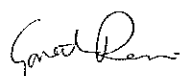


**BERWICK-UPON-TWEED TOWN COUNCIL**

**To: ALL MEMBERS OF THE COUNCIL**

You are hereby requested to attend a meeting of **BERWICK-UPON-TWEED TOWN COUNCIL** to be held in the Council Chamber, The Town Hall, Marygate, Berwick-upon-Tweed, on **MONDAY, 17 JULY 2017 AT 6 PM**

**The Agenda for the meeting is set out below.**



**Town Clerk**

**11 July 2017**

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**EXTRACT FROM STANDING ORDERS**

- 1(o) Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
- i. to speak on an amendment moved by another councillor;
  - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
  - iii. to make a point of order;
  - iv. to give a personal explanation that relates directly to new information concerning the member that was introduced during the debate, in which case they shall with the chair's consent offer their explanation after all other members who wish to do so have spoken, or
  - v. in exercise of a right of reply as the mover of the motion before a vote.
- 1(p) During the debate of a motion, a councillor may interrupt only on a point of order and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- 1(t) Excluding motions moved under standing order 1(r) above, the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed (3) minutes without the consent of the chairman of the meeting.

To receive a presentation from Chief Superintendent Sharon Scott of Northumbria Police.

To receive a presentation from Northumbria CAB on future provision of services in Berwick.

### **OPEN SESSION**

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.

This is for a period of 15 minutes overall and is limited to 3 minutes per person.

### **A G E N D A**

**1. APOLOGIES FOR ABSENCE**

To receive apologies for absence.

**2. MINUTES**

To sign as a correct record the minutes of the Berwick-upon-Tweed Town Council meeting held on 20 June 2017.

**3. DISCLOSURE OF INTERESTS**

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 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.

**4. REQUEST FOR DISPENSATION**

(i) To receive 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 (pro-forma attached).

(ii) To consider requests for dispensation.

**5. NEIGHBOURHOOD PLAN**

To receive an update on the Neighbourhood Plan and associated reports (Appendix A).

**6. TOWN MAYOR'S ANNOUNCEMENTS**

To receive announcements from the Town Mayor.

**7. CORRESPONDENCE**

To note the Correspondence Log - the clerk will provide an update on the item dated 5 July 2017 from HMRC.

8. **NOTIFICATION OF PAYMENTS MADE BY BERWICK-UPON-TWEED TOWN COUNCIL**  
To note payments made on behalf of the Town Council (**Appendix B** to follow).
9. **FUTURE EVENTS**  
To consider the report (**Appendix C**).
10. **ALLOTMENTS**  
To consider the report on termination of tenancies (**Appendix D**).  
Allotment waiting list (**Appendix E**).
12. **GOLDWINGS GRANT APPLICATION**  
To consider the report (to follow) (**Appendix F**).
13. **RAILWAY SERVICES TO BERWICK-UPON-TWEED**  
To consider the report (**Appendix G**).
14. **FORWARD PLAN**  
To receive an update on the Forward Plan (**Appendix H**).
15. **LOCAL SERVICES COMMITTEE**  
To adopt the minutes of the meeting of the Local Services Committee held on 15 May 2017 (**Appendix I**).  
To note the minutes of the Local Services Committee held on 26 June 2017 and to consider the following recommendation (**Appendix J**)  
"Committee RESOLVED to recommend to council  
that no new play areas be created except in association with new housing developments and developer funding  
that spending be focussed on upgrading existing play areas, both by full replacement and by incremental upgrades,  
That funding for upgrades via partnership working and grant funding be explored,  
that priority be given to developing a workable skatepark for older children, and  
That land ownership for all the play areas be fully explored and clarified.
16. **PEOPLE AND COMMUNITIES COMMITTEE**  
To adopt the minutes of the meeting of the People and Communities Committee held on 15 May 2017 (**Appendix K**).  
To note the minutes of the meeting of the People and Communities Committee (**Appendix L**) held on 03 July 2017, and consider its recommendation:

The committee recommends council recognise the current unworkable situation and instructs staff to undertake a review of grant criteria and prepare a report proposing categories of events based on their impact on tourism or regeneration, as well as their contribution to the communities of Berwick upon Tweed.

That committee recommends to council that, in the interim, Council should suspend the guidelines adopted in November 2015 and agree to consider applications on an ad hoc basis, and

That council delegate to the committee the power to devise a new scheme of grant funding for events and community organizations, on the basis of the proposed reports from officers.

#### **17. PLANNING COMMITTEE**

To adopt the minutes of the meeting of the Planning Committee held on 30 May 2017  
**(Appendix M).**

#### **18. BUDGET & ADMINISTRATION COMMITTEE**

To note the minutes of the Budget and Administration Committee held on 10 July 2017 and to consider its recommendation that council should delegate authority to the RFO to enter into a new telephony contract, including authority to enter into a multi year contract, after consultation with the chair and vice chair of the Budget and Administration committee.  
**(Appendix M1)**

#### **19. DATE OF NEXT MEETING**

The next meeting of the Council will be held on Monday, 21 August 2017 at 6 pm in the Town Hall.

**The Council may be recommended to pass a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the media and public from the discussion of the following business on the basis that personal data may be disclosed.**

#### **20. OPERATION LONDON BRIDGE**

To consider the report **(Appendix N).**

## BERWICK-UPON-TWEED TOWN COUNCIL

### Minutes of a Meeting of the Town Council held on Tuesday 20 June 2017 at 6.00 pm at The Town Hall, Marygate, Berwick-upon-Tweed

Councillors:	G Roughead (Town Mayor)	T Forrester
	H Bettison	A Gibson
	A Bowlas	K Graham
	R Bruce	B Parkin
	I Dixon	G Smith
	B Douglas	L Stephenson
	A Forbes	

#### IN ATTENDANCE:

Mr Gareth Davies, Town Clerk

Steve Cozens, Assistant to the Clerk

Mr Liam Mutch, Sheriff

16 members of the public, 1 member of the press.

#### OPEN SESSION

The meeting began with the Mayor inviting those present to stand for a Minutes Silence in acknowledgement of recent terrorist attacks in Manchester and London, and the Grenfell Tower fire.

The Mayor also welcomed to his first meeting the new Town Clerk, Mr Gareth Davies.

#### **C018/17 1. APOLOGIES FOR ABSENCE**

Apologies for absence had been received on behalf of Cllr H Nichols. Council **RESOLVED** without dispute to send a Get Well Soon card.

#### **C019/17 2. MINUTES**

The minutes of the Berwick-upon-Tweed Town Council meeting held on 15 May 2017 were agreed and signed as a correct record on the motion of Cllr Parkin, seconded by Cllr Forrester.

#### **C020/17 3. CO-OPTION OF MEMBERS**

(Clerk's Note: whilst the decision of council is recorded here, the announcement of

the decision took place after Agenda Item 7, when the new members signed their Declaration of Acceptance of Office and began to participate in the business of council.

Messrs Herbert, Lewis and Thompson addressed council, after which council voted by ballot. Having achieved an absolute majority of votes cast on the first ballot Messrs Lewis and Thompson were duly co-opted to be members of the Council for the Upper Spittal Ward.

C021/17

#### **4. DISCLOSURE OF INTERESTS**

There were no disclosures of interest.

C022/17

#### **5. REQUEST FOR DISPENSATION**

There were no requests for dispensation.

C023/17

#### **6. NEIGHBOURHOOD PLAN**

The Mayor moved, and it was **RESOLVED** without dispute that Standing Orders should be suspended sufficiently to allow a non member to address the meeting. Mr Eric Goodyer addressed council, after which it was **RESOLVED** on the motion of Cllr Bettison, seconded by the Mayor, that the papers presented should be adopted.

