He noted that the figure of £1,040,000 earmarked for Lytham regeneration had been visible in black and white in Fylde Borough Council's published financial documents, including papers considered at both the Executive and Full Council meetings of Fylde Borough Council, and was therefore a matter of public record. He confirmed that whilst some of that sum had been spent – including on tree works in Lytham – his primary concern, shared by the Council, was whether the remaining balance was formally ring-fenced for Lytham, particularly given the implications of Local Government Reorganisation.

The Chief Financial Officer had confirmed that the funds remained attributed to Lytham on Fylde's financial records but had directed Councillor Farrington to speak with Mr Charlie Richards, Fylde Borough Council's project lead officer, as the appropriate person to discuss the detail of planned expenditure. Councillor Farrington subsequently arranged and conducted a telephone conversation with Mr Richards, lasting approximately half an hour, and produced a set of contemporaneous notes from that conversation. He confirmed that unless otherwise indicated, the comments he was about to relay were attributable to Mr Richards.

Current Status of Works and Budget Position

Mr Richards had advised that the current programme of works was substantially complete. Within the scope of the £1,040,000 budget allocated to Lytham regeneration, Fylde Borough Council had targeted what he described as easy wins for the high street, specifically: new lighting installation, now largely completed; removal of redundant street furniture; and tree crowning, which he confirmed was finished. Mr Richards indicated that approximately £300,000 of the total had been spent to date, leaving a remaining balance of circa £700,000.

Future Expenditure and the Context of Local Government Reorganisation

Councillor Farrington outlined the significance of the LGR timeline to this matter. Fylde Borough Council will cease to exist within approximately two years, with a shadow period in the year prior to transition. Mr Richards had acknowledged that lead members of Fylde Borough Council were aware that time was running short to implement all scheduled spend plans and leave a meaningful legacy for the areas they currently serve. Councillor Farrington noted that Mr Richards had been candid in observing that Lytham was not currently a top priority for Fylde Borough Council, whose legacy focus had been directed towards larger projects such as Kirkham Baths.

Mr Richards had nonetheless outlined a number of options currently on his project list for the remaining Lytham funds, as follows:

- **Continuation of the lighting project**, extending down Park Street towards Lytham Hall to create what Mr Richards described as a heritage corridor connecting the town centre to Lytham Hall.
- He also referenced the possibility of extending new lighting stock from the vicinity of the Queens Hotel along the promenade, though this was presented as a consideration rather than a commitment.
- **Lytham Institute heritage fund bid**: Mr Richards advised that the Leader of Fylde Borough Council, Karen Buckley, was content to consider diverting a portion of the remaining funds to support the heritage fund bid in respect of Lytham Institute. Mr Richards indicated that the bid was understood to be in the region of £2,000,000, and that Fylde Borough Council could potentially contribute in the region of 10% – equating to approximately £200,000 – from the remaining Lytham regeneration budget. Councillor Farrington noted personally, whilst making clear this was his own view rather than Mr Richards', that he considered investment in the Institute to be a compelling use of funds given its heritage significance and potential as a community asset and visitor attraction.

Clifton Street Pavements and Trees

Councillor Farrington had also raised with Mr Richards the condition of the pavements and trees on Clifton Street. Mr Richards' assessment was direct: the existing trees, whilst still relatively young in terms of their full lifespan, were entering a phase of rapid growth, and the root systems were causing and would continue to cause pavement damage. He stated that patching the pavements was not a sustainable solution, as the underlying problem would recur rapidly, and used the phrase "throwing good money after bad" in that context.

Mr Richards' view was that the trees would ultimately need to be removed and replaced with coastal varieties with suitably narrow canopies and root management systems appropriate for a high street environment. He advised that an examination of a representative sample of five root systems had been carried out and that cutting back the roots was not considered a viable management approach.

Mr Richards confirmed that Fylde Borough Council intended to maintain a programme of continual repair in the interim but was clear that the longer-term solution – replacement of the trees – would fall to the incoming unitary authority rather than to Fylde Borough Council.

Councillor Farrington noted that Mr Richards had been matter of fact throughout and had not appeared to be making any political points. He confirmed that Mr Richards had expressed willingness to liaise directly with the Council's Environment Working Group in due course to discuss options.

