



Lytham Town Council

Minutes - Full Council Meeting - Wednesday 9th September 2026

Minutes of the Council Meeting held:
Wednesday 9th September 2026, at 6.30pm at Lytham Institute, 27 Clifton St, Lytham, FY8 5EP

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

Apologies received: Cllr Cath Powell

Officers: Clerk / RFO

Members of the Public: 21 members of the public were present in total at the start of the meeting. Also present were 5 officers from Fylde Council who had attended to deliver presentations to Council and the Public present.

No.	Agenda Item
PROCEDURAL MATTERS	
1.	Welcome, introduction, Audio Recording notice and Health & Safety. The meeting commenced at 6:31pm The Chair, Cllr Suzanne Bramall, welcomed those present. The Clerk confirmed Member attendance and noted apologies for absence received and confirmed that the meeting was quorate.
2.	Declarations of Interest and Dispensations The Chair asked all Councillors whether they had any declarations of interest or requests for dispensations. There were no interests raised nor dispensations sought.

3.	Approval of Minutes The Chair verified with all Councillors present that they had read through the minutes previously circulated by the Clerk. There were no issues of accuracy or amendment raised. To consider and resolve the approval of the minutes as an accurate record of events for the full council meeting held on Wednesday 29th July 2026. Moved by: Cllr Bamforth. Seconded: Cllr Blackshaw Decision - Unanimously agreed Decision Item 53/2026
	Brief agenda overview by Chair The Chair pointed out that the agenda item 11 (b) would be withdrawn by the proposer. This will be addressed at a future meeting. The Chair also pointed out that as a result of public feedback received, the Public Participation section would be moved towards the end of the agenda as a trial to allow those present to hear of all of the Councillor considerations. She stated that the Council would be keen to receive feedback on this change to the order.
4.	Presentations to Council: 1. Catherine Ide - Assistant Waste Minimisation Officer. Fylde Council. The Chair welcomed Catherine, who was joined by colleagues Vicky Turnbull and Gareth Matthews, and invited her to commence her presentation. She and her team had already handed out a range of information material to the public and Councillors present. Ms Ide explained that food waste recycling was being introduced across Fylde this autumn, in line with a national requirement for all local authorities to provide a food waste collection service. She confirmed that the rollout would take place in four phases, with the first phase beginning this autumn. Around 10,500 households falling within this first phase had already received a letter in July confirming their inclusion, and residents unsure of their own start date were advised they could check this via their postcode on the Fylde Council website. She explained that each household would receive an internal kitchen caddy, a roll of 50 compostable liners, and a larger outdoor caddy, to be delivered by the end of the month. Food waste of any kind, including meat, bones, eggshells, tea bags, coffee grounds, fruit and vegetable peelings, could be placed in the internal caddy, lined with a compostable bag, before being transferred to the outdoor caddy once full. The outdoor caddy would be collected weekly, alternating with the existing recycling and general waste collections, meaning residents would benefit from a weekly collection under the new arrangement. Ms Ide confirmed that once a household's supply of liners ran low, tying an empty liner around the caddy handle would signal to the collection crew that a new roll was required, which would then be left on the next collection day. Spare liners would also be made available at locations such as libraries and the Town Hall for residents needing an interim supply. In response to questions from members of the public, Ms Ide and her team confirmed the following:

- Food waste collected would be taken to a processing plant at Farington, near Leyland, where it would be treated through anaerobic digestion. The resulting biogas would be used to generate power, with digestate used as fertiliser from October onwards, diverting the material from landfill.
- Compostable liners could not currently be processed through the anaerobic digestion plant and would need to be removed before processing, though this was noted as something that may be reviewed in future. Residents were encouraged to place food waste directly into the caddy where possible.
- For blocks of flats, Fylde Council would assess the premises individually to determine the appropriate number and size of bins required, and would liaise directly with building managers regarding supply and storage.
- The outdoor caddies had undergone drop-testing from height and were designed to remain closed and weather-resistant, including in windy conditions, with a locking handle mechanism.

The Clerk, drawing on his own experience of a comparable scheme already in operation in Preston City Council area, offered some practical observations for residents, including the value of using a second internal caddy to allow one to be washed and dried while the other was in use, and noted that compostable liners were available from a number of retailers.

Gareth Matthews, also of Fylde Council, added that residents typically found their approach to food waste changed once the scheme was in place, with many becoming more conscious of food waste generally as a result.

The Chair thanked Ms Ide and Mr Matthews for their presentation and for their broader engagement with residents ahead of the scheme's introduction.

2. Melissa Thorpe - Head of Economic Development and Regeneration, and Elise Wylie - Business Partnerships and Events Officer, Fylde Council. Fylde Council.

The Chair welcomed Melissa Thorpe and her colleague Elise Wylie, and invited them to provide an update on the role of the Economic Development Team at Fylde Council.

Ms Thorpe explained that the team's role was primarily to support local businesses and encourage their involvement in events, giving as an example the recent Kite Festival window-dressing initiative, in which a Lytham business had won, and which the team hoped to repeat around future events.