C024/17

#### **7. TOWN MAYOR'S ANNOUNCEMENTS**

The Mayor indicated he was happy to be able to welcome the new town clerk to his first meeting, and expressed his belief that councillors were looking forward to working with him. The Mayor then invited those present to stand in silence for one minute as a mark of respect to the victims of terror attacks in Manchester and London, and the victims of the Grenfell Tower fire.

The Mayor offered his thanks to all those councillors who had supported him at the Mayor making; since then he had been to a preview of the Main Guard exhibition, which he recommended, had led the walking of the May Fair, and had enjoyed the party on the parade. The Mayor also mentioned the Ashington Miners Picnic and Spittal Gala, before closing his remarks by thanking the Deputy Mayor for presiding at the Annual Town Meeting when he had been otherwise engaged.

C025/17

#### **8. CORRESPONDENCE**

Members **RESOLVED** without division, on the motion of Cllr Forrester, seconded by Cllr Forbes to note the correspondence log.

At this point Cllrs Lewis and Thompson joined the meeting.

C026/17

## **9. NOTIFICATION OF PAYMENTS MADE BY BERWICK-UPON-TWEED TOWN COUNCIL**

It was **RESOLVED** without dispute to note the schedule of payments after the Town Clerk had confirmed that payments appears including VAT, which would be subsequently reclaimed and would then appear in the accounts as a credit.

C027/17

## **10. FUTURE RAIL PROVISION IN NORTH NORTHUMBERLAND**

It was **RESOLVED** on the motion of Cllr Bettison, seconded by Cllr Roughead, that

1. Council instructed its officers to use appropriate survey software to collect evidence as to the current barriers to train usage,
2. Council instructed its officers to undertake a high level desk based study of existing timetables and service provision to identify whether existing services address Berwick's needs, and
3. Council instructed its officers to seek ways of identifying whether Berwick rail users support or endorse the proposals of SENRUG and RAGES, including a potential public meeting.

C028/17

## **11. MEMENTOES / WORK OF ART**

On the motion of Cllr Bettison, seconded by Cllr Graham, it was **RESOLVED**

1. That the commemorative photograph should be displayed (with the consent of the Guild of Freeman) in the Town Hall,
2. That the Alex Mills picture, should be offered to ARCH for display within the Workspace, and
3. That the Jennifer Mosley picture should be displayed within the Town Council offices.

C029/17

## **12. OBSOLETE EQUIPMENT**

Council **RESOLVED** without dispute to delegate to the Town Clerk / RFO, after consultation with the Chair / Vice Chair of the Budget and Administration Committee, authority to dispose of items of obsolete equipment, and

Council **RESOLVED** to require details of all such transaction to be reported to the first available meeting of the Budget and Administration Committee after the disposal.

C030/17

## **13. APPROVAL OF ACCOUNTS**

Council **RESOLVED**, on the motion of Cllr Graham, seconded by Cllr Gibson

- a) To note the acceptance by the Budget and Administration Committee at draft Minute BA018/17 of the Internal Audit Report.
- b) To approve the accounting statements for 2016-2017 and to authorise the Mayor and the Responsible Financial Officer to sign section 2 of the annual

return and

- c) To receive and approve the assets register as a true record of the council's assets.

**C031/17**

#### **14. ANNUAL RETURN**

Council considered each of the eight applicable governance statements in turn, and **RESOLVED** that it could approve all eight statements, and further **RESOLVED** that it could authorize the Mayor and the RFO to sign Section 1 of the Annual Return on its behalf.

**C032/17**

#### **15. TOWN COUNCIL COMMITTEES**

It was unanimously **RESOLVED** to appoint Cllrs Bowlas, Lewis and Smith to the Budget and Administration Committee, and Cllr Thompson to the Planning Committee.

**C033/17**

#### **16. LOCAL AREA COUNCILS**

It was **RESOLVED**, on the motion of Cllr Bettison, seconded by Cllr Roughead, that the Town Clerk should represent the council at meetings of the Local Area Council.

It was **RESOLVED**, on the motion of Cllr Bowlas seconded by Cllr Graham, that council instructs the Town Clerk to make appropriate arrangements to ensure the proceedings of the Area Council are reported to members in a timely fashion,

It was **RESOLVED** on the motion of Cllr Graham, seconded by Cllr Bettison, that council delegates to the Town Clerk power to respond on its behalf to consultations on non strategic matters provided some form of electronic consultation has been undertaken,

It was **RESOLVED** on the motion of Cllr Bettison, seconded by Cllr Roughead, that Council delegates to the Local Services Committee the responsibility to consider which Highways Schemes should be a priority for Berwick upon Tweed, and to make appropriate proposals to council in a timely fashion to enable council to take part in NCC's consultation, and

It was **RESOLVED** on the motion of Cllr Bettison seconded by Cllr Graham that council instructed the Town Clerk to work co-operatively with NCC officers to ensure Berwick-upon-Tweed is not overlooked in any further proposals for devolution of services or powers.

**C034/17**

#### **17. HOEY AINSCOUGH**

It was **RESOLVED** on the motion of Cllr Graham, seconded by Cllr Bettison that council endorsed the proposed responses and delegated to the Town Clerk authority to communicate them to the Interim Chief Executive of Northumberland County



Council and the Chair of its Standards Committee.

**C035/17**

### **18. APPLICATION FOR FINANCIAL ASSISTANCE**

It was **RESOLVED** on the motion of Cllr Bettison, seconded by Cllr Forbes to grant a sum not exceeding £250 to the Berwick Royal British Legion for the purposes of Armed Forces Day.

**C036/17**

### **19. REPRESENTATION ON OUTSIDE BODIES**

- a) It was **RESOLVED** to nominate Cllr A Bowlas to the Berwick Fair Trade Group.
- b) Council **RESOLVED** to defer this proposal to its next meeting when a presentation will be received from the Coastal Communities Team.

**C037/17**

### **20. FORWARD PLAN**

It was **RESOLVED** to note the Forward Plan.

**C038/17**

### **21. BUDGET AND ADMINISTRATION COMMITTEE**

- i. It was **RESOLVED** to adopt the minutes of the meeting of the Budget and Administration Committee held on 15 May 2017.
- ii. It was **RESOLVED** to note the draft minutes of the meeting of the Budget and Administration Committee held on 12 June 2017.
- iii. Council **RESOLVED** to approve the following recommendations detailed in draft minute BA015/17
  - a) that a virement of £3300 be made from operational reserves to the Administration: Staffing cost centre for training and subscriptions, and
  - b) the Town Clerk be given authority to allocate funding from within this budget to the purposes described in paragraphs 1-7 of the report,
  - c) and that the Town Clerk consult with the Committee Chair before entering into any commitments except those specified in the report.

**C039/17**

### **22. PLANNING COMMITTEE**

It was **RESOLVED** to adopt the minutes of the meetings of the Planning Committee held on 18 April 2017 and 15 May 2017.

**C040/17**

### **23. DATE OF NEXT MEETING**

The next meeting of the Council will be held on Monday 17 July 2017 at 6 pm.

**Council RESOLVED that under the Public Bodies (Admission to Meetings) Act 1960 it was appropriate to exclude the media and public from the discussion of the following business on the basis that public discussion might prejudice the Council's position and staffing issues might be discussed.**

At this point the Public withdrew.