Councillor Farrington acknowledged that the report had been lengthy and invited Members to discuss the content, noting that several significant implications arose for the Council's forward planning.

Councillor Powell, speaking in her capacity as a member of the Lytham Public Realm Project Board alongside Suzanne Taylor from the Lytham Business Partnership and Fylde Councillor Andrew Redfearn, provided a further update on the current position regarding the Clifton Street works.

Councillor Powell confirmed that the lamppost banner installation was proceeding well, with banners produced from artwork created by local schoolchildren due to go up ahead of Club Day, and that the lampposts had also been confirmed as capable of taking bunting. She noted that a final project meeting was scheduled for the following day.

Councillor Powell raised a specific concern regarding the five trees on Clifton Street where airspading works had previously been carried out – a process involving the removal of topsoil and selective trimming of finer roots to attempt to level the pavement surface. She explained that following those works, tarmac had been laid as a temporary measure for an anticipated period of six months, on the basis that it would not cause long-term damage to the trees. That tarmac had now been in place for considerably longer than intended – in the region of 18 months – and the tree survey commissioned at the time had been explicit that it was not a long-term solution and risked damaging the trees.

Councillor Powell advised that the original intention had been to replace the tarmac with bonded resin, a permeable surface that would allow water penetration and be less damaging to root systems, as part of the £300,000 already spent from the Lytham regeneration budget. That commitment appeared to have been set aside. She confirmed that discussions had taken place within the Project Board – including with representatives from Fylde Borough Council – requesting that the bonded resin be applied not only to the five affected tree bases but to all tree bases on Clifton Street, to ensure a consistent appearance and surface standard. That proposal had not been progressed.

Councillor Powell confirmed that she intended to raise the bonded resin matter directly at the following day's meeting, at which Karen Buckley, the Leader of Fylde Borough Council, would be present. She acknowledged that the ultimate decision on expenditure rested with Fylde Borough Council, and that the Town Council's representation on the Project Board – comprising herself, a representative of the Lytham Business Partnership, and Councillor Redfearn – would need to make its case constructively.

Councillor Powell noted that the Council's commissioned tree survey, produced by a nationally recognised tree specialist, had identified three alternative solutions that would not require the removal of the existing trees and could be applied retrospectively. She observed that this stood in contrast to the position outlined by Mr Richards, and suggested the matter remained genuinely contested.

She expressed the view that pavement safety and the condition of the tree bases represented a more pressing priority for residents than the extension of heritage lighting down Park Street or along the promenade, pointing in particular to the poor condition of the pavement stretch from Kenyon's towards the Institute, where utility works had compounded existing damage. Councillor Powell also noted that where trees adjoin privately owned properties, the legal position is that responsibility for the tree may rest with the property owner, who would be entitled to take their own action. She confirmed she would report back to the Council following the meeting the next day.

Councillor Newell sought clarification on the legal position regarding trees on private land, noting that the assertion that responsibility rested with individual property owners had come from a Fylde Borough Council officer. The Clerk advised, as a point of order, that unless a Tree Preservation Order is in place, any proposed works to trees must be notified to Fylde Borough Council's planning department, with a minimum of six weeks' notice to allow the authority to determine whether it wishes to impose a TPO. He confirmed that there is an interplay with conservation area legislation which means that works cannot be carried out without due process, and that the position is not straightforward.

Councillor Newell raised a number of concerns arising from Councillor Farrington's report, which he wished to place on the record for the benefit of the public present. He questioned the assertion attributed to Mr Richards that the trees had been planted by amateurs in the 1980s, noting his own recollection of the replanting programme following Dutch elm disease and the significant public interest in the choice of replacement species at the time. He observed that London plane trees had been widely adopted as an urban species precisely because of their suitability for managed town centre environments when properly maintained, and that it would be surprising if Fylde Borough Council's own legal and planning departments had overseen a regeneration scheme in the 1980s without proper process.

