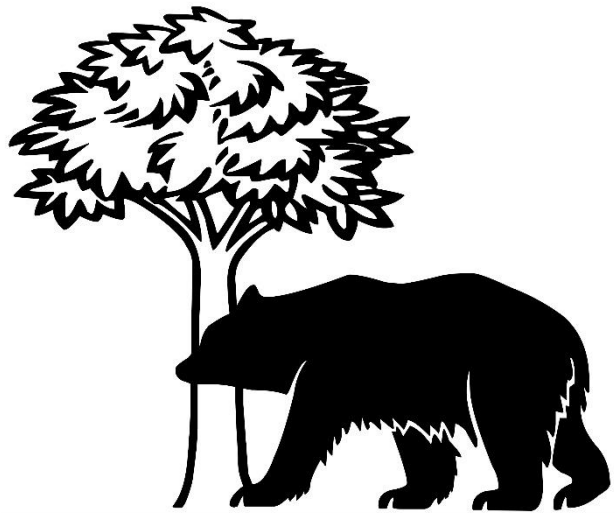


**BERWICK-UPON-TWEED TOWN COUNCIL**



**Berwick-upon-Tweed  
Town Council**

Minutes of the Town Council Planning Committee Meeting held on  
Monday 12 February 2024 at 6.00pm in The Meeting Room, Berwick-  
upon-Tweed Town Council Office, Unit 1, 82 – 88 Marygate, Berwick-  
upon-Tweed

**PRESENT:**

Councillors: R Driver (Chair)  
T Stewart  
J Robertson  
J Turton

**IN ATTENDANCE:**

Gareth Davies, Town Clerk  
Lucy Henzell-Thomas, Administrator  
Cty Cllr C Seymour  
0 members of the public

MINUTE NO.	TITLE AND DESCRIPTION OF ITEM	Mover	Seconded	Decision
P061/23	<b>OPEN SESSION</b>			
	<p>Members of the public may make representations, ask questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.</p> <p>This is for a period of 15 minutes overall and is limited to 3 minutes per person.</p>	N/A	N/A	There were no members of the public present.
P062/23	<b>APOLOGIES FOR ABSENCE</b>			
	To receive apologies for absence.	N/A	N/A	No apologies received.
P063/23	<b>MINUTES</b>			
	To sign as a correct record the minutes of the Berwick-upon-Tweed Town Council Planning Committee meeting held on Tuesday, 9 January 2024.	JR	TS	The Committee <b>RESOLVED</b> that the minutes of the meeting held on Tuesday, 9 January 2024, were agreed and signed as a correct record.
P064/23	<b>DISCLOSURE OF INTERESTS</b>			
	(i) Unless already entered in the Council's Register of Members' interests, members are required to disclose any personal interest, (which includes any disclosable pecuniary interest), they may have in any of the items included on the agenda for the meeting in accordance with the Code of Conduct adopted by the Council on 9 July 2012, and	N/A	N/A	i. Cllr T Stewart declared a pecuniary interest in relation to Item 8, Planning Application 24/00297/FUL and left the meeting for consideration of that item.

	<p>are reminded that if they have any personal interests of a prejudicial nature they must not participate in any discussion or vote on the matter and must leave the room.</p> <p>(ii) To receive and consider requests from members who have a Disclosable Pecuniary Interest in any items on the agenda an application for dispensation under section 33 of the Localism Act 2011 to enable members to participate in discussions and voting.</p>			<p>ii. There were no requests for dispensation.</p>
<b>P065/23</b>	<b>MANAGING ENVIRONMENT: CODE OF CONDUCT FOR SHORT TERM RENTAL PROPERTIES</b>			
	To receive a verbal update from the Town Clerk.	Nem con		<p>The committee received a verbal update from the Town Clerk and discussed impact of holiday lets on local amenity, especially parking in the town centre.</p> <p>The committee <b>RESOLVED</b> to instruct the Town Clerk to explore with Northumberland County Council (NCC) officers the issue of the evidence base required to support Policy 16 from the Northumberland Coast Neighbourhood Plan or similar to prevent conversion to holiday lets in the town centre. This can then be discussed further in the Neighbourhood Plan Working Party, taking</p>

				<p>note of the fact that we do not wish to discourage walkers and cyclists to the area.</p> <p>Also, that officers should monitor Fix My Street for reports of environmental issues within the walls that might be traced back to leisure use of residential properties.</p> <p>The committee suggested that the next newsletter include a request for residents to anonymously share their experiences and opinions of holiday lets in the town with council officers.</p>
<b>P066/23</b>	<b>DESIGN CODE</b>			
	To receive a verbal update from the Town Clerk.	Nem con		<p>The committee received a verbal update from the Town Clerk who informed committee that Southern Green Ltd have been engaged by NCC to do an update/remapping of Tweed and Silk to form the basis of a design code for the town. The Town Clerk hopes that the Town Council will be consulted on this update and will inform committee of any relevant outcomes from the Town Forum meeting on Friday 16<sup>th</sup> February.</p> <p>After which, the Committee <b>RESOLVED</b> to note the update.</p>