She provided the following footfall data for Lytham:

- 37,594 visits recorded in July 2026.
- Year-to-date footfall was up 3.9% on 2025, equating to approximately 11,000 additional visits.

She noted that fuller detail was available via the Invest in Fylde website. The Clerk suggested that a link to this could be circulated via the Council's social media channels.

Ms Thorpe also reported on shop vacancy rates, gathered through a quarterly survey of Lytham's town centre. As at the end of June 2026, the vacancy rate stood at 7.6% (out of 249 businesses surveyed), against a national average of 13%; a rate below 10% is

generally considered indicative of a healthy high street. She noted that where a business closed, a replacement typically moved in fairly quickly.

In response to a question, Ms Thorpe explained that footfall figures were derived from mobile phone signal data across a defined area (a "polygon") covering the town centre, rather than from footfall cameras, which the team had previously relied on. She acknowledged the data had limitations – for example, it under-counts children and others without mobile phones – but described it as a more useful baseline than was previously available. The Clerk noted that this was the same class of technology commonly used commercially by large retailers and security firms for footfall tracking.

Cllr Blackshaw queried the accuracy of the figures; Ms Thorpe reiterated the caveats above, adding that actual visitor numbers were likely to be somewhat higher than reported due to the exclusion of non-phone-carrying visitors.

Ms Thorpe further explained that spend data was also tracked, broken down by sector, and used to help understand the relationship between footfall and economic benefit to the town – including whether infrastructure was adequate to support visitor numbers, and how businesses might be supported to convert footfall into spend. She cited event-based initiatives such as trails linking events on Lytham Green to town centre businesses as an example of this work, noting that even simple measures such as letter drops to businesses had proved valuable, in addition to social media promotion.

In response to a further question about repeat visitation, Ms Thorpe acknowledged this was difficult to track directly and would likely require additional paid-for data sources. She noted that some businesses had reported their worst trading days coincide with the town's larger events, as regular customers avoid the town centre during busy periods, and that a key focus of the team's work was encouraging repeat visits after an event rather than relying on visitors spending during the event itself.

Cllr Newell queried whether the figure of 249 businesses included professional services such as solicitors, and asked what proportion of these were represented by a business partnership body. Ms Thorpe confirmed the count was based on a walked survey of the high street and did include solicitors and similar businesses, but described the methodology as "crude" given the difficulty of establishing a full public list of businesses (for example, business rates data records number and value of ratepayers but not commercial identity or exact premises). She confirmed the team did not hold representation figures for how many businesses formally engaged with a business partnership body, but noted the team engaged with businesses directly on a regular basis.

A discussion followed regarding traffic congestion associated with major events, particularly the Kite Festival, with Members noting reports of significant delays on the surrounding road network. Ms Thorpe confirmed this was being considered by Fylde Council ahead of future events, though noted it fell outside her own team's direct remit.

The Chair invited Ms Thorpe and Ms Wylie to involve local residents and Members in future discussions where useful, which they welcomed.

The Chair thanked Ms Thorpe and Ms Wylie for their attendance and update.

5.	Matters Arising / Action Points from Previous Meeting a) Invitation to Tender Process - Christmas Lights Procurement The Clerk reported that the tender process had closed at midday on Monday 7th September 2026. He confirmed that a summons for an Extraordinary Meeting had been issued to consider the outcome and recommendations arising from the tender, to be held on Monday 14th September 2026. He advised that the timeline remained challenging as the assessment process had not yet concluded. Clarification questions having been raised with respondents. The Clerk stated that he did not propose to discuss the matter further at this stage as the process was still open. A report would be circulated to Councillors in advance of the Extraordinary Meeting once the assessment process was complete. The Chair added that, in addition to the Christmas lights tender, a number of other items originally scheduled for tonight's meeting would instead be considered at the Extraordinary Meeting on 14th September, namely: • The proposal to appoint an independent solicitor to act for the Council in respect of the transfer of the Mythop Road Allotments from Fylde Council; • An update on recent communications concerning funding held by Fylde Council for civic improvements in Lytham, and consideration of next steps; • Terms of Reference for Working Groups; and • The quarterly review of the Risk Register. The Clerk confirmed that the summons and agenda for the Extraordinary Meeting had been issued that evening, meeting the required 3 clear working-days notice period as required by Standing Order 15 (b) (i). He explained that the meeting had been scheduled between 10am and midday to allow time that afternoon to action any resolutions arising, given the compressed timescale for the Christmas lights procurement, and that any further delay risked losing a full business day. He confirmed a report would be circulated to Councillors by the following day at the latest, once the assessment process had concluded, and noted that with a potential contract value of up to £45,000, it was important the decision-making process was fully documented and auditable. b) Terms of Reference for Working Groups To be considered at the Extraordinary Meeting on 14th September 2026 (see above).
6.	Financial Report from C/RFO The Clerk reported that, in addition to the written end-of-quarter report provided at the previous meeting, he wished to confirm that the second 50% tranche of the precept had been received on 28th August 2026, meaning the Council had now received its full council tax funding for the year. He confirmed that the bank accounts had been reconciled on 1st September 2026 and balanced to