Councillor Newell also questioned the assertion that a number of the trees stood on private land and were therefore the responsibility of individual property owners. He noted that no plan had been produced to establish which trees, if any, sat within privately registered land boundaries, and that the line of trees on Clifton Street was not uniform, making assumptions about ownership unreliable without formal evidence. He observed that the suggestion that businesses such as Boots or Boyle Sports were responsible for trees some distance from their premises – and liable for any personal injury claims arising from trip hazards caused by root damage – was a significant legal assertion that warranted proper substantiation. He noted that when the trees were originally planted by Fylde Borough Council, no property owner would reasonably have accepted responsibility for a tree that would grow to 30 metres over 50 years, along with the associated insurance implications. He proposed that the Council should not accept these assertions at face value and that formal clarification was required.

Councillor Newell further questioned the logic of having spent an estimated £100,000 on tree pruning and associated works – including road closures, cherry picker hire and specialist contractors across approximately 30 trees – if Fylde Borough Council's own position was that the trees would need to be removed within two years in any event. He suggested that this raised genuine

governance concerns and that the Council needed to understand what, if anything, had changed to produce such a significant shift in approach, and whether any new arboricultural report existed that had not been shared with the Council.

Councillor Newell noted that he had drafted a letter to Charlie Richards setting out a series of formal enquiries on these matters, which had been circulated to all Members the previous day, and proposed that the Environment Working Group consider the letter at its forthcoming meeting and agree the precise approach to be taken, utilising Councillor Newell's research in that context. He also proposed that Fylde Borough Council's own tree officer be copied into any correspondence, noting that the tree officer had not been invited to attend the project board meetings, which he found difficult to understand given the nature of the matters under discussion.

Councillor Farrington, in response, clarified that the tree pruning carried out earlier in the year had in part been necessary to address a highway safety hazard caused by branches overhanging routes used by high vehicles including buses, and that in that respect the works had not been entirely discretionary. He also noted that further pruning of approximately five trees had been required due to their proximity to the new lighting columns.

Councillor Powell confirmed that at a project board meeting she had attended on the Council's behalf, it had been clearly indicated that further pruning was planned in addition to the bonded resin works.

The Vice Chair referenced a personal experience of a public liability claim arising from a trip on private forecourt land, confirming that in his view the owner of private land bears responsibility for incidents occurring on it.

The Chair drew the debate to a close, noting that it had been a valuable and substantive discussion. She confirmed that the Environment Working Group would take this matter forward as a priority, including consideration of the letter drafted by Councillor Newell, and that Councillor Powell would raise the bonded resin commitment at the project board meeting the following morning.

Resolved: That the reports from Councillors Farrington and Bamforth on their enquiries regarding the development monies held by Fylde Borough Council be received and noted; that the Environment Working Group consider the matter in detail at its forthcoming meeting, including the letter of formal enquiry drafted by Councillor Newell to Charlie Richards; that Fylde Borough Council's tree officer be copied into any correspondence sent; and that Councillor Powell report back to the Council following the project board meeting on 11 June 2026.

9. Review of Council Structure, Committees and Working Groups including Appointment of Committee Members

To consider and resolve the nature of

- a) Committees
- b) Working Groups
- c) Membership of each

d) Terms of Reference for each

This is also in light of developmental feedback provided from the Internal Audit

The Chair introduced this item, noting that the review had been informed in part by the Internal Audit recommendation that all working groups should have formal terms of reference. She advised that the Council had met to consider its current structure and that the following had been agreed by consensus.

Committees

- Community Grants, Honours and Awards Committee

The Community Grants, Honours and Awards Committee is formally constituted as a Committee of the Council. As a Committee, its meetings are open to the public and require a minimum of three clear days' notice of meeting. Terms of reference are required and will be brought forward for adoption. Membership: Councillors Cook, Warburton, Bamforth and Blackshaw. The Chair noted that she would attend as an interested party as and when required.

Working Groups

- Christmas Lights Working Group

The Christmas Lights Working Group is constituted as a Working Group. Terms of reference are required and will be drafted by Councillor Blackshaw. Membership: Councillors Blackshaw, Barnes, Farrington and Aitken.

- Environment and General Maintenance Working Group

The Environment and General Maintenance Working Group is constituted as a Working Group. Terms of reference are required, the parameters of the group's remit to be clearly defined within them. Membership: Councillors Aitken, Powell, Warburton and Bamforth.