<b>P067/23</b>	<b>ELECTRIC VEHICLE CHARGE POINTS</b>			
	To consider the correspondence received regarding electric vehicle charge points at Berwick.	Nem con		<p>The Committee noted the correspondence received from NCC regarding 3 new locations for electric vehicle charge points in Bernicia housing areas at Prior Park and Highcliffe. Whilst not disapproving of the locations suggested the committee would like to see installation solutions in the future for terraced housing in conservation areas as well as blocks of flats. The committee <b>RESOLVED</b> that the Town Clerk and Admin Officer would draft a response to circulate to committee for approval this week.</p> <p>The committee suggested that the next newsletter include a survey for residents on electric/hybrid vehicle use and their experiences of using electric chargepoints in Berwick.</p>
<b>P068/23</b>	<b>APPLICATIONS FOR PLANNING PERMISSION</b>			
	<p><b>Ref No:</b> 24/00094/FUL</p> <p><b>Description:</b> Proposed Change of Use of Vacant Public House (Class Sui Generis) to form Drive Thru Coffee Shop (Class E) including Car Park alterations and façade colour changes.</p> <p><b>Address:</b> The Meadow House Inn North Road Berwick-Upon-Tweed Northumberland TD15 1UR</p>	Nem con		No objections, subject to National Highways approval. The committee acknowledged the assistance of NCC in extending the deadline so we could consider this application at the meeting.

	<p><b>Ref No:</b> 23/04753/FUL</p> <p><b>Description:</b> Conversion Of White Horse Inn, public house into three residential units (flats).</p> <p><b>Address:</b> The White Horse 89 Castlegate Berwick-Upon-Tweed Northumberland TD15 1LF</p>	Nem con		Objection due to overdevelopment and the impact of parking on residents.
	<p><b>Ref No:</b> 24/00199/VARYCO</p> <p><b>Description:</b> Variation of Condition 2 (Approved Plans) and 3 (Materials) pursuant to planning permission 11/03016/FUL to allow changes to the design of new dwelling.</p> <p><b>Address:</b> Former Baitstrand Farm Bungalow Berwick-Upon-Tweed Northumberland TD15 1UE</p>	Nem con		Members would object due to overdevelopment and lack of context with its surroundings. Also their objections to the previous application still stands unless the principal authority can show that the previous application in 2011 had commenced development.
	<p><b>Ref No:</b> 24/00297/FUL</p> <p><b>Description:</b> Erection of garden room within existing concrete yard; replacement of existing side entrance door; insertion of conservation rooflight in existing slate roof; replacement of two rear windows and insertion of one additional window opening in the rear elevation.</p> <p><b>Address:</b> 25 Low Greens Berwick-Upon-Tweed Northumberland TD15 1LZ</p>	Nem con		No objections.
	<p><b>Ref No:</b> 24/00347/FUL</p> <p><b>Description:</b> Proposed Attic Conversion &amp; Internal Alterations. Works to include construction of gable wall, insertion of new Windows and the creation of Dormer Windows.</p> <p><b>Address:</b> 39 Riverside Road Tweedmouth Northumberland TD15 2HQ</p>	Nem con		Application removed from the planning portal after papers sent to committee so was not considered at this meeting.

	<p><b>Ref No:</b> 23/04675/LBC</p> <p><b>Description:</b> Listed building consent for retention of timber sash window boxes and replacement of glazing in principal elevation windows. Retention of rear windows.</p> <p><b>Address:</b> 15 Ravensdowne Berwick-Upon-Tweed Northumberland TD15 1HX</p>	Nem con		No objections.
	<p><b>Ref No:</b> 24/00356/FUL</p> <p><b>Description:</b> To install handrails and light to entrance.</p> <p><b>Address:</b> Berwick Masonic Hall Church Street Berwick-Upon-Tweed Northumberland TD15 1EE</p>	Nem con		No objections.
	<p><b>Ref No:</b> 24/00356/FUL</p> <p><b>Description:</b> Listed Building Consent to install handrails and light to entrance.</p> <p><b>Address:</b> Berwick Masonic Hall Church Street Berwick-Upon-Tweed Northumberland TD15 1EE</p>	Nem con		No objections.
	<p><b>Ref No:</b> 24/00408/FUL</p> <p><b>Description:</b> Change of use, conversion and alteration of existing buildings including part demolition to create 4 holiday let units, including landscaping and boundary treatments.</p> <p><b>Address:</b> 58 – 60 Middle Street Spittal Berwick-Upon-Tweed Northumberland TD15 1RZ</p>	Nem con		Objection due to overdevelopment and the impact of parking on residents.
<b>P069/23</b>	<b>PLANNING APPLICATION DECISION LIST</b>			
	To note the list of planning application decisions for January 2024.	Nem con		The decisions provided in the attachment were noted.

<b>P070/23</b>	<b>ACTION PLAN</b>			
	To receive an update.	Nem con		The committee noted the update.
<b>P071/23</b>	<b>DATE OF NEXT MEETING</b>			
	The date of the next meeting will be Monday 11 March 2024 at 6.00 pm.	N/A	N/A	Noted.