## Clerk's Ruling CR01/17

### Withdrawal of the Northumberland Council Core Strategy

#### Issue

Mr Eric Goodyer, Chair of the Neighbourhood Plan Working Group, asked the Town Clerk to include an, at that point undrafted, paper on the next Town Council agenda. The paper was intended to provide reflections, and guide council debate, upon the withdrawal of the core strategy.

#### Background

At its meeting on 5th July 2017 NCC passed a resolution moved by Cllr Peter Jackson. That resolution proposed that Northumberland County Council:

- Rescinds its previous decision to approve the Northumberland Local Plan Core Strategy Pre Submission Draft Plan (as modified) for submission to Government for independent examination;
- Formally withdraws the Core Strategy from the independent examination process and advises the Secretary of State of this decision;
- Instructs Officers to undertake a full review of the housing and employment numbers, and strategic land use allocations, required during the Plan period to sustain County-wide and regional economic growth; and
- Resolves to undertake the work required to carry out the review and progress any necessary associated work and public consultation to enable the Council to reconsider approval of the Core Strategy for submission to Government as soon as practicable".

The resolution was accompanied by a background and issues report prepared by Mr Mark Ketley, Head of Planning for NCC.

Paragraphs 12 -15 of Mr Ketley's report set out the basis of some arguments adopted in the Town Clerk's reasoning in declining to accept a paper on the topic at this stage. Para 12 sets out that advice would be required from various bodies and legal advisors, after the notice of withdrawal of the Draft Strategy is given. That is to say, as at 5th July, that advice had not been sought, because the decision had not yet been made. Paragraph 13 similarly sets out a need for future discussion with government and advisors about how NCC should proceed. Paragraph 14 lays out NCC's hope that a Ministerial visit will be undertaken to help inform NCC's forward planning. Paragraph 15 lays out the risks for NCC, some of which are, at the time of the report being written, apparently unmitigated.

It is therefore clear that, whilst NCC was informed of the risks involved in its choice, it also left a number of issues unclear by its decision to adopt Cllr Jackson's resolution. It is possible, and impossible to discount, that NCC might face judicial review of its decision, not least because it was taken without any significant public consultation. The belief of NCC's administration that it has an electoral mandate for its decision needs to be considered in the light of Lord Diplock's judgement in the Bromley vs GLC case in 1982. Bluntly, an electoral mandate does not suffice to make a decision that requires consultation automatically lawful, and, reading Lord Diplock's reasoning, it also appears apparent that a decision taken on the basis of an electoral mandate must still consider the views of those who did not vote for the ruling party, as well as those who did.

Your Town Clerk makes this point not because they have an opinion either way on this decision, but because, in the immediate aftermath of a controversial decision, a rush to act on that decision can be very risky, purely because of the risk of challenge to the decision. Adding that risk to the uncertainties detailed above, it is hard to see how council could, in the circumstances, make a reasoned decision.

#### Ruling

It is inappropriate for Berwick Town Council to debate the issue of the future housing allocations under the Neighbourhood Plan before NCC has made clear the stage of the process that the Core Strategy is returning to, and the likely future consultation process. In order to facilitate the Neighbourhood Plan process Council will be asked, separately, to endorse the Town Clerk writing to NCC to ask for early confirmation of the likely process, and for it to share any advice received.

C041/17

**24. PAYMENTS FOR ADDITIONAL WORK**

It was **RESOLVED** on the motion of Cllr Bettison, seconded by Cllr Forbes, to make the additional payments, ex gratia, as detailed in the Town Clerk's report.

DRAFT

Berwick Spittal & Tweedmouth Neighbourhood Plan  
Report to Council July 2017

- 1) The Neighbourhood Plan (NP) process is required to progress through a series of stages that will be subject to external review when the Plan is submitted for examination. To date Berwick Town Council has completed the following stages
  - The designation of the Plan Area
  - The establishment of a Steering Group
  - Initial public consultations to determine the key topics to be covered by the plan
  - The establishment of Working Groups for each of the 7 topics selected, being Employment & Skills, Housing, Transport, Built Environment, Natural Environment, Tourism & Youth.
  - Further consultations of various forms to develop the Evidence Base for each Topic
  - The preparation of a draft Vision & Objectives statement which was submitted for public consultation.
  
- 2) The Council have received the background evidence papers covering Employment & Skills, Housing, Transport, Built Environment and Tourism. The Council is now asked to accept the final 2 background evidence papers covering the Natural Environment and Youth topics. The Council is also asked to agree to recognise the Berwick 900 'tags' as part of the Evidence base, many of which were written by young people.

RESOLUTION: To agree to accept the Background Evidence Papers for the Natural Environment & Youth Topics.

RESOLUTION: To recognise the Berwick 900 'tags' as part of the Evidence Base

- 3) The Council is asked to approve the high level planning options presented in the Background Evidence Papers for the Natural Environment & Youth Topics. This completes the Evidence Base gathering stage, and with the permission of the Council the Steering Group wish to proceed to develop Draft Planning Policies for the Council's consideration.

RESOLUTION: To approve the High Level Policy Options set out in the Background Evidence Papers for the Natural Environment & Youth Topics.

RESOLUTION: To request that the Berwick, Spittal & Tweedmouth Steering Group start the process of developing Draft Planning Policies.

- 4) The Steering Group has requested that a training session is provided to assist them with the process of translating the Evidence Base into Draft Planning Policies. Very few of the members of the Steering Group or Working Groups have any professional planning experience, as the nature of this process is that it is led by local people. The organisation of a training session for Town Councillors and members of the Steering & Working Groups will be of value to support the process going forward. An application has been made to Locality, who provide support for Neighbourhood Planning on behalf of the Government, to provide this training, but they have expressed doubt that it is within their remit to do so. The Steering Group therefore request that the Town Council should financially support the provision of a training session at a cost to be determined reasonable by the Town Clerk.

RESOLUTION: To agree to provide a training session for all Councillors and members for the NP Steering and Working Groups to cover the Planning Policy development process.

The procurement of this training course to be delegated to the Town Clerk.

## Report of the Town Clerk

### Future Events

#### Background

1. Mr David Blackburn attended the most recent meeting of the People and Communities committee to propose that council endorse a plan to celebrate the purported one thousandth anniversary of the Battle of Carham, via a festival to be called Tweed 1000. The paper Mr Blackburn sent to the Town Clerk is attached.
2. The committee listened to Mr Blackburn's presentation, and instructed the clerk to bring a report to this council meeting.
3. Berwick is a town with a long history and heritage assets and heritage events form an important part of the tourist economy. As a parish council, the Town Council has the power to subscribe to tourism organizations, and to make grants to events or exhibitions.
4. When asked at the meeting who would be the accountable body for the proposed events, Mr Blackburn suggested it should be the Town Council. We will deal with this in the issues section below.
5. Town Council staff are, separately, considering the issue of how the town should commemorate the one thousandth anniversary of the grant of the Sherifffdom in 2019, and the two proposed events allow council to consider the alternative ways of organizing events. Broadly speaking, the proposal for the sherifffdom is that a committee be formed, and that the committee play the leading role as accountable body in organizing the events, with BTC providing support and funding where it is lawful and appropriate to do so.