- Community Engagement, Tourism and Marketing Working Group

A new Community Engagement, Tourism and Marketing Working Group is to be established as a Working Group. Terms of reference are required and will be drafted by Councillor Powell. Membership: Councillors Barnes, Aitken, Blackshaw and Powell, with Councillor Farrington also included. The Chair confirmed that she would not sit on this group. It was noted that representatives of the Lytham Business Partnership would be invited to attend at relevant meetings as and when appropriate.

- Planning and Licensing

It was agreed that a dedicated planning and licensing working group was not required at this stage. Planning and licensing matters would instead be considered collectively at the Council's development morning, on the basis that these are matters in which all Members should be involved.

- Town Plan and Finance Working Group

The Town Plan and Finance Working Group will continue, operating as a one-off working group for a defined purpose. Terms of reference are required. Membership: Councillors Barnes, Bamforth and Bramall.

- Clerk Management Team

The Chair confirmed that the Clerk Management Team, which provides Member oversight of the Clerk, continues in place with its existing membership: Councillors Warburton, Bamforth, Newell and Bramall. The Clerk advised that the terms of reference for this group are currently reflected within his contract of employment but confirmed that he would clarify the position and ensure a standalone term of reference document is in place if required.

- Attendance at Lytham Business Partnership

The Chair advised that a discussion had taken place regarding attendance at Lytham Business Partnership meetings, noting that several Members attend in various capacities – some as business owners, and some as associate members by virtue of their membership of Fylde Borough Council. In order to provide clarity and avoid any potential confusion about who attends in what capacity, it was agreed that Councillor Barnes would attend on behalf of the Town Council, with Councillor Blackshaw attending in her absence. Any other Member wishing to attend does so in their own right and not as a representative of the Town Council.

- Terms of Reference – Timetable

The Chair noted that the adoption of terms of reference for all working groups directly addressed one of the recommendations made by the Internal Auditor. She invited confirmation that terms of reference for all groups could be brought forward for adoption at the July Full Council meeting. Members confirmed that this was achievable.

Resolved: That the committee and working group structure set out above be confirmed, together with the membership of each; that terms of reference for all working groups and the Community Grants, Honours and Awards Committee be brought forward for formal adoption at the Full Council meeting in July 2026; and that attendance at the Lytham Business Partnership on behalf of the Town Council be as set out above.

10. Acceptable Standards of Behaviour and Communication Policy

a) To receive updates and then consider and resolve the approval of policy

[Clerk note: Clerk Guidance was circulated to Councillors in advance of the meeting]

The Chair advised that the policy had not yet been drafted and proposed that consideration of this item be deferred to the next Full Council meeting on 29 July 2026, by which point it was anticipated that a draft would be available for Members to consider. She noted that the Council already has an adopted Code of Conduct and Standing Orders in place, and that this policy was intended as a supplementary document addressing standards of interaction between Members and officers.

Resolved: That consideration of the Acceptable Standards of Behaviour and Communication Policy be deferred to the Full Council meeting on 29 July 2026.

b) To discuss and consider allegations made publicly by Members regarding other Members in regards to any breach of the Code of Conduct and to resolve what action(s) that the Council wishes to take

Councillor Newell opened the item by asking the Clerk to display detailed written guidance he had prepared and circulated to Members in advance of the meeting. The Clerk advised that the screen size would prevent the text from being legible and read his advice aloud. Councillor Newell confirmed that he had read it and agreed with every word.

Councillor Newell then addressed the Council. During his contribution the Chair intervened on a number of occasions regarding the conduct of debate, and points of order were raised. The Clerk reiterated previously circulated guidance concerning the purpose of the item and the conduct expected during discussion. The Chair closed the item.

No resolution was passed on this item.

Clerk's Note: This minute has been written following receipt and consideration of guidance subsequently sought by the Clerk from the Monitoring Officer at Fylde Borough Council after the meeting.

