

# BERWICK-UPON-TWEED TOWN COUNCIL



Council

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## **Time and date**

Monday 31st March 2025 at 6pm

## **Place**

The Meeting Room,  
Berwick-upon-Tweed Town Council Office, Unit 1, 82 – 88 Marygate, Berwick-upon-Tweed.

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**TO: ALL MEMBERS OF BERWICK-UPON-TWEED TOWN COUNCIL**

**You are summoned to a meeting of Council**

The Agenda for the meeting is set out below.

*Iain McCready*

**Proper Officer**

**26 March 2025**

## **AGENDA**

### **1. 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.

### **2. APOLOGIES FOR ABSENCE**

To receive apologies for absence.

### **3. MINUTES**

To sign as a correct record the minutes of the Berwick-upon-Tweed Town Council meeting held on 20 January 2025. Minutes attached in Appendix A.

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

- 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 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.
- 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.

#### **5. QUESTIONS BY MEMBERS**

To consider any questions from Councillors.

### **Part 1 – Items for Decisions**

#### **6. GRANT APPLICATIONS**

To consider grant applications from Berwick Contemplative Arts and Greener Berwick. Attached in Appendix B.

#### **7. BUDGET AND ADMINISTRATION COMMITTEE**

- i. To adopt the minutes of the meeting of the Budget and Administration Committee held on 13 January 2025 (noted at the meeting of 20 January 2025). Attached in Appendix C.
- ii. To adopt the minutes of the extraordinary meeting of the Budget and Administration Committee held on 03 February 2025. Attached in Appendix D.
- iii. To note the draft minutes of the meeting of the Budget and Administration Committee held on 10 March 2025. Attached in Appendix E.

#### **8. COMMUNITIES AND LOCAL SERVICES COMMITTEE**

- i. To adopt the minutes of the meeting of the Communities and Local Services Committee held on 07 January 2025 (noted at the meeting of 20 January 2025). Attached in Appendix F.
- ii. To adopt the minutes of the meeting of the Communities and Local Services Committee held on 03 February 2025. Attached in Appendix G.
- iii. To note the draft minutes of the meeting of the Communities and Local Services Committee held on 03 March 2025. Attached in Appendix H.

#### **9. PLANNING COMMITTEE**

- i. To adopt the minutes of the meeting of the Planning Committee held on 18 November 2024 (noted at the meeting of 16 December 2024). Attached in Appendix I.

- ii. To adopt the minutes of the extraordinary meeting of the Planning Committee held on 04 December 2024 (noted at the meeting of 16 December 2024). Attached in Appendix J.
- iii. To adopt the minutes of the meeting of the Planning Committee held on 27 January 2025. Attached in Appendix K.
- iv. To adopt the minutes of the extraordinary meeting of the Planning Committee held on 20 February 2025. Attached in Appendix L.
- v. To note the draft minutes of the meeting of the Planning Committee held on 17 March 2025. Attached in Appendix M.
- vi. The Maltings Development Planning Application. Attached in Appendix N.

**10. STAFFING COMMITTEE**

To adopt the minutes of the meeting of the Staffing Committee held on 02 December 2024 (noted at the meeting of 16 December 2024). Attached in Appendix O.

**11. DATE OF NEXT MEETING**

The next meeting of the Council will be held on Monday, 19 May 2025 at 6 pm.

**12. EXCLUSION OF THE PRESS AND PUBLIC**

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 public discussion may prejudice the Council's position and/or staffing issues may be discussed.

**Part 2 – Confidential Items**

**13. HONORARY FREEMAN**

To consider the appointment of Honorary Freemen of Berwick-upon-Tweed. Appendix P.

**14. CIVIC UNIFORM**

To discuss and approve the purchase of a new uniform for the Sergeant-at-Mace. Appendix Q.

**15. CONFIDENTIAL MINUTES**

To adopt the minutes of the meeting of the Staffing Committee held on 02 December 2024 (noted at the meeting of 16 December 2024). Appendix R.

**Council Membership:**

J Robertson (Chair), G Brown, J Bowden, R Driver, M Greener, L Hawken, R Mackenzie, P Rowe, G Smith, L Stephenson, T Stewart and J Turton.

# BERWICK-UPON-TWEED TOWN COUNCIL



Council

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## **Minutes of the Town Council Meeting.**

Held on Monday, 20 January 2025 at 6pm

The Meeting Room, Berwick-upon-Tweed Town Council Office, Unit 1, 82 – 88 Marygate,  
Berwick-upon-Tweed.

### **Councillors present:**

J Robertson (Chair), G Brown, J Bowden, R Driver, M Greener, R Mackenzie, P Rowe, G Smith, L Stephenson, T Stewart and J Turton.

### **Officers present:**

Stephen Robinson – Operations Manager, Steve Cozens – Assistant to the Clerk, Joyce Benton – Sergeant-at-Mace.

### **Also in Attendance:**

County Councillors G Hill, I Hunter and C Seymour. 2 members of the public.

**C132/24**

#### **1. OPEN SESSION**

A local resident raised the issue of the Local Transport Plan and submission of comments by the Town Council.

The Operations Manager provided an update of a previous decision of the Town Council to form a Working Group which was a closed meeting only because members of the public were able to submit their own comments. The Town Council's comments would be made available for public inspection.

**C133/24**

#### **2. APOLOGIES FOR ABSENCE**

There were no apologies for absence.

**C134/24**

#### **3. MINUTES**

The minutes of the meeting held on 16 December 2024 were agreed and signed as a correct record.

**C135/24**

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

- i. There were no disclosures of interest.
- ii. There were no requests for dispensation.

## 5. BUDGET PROPOSALS

- i. Cllr J Robertson introduced the item and reminded the meeting of possible work to the Town Hall and the potential impact on future Schedule 3 money. Standing Orders were suspended sufficiently to allow Cty Cllr C Seymour to speak regarding surplus Schedule 3 money to which a response was provided on the potential impact.

Future issues raised by Cllr J Robertson included the minimum wage and changes to National Insurance with updates provided for election expenses, bus shelter purchases, transport, electricity costs for the depot, the allotment site at 5 Arches, the woodland walk, visitor services support, the market, CCTV, the Salmon Queen and VE & VJ Days with expenditure of approximately £623k, which includes circa £54k to come from Reserves also mentioned.

Further updates included the cost of being in business, Ear Marked Reserves and the narrative for Council all included with the budget document.

Points and issues raised by Councillors included a hawker for the town centre which would be brought to a future meeting of the Communities & Local Services Committee, the vehicle replacement fund and that the budget had been scrutinised by the Budget & Administration Committee at previous meetings.

After which, Council **RESOLVED** to set to a budget for 2025-26 that would lead to a 5% increase in the precept, and

- ii. Council **RESOLVED** to set a precept requirement of £401,775, leading to an annual household charge for a Band D property of £109.54 and that Council authorise the Proper Officer to sign the requisition form notifying Northumberland County Council of the precept requirement.

## 6. VAN

The Operations Manager introduced the quotes circulated as a background paper with a recommendation regarding make, model and finance options.

Points and issues raised by Councillors included the time period for finance and costs of branding.

After which, Council unanimously **RESOLVED** to approve the recommendation of the Operations Manager regarding make and model and the option to buy outright with the allocation of funding delegated to the Budget & Administration Committee.

**C138/24**

## **7. CCZ HERITAGE FUNDING**

The Operations Manager updated the meeting that he had been approached by the Living Heritage Fund regarding funding that is available which could be used towards the Salmon Queen event.

Also, a preferred option is for a separate website should the Town Council be in a position to hand back running of the event to a Salmon Queen Committee.

After which, the Council **RESOLVED** to

1. Employ a local Graphic Designer to create artwork and promotional material for the Tweed Salmon Queen, and
2. Employ a local web designer to use the created artwork to design and build a Tweed Salmon Queen Website.

**C139/24**

## **8. COMMITTEE MEMBERSHIP / MUNICIPAL CALENDAR**

Officers introduced the item as a follow-up to a previous discussion of the Budget & Administration Committee. Points and ideas raised included having a maximum number of 6 Councillors on each committee, moving environmental and transport items to the Planning Committee with grants to fall under the jurisdiction of the Budget & Administration Committee. Staffing Committee meetings would be held quarterly whilst any remaining responsibilities of the Communities & Local Services Committee would be dealt with at Council with meetings to be held on a monthly basis.

After which, Council **RESOLVED** that the ideas put forward would be trialled for 1 year with more use to be made of Working Parties.

**C140/24**

## **9. COMMITTEE MEMBERSHIP**

Council **RESOLVED** that:

Cllr P Rowe join the Budget & Administration Committee, and

Cllrs J Bowden, R Mackenzie and P Rowe join the Planning Committee.

**C141/24**

## **10. BUDGET AND ADMINISTRATION COMMITTEE**

- i. It was **RESOLVED** on the motion of Cllr T Stewart, seconded by Cllr R Mackenzie to adopt the minutes of the meeting of the Budget and Administration Committee held on 09 December 2024 (noted at the meeting of 16 December 2024).
- ii. It was **RESOLVED** on the motion of Cllr M Greener, seconded by Cllr R Mackenzie to note the draft minutes of the meeting of the Budget and Administration Committee held on 13 January 2025.

**C142/24**

**11. COMMUNITIES AND LOCAL SERVICES COMMITTEE**

- i. An enquiry was made regarding a meeting of the Tweed Salmon Queen Working Group and the Operations Manager provided an update that a date would be arranged once the Town Council was in full control of the finances. After which, it was **RESOLVED** on the motion of Cllr J Turton, seconded by Cllr P Rowe to adopt the minutes of the meeting of the Communities and Local Services Committee held on 04 November 2024 (noted at the meeting of 25 November 2024).
- ii. Cllr R Driver thanked Cllr G Brown for Chairing the meeting in their absence. After which, it was **RESOLVED** on the motion of Cllr J Bowden, seconded by Cllr T Stewart to note the draft minutes of the meeting of the Communities and Local Services Committee held on 07 January 2025.

**C143/24**

**12. DATE OF NEXT MEETING**

The next meeting of the Council will be held on Monday, 31 March 2025 at 6 pm.

# BERWICK-UPON-TWEED TOWN COUNCIL



# B

## Grant Applications, March 2025

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### To consider two grant applications:

1. Berwick Contemplative Arts CIC
  2. Greener Berwick
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### 1. Grant Application – Berwick Contemplative Arts CIC

Applicant: Berwick Contemplative Arts CIC

Contact: Ben Lewis, Director

Project Title: *Yoga for All*

Amount Requested: £720

Total Project Cost: £720

Date of Application: 3 March 2025

#### **Purpose of the Report**

To inform the Council of a grant application submitted by Berwick Contemplative Arts CIC and to seek a decision on awarding funding to support their *Yoga for All* project.

#### **Summary of the Application**

Berwick Contemplative Arts CIC is a newly formed Community Interest Company aiming to improve wellbeing through creative and contemplative practices. They are requesting £720 to deliver a series of 24 *Yoga for All* sessions over the coming year. These classes will be offered on a *pay what you can* basis, with reduced and subsidised options available to ensure accessibility.

The classes focus on mindful movement and contemplative yoga, aiming to support both physical and mental health, especially for people who might otherwise face barriers to participation due to cost.

#### **Officer Comments**

Officers have met with representatives of Berwick Contemplative Arts CIC and consider the group to be well-organised, with a clear vision for community benefit. Although the organisation is newly established and has not yet filed accounts, they have provided a bank statement and demonstrated transparency regarding their financial position.

The funding requested will enable the group to assess demand and tailor future programmes. This pilot initiative is seen as a stepping stone towards broader and more sustainable funding, with the group already receiving encouraging feedback from external funders, including Sport England.

The initiative is expected to generate wide participation through outreach to local health services, schools, and social media. The group has also committed to acknowledging the Council's support in all publicity materials and will collect participant feedback to evaluate the project's success.



## Recommendation

That the Council considers awarding a grant of £720 to Berwick Contemplative Arts CIC to support the delivery of the *Yoga for All* project, on the basis that:

- The initiative supports community wellbeing and inclusivity;
  - It will be used to pilot a sustainable programme for the future;
  - Officers have met with the applicants and consider the proposal credible and of benefit to residents;
  - The project will enhance access to external funding opportunities.
- 

## 2. Grant Application – Greener Berwick

Applicant: Greener Berwick

Contact: Martin Laidler, Coordinator

Project Title: *Core Running Costs – April 2025 to March 2026*

Amount Requested: £750 (reduced to £490 following officer support)

Total Project Cost: £965

Date of Application: 23 February 2025

### Purpose of the Report

To inform the Council of a grant application submitted by Greener Berwick to cover core running costs for 2025–26, and to seek a decision on awarding funding in support of this well-established local environmental group.

### Summary of the Application

Greener Berwick is a voluntary community organisation focused on climate action and environmental awareness in Berwick, Tweedmouth and Spittal. Their work is coordinated across five active Action Groups: Growing Communities, Transport & Active Travel, Tweed Estuary Pollution, Warm Homes, and Zero Waste.

This application relates to the organisation's core running costs for the year ahead, including room hire for meetings, website and email hosting, domain registration, and information leaflet printing.

An external grant of £215 from Friends of the Earth has already been secured towards project activities, leaving a balance of £750 requested from the Town Council.

### Officer Comments

Officers have met with representatives from Greener Berwick and fully support the group's ongoing contribution to the local community. As a gesture of support and to reduce their expenditure, Officers have offered the free use of the Council Office meeting room for both the Committee meetings and AGM. This reduces their overall cost by £260 and, accordingly, the Council is now asked to consider a revised grant request of £490.

Greener Berwick has been successful in previous applications to the Town Council, most notably for the *Repair Café*, which has become a valued monthly fixture in the community and contributes directly to waste reduction and skills sharing. Officers note that the group's *Tool Library* is also nearing completion and will be fully operational once the necessary equipment has been purchased. Councillors may wish to welcome a future grant application to support the development of this initiative.

The group has demonstrated a clear governance structure, a growing membership, and a strong track record of delivery. The measures proposed to evaluate the project's success are well-defined and achievable, with a strong emphasis on community engagement and visibility of the Council's support.

## **Recommendation**

That the Council considers awarding a grant of £490 to Greener Berwick to support core organisational running costs for 2025–26, on the basis that:

- The group has a proven track record of successful delivery, including a well-used *Repair Café*;
- Officers have identified savings through the provision of Council meeting space;
- The application supports the Council's environmental objectives as outlined in its Strategic Plan;
- A future funding application for the *Tool Library* may provide additional benefits to residents.

# BERWICK-UPON-TWEED TOWN COUNCIL



## Budget and Administration Committee

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### **Minutes of the Town Council Budget and Administration Committee Meeting.**

held on Monday, 13 January 2025 at 6.00pm

The Meeting Room, Berwick-upon-Tweed Town Council Office, Unit 1, 82 – 88 Marygate, Berwick-upon-Tweed.

#### **Councillors present:**

Cllrs T Stewart (Chair), R Mackenzie, R Driver and M Greener.

#### **Councillors present but not on the committee:**

Cllrs J Robertson, P Rowe and G Smith.

#### **Officers present:**

Stephen Robinson – Operations Manager, Steve Cozens – Finance Officer

#### **Also in Attendance:**

County Councillor C Seymour

#### **BA102/24 1. OPEN SESSION**

There were no members of the public present.

#### **BA103/24 2. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr L Hawken.

#### **BA104/24 3. MINUTES**

Points and issues raised included that wording at Minute Number BA100/24(VI) be changed from “Chief Officer working towards CILCA” to “Chief Officer with CILCA”. After which, on the motion of Cllr R Mackenzie, seconded by Cllr M Greener, the minutes of the meeting held on 09 December 2024 were agreed and signed as a correct record.

#### **BA105/24 4. DISCLOSURE OF INTERESTS**

- i. There were no disclosures of interest.
- ii. There were no requests for dispensation.

**BA106/24 5. ANY OTHER URGENT BUSINES**

There was no urgent business raised by Members of the Committee.

**BA107/24 6. FORMAT OF MINUTES**

The Committee noted that all Council and Committee minutes are in portrait style, however, points raised included that format of wording such as the date may change between Council and Committee minutes.

After which, the Committee **RESOLVED** that Officers explore standardisation of formatting for all minutes.

**BA108/24 7. DRAFT ANNUAL PLAN / DIARY OF EVENTS**

The Operations Manager updated the Committee that they had met with the Sergeant-at-Mace to produce a rough draft of a diary of Civic Events including major festivals which will be circulated in due course.

After which, the Committee **RESOLVED** to note the update.

**BA109/24 8. ANNUAL MEETINGS PLAN FOR 2025 / 2026**

The Committee noted that the Council's HR Consultant had provided advice that there were too many meetings whilst also noting the need that the Council meeting in January be in good time to submit the precept and a Staffing Committee meeting in November be in good time to consider any budget ramifications. Suggestions made during the discussion included that the Terms of Reference for the Planning Committee be strengthened and Grant Applications be the responsibility of the Budget & Administration Committee whilst there was general agreement that there should be a reduction in the number of meetings.

After which, the Committee **RESOLVED** that the item be deferred in order to enable a discussion to be held between the new Chief Officer, the Operations Manager and Chairs of Committees.

**BA110/24 9. SCHEDULE OF POLICIES**

Cllr R Mackenzie updated the Committee that date of adoption for all items are now included, the document is divided into Statutory, Other and Staffing Policies and the need to complete the Community Emergency Plan when the new Chief Officer is in post.

Points and issues raised included that the Community Emergency Plan would be more of a communications document as Northumberland County Council (NCC) are the primary authority and therefore are the responsible body whilst producing the document in portrait would be explored.

After which, the Committee **RESOLVED** to note and agree the updates.

**BA111/24 10. NEW TERMS OF REFERENCE**

Cllr R Mackenzie introduced the item with an explanation that Terms of Reference for the Budget & Administration Committee included communications and there is an appendix covering Task and Finish Groups (Working Parties). However, ahead of discussions regarding Committees it is suggested that the Terms of Reference provided, which may change again, are noted at this stage.

After which, the Committee **RESOLVED** to note and agree the updates.

**BA112/24 11. COMMUNICATIONS TASK GROUP**

Updates provided by Cllrs R Mackenzie and P Rowe included that the Task Group will meet next week and an action plan has been produced whilst members have reached out to partners.

Points and issues raised included the community database as an item to be included as an action point for the group whilst the Operations Manager would contact the Berwick Community Trust to enquire if they have a similar project.

After which, the Committee **RESOLVED** to note and agree the updates.

**BA113/24 12. BANKING ARRANGEMENTS**

The Finance Officer introduced the item with an update regarding costs realised when the process of opening an account with the Unity Trust Bank was started along with the use of charge cards instead of debit cards. The Committee noted that the Finance Officer was unaware of the charges as preparatory work was carried out by a previous Town Clerk.

The use of a local provider was raised as an inclusion for any decisions on banking arrangements.

After which, the Committee **RESOLVED** to note and agree the updates.

**BA114/24 13. EXPENDITURE VS BUDGET YEAR TO DATE**

- i. The Finance Officer introduced the item with an update that there are overspends, however, these are known items such as transport and public seat maintenance. Members asked a number of questions and raised a number of points including on office rent, corporate subscriptions and rent for the depot which included service charges and costs for the compound license.

After which, the Committee **RESOLVED** to note the report.

- ii. The Finance Officer updated the meeting that the Town Council will be invoiced directly by the Chamber of Trade for grant money awarded to the Berwick Festivals for the cost of the Map Advert as agreed by the Communities and Local Services Committee.

After which, the Committee **RESOLVED** to note the update.

**BA115/24 14. PROPOSALS FOR GROWTH AND SAVINGS**

Members thanked Officers for their work in obtaining sponsorship for Christmas Lights at the Town Hall and noted that moving forward, it is hoped this be an ongoing agreement.

**BA116/24 15. BUDGET**

Cllr J Robertson introduced the item and updated Members with changes to budget figures and movement from Ear Marked Reserves with the amended report to be provided to Council at its January meeting. A pie-chart document was circulated which provided an explanation of expenditure?

Points and issues raised by Members included the Precept Leaflet with Officers to explore when NCC will distribute Council Tax bills in the hope that it can be included and the Newsletter with gratitude for Officers work noted.

After which, the Committee **RESOLVED** to recommend to Council adoption of the draft budget with the amendments provided by Cllr J Robertson.

**BA117/24 16. NOTIFICATION OF PAYMENTS AND RECEIPTS**

Members asked a number of questions and raised a number of points including on hanging basket payments, items for Remembrance Sunday, hire of the 2<sup>nd</sup> van, Christmas Lights and the lights that functioned on the Royal Border Bridge. Standing Orders were suspended sufficiently to allow County Councillor C Seymour to provide an update that NCC are exploring what can be done to reinstate the lighting to the Royal Border Bridge.

After which, the Committee then **RESOLVED** without division to note the schedule of payments and receipts.

**BA118/24 17. PURCHASE ORDERS**

The Committee **RESOLVED** to note all active Purchase Orders for the previous time-period.

**BA119/24 18. BANK RECONCILIATIONS**

The Finance Officer updated the meeting that the November bank reconciliations show the sponsorship payment from GoFibre for Christmas Lights.

Points and issues raised by Members included if the bank reconciliations were available for public inspection with a response provided that they are included as an appendix on the Budget & Administration Committee meeting pages on the Town Council website.

After which, the Committee **RESOLVED** that the Chair sign and receive the bank reconciliations for November 2024.

**BA120/24 19. AUDITS**

The Finance Officer provided an update regarding a recent exchange of emails with the internal auditor requesting further information ahead of the interim report being received.

After which, the Committee **RESOLVED** to note the update.

**BA121/24 20. INTERNAL CONTROLS**

This item was deferred to the next meeting with it being noted that internal controls are mostly being carried out through the normal business of this Committee.

**BA122/24 21. FINANCE QUERIES LOG**

No issues were raised under this item.

**BA123/24 22. BERWICK RIDERS ASSOCIATION**

The Operations Manager updated the Committee that they have a meeting arranged with representatives of the Berwick Riders Association (BRA). Following on from this, with the possibility of BRA submitting a grant application as previously discussed, the form could be modified so that it fits in with the Town Council's grant guidelines.

After which, the Committee **RESOLVED** to note and agree the updates.

**BA124/24 23. ALLOTMENTS**

The Committee noted a previous decision to increase rental prices for Allotments and, due to the timescales involved in sending out invoices, **RESOLVED** that accepting payments via Direct Debit be explored for next year with BACS being offered this year as an option.

**BA125/24 24. AGREED ACTIONS**

Members and Officers provided updates that most actions had been completed with the exception that:

From the November meeting of this Committee:

Communications Task Group to:

- Consider the 3 areas of marketing / communications.

Cllr R Mackenzie

- Terms of Reference for Task & Finishing Groups completed. The Committee noted the addition of a caveat that the Chair of the Task & Finishing Group be decided by the parent Committee and this would usually be an Officer of the Council.

The Operations Manager to:

- Produce a report for the Market for full Council.
- Investigate adding the budget line expenditure to Purchase Order reports.

From the December meeting of this Committee:

- I. A draft annual events plan and diary is ongoing.
- II. A meeting regarding CCTV is scheduled for this week.
- III. Nothing new to report regarding a new premises for the Town Council.
- IV. Grants including a three-tier process deferred as part of the discussion regarding Committees.

After which, the Committee **RESOLVED** to note and agree the updates.

#### **BA126/24 25. ITEMS FOR NEXT AGENDA AND ACTIONS ARISING**

Items for future agendas to include:

- Ratification of an Action Plan for the Communications Task Group to be added to the agenda for the next meeting of this Committee.
- Committee Membership be added to the agenda for the next meeting of Council.

After which, the Committee **RESOLVED** to note and agree the updates.

#### **BA127/24 26. DATE OF NEXT MEETING**

The date of the next meeting will be Monday 10 March 2025 at 6.00 pm.



# BERWICK-UPON-TWEED TOWN COUNCIL



## Budget and Administration Committee

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### **Minutes of the Town Council Budget and Administration Committee Extraordinary Meeting.**

held on Monday, 03 February 2025 at 5.00pm

The Meeting Room, Berwick-upon-Tweed Town Council Office, Unit 1, 82 – 88 Marygate, Berwick-upon-Tweed.

#### **Councillors present:**

Cllrs R Mackenzie (Chair), R Driver, M Greener, P Rowe and T Stewart.

#### **Councillors present but not on the committee:**

Cllrs G Brown, J Robertson and G Smith.

#### **Officers present:**

Iain McCready – Chief Officer, Stephen Robinson – Operations Manager, Steve Cozens – Finance Officer

#### **Also in Attendance:**

1 member of the public

#### **BA128/24 1. OPEN SESSION**

Cllr G Smith enquired as to who the Town Council's main bankers are as Barclays Bank had been the subject of disruptions. A response was provided that a previous decision to change banking arrangements would be reviewed now that the new Chief Officer is in post.

#### **BA129/24 2. APOLOGIES FOR ABSENCE**

There were no apologies for absence.

#### **BA130/24 3. DISCLOSURE OF INTERESTS**

- i. There were no disclosures of interest.
- ii. There were no requests for dispensation.

#### **BA131/24 4. VAN PURCHASE**

The Operations Manager introduced the item with a recommendation to purchase the van from Operating Reserves.

The decision as to where to allocate the funding from had been deferred to this Committee by full Council.

An update was also provided on repairs to the electric vehicle.

Points and issues raised included the funding that will be available from Ear Marked Reserves in the 2025/2026 budget; and the range of the new van on one electric charge.

After which, the Committee **RESOLVED** that:

1. The money to purchase the van and apply signage be spent from Operating Reserves, and
2. The hire van be relinquished as soon as practicable after the new hybrid vehicle has been purchased.

#### **BA132/24 5. UPDATE FROM COMMUNICATION MEETING**

The Operations Manager provided a verbal update to the document circulated as a background paper.

Points and issues raised by Councillors included:

- a draft action plan has been produced
- meetings have been held with the Chamber of Trade and consultants involved in regeneration in other areas
- that the focus will be more about tourism than communications
- that Berwick Community Trust be contacted to find out what if any support is needed for the Tourism Officer
- Berwick Town Council will continue to discuss with Northumberland County Council utilising some of the S106 money from the development at Loaning Meadows to improve directional signage for tourists within the town centre
- recommendations for communicating with residents included a street stall and quarterly public meetings

After which, the Committee **RESOLVED** that the Chief Officer and Operations Manager move forward with outcomes before another meeting is convened.

#### **BA133/24 6. DATE OF NEXT MEETING**

The date of the next meeting will be Monday 10 March 2025 at 6.00 pm.

# BERWICK-UPON-TWEED TOWN COUNCIL



## Budget and Administration Committee

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### **Minutes of the Town Council Budget and Administration Committee Meeting.**

Held on Monday 10th March 2025 at 6pm

The Meeting Room, Berwick-upon-Tweed Town Council Office, Unit 1, 82 – 88 Marygate,  
Berwick-upon-Tweed.

#### **Councillors present:**

CLRs R Mackenzie (Chair), R Driver, M Greener, P Rowe, T Stewart.

#### **Councillors present but not on the committee:**

CLr G Smith.

#### **Officers present:**

Iain McCready – Chief Officer, Stephen Robinson – Operations Manager (from item 7 onwards), Steve Cozens – Finance Officer.

#### **Also in Attendance:**

County Councillor C Seymour.

#### **BA133/24 1. OPEN SESSION**

There were no members of the public present.

#### **BA134/24 2. APOLOGIES FOR ABSENCE**

There were no apologies for absence.

#### **BA135/24 3. MINUTES**

- i. The Community Database, which a previous Councillor had set in motion, was raised as needing investigating.  
After which, on the motion of CLr T Stewart, seconded by CLr M Greener the minutes of the Berwick-upon-Tweed Town Council Budget and Administration Committee meeting held on Monday, 13 January 2025 were agreed and signed as a correct record.
- ii. An enquiry was made as to the new van and an update provided that the vehicle was now in use and magnetic signs were being arranged.

After which, on the motion of Cllr T Stewart, seconded by Cllr P Rowe the minutes of the Berwick-upon-Tweed Town Council Budget and Administration Committee extraordinary meeting held on Monday, 03 February 2025 were agreed and signed as a correct record.

**BA136/24 4. DISCLOSURE OF INTERESTS**

- i. There were no disclosures of interest.
- ii. There were no requests for dispensation.

**BA137/24 5. TOWN COUNCIL WEBSITE**

Points and issues raised by Members included the prime reason for the website, which was to promote the Town Council, location for meeting information and the preference for a local website designer if possible.

After which, the Committee unanimously **RESOLVED** that the Berwick Town Council website be improved by implementing its redesign noting the need for content updates and management, enhancement of functionality and accessibility and compliance.

**BA138/24 6. CHANGE OF COMMITTEE STRUCTURE**

- i. The Chief Officer introduced the report and the subject of Planning was raised and the role of the Town Council in the process was discussed as was the possibility of having additional meetings to consider major developments.

After which, the Committee **RESOLVED** to adopt the new committee structure effective from the new Council year in May noting that Councillors are in favour of working groups for Staffing and Planning with special meetings of the latter for significant developments.

- ii. Enquiries made by Councillors included if the minutes are typed directly into the software, is there a plan for time saved by Officers, can members access the shared space and which financial year will spending be taken from. Updates included that minutes are typed directly onto the system, members can access the shared spaced and spending will come from the financial year 2025-2026.

After which, the Committee unanimously **RESOLVED** to approve the purchase of the Decisions software at a cost of £1,462.50, with an ongoing cost of £891.36 per year, noting that a report would be brought to a future meeting of the Council with an assessment of how much time will be freed-up.

**BA139/24 7. CCTV PROVISION**

The Operations Manager introduced the report and issues raised by Councillors included response times, how the Town Council best works with the police and future costs of equipment replacement.

Standing Orders were suspended to allow Cty Cllr C Seymour to provide an update on the installation of the CCTV system during her time as a Town Councillor.

The importance of schemes such as shop watch/pub watch working alongside CCTV was mentioned and it was noted that the current CCTV system is operational.

After which, the Committee **RESOLVED** to:

1. Approve spending of £1,050 for the CCTV Provider to carry out an annual inspection and clean existing camera network (price includes specialist access equipment hire), and
2. Create an Advisory Party, including Cllrs R Driver, P Rowe and G Smith along with representatives of outside bodies to investigate the reinstatement of an active shop watch/pub watch and investigate areas of the Town in need of extended CCTV provision.

#### **BA140/24 8. GRANT APPLICATIONS**

The Committee **RESOLVED** to defer the grant applications from Greener Berwick and Berwick Contemplative Arts to, time permitting, full Council to allow the Chief Officer to meet with representatives of those organisations to discuss their applications further.

#### **BA141/24 9. SCHEDULE OF POLICIES**

The Chief Officer updated the meeting that updated Standing Orders and Financial Regulations will be brought to a future meeting. The use of local suppliers was then discussed as the preferred option but not to the detriment of value for money. The difference between materials and provision of services was noted.

After which, the Committee **RESOLVED** that local suppliers for services be used as far as is reasonably practicable.

#### **BA142/24 10. EXPENDITURE VS BUDGET YEAR TO DATE**

- i. The War Memorial Reserve was raised and it was noted that the £5,000 was put in place for when the Town Council accepts responsibility for War Memorials. Other points raised included National Insurance provision in next year's budget and office rent. After which the Committee **RESOLVED** to note the report and note that a report regarding War Memorials would be brought to a future meeting of the Council.
- ii. The Finance Officer introduced the item which included money paid since publication of the report. During the discussion the need for a rationalisation of meetings for grant awarding was noted.

After which, the Committee **RESOLVED** to note the report.

**BA143/24 11. NOTIFICATION OF PAYMENTS AND RECEIPTS**

Members asked a number of questions and raised a number of points including on credit accounts with local suppliers and the transfer of money to the savings account.

After which, the Committee then **RESOLVED** without division to note the schedule of payments and receipts.

**BA144/24 12. PURCHASE ORDERS**

An enquiry was made as to whether the Chamber of Trade Advert with map had been received. This was still awaited.

After which, the Committee **RESOLVED** to note all active Purchase Orders for the previous time-period.

**BA145/24 13. BANK RECONCILIATIONS**

The Committee **RESOLVED** that the Chair sign and receive the bank reconciliations for December 2024 and January 2025.

**BA146/24 14. INTERNAL CONTROLS**

The meeting noted that there are currently 6 signatories and that internal controls will be looked at in due course.

**BA147/24 15. AGREED ACTIONS**

Members and Officers provided updates that:

- The Communications Task Group is to meet the next day.
- Terms of Reference to be brought to a future meeting to fit in with the new committee structure agreed earlier in the meeting.
- Heads of Terms have been received for the Market. A solicitor needs to be appointed and a business development plan produced.
- A draft annual plan is in progress.
- Grant awarding will have a new procedure in future.

**BA148/24 16. ITEMS FOR NEXT AGENDA AND ACTIONS ARISING**

There were no new items agreed for the next agenda.

**BA149/24 17. DATE OF NEXT MEETING**

TBC.

# BERWICK-UPON-TWEED TOWN COUNCIL



## Communities and Local Services Committee

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### **Minutes of the Town Council Communities and Local Services Committee Meeting.**

held on Monday, 07 January 2025 at 6.00pm

The Meeting Room, Berwick-upon-Tweed Town Council Office, Unit 1, 82 – 88 Marygate, Berwick-upon-Tweed.

#### **Councillors present:**

Cllrs G Brown (Chair), J Bowden, J Robertson, P Rowe, G Smith, L Stephenson and T Stewart.

#### **Councillors present but not on the committee:**

Cllr R Mackenzie.

#### **Officers present:**

Stephen Robinson – Operations Manager, Steve Cozens – Finance Officer

#### **Also in Attendance:**

3 members of the public

#### **CLS088/24 1. OPEN SESSION**

Concerns and issues raised by members of the public included the possibility of having cycle shelters for residents, progress made regarding a skate park, the Burrell Collection and food recycling.

Councillors and Officers provided responses that if Berwick Town Council (BTC) were supportive of cycle shelters they would need to explore this with Northumberland County Council (NCC), whilst NCC's cycling campaign started in December which BTC may wish to promote; 5 Arches Park is being looked at for viability of a Skate Park although this is still in the early stages; it is hoped that all or most of the Burrell Collection will be returned once the expected development of the Barracks takes place; and household waste is NCC's responsibility but Officers are aware that they are looking at food recycling options.

#### **CLS089/24 2. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs M Greener and J Turton.

**CLS090/24 3. MINUTES**

On the motion of Cllr T Stewart, seconded by Cllr J Robertson the minutes of the meeting held on 04 November 2024 were agreed and signed as a correct record.

**CLS091/24 4. DISCLOSURE OF INTERESTS**

- i. There were no disclosures of interest.
- ii. There were no requests for dispensation.

**CLS092/24 5. BENCHES**

The Operations Manager introduced the item that a request had been made to remove a bench due to anti-social behaviour by users. Concerns were raised that it is the only bench in the area, the retaining wall would be used as a substitute to a bench therefore still attracting anti-social behaviour. The Council **RESOLVED** to instruct Officers to invite representatives of Northumbria Police to a meeting to discuss this and other issues whilst the resident be contacted and the decision and reasons for it explained to them.

**CLS093/24 6. GRANT APPLICATIONS**

- i. The Committee **RESOLVED** to make a grant of £570 to Berwick Slow Food on behalf of Berwick Festivals with the proviso that Officers seek clarification on whether the monies can be paid directly to the Chamber of Trade.
- ii. Councillors raised a number of concerns regarding the grant application received from the Berwick Youth Project including on current finance, geographical area, alternative community space that could be used and lack of evidence of applying elsewhere for support. After which, the Committee **RESOLVED** to defer the application to allow the Operations Manager to meet with the applicants to discuss further.
- iii. Cllr G Brown gave a verbal update on feedback received from the Tweed Salmon Centre Initiative including on a note of caution and determination to succeed. After which, the Committee **RESOLVED** to note the feedback.

**CLS094/24 7. OUTDOOR FITNESS EQUIPMENT**

The Operations Manager provided an update of the £20k budget agreed at Council and the decision to defer a decision to this Committee.

After which, the Committee **RESOLVED** to instruct Officers to bring options for a trim trail to a future meeting.



**CLS095/24 8. PLANT STAGING FOR POLY TUNNELS**

The Operations Manager introduced the item, after which, the Committee **RESOLVED** to approve the option that the Wardens construct the plant staging for the poly tunnels up to a cost of £1,800.

**CLS096/24 9. NEWSLETTER DISTRIBUTION**

The Committee received an update from the Operations Manager that increasing the number of newsletters printed to 1,000 would result in costs of £172.38 per print run / edition. Also more vendors are being approached to increase the circulation of the newsletter.

After which, the Committee **RESOLVED** to approve the increase in newsletters printed to 1,000 per edition.

**CLS097/24 10. HERITAGE CULTURE & CREATIVE ZONE (CCZ)**

The Operations Manager introduced the item with an update that funding is available to create artwork, promotional material and a website for the Tweed Salmon Queen with help being available to access the capital. Also, there could be up to £5,000 available.

After which, the Committee **RESOLVED** to instruct officers to submit a funding bid to CCZ in order to:

1. Employ a local Graphic Designer to create artwork and promotional material for the Tweed Salmon Queen, and
2. Employ a local web designer to use the created artwork to design and build a Tweed Salmon Queen Website.

**CLS098/24 11. ENVIRONMENTAL VOLUNTEERS**

Cllr L Stephenson provided an update that it has been a quiet month amongst litter picking groups and that the Little Pier Group are the only ones to make a request with black bags having been provided.

After which, the Committee **RESOLVED** to note the update.

**CLS099/24 12. PROPOSALS FOR GROWTH AND SAVINGS**

The Operations Manager provided the following update.

That at the Communities and Local Services (C&LS) Committee meeting on 14 October 2024 the Town Council resolved to spend up to £2,000 on new string lights for the Town Hall. On 21 October 2024 the Town Council were approached by GoFibre about potential sponsorship of Christmas Lights.

The Chair and Vice-Chair of the C&LS Committee and Mayor, acting as Proper Officer (PO), were contacted about it as no meeting was scheduled until 04 November 2024. On the 23 October 2024 GoFibre offered £2,000 sponsorship which was accepted. This wasn't tabled as a separate agenda item at the C&LS Committee meeting held on 04 November 2024 as a formal agreement had yet to be signed, due to ongoing discussions about the finer details of the agreement.

The lights were purchased on the 11 November 2024 to ensure they arrived in time for installation. A signed sponsorship agreement was returned on 15 November 2024 and the money received on 28 November 2024. As all Officers have a duty to secure best value for the Council, it was agreed by the Chair, the Vice-Chair and PO, that the money be used to offset the cost of the replacement lights to achieve a saving for the tax payers.

After which, the Committee **RESOLVED** to note and approve the update.

**CLS100/24 13. EXPENDITURE VS BUDGET YEAR TO DATE**

Cllr J Robertson updated the meeting that there will be overspends, however, these are ones that were known about such as bench maintenance. Also, Communities and Local Services will come in below budget.

After which, the Committee **RESOLVED** to note the update.

**CLS101/24 14. PROGRESS ON AGREED ACTIONS**

An update was provided by the Operations Manager that the bus shelters should be installed within the next few weeks, a meeting has been arranged with the relevant NCC Officer to discuss the woodland walk, a meeting of the Christmas Lights Working Group will be convened once this year's display has been taken down and positive feedback has been received from the public regarding the Wardens.

The digital signboards were then raised to which Officers were seeking input from NCC.

After which, the Committee **RESOLVED** to note the updates.

**CLS102/24 15. DATE OF NEXT MEETING**

The date of the next meeting will be Monday 03 February 2025 at 6.00 pm.

# BERWICK-UPON-TWEED TOWN COUNCIL



## Communities and Local Services Committee

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### **Minutes of the Town Council Communities and Local Services Committee Meeting.**

held on Monday, 03 February 2025 at 6.00pm

The Meeting Room, Berwick-upon-Tweed Town Council Office, Unit 1, 82 – 88 Marygate, Berwick-upon-Tweed.

#### **Councillors present:**

Cllrs R Driver (Chair), J Bowden, G Brown, M Greener, J Robertson, P Rowe, G Smith, L Stephenson, T Stewart and J Turton.

#### **Councillors present but not on the committee:**

Cllr R Mackenzie.

#### **Officers present:**

Iain McCready – Chief Officer, Stephen Robinson – Operations Manager, Steve Cozens – Finance Officer

#### **Also in Attendance:**

County Councillors G Hill and C Seymour, 3 representatives of the Berwick Film & Media Arts Festival, 1 representative of Greener Berwick and 1 representative of the Hilda House Community

#### **CLS103/24 1. OPEN SESSION**

A local resident raised the issue of absence of litter bins on the riverside walk (New Road). The Operations Manager responded to say they would investigate but would need to liaise with Northumberland County Council (NCC) who empty the litter bins on behalf of Berwick Town Council (BTC).

#### **CLS104/24 2. APOLOGIES FOR ABSENCE**

There were no apologies for absence.

#### **CLS105/24 3. MINUTES**

The Operations Manager updated the meeting that pricing for cycle shelters would be brought to a future meeting. Enquiries were raised regarding plant staging for the compound and the decision to invite representatives of the police to a meeting.

An update was provided that plant staging would be ready for the end of the month and Officers were meeting with representatives of the police later this week. After which, on the motion of Cllr J Robertson, seconded by Cllr T Stewart the minutes of the meeting held on 07 January 2025 were agreed and signed as a correct record.

**CLS106/24 4. DISCLOSURE OF INTERESTS**

- i. Cllr M Greener declared an interest in Item 6 as a member of Spittal Community Trust who rent Spittal Community Centre to various organisations who have applied for grants.
- ii. There were no requests for dispensation.

**CLS107/24 5. MARKET**

The Operations Manager introduced the item that following a meeting with Officers from NCC, the purchase cost for the lease of the market would be £35k and whilst there is scope for BTC to suggest terms the recommendation is to spread the cost over 7 years with £5k paid annually from 2025/2026. A further update from NCC included that income is on downward turn and is currently £10k per year after costs. Points and issues raised by Councillors included what is the process after 7 years, can thoughts about clean up be included in any plan, who puts the stalls up and current agreements with stall holders. Responses provided included that after 7 years BTC would apply to the Freeman, stall holders work to rolling agreements for plots and who installs and removes stalls to be investigated with a proviso that costs could be incurred.

Standing Orders were suspended sufficiently to allow Cty Cllr C Seymour to update the meeting that discussions regarding the future of the market had been held during meetings of the Freeman Trustees.

After which, the Committee **RESOLVED** to progress the market from 2025/2026 at a cost of £35k at £5k annually over 7 years.

**CLS108/24 6. GRANT APPLICATIONS**

- i. Points and issues raised included money held for operating costs and that part of the previous grant awarded was returned when not needed. After which, the Committee **RESOLVED** to make a grant of £550 to Tweed Striders with the Operations Manager to seek clarity regarding Operations Costs.

- ii. Representatives of the Hilda House Community introduced the organisation before points and issues raised included that are events held during the rest of the year, costs of the events pack and if there are any other organisations providing similar events.

After which, the Committee **RESOLVED** to award £309 to the Hilda House Community with BTC to be invoiced directly for the events pack and room hire.

- iii. Points and issues raised included money held in reserves by the organisation and publicity.

After which, the Committee **RESOLVED** to make a grant of £1k to Berwick Arts Choir.

- iv. Points and issues raised included the need to support local regular events and that BTC was missing from last year's publicity after no support was provided. Questions asked of representatives from the Berwick Film & Media Arts Festival (BFMAF) included how will they be more visible around the town and arrangements with other organisations of the Autumn Festivals.

After which, the Committee **RESOLVED** to make a grant of £2.5k to the BFMAF.

- v. Following concerns regarding the grant application received from the Berwick Youth Project (BYP) at the previous meeting of this Committee, the Operations Manager met with a representative of that organisation. During the discussion an update was provided that the bank balances supplied by BYP includes assets. Cllr G Brown then updated the meeting that he'd received a letter from the BYP indicating they were investigating a smaller event.

After which, the Committee **RESOLVED** to put the application on hold for the interim period until clarity on the scale of the event is received.

- vi. A representative of Greener Berwick provided an update that donations from the public will be spent on a PAT testing machine whilst the point was raised that the year-end report had been received.

After which, the Committee **RESOLVED** to note the update.

**CLS109/24 7. LITTER BINS**

The Operations Manager updated the meeting that the budget for litter bins for this year is overspent, however, 2 requests have been received. With this in mind, Officers recommendation is to repurpose the larger litter bin removed from Marygate to the West End and then repurpose the bin located there to the bus stop at Morrisons.

Points and issues raised included that camper vans owners may be users of the litter bin at the West End and revellers have been noticed as users and how is this reported.

Standing Orders were suspended sufficiently to allow Cllr G Hill to say that it may be a combination of reasons but the litter bin at the West End is used all year round. After which, the Committee **RESOLVED** to agree the recommendation of Officers and further agreed that NCC be contacted to investigate whether camper vans owners are users of the site.

**CLS110/24 8. SALMON QUEEN UPDATE**

The Operations Manager updated the meeting that the handover has been drawn out with issues getting the banking signed over which can no longer be done in branch, but it is hoped to have this in place for the end of next week.

Officers have gone through the boxes in the office and have reorganised, so we have a better knowledge of what we have. The gown was sent to be steam cleaned as it was stored in a bag for life and after it is used for the Berwick Shines filming next week it will be stored in the Guild Hall along with the Mayoral paraphernalia.

A grant has been submitted for the Culture & Creative Zone funding, if successful, we will be using a local graphic designer to create a logo and a local website builder to create an independent Salmon Queen Website.

Officers would like to call a meeting of the Salmon Queen working group with the Councillors previously agreeing to be in the group.

After which, the Committee **RESOLVED** to note the update.

**CLS111/24 9. COLDSTREAM GUARDS**

The Operation Manager and Sergeant-at-Mace met with representatives of the regiment and the church and had an initial meeting to discuss the format and timings of the day which will be finalised at a follow-up meeting. The Town Hall has been booked and the Archivist will provide a film of the regiments last visit which will be played on a loop whilst Officers are also liaising with the Church for the service.

The regiment has a budget for this visit so the cost will not be solely borne by BTC and the Sergeant-at-Mace is organising caterers.

After which, the Committee **RESOLVED** to note the update.

**CLS112/24 10. FESTIVALS ROUND TABLE**

A meeting was held with all festival organisers in Berwick to discuss plans for the coming years and ways in which organisations can collaborate and communicate. It was decided this meeting will take place every January and quarterly informal drop ins will be held.

Officers from Visit Berwick have created a shared drive where people can drop information for their event which will help people have an oversight regarding what is happening. This can then be used to upload information to the Visit Berwick Website.

A promotional calendar of events is also going to be created which can be displayed as a poster or will appear as a drop down online with links to the respective websites.

After which, the Committee **RESOLVED** to note the update.

**CLS113/24 18. BUS STOP VINYL**

The Committee agreed to discuss item 18 at this point as it linked in with the update regarding the Festivals Round table.

BTC have received a request to use the promotional calendar mentioned in the previous item as a poster and have a vinyl made to go on the bus stops which currently have faded advertising posters in. This will help with the promotion of festivals but also improve the visual aspect. The Operations Manager's recommendation is that Councillors allow him investigate costs and work with Officers from Visit Berwick on the design.

Points and issues raised included the Chamber of Trade map advert, with that organisation being represented at the meeting, and that the posters shouldn't take away the need for the Town Council to look at bus shelters with a report detailing a plan for bus shelters to be taken to a future meeting of the Planning Committee.

After which, the Committee **RESOLVED** to agree the recommendation and note the update.

**CLS114/24 11. HMS BERWICK**

The Operation Manager and Sergeant-at-Mace met with a representative of HMS Berwick.

It is the 50th Anniversary of their last visit to Berwick and they are spreading the ashes of their last Captain with an event planned for the 9<sup>th</sup> May. An outline of the event was provided and, with Councillors permission, Officers will set up so that BTC host the event.

After which, the Committee **RESOLVED** to note the update and agreed that BTC host the event.

**CLS115/24 12. SEAGULL HARRIER**

Officers have contacted some local Harriers who have indicated the prime time to do this is during the nesting season which is April to July. They use hawks during the day and lasers at night and a site visit is awaited to discuss so we can get an accurate cost and report back.

After which, the Committee **RESOLVED** to note the update.

**CLS116/24 13. POTENTIAL WHEELED PLAY**

The Operations Manager has met with Officers from NCC to discuss Berwicks vision for a wheeled play area in the future. NCC have employed a consultant called Shred the North to create a design document to aid Town and Parish Councils in delivering wheeled play. This should be available at the back end of February.

A separate meeting was held with Shred the North to discuss BTC's project. They have been working with Blyth Town Council to deliver theirs. We discussed time scales and costs and are going to have a follow up meeting to discuss potential sites (as part of his work for NCC).

Permission is sought from Councillors for the Operations Manager to arrange to meet with Blyth Town Council to discuss their skate park project.

After which, the Committee **RESOLVED** to note the update and agreed that the Operations Manager meet with Blyth Town Council.

**CLS117/24 14. SQUASH PROVISION IN BERWICK**

The Operations Manager followed up on the email Councillors received about squash provision in Berwick. They currently have 55 people wanting to play squash with no facility to do so.

The issue was discussed that there aren't any courts in place in the new Leisure Centre and when questioned by Cty Cllr Isabel Hunter, at county level, the response was, there is squash available in areas south of Berwick so they could take no further action.



The Operations Manager asked if there was a Town Council unit that could be let and be retrofitted to which it was explained we had no such space available.

The high school has refused access to their courts as they are used for storage. It was suggested that perhaps the squash club could ask the high school if they were to pay for additional container storage to make the courts available.

Standing Orders were suspended sufficiently to allow Cty Cllr G Hill to update the meeting that a lot of work including conversions would be needed at the High School.

A request has been made that Councillors consider how the Town Council can help and potential advocate for them to the high school.

Standing Orders were suspended sufficiently to allow Cllr R Mackenzie to update the meeting that allowing users in to the school in the evening is costly and difficult to manage.

After which, the Committee **RESOLVED** to allow Officers a reasonable amount of time to contact the High School to see if the suggested arrangement could work.

#### **CLS118/24 15. TOWN COUNCIL WEBSITE**

A task was undertaken by staff to review the Town Council website with costs presented to council and approved. Councillors suggested that a working party may be a good way to decide on content.

After which, the Committee **RESOLVED** to approve Officers recommendation to form a working party to do so.

#### **CLS119/24 16. GROVE GARDENS SOUTH PLAY PARK**

Cllr J Robertson and the Operations Manager met with the Head of the Grove School to discuss a possible collaboration to make better use of Grove Gardens South Play Park.

Overall, they are positive towards this but there are obstacles in terms of funding. Fencing and water/electricity would be an issue as they ideally would need a changing space. Whatever course of action is decided will take investment from BTC, however, it is felt that this could be a fantastic community asset for the most vulnerable and needy children in our town. The Grove School would need to look into their needs and how they can make the space work whilst BTC would continue to maintain the grass.

After which, the Committee **RESOLVED**:

1. To note the update,
2. To allow the Chief Officer and Operations Manager to explore options with the Grove School and potential funding, and
3. That in the interim for BTC to give the school a key to access the park within school hours as long as liability insurance is in place.

**CLS120/24 17. DOG FOULING SIGNS / SIGNAGE**

The Operations Manager met briefly with NCC's Environmental Enforcement Officer who has provided the stencil for spraying footpaths, but the weather has not been in our favour to carry this out yet.

Feedback from the public regarding problem areas was provided to NCC although their response was disappointing.

Standing Orders were suspended sufficiently to allow Cty Cllr G Hill to update the meeting that she had requested information from NCC Officers and that a higher number of fines than most other areas are being issued.

After which, the Committee **RESOLVED** to note the update and agreed that the Operations Manager escalate this to the county councillors to see if they can get a concentrated effort/crack down.

**CLS121/24 19. ENVIRONMENTAL VOLUNTEERS**

Cllr L Stephenson provided an update that the Little Pier Road Group have been out regularly every weekend, it is quiet at the moment, and they don't need any equipment.

The litter picker at Tweedmouth doesn't need any equipment or bin bags.

The litter bin installed at the path from Farm Foods to Prior Park is making a difference

Friends of Five Arches main concern is the dog fouling signs.

After which, the Committee **RESOLVED** to note the update.

**CLS122/24 20. EXPENDITURE VS BUDGET YEAR TO DATE**

Cllr J Robertson updated the meeting that £7.5k has been allocated in Reserves for Vehicle Replacement Costs and that £30k has been allocated in the Strategic Reserve and that indications are that BTC will come in under budget for 2024/2025.

After which, the Committee **RESOLVED** to note the update.

**CLS123/24 21. PROGRESS ON AGREED ACTIONS**

An update was provided by the Operations Manager that he is chasing hard for prices regarding removal of the the digital signs, which has not been provided by NCC as yet.

Also, a price for work to the Splash Park has not been provided by the current contractor. An alternative contractor will be sought if this continues but unfortunately this is specialist work and the current company has the knowledge of the Splash Park.

After which, the Committee **RESOLVED** to note the updates.

**CLS124/24 22. DATE OF NEXT MEETING**

The date of the next meeting will be Monday 03 March 2025 at 6.00 pm.

# BERWICK-UPON-TWEED TOWN COUNCIL



## Communities and Local Services Committee

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### **Minutes of the Town Council Communities and Local Services Committee Meeting.**

held on Monday, 03 March 2025 at 6.00pm

The Meeting Room, Berwick-upon-Tweed Town Council Office, Unit 1, 82 – 88 Marygate, Berwick-upon-Tweed.

#### **Councillors present:**

Cllrs R Driver (Chair), J Bowden, G Brown, J Robertson, P Rowe, G Smith, L Stephenson, T Stewart and J Turton.

#### **Councillors present but not on the committee:**

None.

#### **Officers present:**

Iain McCready – Chief Officer (from item 11 onwards), Stephen Robinson – Operations Manager, Steve Cozens – Finance Officer

#### **Also in Attendance:**

County Councillors G Hill and C Seymour, 2 representatives of the Berwick Youth Project, 2 members of the public

#### **CLS125/24 1. OPEN SESSION**

Representatives of Berwick Youth Project (BYP) raised issues and concerns regarding the audio recording and comments made by Committee members at a previous meeting when their grant application was discussed. Clarity was sought as to whether the grant application still stood and it was confirmed that it didn't.

During the discussion Standing Orders were suspended sufficiently to allow the Open Session to continue beyond 15 minutes.

Cllr G Brown then provided an explanation of the grant application process. It was noted that Cllr T Stewart offered to meet representatives of BYP to discuss comments made at the previous meeting.

A local resident raised issues and concerns regarding the trim trail to be discussed at item 11 and evidence of consultations.

Councillors and Officers provided a response including an update on location and access, that the amount to be spent is below the figure whereby a public consultation is required, and partners have been contacted to discuss fully. The issues of a community garden was also raised by the resident which was discussed at a previous meeting to which Officers would investigate further.

**CLS126/24 2. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr M Greener.

**CLS127/24 3. MINUTES**

Enquiries were raised regarding a response from Northumberland County Council (NCC) with respect to a bin on the New Road and progress on the Tweed Salmon Queen. An update to the wording for minute number CLS111/24 was also agreed to explain that the cost will not be solely born by the Town Council.

The Operations Manager provided an update that Officers would be meeting with NCC and that bank account and social media details had been received for the Tweed Salmon Queen.

After which, on the motion of Cllr G Brown, seconded by Cllr J Robertson the minutes of the meeting held on 03 February 2025 were agreed and signed as a correct record.

**CLS128/24 4. DISCLOSURE OF INTERESTS**

- i. There were no disclosures of interest.
- ii. There were no requests for dispensation.

**CLS129/24 5. GRANT APPLICATION**

Points and issues raised by Members included whether Scheduled Monument Consent was required, the loan made to the Association and whether the wider community would have access. The need to revisit the grant application criteria was noted.

After which, the Committee **RESOLVED** to refuse the request from the Lions House Allotments Association.

**CLS130/24 6. STREETScape WORKS ON MARYGATE**

Members raised a number of points and issues including the desire to keep the Jubilee Lamp, costs of removing the electronic notice boards, which may be reduced if power has already been removed from one of the boards and that the planters at the Victoria Fountain could be moved and utilised on Marygate.

After which, the Committee **RESOLVED** to:

1. Allow NCC to remove the digital notice boards and remediate street,
2. Allow NCC to relocate the Jubilee Lamp from Marygate to Queens Gardens with the proviso that if the lamp is not fit for purpose it should be reported back to a future meeting,
3. Move the benches outside the Berwick Town Council (BTC) office onto cobbled area, and
4. Purchase 3 additional planters to complete avenue of trees on Marygate with the 2 planters at the Victoria Fountain to be moved and utilised.

**CLS131/24 7. PICNIC BENCH AT HIGHFIELDS**

The option of having a soft surface was discussed and it was agreed that Officers would investigate and bring options back to a future meeting.

**CLS132/24 8. FENCING AT 5 ARCHES ALLOTMENTS**

An update was provided on the community transfer of land which would require a public consultation with at least a few months predicted before confirmation was received. The Committee also noted that the clearing of fallen branches would be included as part of the work.

After which, the Committee **RESOLVED**:

1. To update the fencing on the rear two corners adjacent to the footpath of the 5 Arches allotment site until the Community Asset Transfer is complete,
2. Return one corner on the north end to secure plot with posts and panels to be reused if the extension is successful,
3. Use the contractor who provided the cheapest quote for the overall project when quoted for originally, and
4. Allow the Wardens to remediate the entrance path.

**CLS133/24 9. PROBATION SERVICES**

The committee noted the preference of working together with established litter picking groups.

After which, the Committee **RESOLVED**:

1. To allow Officers to work with the Probation Service and NCC for the improvement of Spittal Promenade and other BTC projects,
2. To purchase consumable materials needed to complete the tasks, and
3. That Councillors to consider future projects that BTC could collaborate on.

**CLS134/24 10. SEAGULL HARRIER**

Points and issues raised by Members included lack of budget, feedback received on the cleaning of Marygate, 'Do Not Feed the Seagull' signs and bird deterrent flags. The Operations Manager updated the meeting with the need to seek permission to install signs which would be investigated and reported back whilst bird deterrent flags would also require permission.

After which, the Committee **RESOLVED** that Officers explore options for devices such as bird deterrent flags up to £500 and to approach shop owners for permission to install.

**CLS135/24 11. TRIM TRAIL AT FIVE ARCHES**

Members raised a number of points and issues including if there is a need for a review, if the correct age group is catered for, that the designs are for able body people only and if there is a need for greater public engagement.

After which, the Committee **RESOLVED** to approve the design brief from Fresh Air Fitness.

**CLS136/24 12. ENVIRONMENTAL VOLUNTEERS**

Cllr L Stephenson provided an update that the Little Pier Road group have been out weekly and they don't need any equipment, Spittal are about and about and they don't need any black bags and the resident who litter picks the Leisure Centre is out every week and, as there is a lot of debris, they would like heavy duty bags. Also, 5 Arches don't need any equipment but as they have access to the notice board would like some 'Dog Fouling' signs. It was noted that the notice board could also be used for any consultation regarding the allotment site and trim trail.

Cllr T Stewart provided an update that Officers have met with Bernicia to discuss litter from the development site adjacent to 5 Arches allotment site with communications ongoing.

The Operations Manager updated the meeting that a larger bin was offered at the Leisure Centre, however, a report will be brought to a future meeting if required.

**CLS137/24 13. EXPENDITURE VS BUDGET YEAR TO DATE**

Points raised by Members included if the invoice for Christmas Lights installation had been received, which the Finance Officer would chase, and that the budget is still in the positive for the current financial year.

After which, the Committee **RESOLVED** to note the report.

**CLS138/24 14. BRIDGE 400 FLOWER BED**

The Committee **RESOLVED** that Officers contact NCC to explain BTC's proposal to remove unsightly planting, add topsoil and turf over the flower bed and discuss if partnership working is an option.

**CLS139/24 15. ACTION PLAN**

The Committee **RESOLVED** to note the updates of the report and that completed tasks be removed from the action plan.

**CLS140/24 16. DATE OF NEXT MEETING**

TBC.



# BERWICK-UPON-TWEED TOWN COUNCIL



## Planning Committee

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### **Minutes of the Town Council Planning Committee Meeting.**

held on Monday, 18 November 2024 at 6.00pm

The Meeting Room, Berwick-upon-Tweed Town Council Office, Unit 1, 82 – 88 Marygate, Berwick-upon-Tweed.

### **Councillors present:**

Cllrs T Stewart (Chair), M Greener, J Robertson, R Driver and G Smith.

### **Councillors present but not on the committee:**

Cllr P Rowe.

### **Officers present:**

Stephen Robinson, Operations Manager; Lucy Henzell-Thomas, Administrative Officer

### **Also in Attendance:**

Not applicable

### **P053/24 1. OPEN SESSION**

There were no members of the public present.

Cllr Smith asked about the chest freezer currently outside a shop in Hide Hill, which is causing an obstruction on the pavement. The Officers informed the Committee that it had been reported on Fix My Street but they would chase this matter with Northumberland County Council (NCC) this week.

### **P054/24 2. APOLOGIES FOR ABSENCE**

There were no apologies for absence.

### **P055/24 3. MINUTES OF THE LAST MEETING**

Cllr Rowe added to the comments made by Cllr Greener regarding application 24/03187/VARYCO at Berwick Barracks. The Living Barracks team who are hoping move into the site next year wanted to know how to access plans for the site.

The Chair informed him that they can view the application on the NCC planning portal online using the reference number above where you have the opportunity to comment up to the date the decision is made.

Then the Committee **RESOLVED** that the minutes of the meeting held on Monday 21st October 2024, were agreed and signed as a correct record.

**P056/24 4. DISCLOSURE OF INTERESTS**

- i. There were no disclosures of interests.
- ii. There were no requests for dispensation.

**P057/24 5. TREE PLANTING ON WALLS**

The Committee considered the suggestions for planting and were supportive of the proposal.

**P058/24 6. NE TRANSPORT PLAN**

Last comments on NE LTP confirmed as 26th January 2025.

The Operations Manager informed the Committee that he had been in touch with the NE Mayor's office who are willing to set up a direct call with us to discuss, so Councillors need to decide on objectives within the plan's remit.

Cllr Stewart suggested a priority would be better co-ordination between bus and train times especially at Alnwick and Alnmouth, plus work on real time bus information hopefully aligned with other bus companies in Scotland for more linked transport across borders. Cllr Driver highlighted the section regarding transport related social exclusion, particularly relevant for Berwick plus a high level of digital exclusion, impacting on education and access to employment and welcomed the opportunity to discuss this.

The Committee **RESOLVED** that officers would resend the Transport Plan link to ALL Councillors for ideas and feedback to be received by mid January. A task and finish group will be set up to decide priorities for a call with NE Mayor's office. Cllr Greener to provide contact for the Northern Authority regarding a possible pop-up at the council office to provide information for interested residents. In the meantime, council members and members of the public are able to send in responses as individual residents.

**P059/24 7. APPLICATIONS FOR PLANNING PERMISSION**

**Ref No: 24/03654/COU & 24/03655/LBC**

**Description: Change of Use from C1 Guest House to Residential & Listed Building**

**Consent for same property**

**Address: Parade School House 61 Church Street Berwick-Upon-Tweed**

**Northumberland TD15 1EE**

No objections to either application.

**Ref No: 24/03689/FUL**

**Description: Newbuild 3 bedroom low energy bungalow**

**Address: 13A Quarry Field Tweedmouth Berwick-Upon-Tweed Northumberland**

**TD15 2HN**

Not covered as this application is within Ord Parish, now confirmed and changed by NCC. Councillors requested Officers provide maps with definite boundaries.

**Ref No: 24/03730/FUL**

**Description: Demolition & Erection of New Outbuilding Ancillary to the Main**

**Dwellinghouse. Address: 2 Coastguard Cottages Berwick-Upon-Tweed**

**Northumberland TD15 1JD**

No objections.

**Ref No: 24/03587/LBC**

**Description: Like for like replacement of roof slates, conservation rooflight, repair/rebuild of two chimneys and other minor work & Listed Building Consent for same property**

**Address: 63 Marygate Berwick-Upon-Tweed Northumberland TD15 1BA**

No objections to either application.

**P060/24 8. PLANNING APPLICATION DECISION LIST**

The decisions provided in the attachment were noted. As regards 24/02831/VARYCO Councillors **RESOLVED** to check EV charging points are in place at store opening as stated in the application.

As regards 23/04373/FUL which was refused, it is understood that work is in progress at the site but as an application has not been submitted and it is within a conservation area, it may be worth flagging it with the conservation officer.

**P061/24 9. NEIGHBOURHOOD PLAN**

The Committee had a brief update on progress. Officers will be contacting NCC for another meeting as soon as possible and looking at Locality UK - Locality provide access to grants and technical work packages for Neighbourhood Planning. They will also contact the Conservation Team this week in regards to the possibility of extending the Town Centre conservation area to between and including Castle Terrace and North Road and the introduction of Article 4 Directions in each of the three Conservation Areas.

**P062/24 10. ACTION PLAN**

The Committee considered the Action Plan. It was **RESOLVED** that the Councillors would be provided with A3 printouts of their ward by the next council Meeting 16th December using the new Parish Online Mapping programme.

**P063/24 11. DATE OF NEXT MEETING**

The date of the next meeting will be held on Monday 20th January 2025 at 6.00 pm. Noted. Given the larger gap between meetings, Officers will share any applications expiring before 20/1/25 with all Councillors.

# BERWICK-UPON-TWEED TOWN COUNCIL



## Planning Committee

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### **Minutes of the Town Council Planning Committee Extraordinary Meeting.**

held on Wednesday, 04 December 2024 at 6.00pm

The Meeting Room, Berwick-upon-Tweed Town Council Office, Unit 1, 82 – 88 Marygate, Berwick-upon-Tweed.

#### **Councillors present:**

Cllrs T Stewart (Chair), M Greener and J Robertson.

#### **Councillors present but not on the committee:**

None.

#### **Officers present:**

Stephen Robinson, Operations Manager; Lucy Henzell-Thomas, Administrative Officer

#### **Also in Attendance:**

Members of the public including representatives from English Heritage, the Maltings and the Berwick Barracks Heritage Trust.

#### **P064/24      1. OPEN SESSION**

No comments.

#### **P065/24      2. APOLOGIES FOR ABSENCE**

Apologies from Cllr G Smith

#### **P066/24      3. DISCLOSURE OF INTERESTS**

- i. There were no disclosures of interests.
- ii. There were no requests for dispensation.

#### **P067/24      4. APPLICATIONS FOR PLANNING PERMISSION**

Ref No: 24/03619/FUL & 24/03620/LBC

**Description: Proposed transformation of Berwick Barracks East range (Blocks O, A, B, C), Officers' Mess, Toilet Block and Bread & meat Store (externals). To include formation of celebratory museum facilities, cafe, office/administration spaces, community/volunteer areas, public archive, collection storage, mixed use/learning areas and support spaces. Proposed single storey Atrium Building, new perimeter walkway, external cafe seating and associated internal / external alterations & Listed Building Consent for same property**

Following a discussion of the planning application, Sir Philip Mawer, Chair of Berwick Barracks Community Trust gave a statement in support of the application.

No objections

**P068/24 5. DATE OF NEXT MEETING**

The date of the next meeting will be held on Monday 20th January 2025 at 6.00 pm. Noted. Given the larger gap between meetings, Officers will share any applications expiring before 20/1/25 with all Councillors.

# BERWICK-UPON-TWEED TOWN COUNCIL



## Planning Committee

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### **Minutes of the Town Council Planning Committee Meeting.**

held on Monday, 27 January 2025 at 6.00pm

The Meeting Room, Berwick-upon-Tweed Town Council Office, Unit 1, 82 – 88 Marygate, Berwick-upon-Tweed.

### **Councillors present:**

Cllrs T Stewart (Chair), M Greener, J Robertson, R Driver, G Smith, J Bowden and P Rowe.

### **Councillors present but not on the committee:**

None.

### **Officers present:**

Lucy Henzell-Thomas, Administrative Officer

### **Also in Attendance:**

9 members of the public

#### **P070/24      1. OPEN SESSION**

4 members of the public raised issues and concerns in relation to the applications 24/03631/FUL & 24/03632/LBC which were discussed by the Committee in Item 6.

#### **P071/24      2. APOLOGIES FOR ABSENCE**

There were apologies from Cllr Mackenzie.

#### **P072/24      3. MINUTES OF THE LAST MEETING**

The meeting minutes were sent on email to Councillors on the Wednesday before the meeting and posted on the website but were omitted from the printed papers due to Officer's error. The minutes were resent to Councillors for comment following the meeting and it was **RESOLVED** that the minutes of the Planning meeting held on Monday 18 October 2024 and the Extraordinary meeting on Wednesday 4 December 2024 were agreed and signed as a correct record.

**P073/24 4. DISCLOSURE OF INTERESTS**

- i. There were no disclosures of interests.
- ii. There were no requests for dispensation.

**P074/24 5. TERMS OF REFERENCE**

The Committee agreed in principle to an expanded remit for the Planning Committee to become Planning, Environment and Transport. This would cover planning application consultations, the Neighbourhood Plan and the Town Council response to wider planning and transport consultations. The Committee **RESOLVED** that the Chair would work with the incoming Chief Officer to draft the revised Terms of Reference and to bring them to the Planning Committee when available.

**P075/24 6. APPLICATIONS FOR PLANNING PERMISSION**

**Ref No: 24/04258/FUL**

**Description: Single storey side and rear extension and rooflights to the front elevation**

**Address: 15 St Helens Terrace Spittal Northumberland TD15 1RJ**

No objections

**Ref No: 24/03631/FUL & 24/03632/LBC**

**Description: Conversion of former community building to create 5 new homes, and construction of 2 new homes to rear & Listed Building Consent for same project.**

**Address: Berwick Youth And Community Centre 5 Palace Street East Berwick-Upon-Tweed Northumberland TD15 1HT**

Berwick Town Council OBJECTS to both of the applications on grounds of design quality.

- The Town Council accepts the removal of the two temporary classrooms and other ancillary shed within the east courtyard.
- The Town Council supports and endorses the proposals as submitted, for the restoration of the remaining existing buildings on the site, and conversion to form 5 dwellings.
- The Town Council accepts the PRINCIPLE of additional residential development within the east courtyard.
- However, the Council's opinion is that the two dwellings as drawn (each being a detached bungalow with rooms in the roof, and an integral garage) represent an incongruous and fundamentally suburban intrusion into what is a fully urban setting.



- The Council notes that the upper floor of each bungalow contains a number of additional spaces that, although labelled as “storage” do include daylighting from rooflights, which implies potential for future increase in the number of habitable rooms: the Council questions the applicant's intentions.
- The Council observes that the site layout plan does not indicate how vehicular access to the garage of Unit No6 is provided.
- The Council notes that the source of slate roofing is not specified and, for the sake of the integrity of the Conservation Area, would not support any slate roofing that is not either Welsh or Scottish in origin.

**Therefore -**

- The Council would welcome a reconsideration of the layout and design of any development within the east courtyard. The Council would be likely to support properties that are not detached from each other, and (bearing in mind the 18 external car parking spaces indicated) would support properties that did not include an integral garage. The Council would not seek to insist on buildings that consisted of a single storey or appeared to be of a single storey.
- The Council would welcome reconsideration of the external materials of any residential development within the east courtyard, so as to provide variety and to distinguish the new work as subservient to the original building on the site: the council notes the use of clay brick walling and clay pantile roofing on adjacent properties.
- If it is administratively possible within each application to separate the new-build proposals from the work to the existing building, the Council would fully support approval of the work to the existing building as soon as possible, so as to allow the restoration to proceed without further delay.

**P076/24 8. PLANNING APPLICATION DECISION LIST**

The decisions provided in the attachment were noted.

**P077/24 9. NEIGHBOURHOOD PLAN**

The Committee had a brief update. The next Neighbourhood Plan meeting with NCC is on Friday 31<sup>st</sup> January. It was **RESOLVED** that the Chair would provide a brief summary of the current situation and circulate to Councillors prior to the meeting. It was also **RESOLVED** that the Chair would liaise with the Operations Manager to invite Mark Dodds to a meeting in advance of his public talk to the Civic Society on Neighbourhood Planning on 12<sup>th</sup> February.

**P078/24**      **10. ACTION PLAN**

The Committee considered the Action Plan. It was **RESOLVED** that the Councillors would return their A3 printouts of their ward with locations of missing dropped kerbs to Officers by the next Planning meeting on Monday 17 March.

**P079/24**      **11. DATE OF NEXT MEETING**

The next meeting date of Monday 17th March 2025 was noted.

# BERWICK-UPON-TWEED TOWN COUNCIL



## Planning Committee

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### **Minutes of the Town Council Planning Committee Extraordinary Meeting.**

held on Thursday, 20 February 2025 at 11.00am

The Meeting Room, Berwick-upon-Tweed Town Council Office, Unit 1, 82 – 88 Marygate, Berwick-upon-Tweed.

#### **Councillors present:**

Cllrs T Stewart (Chair), M Greener, J Robertson, G Smith and J Bowden.

#### **Councillors present but not on the committee:**

None.

#### **Officers present:**

Iain McCready, Chief Officer; Lucy Henzell-Thomas, Administrative Officer

#### **Also in Attendance:**

5 members of the public

#### **P080/24 1. OPEN SESSION**

2 members of the public raised objections in relation to Item 7 Communication Masts (P086/24).

#### **P081/24 2. APOLOGIES FOR ABSENCE**

There were apologies from Cllr Rowe & Cllr Mackenzie.

#### **P082/84 3. MINUTES OF THE LAST MEETING**

The Committee **RESOLVED** that the minutes of the meeting held on Monday 27 January, were agreed and signed as a correct record.

#### **P083/24 4. DISCLOSURE OF INTERESTS**

i. There was a disclosure of interest from Cllr Stewart regarding Application Ref No: 25/00318/FUL. Cllr Stewart left the meeting room for the duration of this item.

ii. There were no requests for dispensation.

**P084/24 5. APPLICATIONS FOR PLANNING PERMISSION**

**Ref No: 25/00388/FUL & 25/00389/LBC (Expires 28/02)**

**Address: Old Brewery Brewery Lane Tweedmouth Berwick-Upon-Tweed  
Northumberland TD15 2AH**

**Description: Proposed alterations to existing workshop building and associated works to create artists hub and gallery & Listed Building Consent for same project.**

No objections

**Ref No: 25/00232/FUL**

**Address: 80 Church Street Berwick-Upon-Tweed Northumberland TD15 1DU**

**Description: Proposed refurbishment works to existing building including new insulated roof cladding, installation of photovoltaic (PV) panels, new metal windows (to match existing) and new metal security entrance gate & side railings.**

No objections

**Ref No: 25/00318/FUL**

**Address: 97 Castlegate Berwick-Upon-Tweed Northumberland TD15 1LF**

**Description: Ground floor extension within rear courtyard of existing dwelling**

No objections

**Ref No: 25/00455/CCD**

**Location: Berwick St Mary's C Of E First School Newfields Berwick-Upon-Tweed  
Northumberland TD15 1SP**

**Description: Reconfiguration and extension to provide a designated SEMH facility with associated landscaping, car parking and engineering works**

No objections – Berwick Town Council approves and supports this application

**P085/24 6. PLANNING APPLICATION DECISION LIST**

The decisions provided in the attachment were noted.

**P086/24 7. COMMUNICATION MASTS**

The Committee had an update on the Berwick Town Council response to the proposed Connexin installations.

BTC was not consulted in this matter and have been informed by Northumberland County Council that the erection of the poles falls within permitted development under Schedule 2, Class A, Part 16 of the General Permitted Development Order. This means that the poles do not require planning permission.

BTC have received objections from residents and visitors which have been sent to NCC and the MP. NCC have decided to object to masts planned for conservation areas. The MP has responded to say that he has requested a face-to-face meeting with Connexin to establish why these masts are necessary, why existing infrastructure cannot be utilised and why they have not engaged with the public before submitting many applications to NCC, many of which have already been approved. Connexin have written back to say that they are prepared to sit down and meet, and they are planning for this to happen as soon as possible. Once BTC have further updates, we will share information on our website and social media.

**P087/24      8. NEIGHBOURHOOD PLAN**

The Committee had a brief update. On 12 February, 3 members of the Committee attended the Berwick Civic Society talk on 'The Health of Berwick Town Centre and how a Neighbourhood Plan could help'.

The meeting was well attended. We were pleased to see enthusiasm for the principle of BTC having re-started the Neighbourhood Plan process, and a real desire for residents to have input and to be consulted. We have been looking at the earlier draft of the Neighbourhood Plan to see what could be amended given changes that have taken place since a draft was put to one side in 2019. We have also met with the professional advisory team from NCC - last meeting was 31st January.

We hope to hold at least three community consultation drop-in events for residents this year - one in each of Spittal, Tweedmouth and Berwick. As it is a local election year, no consultation will be allowed for the six weeks leading up to polling day therefore it is likely that these consultations will have to wait until after mid-May.

**P088/24      9. ACTION PLAN**

The committee had a brief update – to be looked at in more detail at the next official meeting.

**P089/24 10. DATE OF NEXT MEETING**

The next meeting date of Monday 17th March 2025 was noted.

# BERWICK-UPON-TWEED TOWN COUNCIL



## Planning Committee

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### **Minutes of the Town Council Planning Committee Meeting.**

held on Monday, 17 March 2025 at 6.00pm

The Meeting Room, Berwick-upon-Tweed Town Council Office, Unit 1, 82 – 88 Marygate, Berwick-upon-Tweed.

### **Councillors present:**

Cllrs T Stewart (Chair), M Greener, R Driver, J Bowden, J Robertson, P Rowe

### **Councillors present but not on the committee:**

None

### **Officers present:**

Iain McCready – Chief Officer, Lucy Henzell-Thomas – Administrative Officer

### **Also in Attendance:**

None

#### **P090/24 1. OPEN SESSION**

There were no members of the public present

#### **P091/24 2. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs R Mackenzie, G Smith

#### **P092/24 3. MINUTES**

The Committee **RESOLVED** that the minutes of the meeting held on Thursday 20 February 2024, were agreed and signed as a correct record.

#### **P093/24 4. DISCLOSURE OF INTERESTS**

- i. There were no disclosures of interests
- ii. There were no requests for dispensation.

**P094/24 5. APPLICATIONS FOR PLANNING PERMISSION**

**Ref No:** 25/00589/FUL (Expires 19/3)

**Address:** The Granary Love Lane Berwick-Upon-Tweed Northumberland TD15 1AR

**Description:** Replacement of existing timber windows with new timber double glazed windows

No objections

**Ref No:** 25/00822/BT (Expires 28/03)

**Address:** Main Street Spittal Berwick-Upon-Tweed Northumberland TD15 1RD

**Description:** Proposal to remove phone box 01289307124

No objections

**Ref No:** 25/00820/BT (Expires 28/03)

**Address:** Main Street Spittal Berwick-Upon-Tweed Northumberland TD15 1RD

**Description:** Proposal to remove phone box 01289306239

No objections

**Ref No:** 25/00665/FUL (Expires 31/03)

**Address:** 7 Glamis Hill Berwick-Upon-Tweed Northumberland TD15 1NX

**Description:** Proposed extension and alteration to attic space and rear ground floor extension

No objections

**Ref No:** 25/00749/ADE (Expires 02/04)

**Address:** Land At North Of Tweedbank Retail Park Tweedbank Retail Park

**Description:** Advertisement Consent for 2no banner signs mounted on timber frames.

No objections but Berwick Town Council request that the signs remain for a maximum of 3 months.

PLEASE NOTE: There will be a separate meeting for application 25/00792/CCD

The Maltings Theatre And Cinema Eastern Lane on Monday 24<sup>th</sup> March 6-7pm at the Council Office on Marygate



**P095/24 6. PLANNING APPLICATION DECISION LIST**

The planning application decision list for February 2024 was noted.

**P096/24 7. NEIGHBOURHOOD PLAN**

Committee to be updated at next Planning meeting

**P097/24 8. DATE OF NEXT MEETING**

The date of the next meeting is to be confirmed.

# BERWICK-UPON-TWEED TOWN COUNCIL



## The Maltings Development Planning Application

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### **A report for Full Council, Monday 31st March 2025**

On Monday 24<sup>th</sup> March 2025, Berwick Town Council held a public open meeting to allow residents to ask questions and comment on the proposed development at the Maltings (Application Numbers 25/00792/CCD)

The meeting was attended by 7 of the 8 Councillors from the planning committee and two other Councillors, two representatives of the Maltings and one from Advance Northumberland. There was a great turnout of members of the public (around 30) showing the significant public interest in the development.

Members of the public were given the opportunity to ask questions which were fielded by Chair of Planning or answered by the representatives in the audience.

All members of public in attendance were given the opportunity to give their response verbally, via email or a paper submission on the night. Members of the public gave arguments both for and against the development.

Reasons against were mainly centred around the current design proposed and its visual impact on the views from various angles and the possible visual damage to the town. Comments on the bold signage were mentioned.

There were arguments for that stated the need for this development to take place and its benefit to the town centre as a whole.

There were neutral arguments that stated they supported the proposal but felt minor tweaks to the design may soften its impact on the town centre.

Officers received 14 submissions on paper or via email. Of these, five were in support. Five were objections. Two were neutral, both supported the scheme but criticised the design. Two

were not applicable as their comments did not support or object the application but questioned location of development or other issues which are not a consideration for this application.

Of the verbal submissions that were not questions, there were fourteen. Three were in support. Seven were objections, of these seven, three were repeated as paper submissions. Three were neutral (with support for the project but with design criticism) and one was not applicable as the member of the public covered issues not applicable to the council's planning consultation.

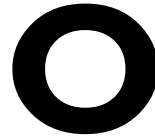
The objections again centred around design and signage especially the impact on the visual aspect of the town from the south side of the river. Support was centred around the opportunity for the town the development brings.

The documentation associated with the development is available on the planning portal. [25/00792/CCD | Part demolition, alterations and extension to existing theatre and other ancillary works | The Maltings Theatre And Cinema Eastern Lane Berwick-Upon-Tweed Northumberland TD15 1AJ](#)

Does the decision involve new expenditure?	No
Is there an existing budget for the proposed expenditure (insert code)	N/A
What procurement level is required?	None
Are there equalities impacts / an equalities assessment required?	No
Does this require a full council decision? (Reports for full council decision should still be sent to the relevant committee where possible.)	Yes
Is there a background paper or papers.	No
<b>Issues arising from proposal</b>	
None	
<b>Rationale for recommendation</b>	
N/A	
<b>Recommendation(s):</b>	
N/A	

**Report by Operations Manager  
March 2025.**

# BERWICK-UPON-TWEED TOWN COUNCIL



## Staffing Committee

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### **Minutes of the Town Council Staffing Committee Meeting.**

held on Monday, 02 December 2024 at 6.00pm

The Meeting Room, Berwick-upon-Tweed Town Council Office, Unit 1, 82 – 88 Marygate, Berwick-upon-Tweed.

### **Councillors present:**

Cllrs R Mackenzie (Chair up to Item 2), G Brown (Chair item 3 onwards) and J Bowden.

### **Councillors present but not on the committee:**

Cllr J Robertson.

### **Officers present:**

Stephen Robinson – Operations Manager, Steve Cozens – Finance Officer

### **Also in Attendance:**

None

#### **S040/24 1. ELECTION OF CHAIR**

The Committee **RESOLVED** that, in light of Cllr L Hawken's approved leave of absence, Cllr G Brown be appointed Chair of the Staffing Committee.

#### **S041/24 2. OPEN SESSION**

There were no members of the public present.

#### **S042/24 3. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr L Hawken.

#### **S043/24 4. MINUTES**

Points and issues raised included:

- I. Cllr R Mackenzie and the Operations Manager to bring updated Terms of Reference regarding Health and Safety to a future meeting which will then be a regular agenda item.
- II. The Volunteer Policy to be deferred until the Chief Officer is in post.

- III. The Operations Manager to explore Town Council part-time staff to act as office cleaners.
- IV. Pension contributions to be reviewed when Chief Officer is in post with the Operations Manager to update staff that they can increase.
- V. Information from ACAS should be followed when dealing with staffing issues.
- VI. All field staff have completed mandatory Health and training.
- VII. Weekly staff meetings are continuing on Wednesdays whilst the Operations Manager has a meeting with field staff on Fridays.
- VIII. The sorting of email addresses deferred until the Chief Officer is in post.
- IX. Drugs tests have now been completed with all passing.
- X. The Operations Manager's mentoring sessions are continuing.

After which, the minutes of the meeting held on 17 September 2024 were agreed and signed as a correct record.

**S044/24 5. DISCLOSURE OF INTERESTS**

- i. There were no disclosures of interest.
- ii. There were no requests for dispensation.

**S045/24 6. ANY OTHER URGENT BUSINESS**

- i. The Committee unanimously **RESOLVED** to recommend to Council adoption of the Sickness and Absence Policy, and
- ii. The Committee unanimously **RESOLVED** to recommend to Council adoption of the Flexible and Predictable Working Policy.

The meeting noted that an item will be added to the next Council Agenda regarding Committee Membership to allow any other Councillors to join the Committee.

**S046/24 7. STAFF TRAINING POLICY**

Those present provided feedback including that page numbering be rectified, that 'Change processes' be 'Managing change', to agree the figure of £2,500 regarding guidance for support, that 20% over 5 years have 'of original cost' added and 'referenced' be changed to 'referenced'.

After which the Committee **RESOLVED** to recommend to Council adoption of the Staff Training Policy.

**S047/24 8. DATE OF NEXT MEETING**

The date of the next meeting will be Tuesday 18 March 2025 at 6.00 pm.

**Committee 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 items of business on the basis that public discussion might prejudice the Council's position and staffing or personal issues might be discussed.**

**S048/24 9. CONFIDENTIAL MINUTES**

The minutes of the meeting held on 17 September 2024 were agreed and signed as a correct record.

**S049/24 10. APPRAISALS / ONE-TO-ONES**

The Operations Manager updated Councillors that one-to-ones have been completed for all field staff and these will be completed for everyone in March. Missed pay rises from April 2024 have been investigated. The Operations Manager's one-to-ones will start in December, this is an interim measure until the Chief Officer is in post. After which, the Committee **RESOLVED** to note the updates including that all missed pay rises from April 2024 due to SCP incremental rises be agreed.

**S050/24 11. STAFFING ISSUES**

The Committee **RESOLVED** to accept the salary figures as presented by the Operations Manager in the background paper with one additional incremental point assigned to a member of staff the Operations Manager omitted until discussion with committee had taken place. A staff member is to be approached to undertake cleaning duties as part of their regular duties to maintain increased hours.

**S052/24 13. STAFFING REVIEW**

Cllr R Mackenzie updated the meeting that a staffing review would be revisited after the Chief Officer has been in post for a couple of months. The Operations Manager then updated the meeting on the role of the Sergeant-at-Mace and the process of making sure elements of that position are written down.

After which, the Committee **RESOLVED** that the Operations Manager starts the process of working towards a new up-to-date job description for the Sergeant-at-Mace.

**S053/24 14. LONE WORKING DEVICES**

Councillors noted that a refund would be received from the previously agreed company who had deemed their software, which included elements for payroll, as incompatible.

After which, the Committee **RESOLVED** to approve the quote for lone working devices.

**S054/24 15. SLCC MEMBERSHIPS**

The Committee **RESOLVED** to approve payment of the Operations Manager's membership of the SLCC and that the Chief Officer's membership be paid for when they are in post.

**S055/24 16. ITEMS FOR NEXT AGENDA AND ACTIONS ARISING**

The Committee **RESOLVED** to confirm the following agreed actions:

Cllr R Mackenzie:

- To update the Schedule of Policies.

Cllr R Mackenzie and the Operations Manager:

- To bring updated Terms of Reference regarding Health and Safety to a future meeting.

The Finance Officer:

- To remove Cllr J Turton's name from future agendas.