	the penny, with no discrepancies identified. The current balance stood at approximately £150,000, inclusive of all general and earmarked reserves. The Clerk advised that a more detailed written report would be prepared at the end of the month, marking the halfway point of the financial year, and that meetings would be convened in early October to consider half-yearly spend and to begin initial discussions on the budget for the following year. Cllr Farrington thanked the Clerk for his work. The Clerk thanked Members for the comment, noting that he took his professional responsibility for financial accuracy seriously and would equally expect to be held to account were any error to occur.
7.	District Parish Liaison The Chair introduced this item, explaining that it arose from a meeting that she had held with the Chief Executive of Fylde Council, Allan Oldfield, at which concerns had been raised regarding response times and communication with the Council. Following that meeting, the Chief Executive shared the District Parish Liaison Charter – a pre-existing document of which the Council was not previously been aware – and had invited the Council to review it and suggest whether it met its needs. The Chair noted that, while the Charter was broadly drafted, she considered it would benefit from more specific commitments around response timescales and expectations. The Chair proposed that this matter be considered separately from a related proposal to be put forward by Cllr Newell, to avoid confusion between the two, and Members agreed. Regarding the Charter itself, Members discussed a number of points they wished to see reflected in any comments returned to Fylde Council, including: • The introduction of defined timescales for responses to correspondence; and • A request that Fylde Council commit to local consultation on matters affecting the parish, notwithstanding the absence of a statutory requirement to do so. Members agreed that, given the significance of the document, further time was needed to consider it fully. The Clerk confirmed this would be brought back for further discussion at the next Full Council meeting on 14th October 2026. Cllr Newell's Proposal - Letter to Fylde Borough Council Cllr Newell addressed the Council regarding the Lytham Festival, noting that the event was organised on Lytham Green under a licence granted by Fylde Council, running from 2014 to 2029, and that no formal consultation with Lytham residents had taken place regarding the licence to date. He stated that his proposal was neither for nor against the festival continuing, but concerned the process by which any future licence would be granted. Cllr Newell proposed that a letter be sent to Fylde Borough Council requesting three things:

1. That the Town Council be kept informed of, and involved in, any negotiations to renew the licence for the festival, including matters such as its duration, scale, and terms;
2. That Fylde Borough Council undertake full public consultation with Lytham residents, including a public meeting, before any new licence is granted; and
3. That Fylde Borough Council give consideration to charging commercial enterprises a fee for the use of public spaces and highways in the town, citing the forthcoming temporary ice rink as a further example of commercial use of public space.

Cllr Newell also raised concerns regarding the level of financial return to the town from the festival relative to its scale, noting that the current fee arrangement represented a small proportion of the event's estimated gross revenue, and that this, alongside associated disruption from traffic, noise and congestion, was not reflected in any benefit returned to Lytham specifically.

The Clerk confirmed that none of these matters fell within a statutory duty owed by Fylde Council, but noted that the Town Council was entitled to lobby and advocate on such matters.

Cllr Farrington spoke in support of the proposal, noting that he had previously raised similar concerns in his capacity as a Fylde Borough Councillor, including at Executive Committee and Full Council level, regarding the adequacy of the Council's remuneration from the festival relative to its scale, and specifically in relation to additional revenue generated from expanded car parking provision. He confirmed that he had also corresponded directly with the Leader of Fylde Council on this matter.

Cllr Blackshaw declared an interest in having a personal relationship with the organisers of the Lytham Festival at this point in proceedings (7:18pm). This restated a general declaration of interest which she had previously made. This was noted by the Chair.

The Chair confirmed that the matter under discussion was Fylde Borough Council's responsibility as the statutory authority, rather than a comment on the festival's operator, and clarified with Cllr Newell that the proposal was for a single letter addressing all three points raised, rather than three separate letters. The Clerk advised that, provided Members were in agreement on all three elements, this could be dealt with as a single resolution.

Cllr Blackshaw queried whether the request would extend to other commercial or charitable events held on the Green. Cllr Newell clarified that the existing charter governing use of the Green permitted charitable and cultural use (citing events such as the classic car show and the 1940s weekend), and that the Lytham Festival was, in his view, the only purely commercial event held there.

RESOLVED: That a letter be sent to Fylde Borough Council containing the following points:

- (i) requesting that the Town Council be kept informed of and involved in any negotiations to renew the licence for the Lytham Festival;
- (ii) requesting that Fylde Borough Council undertake full public consultation with Lytham residents, including a public meeting, prior to any renewal of the licence; and
- (iii) requesting that Fylde Borough Council give consideration to charging commercial enterprises a fee for the use of public spaces and highways within the town.

