



## Lytham Town Council

# Minutes - Full Council Meeting - Wednesday 25<sup>th</sup> February 2026

Minutes of the Council Meeting held:

Wednesday 25<sup>th</sup> February 2026, at 6.30pm at Lytham Institute, 27 Clifton St, Lytham, FY8 5EP

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

**Apologies received:** N/A

**Officers:** Clerk / RFO

**Members of the Public:** 29 members of the public were present.

**NB:** The agenda for this meeting had been published in accordance with the publication timelines in the Standing Orders on the Town Council website due to an enduring access issue with the Noticeboard in Clifton Square and the inclement weather forecast.

### **1. Welcome, introduction, Audio Recording notice and Health & Safety.**

The Clerk reminded all persons present that the meeting was being Audio recorded for the purpose of enabling the effective and accurate completion of the Minutes of the meeting. He confirmed that the meeting was Quorate with all 10 Members present.

He explained that the table and chair arrangement in the room was different to what had been used before and this was to more effectively enable Councillors to communicate with each other and undertake Council business.

He also explained that as a result of a communication received following the previous meeting, in which concern was raised about the individual's personal contact information being visible on the attendance sheet - there would be no attendance sheet this meeting whilst this position was reflected upon - and as such the Clerk would undertake a simple head count for Health & Safety matters.

### Apologies for Absence

Apologies were not applicable for this meeting.

### 2. Declarations of Interest and Dispensations

The Chair asked Councillors whether they had any Declarations of Interest to make. No declarations were made and there were no dispensations sought.

### 3. To receive a presentation by Mr Paul Rigby, former of United Utilities regarding Liggard Brook (Max 15 minutes)

Mr Rigby provided a detailed and informative presentation to the Council and members of the Public Present. He was thanked by the Chair for his input.

### 4. Approval of Minutes

The Clerk pointed out that there had been two meetings in the previous month and as such, the minutes for each of those meetings would need approving. The Chair confirmed that the Drafts of each set of minutes had been circulated and published.

To consider and resolve the approval of the minutes for:

a) Extraordinary meeting of the Council held on Wednesday 7<sup>th</sup> January 2026.

**Moved by:** Cllr Bamforth. **Seconded:** Cllr Aitken

**Decision** - Agreed Unanimously

**Decision Item 03/2026**

b) Full meeting of the Council held on Wednesday 14<sup>th</sup> January 2026

**Moved by:** Cllr Powell. **Seconded:** Cllr Bramall

**Decision** - Agreed Unanimously

**Decision Item 04/2026**

### 5. Public Participation (Open Forum)

(Max 15 minutes, 3 minutes per speaker) -

- Person A stated that she wished to raise two points. She spoke on behalf of a friend who was unable to attend the meeting. Her friend often pushed her mother in her wheelchair around Lytham, and they had frequently been inconvenienced by excessive pavement furniture. It had seemed clearer recently at the western end of Clifton Street nearer to Clifton Square which had been a brilliant development. However on the Clifton St pavement in front of the Central Beach café [Clerk comment: near to the junction with Bath St] the pavement was not as clear and there was a large puddle of water standing in the pavement, which could be dangerous if it became necessary to pass by on the road way. Person A asked what the Council was doing about that. The Chair stated in response that there have until recently been 20/30 tables and chairs outside the Deacon public house which have been removed, making the pavement clearer and more passable. He then stated that he knew that these were in temporary storage with the anticipation that they would be replaced.

He stated as a Councillor he was aware of legal issues in relation to Rights of Way. In direct answer to Person A, he stated that until the issue with Highways is resolved the Town Council may be unable to make much difference as there was no legal responsibility of empowerment to act as on Highways Authority matters.

Cllr Powell stated that she had undertaken a street-walk with a member of Fylde Council's planning team and had noted that at the Clifton St / Bath St junction there were two lampposts and two junction boxes on the pavement space which narrowed pedestrian access. Person A stated that she had previously asked a question about the redundant lamp posts of C Cllr Ashton.

She also stated that she would like to see additional pedal bicycle parking within the town. It was pointed out that there was a bike rack already in location at the Railway Station.