#### Issues

1. The first issue identified concerning the proposed events in 2018 is their remoteness from Berwick, and their provenance. The date of the Battle of Carham is contested, since the proposed Anglo Saxon leader, Uhtred, son of Waldef, is reported by other sources to have died in 1016. Similarly, the significance of the battle with relation to the establishment of the border is contested. Officer reports are not an appropriate place for scholarly debate but at least as much weight has to be given to G.W.Barrow's view that the border had been established since the beginnings of the 10th century; "What English annalists recorded as the 'cession' of Lothian was... the recognition by a powerful but extremely remote south-country king of a long-standing fait accompli." In short, it is not clear if the date is as accurate or the significance as pronounced as the event promoters assert. Neither is the connection to Berwick demonstrated in any real way, for example via archaeological or documentary evidence. For all we know, everyday life may have gone in in Berwick as if the battle never happened. As an aside, one of the principal sources relied upon is Symeon's 'Libellus de exordio', sometimes referred to as 'Historia Dunelmensis ecclesiae' - given the relationship of the See of Durham to the area around Berwick, it seems surprising the battle attracts only a passing reference in Symeon's work.
2. The second issue is the lack of an accountable body. Mr Blackburn's proposal contains at its heart the issue of a tapestry to be created by a local arts collective, with local

participation. If the Town Council is to be the accountable body for this event, the procurement of a contractor for the tapestry would have to follow your procurement rules, which should only be set aside with good reason. There is no reason why another body cannot apply for a grant in these circumstances, but it would be inappropriate for the council to seek to establish such a group merely to avoid its own procurement rules.

3. The third issue, which is related to the lack of an accountable body, is the lack of a project plan or any evidence of risk appraisal, financial appraisal or organizational capacity to make the event happen. Any decision to support this event will need to be followed by a report to council outlining either the costs of bringing in suitably qualified event managers or identifying how the event can be managed from your existing resources.
4. Any decision to support this event will need to be supported by a decision to, in principle, vire sufficient funds from reserves to cover costs, plus contingencies. Despite the assertion in Mr Blackburn's report, the lack of detailed costings, especially in relation to re-enactments and living displays or tableaux, means we would recommend a contingency of 50% of outline costs, requiring that at least £25,000 be set aside from reserves for this piece of work. Even at this level of contingencies, we cannot guarantee that all the ambitions outlined can be delivered within this cost envelope.

#### Recommendations

##### Council is

1. Recommended to indicate its views on this proposal, and
2. If minded to support the event, recommended to instruct officers to bring forward detailed proposals as to how the ambitions expressed in Mr Blackburn's report might be delivered.





## **1000 YEARS AGO.....THE START OF OUR BORDER HISTORY.**

Presented to Berwick Town Council on Monday 3<sup>rd</sup> July 2017.

### **THE CASE FOR COMMEMORATION**

The northern border of the ancient Kingdom of Northumbria once reached the Firth of Forth. The Battle of Carham in 1018 split Northumbria, and fixed the eastern end of border between the then emerging nations of Scotland and England along the line of the River Tweed.

Berwick became part of that border for the first time. Berwick became important and Berwick began to grow. Berwick 'appeared on the map'! Berwick took on importance. About 100 years later it was the first of the Royal Scottish Burghs!

Carham will be staging their own commemorations and there will be a 'Living History' weekend to include a battle re-enactment on the weekend of 7<sup>th</sup>/8<sup>th</sup> July 2018. There is the expectation that there will be a Royal visitor and that a number of people will pass through Berwick for this already well progressed event. I would submit that Berwick's tourism economy should be riding on the back of this well supported event and prospering from opportunities that are already offered by its appearance on the calendar. No opportunity to boost our tourism economy should be missed.

### **BERWICK UPON TWEED 1000 YEAR HISTORY**

The clue to the importance of Berwick in contributing to the shaping of the border economy and history is in its name, 'Upon Tweed'. Berwick and its outlying areas have been inseparable in the direction that history has taken us. Berwick and the Tweed have prospered from the fish in its river and the barley and sheep in the land around it. The Tweed's history is our history. Without the Tweed there is no Berwick as we know it.

### **TAPESTRY PROPOSAL- For Permanent Display**

This is the flagship project that should closely involve the community and produce a permanent reminder of our history. It is envisaged that it might find a permanent home in the Barracks museum.

The tapestry will illustrate the history of Berwick over the 1000 years since the defining battle of 1018.

It is anticipated that the community across the town, cross-sections from the elderly in care homes, schoolchildren and those from other organisations will contribute to its construction under the supervision and guidance of skilled artists of 56 Degrees North, Creative Studios, located in West Street.

A carefully considered costing has been produced and it is anticipated that the tapestry can be completed for no more than £10,000 (A detailed costing is attached for your perusal).

### **The Project**

The project is for one large fabric hanging comprising 24 separate pieces, each created as a separate mini-project on the 1,000 theme. The overall size of the finished hanging will be 2m x 3.3m.

Individual pieces may use a variety of stitch/yarn techniques: embroidery, appliqué, weaving, macramé, stumpwork, needlepoint, mixed media, etc - the only stipulation being that the finished work is a "tapestry" in a loose sense, and therefore fabric-based.

The project will be publicised through the various interest groups in the town and a list of contributors/makers drawn up. This project will be coordinated by the 56° North team, who will also be responsible for mounting and finishing the work. They will allocate materials, discuss and agree themes and decide the overall composition and story.

A number of pieces will be circulated to individual project organisers and/or designers. They may use the aida either as a backing for a mixed media design or for direct embroidery. Each individual project will also be allocated basic materials if required: (child-safe) needles, embroidery floss, etc.

In addition each square will be permitted a small budget for the purchase of additional sewing notions (special fabric, ribbon, lace, buttons, PVA etc). The remaining sections will be created in workshops run by 56° North team. These will allow individuals who don't belong to one of the sub-projects to contribute to panels. Workshops will also allow artists to teach new techniques for inclusion in the completed work (i.e. print-making, felting, marbling, dyeing etc) that reflect local life and activities both past and present.

## **EVENT PROPOSAL – 21<sup>st</sup>/22<sup>nd</sup> JULY 2018**

The proposed event will be staged as part of a series of activities in association with the 1,000<sup>th</sup> anniversary of the Battle of Carham, which effectively defined the River Tweed as the border between Scotland and Northumbria (later England). ‘Carham 1018’ are holding a ‘Living History’ weekend to include a battle re-enactment on 7<sup>th</sup>-8<sup>th</sup> July 2018. It is envisaged that towns and villages along the Tweed will make their own contributions in the fullness of time.

Berwick’s contribution to this programme will be in two parts.

**1) A weekend of medieval living history staged at locations close to the town’s unique fortifications.**

Activities can include:

- i. Medieval living history encampment
- ii. Demonstrations of archery and hand-to-hand combat skills (including some public participation)
- iii. Displays of cooking, medical practice and other aspects of medieval life

**2) An exhibition, entitled “Defending Berwick and the Border”, illustrating aspects of the turbulent history of Berwick and the eastern Borders.**

The exhibition will be staged in a venue in the town centre (ideally in the Guildhall) and will cover topics including:

- i. the story of Berwick Castle and its defences
- ii. the development of Berwick’s fortifications from the 12<sup>th</sup> to the 20<sup>th</sup> centuries
- iii. the several sieges and captures of the town and castle of Berwick-upon-Tweed between 1296 and 1482
- iv. the garrison of Berwick from medieval times to the 1960s
- v. Berwick’s defences during World War Two.

A provisional budget sum of £5,000 should amply cover the cost of this weekend.

## **EVENT PROPOSAL – 5th August 2018**

A possible opportunity exists for us to use the facilities erected by the KOSB for the Minden Day commemoration. The marquee and portaloos used on the Saturday can be utilised for an event on

the Sunday, expanding the military theme of the weeked and emphasising the history of Berwick Barracks. The costs of the tent and toilet facilities can be shared; benefiting both parties. This event is estimated to cost around £2.500.