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

	Decision - Unanimously agreed Cllr Bamforth noted that Borough Councillors representing Lytham had no formal input into decisions regarding the festival and were not consulted on the matter by Fylde Council.	Decision Item 54/2026
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COMMITTEE REPORTS

8.	No Committees have met since the last meeting of the Council
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PLANNING & LICENSING

9.	No planning or licensing matters were before the Council at this meeting
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ENVIRONMENT & MAINTENANCE WORKING GROUP

10.	To receive, discuss, consider and resolve the following items: (a) Update on the meeting of the EMWG by the Group lead The Chair invited Cllr Warburton, as Group Lead, to provide an update. Cllr Warburton, as Lead of the EMWG, reported that the Group's detailed Terms of Reference were nearing completion, with the Group's focus confirmed as advisory work relating to the physical upkeep of the town and its visible services. She confirmed the Group had met twice to date, with the main items considered being the telephone boxes, town centre improvement funding (particularly relating to pavements), and Speed Indicator Devices (SPIDs), on which the Clerk would provide further detail. The Group had also briefly discussed the 1940s Weekend and its impact on parking, though this had not been the subject of detailed discussion. Cllr Warburton confirmed that proposals arising from the Group's work, supported by research carried out by the Clerk, had been circulated to Members prior to the meeting, and she thanked the Clerk for this additional work. She handed over to the Clerk to address detailed costings, beginning with the telephone boxes. (b) Purchase & Restoration of the three Grade II listed Telephone Boxes in Clifton Street. Council to receive and discuss the proposal identified within the attached report. [Clerk note: Report will be published online on the Council website for public viewing] The Council received and discussed a report from the Clerk regarding the proposed adoption and restoration of two structures containing three K6 telephone kiosks located on Clifton Street, near the top of the Square. The Clerk explained that the kiosks were
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of K6 specification, designed to mark the coronation of King George VI in 1937, and were Grade II listed and situated within a conservation area.

The Clerk confirmed that the kiosks could be adopted from BT Payphones for a nominal fee of £1 each under BT's existing adoption scheme, but that, as listed structures within a conservation area, any restoration work would need to meet heritage standards, in line with written advice received from Fylde Council's Conservation and Heritage Officer, Catherine Kitching. He advised that while the cost of restoration fell below the Council's tendering threshold, only one of four national specialist restorers approached had confirmed in writing that they were able to carry out the work in situ, at a quoted cost of just under £14,000. The proposed budget of up to £15,000 allowed for unforeseen costs. The Clerk noted that the question of adoption and restoration was distinct from any future decision on repurposing or relocating the kiosks, which would in any event require further consultation with Fylde's Conservation Officer.

A wide-ranging discussion followed. Points raised by Members included:

- Cllr Warburton referenced the experience of a neighbouring parish council, where a heritage telephone kiosk had previously been restored to a lower standard and subsequently required re-restoration to full heritage standard at comparable cost, and advised that both Fylde's Heritage Officer and her own research supported restoration to the highest standard.
- Cllr Aitken queried whether the £15,000 figure related to a single kiosk or all three; the Clerk confirmed it covered restoration of all three kiosks (across the two structures).
- Cllr Farrington queried whether the question of the kiosks' future repurposing could sensibly be separated from the decision to restore them, and suggested there may be scope for imaginative future uses, while acknowledging this would need to be explored in consultation with the Conservation Officer.
- Cllr Blackshaw confirmed she had researched the matter in the previous year and noted the kiosks' age (1937) and listed status, and that residents would be consulted on potential future uses once the restoration position was settled.
- Cllr Newell raised concerns that the Council was proceeding on the basis that the kiosks could not be relocated, contending that as listed structures (rather than listed buildings) they could, in principle, be moved subject to planning permission, and questioned whether their current location – which he described as a significant pinch point for pedestrians, including those with mobility needs – remained appropriate given changes to the surrounding highway layout over recent decades. He also queried why the Council, rather than BT as the current owner, would bear the cost of restoration.
- Cllr Cook questioned the purpose of restoring the kiosks in the absence of a confirmed future use, and later queried whether adoption should be deferred until the Council had fully established whether relocation was possible.
- The Chair and Cllr Warburton maintained, based on advice received from the Conservation Officer, that relocation would result in the kiosks being delisted, and that relocation would in any event incur additional costs for electrical supply and reinstatement of the site.
- The Clerk confirmed that no legal obligation existed on the Council either to adopt or to restore the kiosks, that adoption itself carried no legal duty of restoration, and that the decision was one for Council to determine having taken the available professional advice.

- Cllr Farrington raised concerns regarding the scale of the proposed spend relative to the Council's budget, noting that the proposed £15,000 represented a significant proportion of the Council's remaining unallocated funds for the year, and suggested that phasing the restoration of the three kiosks over a longer period might be a more prudent approach.
- In response to questions on the Council's financial position, the Clerk confirmed that the precept for the year was just over £100,000, that £61,000 remained unallocated for the remainder of the financial year as at the last quarterly report, and that the Council held reserves in addition to this.
- Cllr Newell suggested that, subject to further work on location, local primary schools might be approached to adopt individual kiosks as a means of community engagement.