Cllr Bramall suggested that as there was governmental guidance, perhaps the Town Council could write formally to the Highways Authority referencing this guidance.

- Person B stated that he was speaking with the Council as the Chair of the Lytham Institute Trust. He thanks the Town Council for making the Institute their home since their foundation. He explained briefly about the Trust and then stated that the Trustees had been looking at how the building could be used more effectively for the benefit of the community and was seeking Town Council and public support for these ideas.

He stated that he had been in discussion with members and officers at Fylde Council and has submitted a proposal to use the Institute to become an art gallery / museum to house the Lytham Art Collection and also for the building to become more of a usable public space. He stated that there would be a need for money to renovate the building but recognised that there are grants available for these types of developments.

The Chair stated that whilst the Council could not give a formal, resolved position at this time, these proposals would be pushing at an open door, in principle, of support.

## **6. Matters Arising / Action Points from Previous Meeting**

The Clerk worked through the list of items and signposted to the specific agenda item numbers for this meeting.

## **7. Reports from Outside Bodies**

The Clerk asked Members:

### **To note and consider:**

- a) Lancashire Association of Local Councils (LALC) Local Government Reorganisation Consultation Launch (email of 18/02/2026)
- b) LALC email concerning their 'Training Tuesdays' agenda for training support to Councils.

These were noted by the Council.

## 8. Finance & Governance

Councillors were asked:

- a) **To note:** That confirmation of the agreed Precept figures have been received by Fylde Council.
- b) **To note and consider:** That the Clerk/RFO provided a verbal update to Councillors and provided a position statement regarding the bank account and the accounts package as of Monday 23/02/2026.
- c) **To note:** The Clerk stated that the Bank account reconciliation had been completed on 24/02/2026 with email confirmation concerning the Reconciliation Statement and a copy of the Bank Account balance to all Councillors.

The Clerk stated that he would provide a written report to Council at the March meeting with accurate figures and projections for the End of Year balances.

## 9. Community Engagement

- a) **To note:** Cllr Powell provided a verbal report to Council regarding the Celebration of Volunteers in Lytham Event which had been held earlier in the month at the Lytham Pavilion. Over 200 people had been present on the evening, and it represented the Town Council's opportunity to thank all of the community volunteer groups which through their activities help enrich Lytham and its communities. It also allowed groups to showcase their activities by way of a presentation and also facilitate the connections and networking between groups and to establish whether there could be help between different groups for shared goals. Examples had already been seen of this shared working, with offers from the Scouting and Guiding groups to support the Royal British Legion's Poppy Appeal and also the Friends of the Estuary and Friend of Lytham Railway Station. Cllr Powell stated that it was the Council's intention to organise two additional networking events during the next year, in addition to any other activities arising out of the Town of Culture process. There were more than 60 different groups present with examples of from Environmental, Youth, Sports and Church groups. Also represented were members from the national Cinnamon Trust. Cllr Blackshaw said in narrative that friends and contacts from nearby towns and parishes had said to her that they wished that they had the same level of community spirit and community groups. Cllr Powell informed the Council that from the data received from group representatives; that in Lytham there are approximately 10,000 hours of time committed to voluntary activities in Lytham each week.
- b) **To receive, consider and resolve:** Cllr Bramall briefed the Council about the Community Grant Scheme which was proposed to the Council as a result of work she and Cllr Warburton had undertaken since the previous meeting. She stated that the draft documents had been circulated electronically to all Members. As a result of feedback sought from Councillors, there were two additional amendments required to be completed into the Policy.
  - (a) Cllrs Powell and Blackshaw had stated that there needed to be additional clarity included in relation to the bank account of any applicant group.
  - (b) Cllr Farrington had stated that there needed to be additional clarity in relation to the definitions of political or community advocacy which would be excluded from the Scheme.