## **THEMED EVENTS ACROSS THE TOWN**

Expressions of Interest have been received from several of the organisations that already arrange events on an annual basis. There is therefore already significant enthusiasm and a level of traction. A momentum will follow official support and publicity for this venture.

There is interest in Spittal, the exciting prospect of a themed stage production, talks /presentations, and the prospect of other events although time is at a premium.

The shops and the community of the town can only benefit from this commemoration. It is yet another string to the bow that fires our tourist offering and helps to put the town firmly on the map and the itinerary.

## **SUMMARY**

For Tweed 1000 to succeed, it is of fundamental importance to have the official backing of our Town Council; the elected and co-opted representatives of the people. I am seeking this support at this meeting.

All projects of this kind require a level of financial support and I am seeking monetary assistance. I am looking for the Berwick Town Council to finance the flagship commemorative Tapestry.

If the BTC are so inclined they would need to give approval prior to the release of the tourist literature for the year 2018 and prior to the commencement of the 2017/18 school year. Ideally by mid-August enabling 56 Degrees North to prepare.

This tapestry will be a permanent display item that the contributors; our children, grandchildren, brothers and sisters can look at in years to come and say, "I worked on that".

Approval to allocation of funds will launch this commemoration and with suitable early publicity generate interest across the town and neighbouring towns and villages along the Tweed. There are already expressions of interest in this regard.

The entire economy of the borders can receive a boost from this modestly costed and yet highly effective marketing strategy of "all for one and one for all". Berwick has probably played the biggest part in the shaping of Tweed Border History. Berwick felt the full effects of the events of 1018.

## Report of the Town Clerk

### Allotments - Determination of tenancy agreements

#### Background

1. A complaint from a councillor has highlighted the lack of a process for determining tenancy agreements in circumstances where a tenant has breached the terms of their agreement.
2. Broadly speaking, no clear process exists, and officers have been unsure how to proceed.
3. Allotment tenancy agreements are counter-signed by the Town Clerk, on your behalf, and officers inspect allotments regularly.
4. It is proposed that the power to issue warnings as to management of allotments, including for non-cultivation, up to and including the termination of tenancies, be delegated to the Town Clerk; in their absence, the power shall revert to the Local Services Committee, and this power may not be delegated by the Town Clerk.
5. In order to preserve the rights of the tenant, it is further proposed that any warning or termination shall be subject to appeal to the Local Services Committee, whose decision shall be confirmed by council provided council is satisfied that the decision is procedurally correct.

#### Recommendations

1. That council note the report, and
2. That council resolves to make the necessary delegations of powers to the Local Services Committee and the Town Clerk.

## Report of the Town Clerk

### Allotments - Waiting list and allocation of tenancies

#### Background

1. Council has a small stock of allotments, a considerable waiting list, and a slow turnover of allotments.
2. Not all allotments are suitable for all tenants.
3. The process of phoning the highest placed person on the waiting list, offering them a vacant plot, then waiting for them to view the plot and decide if they wish to accept is time consuming and inefficient.
4. Your officers therefore propose that, in the event of an allotment becoming vacant, it shall be advertised by writing or emailing to the top twenty five persons on the waiting list, giving them two weeks to view the plot and decide whether to apply for it. At the end of the two weeks, the person highest placed on the waiting list who has applied shall be allocated the allotment.

#### Recommendations

1. That council note the report, and
2. That council delegate to the Town Clerk the power to allocate allotments in line with the suggested procedure.

5

## Rail Services from Berwick upon Tweed station

### Background

1. Most passenger rail services in the UK are provided by franchised train operating companies (TOCs), which contract with the Department for Transport ("the Department" or "DfT" hereafter) to provide specified services for a fixed number of years.<sup>3</sup> Franchise agreement specifications relate to: the timetabled train service; station upgrades; train upgrades; overall performance targets; passenger satisfaction targets; and fares and ticketing improvements.
2. This is not an inherently flawed system. Passenger rail in the UK has gone through a "renaissance" over the last two decades, as passenger numbers have doubled since 1997–98.<sup>11</sup> This has seen rail increase its modal share of all travel by 3.3% over that period.<sup>12</sup> Franchising has certainly played a key role facilitating this growth.
3. It is clear that franchising coincided with significant growth in passenger rail, and the distinction between correlation and causation is not clear, but franchising has not yielded all the benefits for passengers envisaged when the Government made the case for privatisation in 1992. Many metrics of performance are plateauing against the backdrop of substantial growth in premiums paid to Government. Ultimately, it is the passenger who pays: rail fares have grown significantly in recent years. (Source: House of Commons Transport Committee, Ninth report, 2016-17)
4. Commuter rail operations, such as those in the South East, are natural monopolies with captive markets, with passengers using high frequency "metro style" services, which limits the opportunity for on-rail competition. Regional franchises, such as in Northumberland are often subsidised to deliver important social objectives and have limited scope for on-rail competition. The result is that where there are gaps in the market, as with commuter services between Berwick and Newcastle upon Tyne, there is no clear market mechanism as to how that gap might be filled.
5. It is important to understand the distinction between commuter and inter city services. In order for commuter services to work, and enable passengers to organize their work lives, they need to be coherent, consistent, and to conform to a 'clockface' timetable. Inter city services, on the other hand, are timetabled to enable passengers to get to and from preferred destinations at the start and end of the day, or over weekends.
6. These points are not merely explained to demonstrate expert knowledge. Berwick upon Tweed currently enjoys an inter city service, configured to enable occasional journeys or excursions rather than daily trips to work.
7. Even the simplest isochronic data demonstrates what most residents of Berwick already know; the major employment centres of Morpeth, south east Northumberland, Newcastle and Edinburgh are outwith a 60 minute drive time. It is possible to journey to Edinburgh, Newcastle and Morpeth by train, but the service frequency is erratic and frequently involves indirect journeys to subsidiary stations such as Morpeth or Cramlington.
8. In terms of enabling Berwick to become an employment centre itself, or to enable workers to commute to Berwick, the position is just as bad. It is impossible, for instance, to get a direct train to Morpeth from Berwick in the afternoon peak period; you have to



take a train through Morpeth, that does not stop there, before getting another train back to Morpeth from Newcastle. Ticketing restrictions make this even more complicated than it seems, since the cheapest tickets available explicitly prohibit travel via Newcastle upon Tyne.

9. Providing access to larger job markets in the hearts of the city regions to which Berwick relates, and enabling businesses from those city regions to view Berwick as a potential location or relocation destination, is essential if Berwick is to address the current low average income of its working age residents.
10. At this point the preamble above becomes very relevant. Simply put, the process by which regional franchises are awarded, and shaped, is influenced to a significant degree by political lobbying, and by the making of an economic case for the extension of a regional service, or the timetabling of additional stops at intermediate stations.
11. In order to be able to influence the decision makers at both rail companies and government level local representatives, like this Town Council, need to demonstrate both that they have clear goals and clear outcomes that will result from those goals being achieved.
12. It is therefore proposed that the Town Council adopt, as its connectivity goals
  - a. Reliably connecting Berwick to Newcastle and Edinburgh within a sixty to ninety minute journey time, via a variety of modes, allied to a consistent and reliable public transport offer that enables commuting.
  - b. Developing a public transport and road network for Berwick that enables residents to maximize their potential earnings and which opens the Berwick jobs market to a wider talent pool.