The Chair confirmed that, given the extent of discussion, the decision before Council was limited to whether to adopt the three kiosks and proceed with restoration to heritage standard at a cost of up to £15,000, with any future decisions on relocation or repurposing to be the subject of further reports.

The Chair read the proposed resolution to Council.

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

RESOLVED: That this Council agrees to adopt the three K6 Telephone Kiosks from BT Payphones and undertakes their restoration to a heritage standard, at a cost of up to £15,000.

Members voted: 6 in favour, 3 against, 0 abstentions. The motion was carried.

Decision Item 55/2026

For: HW, BB, AB, SB, MB, AA

Against: SN, EC, KF

Following the vote, a member of the public sought to ask a question regarding liability arising from adoption of the kiosks. The Chair asked that this be raised during the public participation period at the end of the meeting, where it would be addressed.

(c) SPIDS [Speed Indicator Devices] - Update regarding the progress

The Clerk provided Council with a written briefing addressing questions raised regarding the length of time taken to progress this project since the decision was originally made in November, following a community meeting held in October. The briefing set out a detailed timeline of the process to date, including a three-month period of absence of the relevant officer at Lancashire County Council (LCC), the highway authority.

The Clerk explained that the process involved several sequential stages: identifying suitable sites based on speed data, commissioning a site survey, commissioning an engineer's survey, and undertaking public consultation. He confirmed that the poles required for the devices could only be purchased from LCC as the highway authority, and that the SPID devices themselves – which use radar to detect vehicle speed – cost in excess of £2,000 each. In accordance with the Council's Financial Regulations, three fixed-price quotations were required for expenditure of this value; two quotations had been received to date, with the Clerk awaiting a third before a decision could be made on which device to purchase.

The Clerk noted that, while Council had previously agreed to the purchase of the poles and one device, Members may in due course wish to consider funding an additional device from earmarked reserves, given that seven pole locations had been identified and that relocating a single device between sites carried a cost of approximately £250 each time, due to the need for a suitably qualified contractor and the weight of the unit (approximately 20kg including solar panel).

In response to questions from Members:

- The Clerk confirmed that pole specifications were oversized relative to minimum standards as a safety precaution, given the weight of the equipment and its height and exposure to wind, but that individual site conditions (including the presence of any existing suitable infrastructure) would be confirmed through the engineer's survey process.
- Cllr Warburton confirmed that the proposed locations had been discussed with residents living near the relevant sites, and the Clerk noted that several Members had also spoken directly with local residents.
- The Chair queried where liability would sit in respect of installation and relocation of the devices. The Clerk confirmed that, were installation to be undertaken directly by the Clerk as an employee of the Council, liability would rest with the Council; however, where the work was commissioned through the highway authority, liability would sit with them, and doing so to appropriate road furniture standards represented the safer means of managing this risk.

The Chair noted that the Clerk's written report provided clear evidence that the project had progressed steadily and had not been neglected, notwithstanding the delays experienced.

(d) Assets - Update on the progress in relation to Mythop Road Allotments.

The Clerk provided an update on communications received from Fylde Council between 31st July and 8th September 2026 regarding the transfer of the Mythop Road Allotments.

The Clerk confirmed that Fylde Council's Legal Team had enquired whether the Council had yet appointed a solicitor to act on the transfer, an action agreed in principle at a previous meeting following a point raised by Cllr Cook. The Clerk advised that he had established that a single legal agent could not act for both parties, as Fylde Council would be represented by their own solicitor, creating a direct conflict of interest; an independent solicitor would therefore need to be appointed to act for the Town Council. He noted that obtaining an accurate quotation at this stage was difficult given the current lack of clarity around the scale and complexity of the asset, including boundary matters.

Cllr Farrington raised concerns regarding the condition of the watercourse running through the site (referred to locally as the "Donkey Dyke"), and the importance of ensuring that responsibility and cost for its maintenance did not fall to the Town Council. The Chair confirmed that Fylde Council had acknowledged this was their responsibility and had agreed to address it by October. The Clerk further advised that a solicitor would also be required in due course to review the head lease currently held by Fylde Council with the Allotments Association, ahead of the Council determining its own future approach to managing the site once ownership transferred.

It was proposed that the Council appoint an independent solicitor to act on its behalf in respect of the transfer, and task the Clerk with researching and obtaining quotations from suitable firms, with a preference for firms specialising in parish and town council land transfers nationally.

Cllr Newell supported the proposal in principle but raised concerns regarding the potential cost of specialist legal advice, noting typical hourly rates in the range of £200-£400, and emphasised the importance of cost awareness given the Council's wider budget pressures, while acknowledging this was a statutory requirement rather than a discretionary spend.

Following discussion, it was agreed that the Clerk would obtain quotations and report back to Council before any solicitor was formally engaged, rather than proceeding to appointment at this stage.

It was proposed by Cllr Warburton and seconded by Cllr Bamforth:

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

RESOLVED: That the Clerk be authorised to obtain quotations from suitable independent solicitors to act for the Council in respect of the transfer of the Mythop Road Allotments, and to report back to Council with those quotations before any appointment is made.