11. Grant Proposal

To receive and consider the following proposal:

LTC to apply for a grant (up to £5000 available to groups and Parish/Town Councils) from the Lancashire Police and Crime Commissioner to support an LTC initiative to gather evidence as to anti-social behaviour, crime, violence and abuse of women and the protection of young people in the Lytham town centre and flowing from the night-time economy. (NB closing date 17/6/26)

Councillor Newell introduced the item, advising that the Lancashire Police and Crime Commissioner had published a community safety grant scheme offering grants of up to £5,000 to groups and parish and town councils, to support initiatives aimed at gathering evidence to assist the police in preventing the abuse of children, preventing crime, and protecting young people. He noted that the information publicly available on the Commissioner's website was limited, and that the closing date of 17 June 2026 left very little time to develop a full application.

Councillor Newell drew Members' attention to the context for the proposal, referencing Operation Publican – a police operation focused on licensing and crime in and around Henry Street and Clifton Square – and a three-month deployment of a mobile camera in Clifton Square under a violence against women and girls initiative, which had since been removed. He also noted the results of Fylde Borough Council's recent licensing survey, which was not concluded by 31 January 2026, and suggested there was evidence of issues in the town centre that warranted further investigation.

Councillor Blackshaw asked whether there was concrete evidence of serious crime or abuse of women in Lytham, noting that the police had indicated crime levels in Lytham were relatively low. Councillor Newell acknowledged that the deployment of the mobile

camera had itself been prompted by limited baseline evidence, and that gathering evidence was precisely the purpose the grant was designed to serve.

Councillor Powell noted that the Council receives monthly crime statistics and queried whether violence against women figures for Lytham were significant. The PCSO confirmed that the figures were surprisingly high for an area like Lytham, though he acknowledged that a significant proportion related to domestic incidents. He noted that the statistics as presented made it difficult to determine whether figures represented multiple separate incidents or recurring matters involving the same individuals.

The PCSO also provided context on the current monitoring arrangements for CCTV in Lytham, advising that Fylde Borough Council's cameras are monitored by Wyre Borough Council on a contracted basis, with paid staff operating Monday to Friday during daytime hours, supplemented by volunteers who typically attend on Friday and Saturday evenings. He confirmed that monitoring after 10pm was not guaranteed on any consistent basis, noting that this was precisely the period during which the majority of night-time economy incidents occurred.

The Chair advised that the grant application form was detailed and explicit in its requirements, and that a meaningful application could not be prepared and agreed at the current meeting within the time available. She invited Members to indicate whether they would support an extraordinary meeting being convened within the week to develop and agree an application. Members' views were mixed. Several expressed support for the principle of the application and for the Council taking action on town centre safety, particularly in light of the difficulties experienced by businesses on Henry Street. Others expressed concern about the volume of priorities already facing the Council and the tight timescale involved. One Member noted the importance of understanding the specific purpose of any initiative and ensuring it did not inadvertently create public concern.

Councillor Newell clarified, following a query from a Member, that the grant programme operates on a rolling monthly basis, with applications received by the end of each month assessed the following month. This meant that whilst the 17 June deadline had initially appeared to be a hard constraint, there would be further opportunities to apply in subsequent months if the Council was not in a position to submit this month.

The Chair also drew Members' attention to a related matter raised by Councillor Blackshaw regarding the Shopwatch scheme, which had been trialled in St Annes with radios provided to participating shops to enable direct communication between retailers and the police in response to shoplifting incidents. The PCSO confirmed that the scheme had been effective and that there was an intention to extend it to Lytham and potentially Kirkham in due course. The Chair noted that whilst this was a separate initiative, it illustrated the range of community safety options available to the Council.

Resolved: That the grant proposal be noted; that the Council does not proceed with an application for the June 2026 round given the time available; and that Councillor Newell bring a more fully developed proposal to a future meeting for consideration, taking advantage of the rolling monthly application cycle, and that Members give further thought to the specific initiative they would wish the grant to support.

COMMUNITY ENGAGEMENT

12. Community Engagement Strategy

To discuss and consider the opportunities around improvement the Council's connections with the community through a more effective Communications / Community Engagement Strategy

The Chair confirmed that this item would be deferred to allow the Community Engagement Working Group to develop this further

13. Christmas Lighting developments

To receive update regarding developments in relation to Christmas Lights for Lytham

Councillor Blackshaw reported that, given the length of the agenda, she had circulated a written update to Members in advance. She advised that a quotation had been obtained from Lawn Farms, a local Christmas tree growing company that has supplied the Council for the past 15 years, for the provision of Christmas trees for the town centre. The quotation comprised £1,000 plus VAT for the large tree in the town centre, with a potential additional cost of £100 to £200 as that tree requires sourcing externally, and £260 plus VAT for the tree outside the library, with all delivery and removal costs included within the quoted figures, giving a total estimated cost of approximately £1,260 plus VAT.