#### Issues

1. The emerging Economic Plan for Berwick does not address connectivity explicitly, and it is suggested that council, if it adopts the goals in para 12, should promote these goals as being objectives for the economic plan.
2. In spring 2019 Trans Pennine Express propose to introduce a new Liverpool to Edinburgh service via Northumberland. In the franchise award notification this service was promoted as providing additional train stops at Morpeth. If this service were also to stop at Berwick upon Tweed, whenever it stops at Morpeth, it would provide the backbone of a new, regular service connecting the major stations on the East Coast mainline. As outlined above, achieving this outcome will require a degree of political lobbying as well as the making of a business case.

#### Recommendations

1. That council adopt the goals in para 12 above,
2. That council instructs officers to lobby pro-actively for the delivery of a consistent and coherent clockface service for Berwick upon Tweed.



Berwick-upon-Tweed  
Town Council

Council  
Item 15  
Appendix H  
Monday, 17 July 2017

Date	What decision is requested	Why does this decision need to be made	Who requested it?	When does it need to be made?	Outcome
25/11/2016	To review allotment provision	Legislative compliance	TC	Feb 2017	Ongoing Local Services
24/02/2017	Christmas Lights for 2017-2018	To comply with Financial Regs	Clrs H Bettison, A Gibson & G McLean	March 2017	Ongoing
25/11/2016	Growths and savings 2018/19	Best practice	TC	Sept 2017	
24/02/2017	Future insurance arrangements – Civic Regalia	Best practice	TC	June 2017	Ongoing
24/02/2017	Rationalization of Civic Regalia	Best practice	TC	June 2017	
24/02/2017	Riding of the Bounds	Lessons Learned	TC	July 2017	
14/03/2017	Future rail provision in north Northumberland	Future planning of service	TC	June 2017	
14/03/2017	Future of Berwick Hospital	Future planning of service	TC	July 2017	
17/03/2017	Future of Five Arches Play Area	Future service planning	TC	July 2017	
17/03/2017	Customer feedback / voice of the customer	Service planning / performance management	TC	July 2017	
17/03/2017	Potential land acquisitions / new play facilities	Future service planning	TC		Local Services
17/03/2017	Operation London Bridge	Future service planning	TC / Local stakeholder	July 2017	
17/03/2017	Hoppa Bus future	Future service planning	TC	April 2017	
17/03/2017	Approval of accounts	Statutory obligation	TC	June 2017	
17/03/2017	Receipt of audit report	Statutory obligation	TC	Sept 2017	
27/03/2017	Canadian Pipes and Drums	Event Planning	TC		
28/04/2017	New Grant Scheme	Best practice	TC	July 2017	People and Communities

Date	What decision is requested	Why does this decision need to be made	Who requested it?	When does it need to be made?	Outcome
19/05/2017	Annual Report of the Standards Committee	For information	PO	July 2017	
19/05/2017	Hoey Ainscough	Six month update	PO	June 2017	
05/06/2017	Emergency planning / resilience	National incidents	TC	July 2017	
16/06/2017	Strategic Plan	Best practice	TC	July 2017	
29/06/2017	Green Dog Walkers	Best practice	TC	July 2017	

**BERWICK-UPON-TWEED TOWN COUNCIL**

**Minutes of the Town Council Local Services Committee Meeting held on Monday, 15 May 2017 at 6.30pm in the Town Hall, Marygate, Berwick-upon-Tweed**

**PRESENT:**

Councillors: G Roughead (Town Mayor, Chairman up to Item 2)  
B Douglas (Chairman from Item 3 onwards)  
A Bowlas  
R Bruce  
A Gibson  
K Graham  
H Nichols  
B Parkin  
L Stephenson

**IN ATTENDANCE:**

S Cozens, Assistant to the Clerk  
27 members of the public approx.

**LS001/17 1. APOLOGIES FOR ABSENCE**

There were no apologies for absence.

**LS002/17 2. ELECTION OF CHAIR**

**RESOLVED: That Councillor B Douglas be appointed Chair of the Local Services Committee for the year 2017/2018.**

The Chairman took the Chair for the remainder of the meeting.

**LS003/17 3. DISCLOSURE OF INTERESTS**

There were no disclosures of interests.

**LS004/17      4. REQUEST FOR DISPENSATION**

There were no requests for dispensation.

**LS005/17      5. ELECTION OF A VICE-CHAIR**

**RESOLVED:** That Councillor B Parkin be appointed Vice-Chair of the Local Services Committee for the year 2017/2018.

**LS006/17      6. TERMS OF REFERENCE**

**RESOLVED:** To note the Terms of Reference of the Local Services Committee, agreed by Council, at Appendix A of these minutes.

**LS007/17      7. DATE OF NEXT MEETING**

The date of the next meeting would be Monday, 26 June 2017 at 6.30 pm.

**APPENDIX A**

- i. A duty to scrutinize the performance of environmental services work funded by the council,
- ii. A duty to scrutinize the maintenance of play parks and other facilities funded by the council,
- iii. A duty to scrutinize the provision of allotments,
- iv. A power to propose new play parks, allotments or other environmental facilities for consideration by council,
- v. A power to propose actions or policies designed to foster the regeneration of, or economic growth of, Berwick, and
- vi. Within existing budgets, a power to spend or grant such moneys as may be allocated for the purposes outlined above.

J

**BERWICK-UPON-TWEED TOWN COUNCIL**

**Minutes of the Town Council Local Services Committee Meeting held on Monday, 26 June 2017 at 6.30pm in the Town Hall, Marygate, Berwick-upon-Tweed**

**PRESENT:**

Councillors: B Douglas (Chair)  
R Bruce  
A Gibson  
K Graham  
B Parkin

**IN ATTENDANCE:**

G Davies, Town Clerk  
S Cozens, Assistant to the Clerk  
1 members of the public approx.

**LS008/17 1. APOLOGIES FOR ABSENCE**

Apologies for absence had been accepted from: Councillors H Nichols, G Roughead and L Stephenson.  
Absent: Councillor A Bowlas.

**LS009/17 2. MINUTES OF THE LAST MEETING**

The minutes of the meeting held on Monday, 15 May 2017 were agreed and signed as a correct record.

**LS010/17 3. DISCLOSURE OF INTERESTS**

There were no disclosures of interests.

**LS011/17 4. REQUEST FOR DISPENSATION**

There were no requests for dispensation.

**LS012/17 5. SPITTAL SPLASH PARK**

The Town Clerk provided an update on both the mechanical failure that led to the

temporary shutdown of the Play park, and the issues arising from the cleaning of the park. It was RESOLVED, unanimously that the Town Clerk should review the adequacy of the existing cleansing SLA with NCC colleagues, and should ask NCC colleagues to pursue more rigorous enforcement of dog control legislation both in and around the playpark, and on Spittal Promenade.

**LS013/17**

## **6. POTENTIAL LAND ACQUISITIONS / NEW PLAY FACILITIES**

After a full discussion committee RESOLVED to recommend to council

- a) that no new play areas be created except in association with new housing developments and developer funding
- b) that spending be focussed on upgrading existing play areas, both by full replacement and by incremental upgrades,
- c) That funding for upgrades via partnership working and grant funding be explored,
- d) that priority be given to developing a workable skatepark for older children, and
- e) That land ownership for all the play areas be fully explored and clarified.

**LS014/17**

## **7. ALLOTMENTS**

**LS015/17**

## **8. HERITAGE LIGHTING**

**LS016/17**

## **9. SATISFACTION SURVEY**

**LS017/17**

## **10. DATE OF NEXT MEETING**

The date of the next meeting would be Monday, 24 July 2017 at 6.30 pm.