Decision - Unanimously agreed

[Decision Item 56/2026](#)

(e) **Update on recent communications** concerning the use of funding held by Fylde Council for civic improvements in Lytham - and to discuss, consider and resolve what next steps Council should take.

The Clerk confirmed that the letter previously requested by Council had been sent, and that a reply had been received from Charlie Richards at Fylde Council, together with a tree survey report dating from 2024, copies of which had been circulated to Members.

The Clerk noted this was an item for Council to consider and determine next steps, rather than one requiring formal resolution.

The Chair summarised the response, explaining that the Council's letter had requested confirmation of funding to address trip hazards and other issues on the Clifton Street, including works to improve accessibility for disabled residents. Fylde Council's response had accepted responsibility for one specific item, the bench near Clifton Square, currently cordoned off, but had attributed responsibility for the majority of the issues raised to Lancashire County Council as the highway authority.

The Chair expressed concern at this response, noting that St Annes had recently received significant investment in pavement and highway works from Fylde Council, and questioned whether Lytham was being treated differently, and if so, why?

Cllr Warburton supported pursuing the matter with Lancashire County Council directly, and described the current state of the town's pavements as unacceptable.

Cllr Blackshaw spoke of her own experience navigating the town using a mobility scooter and, more recently, a walking frame, and stressed the urgency of addressing the hazards before a serious injury occurred.

Cllr Farrington noted the announcement that week regarding Local Government Reorganisation, and suggested that unspent funds previously allocated to Lytham (estimated at £50,000-£70,000) should be pursued now, ahead of any further changes to how such budgets were held or administered.

The Chair confirmed that the original letter had copied in the County Councillor for Lytham directly, rather than as a courtesy copy, and the Clerk confirmed he could write further and more widely to relevant departments at both Lancashire County Council and Fylde Council if Council wished.

Cllr Newell expressed scepticism that engagement with Lancashire County Council would achieve a meaningful outcome, referencing a long-standing history of raised concerns regarding trees, pavements and pinch points in the town predating the current Council. He drew Members' attention to the 2024 tree survey report enclosed with Fylde's response, which he noted had recommended interim measures – such as planters, localised resurfacing, or benches – to address the immediate hazards at significantly lower cost (in the region of £30,000) than a full resolution of the underlying issue, and expressed frustration that no action appeared to have been taken on these recommendations to date. He further noted that the report had recommended a follow-up site visit and report in May 2026, which he understood had not yet taken place, and requested that Council seek confirmation of this and a copy of any further report. He also referred to previous commitments made by Fylde Council to hold public meetings on this issue, which he stated had not been honoured prior to the establishment of Lytham Town Council.

Cllr Farrington raised a related, longer-term concern regarding the suitability of the London Plane trees themselves for the environment in which they had been planted, citing horticultural guidance (including from the Royal Horticultural Society) that such trees are generally unsuited to narrow, block-paved highway environments, and suggested that any long-term solution should address the underlying planting choice rather than simply the resulting pavement damage.

The Chair acknowledged the validity of the longer-term concerns raised but proposed that Council's immediate focus should remain on securing short-term, practical fixes to current hazards, with the longer-term question of tree suitability to be addressed separately.

Following discussion, the Chair summarised the agreed next actions in correspondence (as opposed to a voted resolution) as follows:

1. A letter to be sent to Lancashire County Council regarding their responsibilities as highway authority for the outstanding issues identified;
2. A further letter to be sent to Fylde Council seeking clarification as to why Lytham was, in the Council's view, being treated differently from other areas of the borough (such as St Annes) in respect of civic improvement funding, and requesting sight of any follow-up report arising from the 2024 tree survey; and
3. Both letters to copy in all relevant parties, including the County Councillor and Borough Councillors for Lytham.

(f) Public Space Protection Order (PSPO) - Lytham Green

Cllr Bamforth, Vice-Chair, introduced this item, explaining that there was currently no byelaw in place to prevent unauthorised camping or parking on Lytham Green, byelaws having been superseded by Public Space Protection Orders (PSPOs). He sought Council's support to write to Fylde Council requesting that a PSPO be introduced covering unauthorised camping and unauthorised parking on the Green, noting that the process typically takes three to six months, meaning an application made now could be in place ahead of next summer. He noted this would complement the existing prohibition on barbecues on the Green.

Cllr Bamforth confirmed that he had discussed the proposal with the police, who had indicated support for the measure, as a PSPO would give officers clear grounds to act.

Cllr Blackshaw confirmed her support for the proposal.

The Chair clarified that the proposal was not intended to affect authorised, agreed uses of the Green, but was aimed specifically at unauthorised camping and parking.

The Clerk confirmed that he had asked Cllr Bamforth to check with Fylde Council's legal team whether a PSPO would raise any legal concerns in the context of the Green's proposed future transfer into a charitable trust. Cllr Bamforth confirmed that Fylde's Head of Legal had advised there was no such concern, including in the context of Local Government Reorganisation.