Councillor Blackshaw was pleased to report that she had secured a sponsor who had confirmed by email that they would meet the full cost of both trees, at no cost to the Council or to the precept. The Chair thanked Councillor Blackshaw and welcomed the news.

Resolved: That the update be received and noted, and that the arrangement for sponsorship of the Christmas trees be confirmed accordingly.

14. Blue Plaque Scheme proposed by Lytham St Annes Civic Society

To receive, discuss and consider the proposal received from the LSA Civic Society for c. £1,500 funding per year to purchase 2 x Blue Plaques for placement in Lytham

<p>The Chair opened the item. The applicant proposing this scheme, Mr John Flanagan was present and asked and was granted permission to address the Council directly.</p> <p>The Councillors listened to Mr Flanagan's input and considered their position. The Chair noted that as a comparator, St Anne's on the Sea Town Council did have a budget which was in the order to 3 times as large as Lytham Town Council's/</p> <p>Resolved: That this matter would be best initially discussed and considered by the Community Grants, Honours and Awards Committee.</p> <p>The Clerk was asked to email the relevant Community Grants Scheme documentation to the applicant.</p>

ENVIRONMENT

<p>15. Clifton Street lamp columns - Banners and Planters</p> <p>To receive verbal update about the placement of banners and planter inner liners on the new lighting columns on Clifton Street.</p> <p>Councillor Powell added to her previous update that the children's artwork for the Banners is fantastic and that there would be a display of the original artwork held at Lytham Institute for the benefit of all.</p> <p>The planter inner liners will be placed into the outers which are fixed to the lamp posts, and she sought volunteers to help pass these to the installer, who would be working at height, to make this process more efficient.</p> <p>It is intended that both the banners and planters are installed prior to Club Day.</p> <p>The Clerk confirmed that he was in receipt of an email providing authorisation from LCC Highways for fixing these items, however the official authorisation form had not yet been delivered in hard or soft copy.</p>
<p>16. Public Rights of Way</p> <p>To receive a verbal update briefing from the Clerk about actions undertaken by other Lancashire Councils with regards to public rights of way in their Parishes / Towns and to discuss and consider any action(s) which Council would wish to undertake</p> <p>The Clerk requested that this item was deferred for a future meeting</p>

PLANNING & LICENSING

<p>17. To receive, discuss and consider the following proposals:</p> <p>a) Construct and implement a strategy for the actioning of compliance with Enforcement Orders in respect of illegal developments in the Conservation Area.</p>	<p>[Clerk note: Clerk Guidance was circulated to Councillors in advance of the meeting]</p>
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	<p>b) Construct and implement a strategy to enforce the Licensing Objectives (public nuisance, anti-social behaviour and crime) in respect of licensed premises in the Conservation Area.</p> <p>c) Construct and implement a strategy to monitor and regulate the issue of and extent of Pavement Licences in the Conservation Area</p> <p>d) To form and agree a definitive view on what constitutes " a Highway " in the context of the Lytham Conservation Area</p> <p>Councillor Newell requested that this item was withdrawn from this meeting</p>
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CORRESPONDENCE

18.	<p>Correspondence The Clerk confirmed that the significant update from the CEO of Fylde Council in relation to Lytham Green had already been discussed.</p>
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FORWARD PLANNING

19.	<p>Items for Next Agenda No specific items were raised.</p>
20.	<p>Date, Time & Location of Next Meeting Annual Council Meeting: Wednesday 29th July 2026 6:30pm Lytham Institute, 27 Clifton Street, Lytham, Lancashire, FY8 5EP</p>
	<p>Meeting Close 8:15pm</p>

The chair of this meeting believes that the minutes of the meeting of Lytham Town Council held on 10th June 2026 are a correct record and are confirmed as an accurate record of the proceedings.

Chair