**Council RESOLVED that under the Public Bodies (Admission to Meetings) Act 1960 it was appropriate to exclude the media and public from the discussion of the following business on the basis that public discussion might prejudice the Council's position and staffing issues might be discussed.**

At this point the Public withdrew.

**LS018/17**

**11. FIVE ARCHERS PLAY AREA**



K

## BERWICK-UPON-TWEED TOWN COUNCIL

Minutes of the Town Council People and Communities Committee Meeting held on Monday, 15 May 2017 at 6.30pm in the Town Hall, Marygate, Berwick-upon-Tweed

### PRESENT:

Councillors:	G Roughead	(Town Mayor, Chairman up to Item 2)
	K Graham	(Chairman from Item 3 onwards)
	H Bettison	
	R Bruce	
	I Dixon	
	B Douglas	
	H Nichols	
	B Parkin	
	L Stephenson	

### IN ATTENDANCE:

S Cozens, Assistant to the Clerk  
27 members of the public approx.

#### PC001/17      1. APOLOGIES FOR ABSENCE

There were no apologies for absence.

#### PC002/17      2. ELECTION OF CHAIR

**RESOLVED:** That Councillor K Graham be appointed Chair of the People and Communities Committee for the year 2017/2018.

The Chairman took the Chair for the remainder of the meeting.

#### PC003/17      3. DISCLOSURE OF INTERESTS

There were no disclosures of interests.

#### PC004/17      4. REQUEST FOR DISPENSATION

There were no requests for dispensation.

- PC005/17**      **5. ELECTION OF A VICE-CHAIR**  
**RESOLVED:** That Councillor H Bettison be appointed Vice-Chair of the People and Communities Committee for the year 2017/2018.
- PC006/17**      **6. TERMS OF REFERENCE**  
**RESOLVED:** To note the Terms of Reference of the People and Communities Committee, agreed by Council, at Appendix A of these minutes.
- PC007/17**      **7. DATE OF NEXT MEETING**  
The date of the next meeting would be Monday, 3 July 2017 at 6.30 pm.

## **APPENDIX A**

- i. A power to make grants, within existing budgets and grant schemes, to organizations benefitting Berwick,
- ii. A power to propose changes to any scheme of grants or grant awarding criteria, subject to the approval of council,
- iii. A power to make grants to enable events that benefit the people of Berwick, from a list of events approved by council and within existing budget provision, and
- iv. A power to make proposals to council as to the organization and promotion of events that benefit Berwick.

L

## BERWICK-UPON-TWEED TOWN COUNCIL

**Minutes of the Town Council People and Communities Committee Meeting held on Monday, 03 July 2017 at 6.30pm in the Town Hall, Marygate, Berwick-upon-Tweed**

### **PRESENT:**

Councillors:     K Graham                             (Chair)  
                      H Bettison  
                      R Bruce  
                      I Dixon  
  
                      B Parkin  
                      G Roughead

### **IN ATTENDANCE:**

**Cllr Hill**

**Cllr Thompson**

G Davies, Town Clerk

S Cozens, Assistant to the Clerk

5 members of the public approx.

### **OPEN SESSION**

#### **PC008/17     1. APOLOGIES FOR ABSENCE**

Apologies for absence had been accepted from: Councillors L Stephenson.  
B Douglas, H Nichols

#### **PC009/17     2. MINUTES OF THE LAST MEETING**

The minutes of the meeting held on Monday, 15 May 2017 were agreed and signed as a correct record.

**PC010/17 3. DISCLOSURE OF INTERESTS**

There were no disclosures of interests.

**PC011/17 4. REQUEST FOR DISPENSATION**

There were no requests for dispensation.

**PC012/17 5. 1000 YEARS OF BORDER BERWICK**

Mr D Blackburn made his presentation, referring members to a document he had circulated on the day of the meeting. After a full discussion it was **RESOLVED** to instruct the Town Clerk to prepare a report for the next council meeting.

**PC013/17 6. GRANTS**

After considering the report it was **RESOLVED**, on the motion of Cllr Bettison seconded by Cllr Dixon that

1. The committee recommends council recognise the current unworkable situation and instructs staff to undertake a review of grant criteria and prepare a report proposing categories of events based on their impact on tourism or regeneration, as well as their contribution to the communities of Berwick upon Tweed.
2. That committee recommends to council that, in the interim, Council should suspend the guidelines adopted in November 2015 and agree to consider applications on an ad hoc basis, and
3. That council delegate to the committee the power to devise a new scheme of grant funding for events and community organizations, on the basis of the proposed reports from officers.

**PC014/17 7. DATE OF NEXT MEETING**

The date of the next meeting would be Monday, 4 September 2017 at 6.30 pm.

## BERWICK-UPON-TWEED TOWN COUNCIL

Minutes of the Town Council Planning Committee Meeting held on Tuesday, 30 May 2017 at 6.30pm in the Ante-Room, Town Hall, Marygate, Berwick-upon-Tweed

### PRESENT:

Councillors:	G Roughead (Chair)	B Douglas
	A Bowlas	A Forbes
	R Bruce	G Smith
	I Dixon	

### IN ATTENDANCE:

S Cozens, Assistant to the Clerk  
1 member of the public

### OPEN SESSION

Concerns were raised regarding the importance given to comments made by the Town Council on planning applications.

A member of the committee suggested that if an officer from the planning authority made a site visit, then they should be asked to meet with a ward Councillor from the Town Council.

#### **P008/17 1. APOLOGIES FOR ABSENCE**

There were no apologies for absence.

#### **P009/17 2. MINUTES OF THE LAST MEETING**

The minutes of the meetings held on Tuesday, 18 April 2017 and Monday, 15 May 2017 were agreed and signed as a correct record.

#### **P010/17 3. DISCLOSURE OF INTERESTS**

Councillor B Douglas declared a personal interest in Item 6, Applications 17/01564/FUL (19 North Road, Berwick-upon-Tweed, Northumberland. TD15

1PW), 17/01763/COU (158 Main Street, Tweedmouth, Berwick-upon-Tweed, Northumberland. TD15 2AW) and 17/01865/VARYCO (Farm Buildings North West Of Camphill, Camphill, Berwick-upon-Tweed, Northumberland);  
Councillor A Forbes declared a personal interest in Item 6, Application 17/01573/FUL (Shambles, 1 St Andrews Road, Berwick-upon-Tweed. TD15 1QF).

**P011/17**

**4. REQUEST FOR DISPENSATION**

There were no requests for dispensation.

**P012/17**

**5. LOCAL NEIGHBOURHOOD PLAN**

It was noted that updates are provided at meetings of full Council. However, it was mentioned that Eric Goodyer would continue in his role as Chair, and that a Vice-Chair would be selected by the Steering Group.

**P013/17**

**6. APPLICATIONS FOR PLANNING PERMISSION**

**17/01573/FUL**

**Erection of an entrance porch.**

**Shambles, 1 St Andrews Road, Berwick-upon-Tweed. TD15 1QF**

No objections.

**17/01606/FUL**

**Construction of rear single story extension.**

**86 Dean Drive, Tweedmouth. TD15 2SE**

No objections.

**17/01669/FUL**

**Change of use of financial services offices (Class A2) to dwelling house (Class C3).**

**5 Silver Street, Berwick-upon-Tweed. TD15 1HU**

No objections.

**17/01717/LBC**

**Internal alterations including removal of staircase and partition walls and creation of a new en-suite off of bedroom.**

**7 Ravensdowne, Berwick-upon-Tweed, Northumberland. TD15 1HX**

No objections.

**17/01865/VARYCO**

**Variation of condition 2 (approved plans) pursuant to planning permission 14/02613/FUL in order to relocate unit 5 remove it utility and extend house by 1.0m.**

**Farm Buildings North West Of Camphill, Camphill, Berwick-upon-Tweed, Northumberland.**

No objections.

**17/01564/FUL**

**To use our paved area at front of house as a parking space.**

**19 North Road, Berwick-upon-Tweed, Northumberland. TD15 1PW**

[NOTE: Councillor B Douglas, having declared a personal interest, left the meeting during consideration of this item].

Members would like confirmation of highways of their views. They would also like to know if there is going to be a dropped kerb and would there be an obstruction to vehicles or pedestrians.

**17/01763/COU**

**Change of use from a dwelling to commercial - light storage/hobby type workshop.**

**158 Main Street, Tweedmouth, Berwick-upon-Tweed, Northumberland.**

**TD15 2AW**

Members were supportive of this application.

**P014/17**

**7. PLANNING APPLICATION DECISION LIST**

It was noted that planning application 17/00568/VARYCO, which the Town Council had objected to, had been permitted.

The decisions provided in the attachment were noted.

**P015/17**

**8. DATE OF NEXT MEETING**

The date of the next meeting would be Tuesday, 20 June 2017 at 6.30 pm or upon the rising of Council whichever is later.

**BERWICK-UPON-TWEED TOWN COUNCIL**

**Minutes of the Town Council Planning Committee Meeting held on Tuesday, 30 May 2017 at 6.30pm in the Ante-Room, Town Hall, Marygate, Berwick-upon-Tweed**

**PRESENT:**

Councillors:	G Roughead (Chair)	B Douglas
	A Bowlas	A Forbes
	R Bruce	G Smith
	I Dixon	

**IN ATTENDANCE:**

S Cozens, Assistant to the Clerk  
1 member of the public

**OPEN SESSION**

Concerns were raised regarding the importance given to comments made by the Town Council on planning applications.

A member of the committee suggested that if an officer from the planning authority made a site visit, then they should be asked to meet with a ward Councillor from the Town Council.

**P008/17 1. APOLOGIES FOR ABSENCE**

There were no apologies for absence.

**P009/17 2. MINUTES OF THE LAST MEETING**

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**P010/17 3. DISCLOSURE OF INTERESTS**

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1PW), 17/01763/COU (158 Main Street, Tweedmouth, Berwick-upon-Tweed, Northumberland. TD15 2AW) and 17/01865/VARYCO (Farm Buildings North West Of Camphill, Camphill, Berwick-upon-Tweed, Northumberland);  
Councillor A Forbes declared a personal interest in Item 6, Application 17/01573/FUL (Shambles, 1 St Andrews Road, Berwick-upon-Tweed. TD15 1QF).

**P011/17**

**4. REQUEST FOR DISPENSATION**

There were no requests for dispensation.

**P012/17**

**5. LOCAL NEIGHBOURHOOD PLAN**

It was noted that updates are provided at meetings of full Council. However, it was mentioned that Eric Goodyer would continue in his role as Chair, and that a Vice-Chair would be selected by the Steering Group.

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**5 Silver Street, Berwick-upon-Tweed. TD15 1HU**

No objections.

**17/01717/LBC**

**Internal alterations including removal of staircase and partition walls and creation of a new en-suite off of bedroom.**

**7 Ravensdowne, Berwick-upon-Tweed, Northumberland. TD15 1HX**

No objections.

**17/01865/VARYCO**

**Variation of condition 2 (approved plans) pursuant to planning permission 14/02613/FUL in order to relocate unit 5 remove it utility and extend house by 1.0m.**

**Farm Buildings North West Of Camphill, Camphill, Berwick-upon-Tweed, Northumberland.**

No objections.

**17/01564/FUL**

**To use our paved area at front of house as a parking space.**

**19 North Road, Berwick-upon-Tweed, Northumberland. TD15 1PW**

[NOTE: Councillor B Douglas, having declared a personal interest, left the meeting during consideration of this item].

Members would like confirmation of highways of their views. They would also like to know if there is going to be a dropped kerb and would there be an obstruction to vehicles or pedestrians.

**17/01763/COU**

**Change of use from a dwelling to commercial - light storage/hobby type workshop.**

**158 Main Street, Tweedmouth, Berwick-upon-Tweed, Northumberland.**

**TD15 2AW**

Members were supportive of this application.

**P014/17**

**7. PLANNING APPLICATION DECISION LIST**

It was noted that planning application 17/00568/VARYCO, which the Town Council had objected to, had been permitted.

The decisions provided in the attachment were noted.

**P015/17**

**8. DATE OF NEXT MEETING**

The date of the next meeting would be Tuesday, 20 June 2017 at 6.30 pm or upon the rising of Council whichever is later.



**BA020/17**

**2. MINUTES OF THE LAST MEETING**

The minutes of the meeting held on Monday, 12 June 2017 were approved as a correct record on the motion of Cllr Gibson, seconded by Cllr Roughead.

**BA021/17**

**3. DISCLOSURE OF INTERESTS**

There were no disclosures of interests.

**BA022/17**

**4. REQUEST FOR DISPENSATION**

There were no requests for dispensation.

**BA023/17**

**5. TELEPHONE SYSTEM**

The Town Clerk presented his report. Standing Orders were suspended to allow a member of the public to speak, before the discussion resumed. On the motion of Cllr Gibson, seconded by Cllr Bruce, it was **RESOLVED** to recommend to council that it delegate authority to the RFO to enter into a new telephony contract, including authority to enter into a multi year contract, after consultation with the chair and vice chair of the budget and administration committee.

**BA024/17**

**6. INTERNAL AUDIT PLAN**

The responsible Financial officer provided an update for members on progress against the outcomes of the Internal Audit report. Members were advised that work on invoice processing would be brought to a future meeting, as would clarification of the understanding of the rules relating to asset valuation. Members were also reassured that steps had been taken to ensure that bank reconciliations were conducted in a timely fashion. Concerns about the valuation of assets, and the lack of clarity surrounding some transfers, including the impact of restrictive covenants, prompted members to ask the Town Clerk to come back to committee with a further and better report on these issues.

**BA025/17**

**7. ORDERING SYSTEM**

It was **RESOLVED** to note the procedures for ordering goods and services.

**BA026/17**

**8. MEDIUM TERM FINANCIAL PLAN**

The Town Clerk presented his report, and explored with elected members the options they wished to be considered for the future MTFP. Members made clear to the Town Clerk the options they wished to be appraised in advance of the budget process, and RESOLVED to note the report.

**BA027/17**

**9. DATE OF NEXT MEETING**

The date of the next meeting was scheduled for Monday, 11 September 2017 at 6.30 pm but it was RESOLVED to call an additional meeting on Monday 14 August (tbc) to discuss the options appraisals for the MTFP, the assets register and any other issues.

## Report of the Town Clerk / RFO

### Operation London Bridge

Council will be asked to approve a resolution that this report be discussed in private, because it discloses personal data about an individual.

### Background

1. Members will be aware, through previous discussions, of the project codenamed Operation London Bridge.
2. A further meeting with NCC staff and others has enabled your officers to provide further information, by way of verbal update.

### Recommendations

1. That an earmarked reserve of £10,000 be created for the purposes of Operation London Bridge.
2. That £1000 be transferred from the operational reserves to the current civic budget to cover in year costs of Operation London Bridge.
3. That the Town Clerk be delegated authority to seek quotes for the cost of replacing civic uniforms in advance of Operation London Bridge.