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

RESOLVED: That the Council write to Fylde Council requesting the introduction of a Public Space Protection Order for Lytham Green, prohibiting unauthorised camping and unauthorised parking.

Decision - Unanimously agreed

[Decision Item 57/2026](#)

The Clerk confirmed he would write to Ian Curtis at Fylde Council to progress the request.

COMMUNITY ENGAGEMENT WORKING GROUP

11. To receive, discuss, consider and resolve the following items:

(a) Update on the meeting of the CEWG by the Group lead.

In the absence of Cllr Powell, Lead of the CEWG, the Clerk noted that Cllr Farrington had also been involved in the Group's recent work.

The Chair confirmed that the Group's Terms of Reference would be considered at the meeting on 14th September 2026.

(b) Update regarding decision to provide a series of organised, guided informative / educational walks for member of the public in Lytham.

This item was withdrawn from the agenda.

(c) Update of meeting with Fylde Council on 26th August 2026 regarding Remembrance 2026 and onwards events in Lytham.

The Clerk reported on a meeting held with officers at Fylde Council on 26th August 2026 regarding the future organisation of Remembrance events in Lytham, held while discussions on Local Government Reorganisation (LGR) were ongoing. He explained that Fylde's view was that, following transition to a unitary authority, they may be too remote to organise events at a local level effectively, and that town and parish councils should become more actively involved going forward.

The proposal discussed was that the Town Council would shadow this year's event, with the Clerk observing Fylde's planning process, with a view to the Town Council taking a more active lead next year and Fylde reverse-shadowing, working towards the event being fully organised by the Town Council from 2028 onwards. The estimated cost of running the event was in the region of £2,000. The Clerk confirmed he had circulated a written summary of the meeting to Cllr Cook, as lead Councillor for Remembrance events, and to the Chair, and noted that this position would likely need to be revisited in light of subsequent developments regarding LGR. The Clerk confirmed that, for this year, arrangements would proceed as in previous years, with no cost falling to the Town Council.

An email from Jo Collins at Fylde Council, confirming that planning was underway for a parade from the old library to Memorial Square followed by a service, had been circulated to Members by Cllr Bamforth. The Clerk noted that, given the recency of the LGR announcement, its implications for future arrangements were not yet clear, and that further information would be needed before Council could properly consider whether to take a more active role in organising future events.

The Chair raised questions regarding funding and costs should the Council take on a greater role in future, and whether responsibility for maintenance of the Memorial Gardens might also transfer to the Council. The Clerk confirmed that the current conversation with Fylde related solely to the event itself, not to any transfer of the Memorial Gardens as an asset, though noted the Council could petition for such a transfer separately should it wish to. The Chair also raised the possibility of seeking transitional funding from Fylde Council should the Town Council take on responsibility for the event, and confirmed she would follow up with Fylde regarding the implications of the LGR decision for this arrangement.

The Clerk confirmed this would be considered further as plans developed, noting there was no immediate risk or cost implication for this year.

(d) Community Engagement Strategy.

To discuss, consider and resolve to task Working Group to develop a draft CE Strategy for the Council.

The Chair reported that work on the Community Engagement Strategy was already underway, led by herself and Cllr Farrington. The intention was to produce a draft strategy in time for the forthcoming Volunteers' Meeting (date to be confirmed), and, as part of

	this process, to seek volunteers both to contribute in more detail and to form a working group to support development of the strategy. The Chair noted that Cllr Cook had, prior to the meeting, raised the suggestion of involving local businesses in the strategy's development, including through a business survey, which would help inform the strategy's scope. The Chair confirmed the intention was to circulate a written draft to Council in due course, ahead of it being taken to the Volunteers' Meeting in draft form.
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CLERK MANAGEMENT TEAM

12	To receive and consider the following items: (a) Update on the Meeting of the CMT, 3rd September 2026 The Chair reported on the CMT meeting held on 3rd September 2026, confirming this was a positive and productive meeting. A draft Terms of Reference for the CMT had been prepared, to be brought to Council for agreement on 14th September 2026. The Chair also reported that the Clerk had completed all required competencies for the CiLCA qualification and was now awaiting confirmation from the awarding body as to whether the submitted portfolio met the required standard. (b) National Pay Award 2026/27 - Application and Backdating The Chair reported that the Clerk, as an employee on Joint National Council (JNC) terms, was due the nationally agreed pay award of 3.3% for 2026/27, approved in August 2026 and backdated to 1st April 2026. The Clerk confirmed that, under the Council's Financial Regulations (Regulation 11.4), nationally agreed pay awards are automatically accepted and applied without requiring a separate resolution of Council, as a consequence of the Clerk's appointment on national terms; only increments or performance-related matters require separate Council decision. Council received and noted the application of the 2026/27 national pay award of 3.3% to the Clerk's salary, backdated to 1st April 2026, in accordance with Financial Regulation 11.4. (c) CMT Report Following the Clerk's First Year in Post The Clerk noted that the meeting on 3rd September 2026 marked the CMT's second meeting since his appointment, marking his first anniversary in the post. The Chair confirmed that the Clerk's report to the CMT and Council also addressed a potential future pay adjustment linked to the Clerk's completion of the CiLCA qualification, and proposed that this be brought back to Council as a specific motion nearer the time, once the outcome of the CiLCA submission was known. Council noted this position.
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LOG - PRIORITY COMMUNITY ISSUES FROM THE ANNUAL TOWN MEETING 27/05/2026