- **Proposal: Council to approve the Community Grant Scheme and approved the supporting documentation - subject to the inclusion of the two amendments shown as (a) and (b) above.**

**Moved by:** Cllr Bramall. **Seconded:** Cllr Farrington

**Decision - Agreed Unanimously**

[Decision Item 05/2026](#)

- ❖ **Legal Basis:** Examples statutory powers (depending on the nature of the activity for which the application is intended: Local Government Act 1972 s142, 144 & 145, Local Government (Miscellaneous Provisions) Act 1976 Section 19, Open Spaces Act 1906 Section 9 & Local Government and Rating Act 1997 Section 31

- **Proposal: Having resolve to implement the Community Grant Scheme, Council to resolve to open the scheme for the remainder of Financial Year 2025/6**

**Moved by:** Cllr Warburton. **Seconded:** Cllr Farrington

**Decision - Agreed Unanimously (Cllr Aitken had left the room for this motion)**

[Decision Item 06/2026](#)

In consideration of the carried forward item from January 2026 regarding the Lytham in Bloom funding request, Cllr Warburton and the Clerk will speak with the Chair of the Charity.

- c) **To consider and resolve** the Town Council's position regarding the Town of Culture process.

Cllr Newell outlined the process to Council. He stated that following an initial scoping meeting, Cllr Farrington had volunteered to commence an initial draft of the Expression of Interest form which is the first stage in the process of applying into the selection process.

Cllr Farrington, having undertaken research, stated that whilst Lytham might be later to start the process that other locations - there had been lots of splendid community work already undertaken, for example the Celebration of Volunteers event. He felt that the important point about an application from Lytham would be in ensuring that the 'Hero' of the application should be the people of Lytham rather than the bricks and mortar of heritage buildings. Those buildings are clearly important; however, it is the population which makes the community and drives the culture(s) of the town.

As it is a national process, there were clearly no guarantees that an application from Lytham would necessarily win; however, the process of applying would help drive beneficial activities in the town and it could be an effective catalyst for development of additional cultural and community enrichment.

Cllr Farrington, in response to Cllr Blackshaw's question stated that if the Expression of Interest was successful and Lytham was selected to move to the next 'round' then a sum of £60,000 would be provided to the make an effective bid for submission.

- **Proposal: That Lytham Town Council engages with partners and submits an Expression of Interest application into the Town of Culture 2028 process.**

**Moved by:** Cllr Newell. **Seconded:** Cllr Bamforth

**Decision - Agreed Unanimously**

[Decision Item 07/2026](#)

## 10. Community Engagement

- a) **To note** Cllr Powell provided an update to Council regarding the Trees and Lighting scheme on Clifton Street. The tree pruning work had been completed with 20% of the tree growth removed - this was a decision made by the Tree Officer at Fylde Council. The Lighting replacement works is scheduled to commence during the week of the 2<sup>nd</sup> March 2026. Each new lamp post would have a flower planter / hanging basket, the cost of planting these would be a responsibility of the Town Council. Each lamp post would also have a banner arm fitted from which banners and Christmas lighting panels can be affixed. Fylde Council had undertaken to provide the purchase of the first set of hanging banners, with the art work designs also being added to through engagement with local schools to ensure a local youth involvement element in the scheme. The designs are not yet finalised, and some additional design work is felt by the programme board as being necessary. Cllr Powell will be meeting with the LBP Chair and Borough Cllr Redfern to discuss additional design work. Cllr Powell also stated that the plan, as it stands, is only to have the resin bonded bases of 5 trees replaced, however there was a desire to see all tree bases so updated.
- b) **To note** Cllr Warburton explained that she had undertaken research and had drafted a policy document for Council to consider with regards to the management of A-Boards in the town. The Town Council has no legal power of enforcement of A-Board obstructing the pavement, as that is a matter for Lancashire County Council as the Highways Authority. The intention is for this Policy document to act as a briefing document to enable to the Council to work effectively and in collaboration with local businesses. The Policy document required to additional typographical amendments, and Councillors were asked to authorise the policy with the understanding that these amendments be made and shared with Members.
- **Proposal: That Lytham Town Council adopts the A-Board Policy as circulated, subject to the two amendments required.**  
**Moved by:** Cllr Warburton. **Seconded:** Cllr Newell  
**Decision** - Resolved to Agree this Policy by Majority Decision. **Decision Item 08/2026**
- c) The Clerk asked Members to note that he and Cllr Bamforth are scheduled to have a meeting with Officers from Fylde Council on Wednesday 4<sup>th</sup> March 2026 about Mythop Rd Allotments and information obtained would be shared with Members.
- d) Cllr Bramall updated Council about meetings she had attended which had been organised by the Lancashire Association of Local Councils to discuss the control and possible transfer of Assets held by Fylde Council. There are a number of Town and Parish Councils which have concerns about what will happen with the assets as we move towards decisions concerning the local government reorganisation process. The Town Council already has a list of assets held by Fylde, and this has been shared with Members. The CEO of Fylde Council has been asked what the process will be, however until more decisions about the nature of the Unitary Authority model that will be adopted, there can be no specific plan defined. It is a desire to find out how assets are 'held' by Fylde Council - e.g. are they held in total ownership, or are the assets held in a Trust. This group will continue liaison with Fylde. Cllr Farrington expressed his disappointment at the lack of information, as the assets are immobile and regardless of which unitary structure is decided upon, the nature of how assets are held and how they would be transferred should not change. He stated that he will pick this up in his role as a

Borough Councillor to try and seek clarity. Cllr Powell stated that whilst most assets do not move, items such as the Art Collection could.

A Member of the Public was allowed by the Chair to ask a specific question; they asked whether it was not a principle in setting up a Town Council for them to understand what assets they are and would be responsible for.

- e) Cllr Powell asked Members to note her update to Council regarding the planning, purchase and installation of Speed Indicator Devices. She confirmed that the responsible officer at Lancashire County Council had been away from work for some time with their portfolio being uncovered. There will be site visits and inspections to ensure that the SPIDs can be safely and effectively fixed, following which purchase orders can be generated. This remains a work in progress.

## 11. Planning & Licensing

To consider the Council's response to planning applications.

- a) 25/0745 - BEAVERBROOKS - Former AXA Building, Ballam Rd, Lytham, FY8 4TQ

The Chair stated that he and Cllr Cook had attended a site meeting with a representative from Beaverbrooks and local residents on the previous evening. He stated that he had found the representative helpful and engaging but was unsure if residents' concerns had been fully resolved by the end of the meeting, with a feeling that parties would 'agree to disagree'. There were clear and genuine benefits in Beaverbrooks moving their centre of operations into the town within the region of 300 posts being involved.

Councillors discussed the application and the envisaged scheme of operation. Cllr Farrington provided an update as to the process to which the Planning Committee of Fylde Council would work regarding representations submitted.

- **Proposal: That Lytham Town Council objects to planning application 25/0745**

**Moved by:** Cllr Newell. **Seconded:** Cllr Farrington

**Decision** - Resolved Unanimously - on the ground of potential Noise, Light and Traffic pollution.

[Decision Item 09/2026](#)

- b) 26/0076 - LOWTHER LODGE, 34 Church Rd, Lytham, FY8 5QF

After discussion the Council elected no raise No Objection by way of Comment.

## 12. Neighbourhood Development Plan - Town Plan

In light of the Town of Culture process, work on this item would be temporarily delayed.

The lead Councillors for this item will be.

Cllrs Newell, Farrington and Cook

## 13. Honours & Awards Committee

The Clerk will set up an initial meeting for the Members of this Committee.

**14. Correspondence**

Councillors noted and considered the Management Information Report prepared and shared by Clerk with Councillors by email 17/02/2026 regarding Correspondence received.

There was a small discussion with regards to the nature of the subjects of correspondence which the Clerk received.

The Clerk stated that it is difficult to give an average amount of time he had to spend on each item - as often, each item has different requirements for managing it.

The Clerk was thanked for his report.

**15. Items for Next Agenda**

No additional items were suggested.

**16. Date, Time & Location of Next Meeting**

- Wednesday 25<sup>th</sup> March 2026. 6:30pm

Location - Lytham Institute.

The Chair thanked all attendees and closed the meeting at 8:49pm

The chair of this meeting believes that the minutes of the meeting of Lytham Town Council held on 25<sup>th</sup> February 2026 are a correct record and are confirmed as an accurate record of the proceedings.

Chair