-	Not included in this agenda at this meeting. Issues to be considered and factored into Strategic Plan for the Council
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PUBLIC PARTICIPATION

13 Public Participation (Open Forum)

(Max 15 minutes, 3 minutes per speaker)

Person A, (previously seeking to speak during item 10(b)) raised concerns regarding the Council's resolution to adopt and restore the three K6 telephone kiosks. He questioned why British Telecom, as the current owner of the structures, should not bear responsibility for maintaining them to a heritage standard themselves, rather than the Council taking on that obligation and cost via adoption for a nominal fee. He suggested the Council should press Fylde Council and BT further on this point before committing significant funds, noting that other authorities elsewhere in the country had raised similar objections.

Person B raised a number of practical concerns regarding the resolution passed under item 10(b), including:

- That the Council had not clearly established the ongoing costs it would assume as owner, including public liability insurance, routine maintenance, and utility costs;
- That the electrical supply to the kiosks was currently disconnected, and that BT had indicated a willingness to reinstate a supply, but that this had not been confirmed in writing nor costed; and
- That the Council had resolved to proceed with adoption and restoration without a clear, costed understanding of the full scope of ongoing obligations being taken on.

Cllr Newell agreed that it was reasonable to continue pressing Fylde Council and BT on the question of responsibility, notwithstanding the Council's resolution to proceed with adoption.

Cllr Blackshaw noted that other authorities holding similar heritage telephone kiosks had, in her understanding, ultimately funded restoration themselves.

The Chair confirmed that the Council's understanding, based on advice received from Fylde's Listed Building/Heritage Officer, Catherine Kitching, was that responsibility for pressing BT on maintenance of the structures sat properly with Fylde Council as the planning and listed buildings authority, rather than directly with the Town Council. The Chair confirmed that the Council would ensure its public liability insurance position was reviewed to reflect the additional assets and associated risk. The Chair thanked the member of the public for his comments and confirmed these would be taken on board.

Person C raised concerns regarding the lack of progress on signage warning of the dangers posed by the jetty area on the Promenade, citing a recent incident at the weekend in which a family had needed to be redirected away from a hazardous area near the jetty. He noted that people frequently misjudge the area, presuming it to be safe, and expressed concern that a serious incident could occur.

Person D echoed this point and **Person B** stated that he had been asked the way to the pier before - even though Lytham does not have a pier.

Cllr Bamforth confirmed that Fylde Council's Legal Department had previously been written to on this matter, but had responded that they were content with the existing signage arrangements and were not willing to take further action. He noted that the liability risk had been raised with Fylde Council directly. It was suggested that residents who had witnessed or photographed unsafe behaviour in the area should submit this evidence in support of the request for improved signage, and it was confirmed that the Council would raise the matter again with Fylde Council, and would also promote the issue via the Council's own social media channels to encourage other residents to come forward with similar reports.

Person E raised a question regarding car parking revenue generated during the Lytham Festival, and whether this accrued to Fylde Borough Council or to the festival organiser.

Cllr Newell referred to evidence given at the 2023 licensing hearing where the organisers were able occupy the car parking area, while retaining the resulting parking revenue itself. Cllr Newell suggested there was no reason why Fylde Council could not instead retain and directly manage this income, for example via a parking management arrangement, rather than receiving a fixed licence fee. Cllr Newell also advised the member of the public who had earlier raised concerns regarding jetty signage that they were entitled to raise the matter directly in public participation at a Fylde Borough Council meeting, and could address their question directly to Fylde's leadership, and noted that Cllr Farrington would also be able to assist in raising the matter with Fylde Council.

The Chair brought public participation to a close.

FORWARD PLANNING

14. Items for Next Agenda

(a) Items for Extraordinary Meeting 14th September 2026

- a. Christmas Lights Tender process
- b. Governance Documentation
 - i. Terms of Reference for Working Groups
 - ii. Training & Development Policy
 - iii. Employment Policy

(b) Councillors to request topics for inclusion in the next Full Council Meeting agenda - 14th October 2026

15. Date, Time & Location of Next Meeting Extraordinary Meeting

	Monday 14th September 2026 10am - 12pm Lytham Institute, 27 Clifton Street, Lytham, Lancashire, FY8 5EP Full Council Meeting: Wednesday 14th October 2026 6:30pm Lytham Institute, 27 Clifton Street, Lytham, Lancashire, FY8 5EP
	The Chair thanked members of the public for attending Meeting Closed: 8:49pm

The chair of this meeting believes that the minutes of the meeting of Lytham Town Council held on 9th September 2026 are a correct record and are confirmed as an accurate record of the proceedings.

Chair:

Date: