

BERWICK-UPON-TWEED TOWN COUNCIL



AGENDA- Full Council

Time and date

Monday 22 September 2025 at 18:00

Place

Berwick-upon-Tweed Town Council Unit 1, 82-88 Marygate, Berwick-upon-Tweed, Northumberland TD15 1BN

TO: **ALL MEMBERS OF THE Full Council [In-person]**

Dear Councillor

The Agenda for the meeting is set out below.

Iain McCready

Proper Officer

02 June 2025

Agendas and papers for all meetings can be accessed on <https://www.berwick-tc.gov.uk/meetings>

Members' Apologies

Members are requested to submit their apologies and any Declarations of Interest on the relevant form attached to this agenda to Chief.Officer@Berwick-tc.gov.uk by 5pm on the day before the meeting.

Recording of Council Meetings

This meeting is digitally recorded, broadcasted and retained until the minutes are signed.

Questions by the Public

At the discretion of the Town Mayor, those members of the public, residing or working within the Council's boundary, will be invited to make representations or ask questions in respect of the business on the agenda, or other matters not on the agenda, for a maximum of 3 minutes per person or 15 minutes overall.

Members of the Public are welcome and have a right to attend this Meeting.

Please note that there is a maximum capacity of 10 in the public gallery.

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AGENDA

51.25.Apologies for Absence

To receive apologies for absence.

52.25.Minutes

To sign as a correct record the minutes of the Berwick-upon-Tweed Town Council extraordinary meeting held on 23rd June 2025

53.25.Disclosure of Interests

See attached.

54.25.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.

55.25.Part 1- Items for Decisions

Review the notes of the Working Groups and discuss any recommendations to Full Council

56.25.Notes of the Environment and Communities Group

To receive an update from the Lead Member on the recent meeting of the Working Group and to consider any recommendations to Full Council.

57.25.Notes of the Business and Administration Working Group.

To receive an update from the Lead Member on the recent meeting of the Working Group and to consider any recommendations to Full Council.

58.25.Notes of the Staffing Working Group

To receive an update from the Lead Member on the recent meeting of the Working Group and to consider any recommendations to Full Council.

59.25.Planning Committee

To adopt the draft minutes of the meeting of the Planning Committee held on 05/06/2025 (noted at the meeting of 23/06/2025) and note the drafts minutes of the meeting of the planning committee held on 04/09/2025.

60.25.Date of Next Meeting

The next meeting of the Council will be held on 27th October at 18:00

61.25.Part 2 - Confidential Items

TO PASS A RESOLUTION to exclude members of the public and press from the meeting at Part 3 of the agenda (if required) in view of any confidential items under discussion. These will usually relate to exempt staffing matters or contractual matters which may be commercially sensitive.

62.25.Confidential Matters

Any confidential matters (if required) arising from discussions of the Working Group notes.

2025-06-23 - Full Council In-person - Minutes June 23 2025.docx

Disclosures of Interest.docx

2025-09-01 - Environment and Communities Working Group In-person - Notes F~.docx

DRAFT ALLOTMENTS POLICY (2).docx

2025-09-08 - Budget and Administration Working Group - Notes Final Draft.docx

Staffing notes September 25.pdf

BERWICK-UPON-TWEED TOWN COUNCIL



Council

Time and date

Monday 23 June 2025 at 18:00

Place

Berwick-upon-Tweed Town Council Unit 1, 82-88 Marygate, Berwick-upon-Tweed, Northumberland TD15 1BN

Minutes

37.25. Apologies for Absence

There were no apologies for absence.

38.25. Open Session

Members of the public raised various issues:

- Concern over the capacity of the Town Council newsletter.
- Questions about the lease of the market and structural survey of the Markies building.
- Queries regarding the legality and transparency of working group meetings.
- Accessibility issues with holding meetings in the Town Hall due to lack of lift access.

The Mayor responded, noting the Council is pursuing the market lease and has commissioned a structural survey. He clarified working groups are advisory and make no formal decisions; recommendations must go to Full Council. He also noted accessibility issues are the reason meetings are held in the current premises.

39.25. Minutes

The draft minutes of the meeting held on 19 May 2025 were considered. Corrections included:

- Cllr Bruce was self-nominated, not nominated by Cllr Bowden, and seconded by Cllr Seymour.
- Cllr Rowe and Cllr Driver were involved in the Youth Project item.
- Friends of Five Arches should be attributed to Cllr Bruce.
- Amendments to councillor names, meeting times, and project details.

Council RESOLVED to approve the minutes as amended.

Decision: Council RESOLVED to approve the minutes as amended.

40.25. Disclosure of Interests

There were no declarations of interest.

41.25. Terms of Reference

Full Council [In-person] - 23/06/2025

It was RESOLVED to approve the Terms of Reference for the Council's working groups, with an amendment to include the words 'prioritising, scrutinising and developing' in the purpose statements.

It was also noted that there were no changes to the Planning Committee's Terms of Reference.

Decision: It was RESOLVED to approve the Terms of Reference for the Council's working groups, with an amendment to include the words 'prioritising, scrutinising and developing' in the purpose statements.

It was also noted that there were no changes to the Planning Committee's Terms of Reference.

42.25. Co-option on to the Council

Four candidates were considered for four vacancies. One candidate, Matthew Cooper, withdrew and was replaced by Paul Hillier. Presentations were given by three candidates:

- Graham Brown
- Anne Forbes
- Ayrin Khan

The fourth candidate, Paul Hillier, was not present. It was RESOLVED to co-opt all four candidates. It was agreed Paul Hillier would be invited to make a brief statement at his first meeting.

Ward allocations:

- Anne Forbes: Magdalene Ward
- Ayrin Khan: Grove Ward
- Graham Brown: St Boisil's Ward
- Paul Hillier: Upper Spittal Ward

Decision: It was RESOLVED to co-opt all four candidates. It was agreed Paul Hillier would be invited to make a brief statement at his first meeting.

43.25. Annual Governance and Accountability Return 2024/25

Council considered and approved the Annual Governance Statement for 2024-2025. Council RESOLVED to approve Section 1 of the AGAR.

The Council considered the Accounting Statements. Council RESOLVED to approve Section 2 of the AGAR.

Council RESOLVED to approve the Variances Report for 2024-2025.

It was noted the dates for the exercise of public rights will run from 25 June to 6 August 2025.

Decision: Council RESOLVED to approve Section 1 of the AGAR.

Decision: Council RESOLVED to approve Section 2 of the AGAR.

Decision: Council RESOLVED to approve the Variances Report for 2024-2025.

Decision: Council RESOLVED to approve dates for the exercise of public rights.

44.25. Strategic Plan Update

The update was NOTED. Further discussion and approval of priorities will take place at the September Full Council meeting.

45.25. Municipal Calendar

It was RESOLVED to approve the updated municipal calendar, including an additional Environment Working Group meeting on 7 July 2025 whilst noting the requirement to change the start time of Remembrance Sunday.

Decision: It was RESOLVED to approve the updated municipal calendar, including an additional Environment Working Group meeting on 7 July 2025 whilst noting the requirement to change the start time of Remembrance Sunday.

46.25. Notes from The Environment Working Group

Council RESOLVED to approve the following recommendations:

- Rename the group to 'Environment and Communities Working Group.'
- Increase meetings to 10 per annum.
- Install new bin at West End Road/Five Arches (subject to NCC approval).
- Install two additional bins at Spittal Play Park using existing stock.
- Improve signage for visually impaired residents in the High Street.
- Install 'Do Not Feed Seagulls' signage (subject to NCC approval).
- Update directional signage maps annually with QR codes.
- Form a Christmas Task Group, first meeting scheduled for 14 July 2025 at 4.00 pm.

Decision: Council RESOLVED to approve the following recommendations: Rename the group to 'Environment and Communities Working Group,' Increase meetings to 10 per annum, Install new bin at West End Road/Five Arches (subject to NCC approval), Install two additional bins at Spittal Play Park using existing stock, Improve signage for visually impaired residents in the High Street, Install 'Do Not Feed Seagulls' signage (subject to NCC approval), Update directional signage maps annually with QR codes, Form a Christmas Task Group, first meeting scheduled for 14 July 2025 at 4.00 pm.

47.25. Notes from The Budget and Administration Working Group

Recommendations were NOTED, including:

- Support for AGAR preparations.
- Recommendation to prepare a cover note for AGAR.
- Review of council investment diversification.
- Recommendation to adopt Canon printer lease Option 2 at a cost of £525 p.a., including consumables.
- The successful conclusion of the Internal Audit.
- That a Market Task Group be formed.

Council RESOLVED to approve the printer contract.

Decision: Council RESOLVED to approve the printer contract.

48.25. Notes from The Staffing Working Group

Council NOTED discussions on:

- Staff training needs and resources.
- Review of the staff handbook and HR policies.
- Staffing needs for Market.

Council RESOLVED to approve the following recommendations:

- All mandatory power tool training be completed as soon as possible (estimated cost: £5,000 for 3 people over 3 days; discounts to be explored),
- The outside workforce be paid overtime at a flat rate, during the summer period (April – Sept), to a maximum total of £10,000 annually, with all overtime to be pre-authorised, and recorded using signed timesheets, beginning in July this year.
- The cost of a two-year governance course to be undertaken by the Chief Officer at a total cost of £6,800 with appropriate safeguards.

49.25. Planning Committee

The draft minutes of the Planning Committee held on 5 June 2025 were noted.

50.25. Date of Next Meeting

The next meeting of the Council will be held on Monday 22 September 2025 at 6 pm.



Berwick-upon-Tweed Town Council

Disclosure of Interests Form

(Localism Act 2011)

Notification by a Member of a Disclosable Pecuniary or Other Interest in a Matter under Consideration at a Meeting

Please complete the form below to indicate any agenda items in which you have an interest. If you have a disclosable pecuniary or other interest in an item, please also indicate whether you wish to speak (refer to the Council's Code of Conduct for details).

As required by the Localism Act 2011, I declare that I have a disclosable pecuniary or personal interest in the following matter(s):

MEETING: _____

DATE: _____

NAME OF COUNCILLOR: _____

Agenda Item No.	Type of Interest (Disclosable Pecuniary / Other)	Reason for Interest	Wish to Speak (Yes/No)

Signed: _____

Date: _____

Please return this form to the Chief Officer before the meeting begins.

BERWICK-UPON-TWEED TOWN COUNCIL



Environment and Communities Working Group

Time and date

Monday 1 September 2025 at 18:00

Place

Berwick-upon-Tweed Town Council

Unit 1, 82-88 Marygate, Berwick-upon-Tweed, Northumberland TD15 1BN

In Attendance

Cllr Jane Turton – Chair

Cllr Janice Bowden

Cllr Robert Bruce

Cllr Rosmary Mackenzie

Cllr Thomas Stewart

Cllr John Robertson (Mayor, ex officio)

Apologies

Cllr Laura Hawken – Notes submitted.

Cllr Gary Smith

AGENDA

1. Apologies for absence

The meeting commenced with a discussion regarding apologies for absence. The Chair asked if apologies had been received, and it was confirmed Cllr Hawken was absent but had sent notes on various topics in the agenda which will be read throughout.

2. Disclosures of Interest

Following the apologies, the meeting proceeded to disclosures of interest. The Chair briefly touched on this agenda item, but no specific disclosures were mentioned by any attendees.

3. Spittal Park Sauna

The discussion on Spittal Park Sauna centred around the feasibility and support for the project. Councillor Seymour through email earlier in the day had raised concerns about the ability to sublet any section of the park, referencing documentation that did not explicitly permit subletting. She had contacted a strategic estates officer from Northumberland County Council for clarification but had not yet received a response. The documentation that BTC hold stated the

only mandatory consultee for the land transfer was Natural England, who would be involved in the planning process. Officers have contacted NCCs strategic estates for clarity.

Cllr Bruce reported that Councillor Hill had initially supported the sauna project but reported that Northumberland County Council was drafting a policy that might not support the sauna due to numerous applications across the county. The main concern raised was the safeguarding issues associated with placing a sauna in a children's play area. Councillor Bowden strongly opposed the idea, citing potential media backlash and the inappropriate nature of encouraging adults into a children's play area.

The discussion highlighted the division of opinions among the councillors, with some appreciating the vision and potential benefits of the sauna, while others were deeply concerned about the location and safeguarding issues. The suggestion was made to consider alternative sites, such as near the sailing club, which might be more appropriate. Ultimately, the councillors decided to judge the proposal on its own merits and acknowledged that further planning and consultations were needed.

The Sauna company had approached Councillor Hill regarding the proposal to install a sauna in Spittal Park. Councillor Hill had initially indicated that there was no established practice or method at the county level to initiate such a project. Hence, the proposal was brought to the town council due to the freehold on the play part. Cllr Bowden told the group that residents had previously complained about low water pressure, which could be exacerbated by the sauna installation. The council debated the feasibility of installing a sub-metered water supply from Northumbria Water, but concerns about the cost and impact on water pressure persisted. Ultimately, a vote was taken, and the majority of councillors were against proceeding with the project. It was decided that the matter would be noted at the full council meeting. The council decided to judge the proposal on its own merits and acknowledged that further planning and consultations were needed. A vote was taken, and the majority of councillors were against proceeding with the project. It was decided that the matter would be noted at the full council meeting.

4. Pump Track

The pump track discussion began with the Operations Manager providing updates on insurance costs and access issues. It was confirmed that the insurance would not require additional cover and could be included under the existing play park insurance. The project is now proposed to run as a 10-year initiative with an option for extension, Go Outdoors who support the project are looking to install maintenance facilities.

Concerns were raised by Ancroft Parish Council about Berwick Town Council's involvement, given that the project was not within Berwick's boundaries. John explained that the project's location was chosen to avoid conflicts with dog walkers and pedestrians, and to deter people who might misuse the area. The site was considered ideal due to its proximity to Berwick town centre and the lack of current users.

The councillors discussed the financial aspects, with John Bell from the Berwick Youth Project who was in attendance outlined the funding required for the project. He mentioned that the project had committed £30,000 from reserves and was seeking additional funds from the National Lottery and Berwick Town Council. The maintenance costs were estimated at £5,000 annually, which could be mitigated by volunteer efforts.

Councillors expressed concerns about the financial commitment, given the current budget constraints. The idea of spreading the financial contribution over several years was suggested as a potential solution. It was agreed that the insurance and maintenance support would be taken to full council for approval, and further discussions with John would clarify the possibility of phased funding. Officers asked to undertake further discussions with BYP to clarify the possibility of phased funding before Full Council.

5. Play Areas

The Operations Manager provided a verbal update on the condition of play areas. It was reported that a conditions report had been initiated and would be completed by November. There had been recent expenditures due to the failure of several pieces of equipment, but these costs were within the budget. The ongoing conditions report will be brought back to the group in November for further discussion.

6. War Memorials

The Operations Manager gave a verbal update on the maintenance of war memorials. It was noted that maintenance is ongoing, and efforts have been made to brighten up the memorials using materials from existing stock. The memorials are currently looking tidy, and there are plans to further improve them next year. There was a specific query about the Castle Gate memorial and its asset transfer to the council. The legal process with Northumberland County Council is ongoing, and the timeline for completion remains uncertain.

7. Woodland Walk Update

The Operations Manager reported that the Community Asset Transfer for the Woodland Walk had been approved by Northumberland County Council. A site meeting with highways and a member of the legal team is scheduled for next week to finalise details. There was a discussion about the lack of a detailed plan due to the dense state of the woodland, but the initial work will involve arborists performing cutting and chipping. The path will be timber-edged with a bark or chip surface, depending on the budget. The council plans to engage with Benicia regarding boundary fences and potential labour support. Councillors confirmed that community consultation had been conducted with leaflets distributed to local residents, resulting in a positive response overall. The council is awaiting a start date to proceed with grant applications and further community involvement.

8. 5 Arches Park

The discussion on 5 Arches Park centred around the potential asset transfer and management of the park. The Chief Officer proposed that the council should manage the park for an initial period, funded by Northumberland County Council, to demonstrate their capability before taking over ownership. This gradual approach would allow the council to invest in the park and manage it effectively. There were concerns about the condition of the changing rooms and other facilities within the park, which would require detailed surveys and potential improvements. The council agreed to develop a management plan and present it to Northumberland County Council, aiming for a collaborative approach to manage and eventually take ownership of the park.

9. Floral Displays

The Operations Manager reported positive feedback on the summer floral displays. A tentative post on social media exploring sponsorship received significant interest from local businesses. The council proposed a funding and sponsorship model to generate additional revenue for seasonal displays, aiming to expand coverage and maintain year-round displays. There was a discussion about the cost of hanging baskets, with suggestions to incrementally increase prices to avoid deterring small businesses. The council agreed to proceed with the sponsorship model and explore potential grants for future improvements. Concerns were raised about specific areas where floral displays were lacking, and steps would be taken to address these issues.

10. Rampart Bus Stop

The council discussed the installation of a new bus shelter at the Ramparts. Several styles were considered, with the Harrogate shelter being preferred due to its enclosed design and provision for solar lighting. The council agreed to recommend the Harrogate shelter to the full council for approval. The installation would include a concrete pad and provisions for large format timetables to assist users. There was also a discussion about adding a Green Bug station adjacent to the shelter to promote biodiversity.

11. Bus Stop Bench

The Operations Manager reported that Councillors Hill and Hunter had been approached by constituents requesting a bench at the new shelter opposite the former Homebase site. The Operations Manager confirmed that the pavement was wide enough to accommodate a bench while maintaining accessibility regulations. The council agreed to install a metal-framed bench with wooden tops, and the Operations Manager would approach the manager of Lidl for potential contributions towards the cost.

12. Town Centre Signage

The discussion revolved around the provision and maintenance of stone bases for war memorials. It was noted that the stone bases had been moved several times, resulting in damage to one of them. The council had recovered four stone bases and initially placed two on the High Street, which improved the appearance. The proposal was to provide five additional stone bases at a cost of £490 per unit from a local mason, totalling £2450. The locations for these bases included Quay Side, Parade Car Park, and the railway station. There was a debate on whether the expenditure was justified, considering its aesthetic value versus its cost. Ultimately, it was agreed that improving the town centre's appearance was worthwhile, and the recommendation to purchase the stone bases was approved.

The council discussed the installation of new signage in the town centre. The previous signs funded by LNER in 2019 were reviewed, and the council considered additional directional signs to improve navigation for tourists and residents. The Operations Manager would provide detailed quotes and designs for the new signs through the Tourism and Regeneration Group. The aim is to enhance the visibility and accessibility of key locations within the town centre.

13. Allotments

The council revisited the draft allotment policy, which had previously fallen through the cracks. Councillor Stuart had drafted the policy, and the chair wanted to implement it and explore additional allotment sites. The policy needed provisions for animals, buildings, and trees, with adjustments suggested for pigeons and structures like sheds and greenhouses. The council discussed potential new allotment sites, including land adjacent to Tweedmouth Cemetery and areas off Osborne Road. The policy would be updated and circulated for comments before being sent to the full council for adoption. The council also discussed the ongoing projects for water supply and fencing for new allotments. Officers asked to update and circulate the draft policy for comment to be adopted by full council in September.

14. Christmas Trees

The council discussed the provision of Christmas trees in housing estates, considering both physical trees and planters that could be used year-round. They explored possible locations, such as Newfields, Highcliffe, Prior Park and other housing estates within the town. The discussion included the feasibility of planting trees directly in the ground versus using planters, and the need for solar powered lighting. The council agreed to recommend the provision of Christmas trees to the full council, with specific locations to be determined. Cllr Robertson stated there was money available in the current financial year's budget. Councillors also considered sponsorship opportunities to cover the costs of planters and trees for future years.

Recommendations:

- **Item 4.** BTC to support insurance and maintenance costs of pump track approval.
- **Item 4.** BTC support capital outlay for pump track, phased at £10,000 over 3 years
- **Item 8.** Full Council agree to task Officers to develop a management plan for 5 arches park and present it to Northumberland County Council.

- **Item 9.** Full Council agree to proceed with the sponsorship model highlighted in table below and explore potential grants for future improvements.

Display	Number	Cost	Income	Sponsorship Advertising
Overall Sponsor	1	£5000	£5000	On all Plaques and Sponsor/Memorial Board and Town Council Window/Website
Three Tier Planter	9	£200	£1800	Plaque and Sponsor/Memorial Board
Tree Planter	13	£150	£1950	Plaque and Sponsor/Memorial Board
Two Tier Planter	2	£175	£350	Plaque and Sponsor/Memorial Board
Single Tier Planter	8	£150	£1200	Plaque and Sponsor/Memorial Board
Small/Low Planter/Barrel	11	£100	£1100	Plaque and Sponsor/Memorial Board
Wheelbarrow	1	£75	£75	Plaque and Sponsor/Memorial Board
Welcome to Berwick Signs	4	£100	£400	Plaque and Sponsor/Memorial Board
Railing Planter	26	£75	£1950	Plaque and Sponsor/Memorial Board
Streetlamp Hanging Baskets	22	£40	£1100	Sponsor/Memorial Board
Building Hanging Baskets	Target 80	£40	£4000	Sponsor/Memorial Board
TOTAL			£17125	

- **Item 10.** Full Council to agree to install the 'Harrogate' shelter (pictured below) at a cost of £8500 including the base installation, shelter delivery and install.



- **Item 11.** Full Council to agree to install a metal-framed bench with wooden tops at the new shelter opposite the former Homebase site at a cost of £300
- **Item 12.** Full Council to agree to purchase the stone bases was at a cost of £2450
- **Item 12.** Full Council to agree to task officers to proceed with the audit and design a comprehensive signage programme across the town, including Spittal and Tweedmouth with costings brought through Tourism and Regeneration.
- **Item 13.** Full Council to agree to adopt the draft allotment policy.
- **Item 13.** Full Council to agree to task Officers to undertake investigation into potential new allotment sites
- **Item 14.** Full Council to agree to the provision of Christmas trees in housing estates with specific locations to be determined by councillors.

- **Item 14.** Full Council to agree to task Officers to investigate sponsorship opportunities and costings for planters and trees.

On Going Tasks – If recommendations are approved

- **Item 5.** Officers to continue Play Area Conditions report to be brought back to ECWG in November.
- **Item 6.** Officers to progress War Memorials transfers.
- **Item 7.** Officers to progress Community Asset Transfer and finalise start date for the work.
- **Item 8.** Officers to develop Management Plan to present to NCC
- **Item 9.** Officers to publicise and manage Plant Sponsorship.
- **Item 10.** Officers to arrange for delivery and install of new shelter.
- **Item 11.** Officers to approach the management of LIDL and organise installation of bench.
- **Item 12.** Officers to organise supply and installation of new stones and conduct signage audit
- **Item 13.** Officers to explore potential new allotment sites, including land adjacent to Tweedmouth Cemetery and areas off Osborne Road.
- **Item 14.** Councillors to Determine specific locations for the provision of Christmas trees at Full Council
- **Item 14.** Officers to Investigate sponsorship opportunities to cover the costs of planters and trees.

Date of next meeting; Monday 6th October 2025.

ALLOTMENTS POLICY

DRAFT FOR COMMENT

PROVISION OF ALLOTMENTS

1. The Town Council shall provide allotments available for rent by any permanent resident of the Town Council area, for the growing of fruit and vegetables for personal or family use and including (with written agreement of the Council) the keeping of hens, bees and rabbits or any other living creature.
2. In choosing a location for a group of allotments, the Council shall bear in mind
 - i) the ability of tenants to get there by foot
 - ii) that the site should be relatively level
 - iii) that there should be at least 300mm of existing topsoil
 - iv) that water is already available or close by
 - v) that the site has an open aspect (not too shaded)

TENANCY ARRANGEMENTS

3. The provision of an allotment shall be subject to a standard Tenancy Agreement being signed between the Council and an individual and shall be subject to a payment of an annual rent.
4. The standard form of tenancy agreement used by the Council shall be reviewed at least every 2 years.
5. The rent for each individual allotment will be reviewed at least every 2 years.
6. Rents will be collected annually in February and any failure to pay will mean the cancellation of the tenancy agreement and eviction.
7. Groups of allotments shall be fenced or otherwise enclosed, and provided with at least one lockable pedestrian gate, with those fences, gates and other boundaries to be provided and maintained by the Council
8. An allotment shall not be less than 125 sq. metres in area, and each allotment within a group shall have access via a shared footpath. Shared footpaths shall be maintained communally among all tenants within the allotment group.
9. Half allotment plots shall be available on the agreement of both parties.
10. Tenants may only grow plants which are harvested annually. The planting of trees is forbidden.
11. Tenants are forbidden from the composting of food waste at the allotments to discourage rodent populations.
12. Tenants are forbidden to use pesticides/herbicides in line with council policy.

13. Tenants may only have one shed/storage building, no greater than 245cmx185cm in area and 230cm in height. On half plots no greater than 185cmx125cm.
14. Tenants may only have one greenhouse, no greater than 245cmx185cm in area and 230cm in height. On half plots no greater than 185cmx125cm.
15. Wherever possible, groups of allotments shall be provided with a single mains water supply for shared use by all tenants. The water supply will be metered, and the annual charges for water (excluding any standing charge) shall be recompensed to the Council by the tenants on a pro-rata basis, by size of plot.
16. In addition to shared footpaths, an area of at least 10 sq metres shall be kept as communal space within each group of allotments.

NUMBER OF ALLOTMENTS

17. The provision of allotments will be permanently advertised on the Council's website, and a waiting list will be maintained by the Council.
18. The Council shall provide allotments at the rate of at least 1 per 500 residents, as measured at the most recent census (or other statutory assessment of population)
19. The number of allotments will be reviewed at least every 5 years, and the council will undertake to increase the number provided if:
 - i) The number of residents on the waiting list is equal to or greater than 50% of the current number of allotments, or
 - ii) The population of the town council area has risen in line with Clause 11, or
 - iii) Any resident has been on the waiting list for a continuous period of more than 3 years

BERWICK-UPON-TWEED TOWN COUNCIL



Budget and Administration Working Group

Time and date

Monday 8 September 2025 at 18:00

Place

Council Offices, Marygate, Berwick-Upon-Tweed

Councillors Present: Cllr Rowe (Chair), Cllr Mackenzie, Cllr Robertson, Cllr Seymour

AGENDA

1.25. Apologies for absence

Apologies were received from Councillor Driver, Greener and Stewart

2.25. Disclosures of interest

None received.

3.25. Notes of previous meeting

The notes of the previous meeting held on the 9th June 2025 were agreed.

4.25. Expenditure vs budget year to date

The discussion began with Cllr Rowe addressing the need to review the strategic plan annually and the importance of aligning budget setting with the priorities of councillors. He suggested holding a Saturday morning session to gather councillors' input on their ward priorities for the next year, which would then inform the budget setting process and ensure alignment with the strategic plan.

The conversation then shifted to the variances between expenditure and the budget year to date. The members were provided with copies of the budget variance report, which highlighted anomalies identified within certain budget lines due to a software issue. This issue has now been resolved, and the affected budget lines have been corrected. Despite these anomalies, the overall bottom line figures remain correct, although some percentage calculations are slightly out of alignment.

The members decided to review the variances page by page to address any questions or concerns. The first page included variances related to admin staffing and equipment and furniture repairs. Discussions included the responsibility for building repairs under lease conditions, confirming that the council is responsible for the building's structural integrity, including the roof and windows.

Subsequent pages covered variances in stationery costs, recruitment support, office software and email costs, legal and professional fees, election expenses, corporate subscriptions, meeting expenses, public realm works, floral display materials, and salaries. Specific discussions highlighted the need for a plan to replace or refurbish the splash park due to its life-limited nature, the importance of reviewing corporate subscriptions to ensure value for money, and the potential for reallocating savings from election expenses.

The members also discussed the need to extend the allotments at Five Arches and the associated costs. The conversation concluded with a review of variances related to water quality inspections for the Splash Park, repairs and maintenance, and neighbourhood plan publicity and communications.

5.25. Grant applications

The members reviewed six grant applications, including those from the Triathlon Club, Tweed Connections CIC, Berwick Rangers Junior Football Club, the Literary Festival, the Rotary Club for the Christmas market, and the Greens Residents Committee. The discussion included the need to prioritise grant allocations within the budget and the importance of considering regular events like the Literary Festival.

The Triathlon Club's application was scrutinised, with concerns about its lack of advertising and whether the event was beneficial to Berwick. The club's income was greater than their expenditure leaving a positive bank balance. The triathlon spans across borders, and although it finishes in Berwick, much of it occurs outside the town. The group suggested that support might be more appropriate next year with better advertising.

Other applications included the Tweed Connection CIC, Berwick Rangers, and the Literary Festival. The Tweed Connection CIC requested £2,500 for a project costing £4,000, primarily for purchasing a car. The group agreed that they need to show additional funding before Berwick Town Council contributes as well as Berwick-upon-Tweeds Town Council Support advertised. Berwick Rangers sought £2,500 for a project costing £10,000, with the group suggesting a similar requirement for additional funding before approval. The Literary Festival, which requested £2,500 for a project costing £9,350, was supported due to its annual significance and successful fundraising.

The discussion also covered the Rotary Christmas market, which typically requires £500 for road closure to facilitate a larger event. The group noted that last year's event faced challenges due to adverse weather, and they agreed on the need for more details before making a decision.

The final application discussed was from the Greens, seeking support for planters. The group suggested a conversation with the Greens to clarify details and potentially utilise the council's workforce to reduce costs.

In summary, the group agreed to recommend most applications to the full Council, with specific conditions for additional funding and further details required for certain projects. The recommendations will be reviewed at the next meeting before referral to the full Council.

6.25. Budget provision for the coming year and beyond

The discussion centred on planning the budget for 2026 and beyond. The proposal involved organising a Saturday morning session where all wards could outline their priorities and desired achievements. This would help in creating a comprehensive plan, incorporating both strategic priorities and new requests. The strategic plan, which includes costings, would be reviewed to ensure alignment with current needs and priorities.

The group acknowledged that some strategic priorities might need reprioritisation, especially those that have already been achieved. The meeting would also consider immediate opportunities for spending that align with strategic priorities. The exact date for this session was not confirmed, but it was suggested to be in the second or third week of October, leading up to the full Council meeting at the end of October.

Further discussions included the potential relocation of council offices and the financial implications associated with various options.

Several options were proposed for councillors to recommend to the full Council:

1. Proceed with the purchase of the former Barclays Bank Building on the receipt of a satisfactory building conditions survey, commission a full dimensional survey, appoint an architecture design, finalise the layout, put the project out to tender, and appoint a contractor.

2. Commission a full dimensional survey and appoint a design architect to create a more detailed business plan, including estimated costs, then purchase the project, put it out to tender to finalise costs, purchase the building, and appoint a contractor.
3. Look into other premises that may be available within the town.

Cllr Rowe questioned if he had a disclosable interest the Barclays Bank building, mentioning his property is two doors away from the Barclays Bank building the Chief Officer stated he did not believe it is. Councillors Robertson and Seymour raised concerns about the financial implications and the potential impact on residents' precepts.

The discussion included a proposal to refer all recommendations to the full Council on the 22nd for a decision. There was a consensus that due diligence and detailed financial information were necessary to make an informed decision. The need for itemised costs and a clear outline of expected expenses was emphasised, as well as the importance of considering the long-term financial implications and value for money for the residents. A report is to be brought back to Budget and Administration Working Group in October.

The importance of providing councillors with comprehensive information to make a well-informed decision was reiterated.

7.25. Notification of payments and receipts

The group reviewed the notification of payments and receipts, noting that these are pre-approved transactions sent out every other Friday after review and scrutiny by Councillors. There was a discussion on the necessity of revisiting these during meetings, given the volume of paperwork. It was suggested that the group should focus on noting these transactions rather than re-examining them in detail during meetings.

The importance of scrutinising these payments and receipts regularly was emphasised, ensuring that all members fulfil their role in overseeing financial transactions. The group agreed to streamline the process by focusing on any variances in the bank reconciliation reports, which should be zero. If any differences are noted, they would be addressed in the meetings.

8.25. Bank reconciliations

The group discussed the bank reconciliation processes for the months of May, June, and July. It was noted that these reports include balances, unpresented payments (pre-approved payments made via direct debit), and receipts. The key point emphasised was to ensure that the difference in reconciliation reports is always zero, indicating no discrepancies. The group agreed to maintain oversight by reviewing these reports regularly and addressing any variances.

It was suggested that the reconciliation papers should be included in the meeting packs, allowing members to review them in advance and bring any queries to the meetings. This would ensure a more efficient and thorough review process.

9.25. Purchase orders

The purchase order listing was reviewed, with specific questions raised about certain entries. One notable discussion was about service calls for 24/7 Business Support, which includes charges for issues like password resets and IT system problems. The group clarified that these charges are for migration and configuration work, which took several days.

The group appreciated the detailed summary of purchase orders and agreed to continue reviewing these listings regularly. There was a suggestion to print out these summaries for easier review during meetings.

10.25. Internal controls

The need to delegate four councillors for internal control duties was discussed. The group noted that many internal control tasks are already being performed, such as checking purchase orders and payment runs. The Finance Officer was tasked with exploring any additional duties required and bringing a list to the next meeting.

The group agreed to defer the decision on delegating internal control duties until the next meeting, allowing time to review the list of tasks and ensure all necessary controls are in place.

11.25. Insurance

The current insurance policy for Berwick Town Council expires on 4th September. Officers sought quotes from three insurance companies, with Clear Councils, the current provider, offering the most competitive rates for a three-year deal. The policy covers public liability, fidelity insurance, and employers' liability.

The group discussed the coverage and agreed to recommend continuing with Clear Councils for a three-year term, noting that the policy would remain effective even if premises were moved.

12.25. Fuel cards

The discussion on fuel cards centred on replacing the existing provider, Fuel Genie with All Star. This is due to the current cards not working several times. The new provider is known to be very reliable and offers better control and reporting on fuel usage for the council's vans and Jerry cans. The first-year fee is £36, with subsequent years costing £72, and the first six months are free.

The group agreed that the new provider would offer improved oversight and control, making it a suitable replacement for the current system. The group decided to recommend replacing the existing fuel card provider, Fuel Genie, with All Star, as the new provider offers better control and reporting on fuel usage for the council's vans and Jerry cans.

13.25. NJC pay award 2025-26

The group was updated on the NJC pay award for 2025-26, which is effective from 1st April and will be backdated to be paid in October. The award includes a 3.2% increase, which is higher than previous years and ensures that the lowest-paid employees receive a living wage.

The importance of this pay award was acknowledged by the group, and it was noted that the implementation would proceed as planned.

The group agreed the NJC pay award for 2025-26, including a 3.2% increase effective from 1st April and backdated to be paid in October to be approved and implemented as planned.

14.25. Properties

The discussion on properties focused on the future location of Berwick Town Council's base. Officers investigated options and commissioned a building condition survey for the former Barclays Bank, which concluded that the building is suitable for the council's needs. The vision includes a visitor centre, council chamber, and potential residential units.

The group reiterated the need for thorough investigation and costings so the sure for value for money.

Officers are to bring a detailed report outlining further costs to the next meeting of the Budget and Administration Working Group.

15.25. Items for next agenda and actions arising

The group confirmed items for the next agenda and agreed on actions arising from the meeting. This included further discussions on grant applications, internal controls, and the properties options. The group emphasised the importance of reviewing documents in advance to ensure efficient and productive meetings.

The discussion concluded with a proposal to bring the detailed cost analysis and options for the relocation of council offices to the next meeting in October. It was agreed that the matter should be discussed further to ensure all necessary information is provided to councillors for an informed decision. The meeting ended with a call for any additional comments or questions, and the meeting was brought to a close.

16.25. Date of next meeting

The next meeting of the Budget and Administration Working Group will be held on Thursday, 16 October 2025, at 6:00 pm. This information was noted for reference, and no further discussion took place on this agenda item.

Recommendations:

Item 5: Award the grant of £2500 to Tweed Connections CIC on the provision evidence of the rest of the funding is provided and Berwick-upon-Tweed Town Councils support is advertised on the vehicle.

Item 5: Award of the grant of £2500 to Berwick Rangers Juniors on the provision the evidence of the rest of the funding is provided and that Berwick-upon-Tweed Town Councils support is advertised.

Item 5: Award the grant of £2500 to Berwick Literary Festival on the provision that Berwick-upon-Tweed Town Councils support is advertised.

Item 11: Recommend to Full Council to continue with Clear Councils for a three-year term for the insurance policy, noting that the policy will remain effective even if premises were moved.

Item 12: Recommend to full council to adopt the new provider All Star for the fuel cards for the outside services team.

On Going Tasks:

Item 4: Hold a Saturday morning session to gather councillors' input on their ward priorities for the next year.

Item 4: Review corporate subscriptions to ensure value for money.

Item 4: Plan to replace or refurbish the splash park.

Item 5: Refer the grant applications to the full council for approval on September 22nd.

Item 5 Request additional funding details from Tweed Connection CIC and Berwick Rangers before approval.

Item 5 Gather more details on the Christmas market event and planters before making a decision.

Item 6: Organise a Saturday morning session where all wards can outline their priorities and desired achievements.

Item 6/12: Provide detailed cost analysis and rationale for moving to new premises, including benefits of owning versus leasing

Item 8: The group decided to include reconciliation papers in the meeting packs for advance review.

Item 10: Explore any additional duties required for internal control and bring a list to the next meeting.

BERWICK-UPON-TWEED TOWN COUNCIL



Staffing Working Group

Time and date

Thursday 11 September 2025 at 16:00

Place

Council Offices, Marygate, Berwick-Upon-Tweed

Notes

Chair: Cllr Mackenzie (in the absence of Cllr Hawkin)

Attendance

- Cllrs present: Cllr Mackenzie, Cllr Robertson, Cllr Turton
 - Also in attendance (not a committee member): Cllr Bowden
 - Apologies: Cllr Hawkin
-

11.25 Apologies for Absence

The meeting opened with apologies from Cllr Hawkin, who was unable to attend following a last-minute injury to her knee. It was noted that Cllr Mackenzie would chair the meeting in her absence. The apologies were formally accepted and the meeting proceeded.

12.25 Disclosure of Interests

The Chair invited members to declare any interests. None were received and the meeting continued without declarations.

13.25 Notes

Members reviewed the notes of the previous meeting. It was noted that an item was missing from the Terms of Reference originally circulated, which had been identified by Cllr Hawkin. The omission will be rectified with a corrected version to be circulated. The group also discussed the possibility of scheduling more meetings during normal working hours. Notes covering pages seven to nine were considered and no further amendments were required.

14.25 Staff Handbook

The draft Staff Handbook was considered. The Chair thanked members for their input and highlighted that the handbook had been rewritten to be more modern, user-friendly and free from outdated, overly prescriptive language. References to the clerk had been updated to reflect current terminology. Members were asked to read the handbook thoroughly before the following Tuesday. Subject to final comments, it will be forwarded to Full Council for adoption on 22 September.

15.25 Policy Review

The group discussed the compiled list of 30 staffing-related policies. One policy on company cars had been removed as not applicable. Suggestions were raised to merge short-term and long-term sickness absence policies, and to combine home working with flexible working policies, though members noted the differences between them. Councillors were asked to read through the policies and submit comments ahead of the next staffing meeting. The final set of policies will then be presented to Full Council for adoption.

16.25 Staffing Update

The Operations Manager provided a comprehensive staffing update. Appraisals had been delayed because the Operations Manager was waiting for the Chief Officer to complete his appraisal, and then to have his own appraisal completed, before staff appraisals were undertaken. This sequencing was designed to align the whole team with the same set of goals. Staff appraisals are now scheduled for the following week. Members also considered moving to annual appraisals supported by a six-month review.

Market operations were discussed, with staff collections paid at £35 per collection and confirmed to be within budget. Members noted positive feedback from the public on the town's appearance and events. Training needs were discussed, particularly around safe use of power tools. Admin staff working hours were reviewed, with a proposal to formalise contracted hours to match existing patterns. Outsourcing of grass cutting and jet washing was considered to help cover peak workloads. Connor's probation period was approaching completion, with additional training planned afterwards. New uniforms have been ordered.

The Chief Officer reported on the migration to Cloudy IT, with two-factor authentication and full integration of agendas and minutes. The migration will begin next week, with full operational status expected by December. Training courses were considered for hedge cutting, brush cutting, jet washing and power tools. Training related to Christmas lights and play park inspections was discussed, alongside potential sponsorship for Christmas lights from local businesses. Further horticultural training and clawback clauses for funded training were also mentioned.

17.25 Officer and Councillor Training

It was noted that all staff had completed mandatory training such as manual handling and working at height, with refresh cycles every three years. A new system for preparing minutes and agendas was reported. Additional courses were suggested for the Finance Officer, including internal auditing and VAT for councils. GDPR e-learning was recommended for administration staff.

Further operational training was discussed, including hedge cutting, brush cutting, Christmas lights maintenance and play park inspections. Councillor training was also reviewed, with reference to previous NALC and SLCC sessions, and a proposal to compile a list of available training courses for circulation. It was agreed that while training is encouraged, it remains voluntary as councillors serve as volunteers. A proposal for mandatory Dignity at Work training for all councillors and staff was raised, with agreement to investigate options.

18.25 Future Agenda Items

The group noted that further discussions on policy review, staffing updates and training will return to future agendas. Councillors were asked to suggest any additional items ahead of the next meeting.

19.25 Date of Next Meeting

The group considered the timing of the next meeting. An initial proposal of Monday 27 October was adjusted to Thursday 30 October at 10:00 AM, subject to confirmation with the Chair. It was agreed the meeting would follow completion of staff appraisals.

Recommendations and Tasks

Recommendations:

- **Recommendation to full Council: The adoption of the revised Staff Handbook.**
- **Recommendation to full Council: To agree for all Councillors and Staff to attend Dignity in the Workplace Training arranged by the Chief Officer**

Tasks:

1. Chief Officer to re-circulate corrected Terms of Reference before next meeting.
2. All councillors to review Staff Handbook and provide comments before Tuesday preceding 22 September.
3. Chief Officer to place Staff Handbook on Full Council agenda for 22 September.

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4. Councillors to review staffing policy pack and provide comments before the next staffing meeting.
5. Chief Officer to advise on possible policy merges by the next meeting.
6. Provide staff power-tool training, with plan ready by the next meeting.
7. Prepare proposals to formalise admin staff contracted hours.
8. Explore sponsorship and reconditioning options for Christmas lights, with proposals by the next meeting.
9. Investigate local providers for Dignity at Work training and report back with options.
10. Arrange GDPR e-learning for administration staff.
11. Compile and circulate a menu of training options for councillors and staff before the next meeting.
12. All councillors and officers to suggest future agenda items at least one week prior to the next meeting.
13. Chief Officer to issue invitations and reminders for the next meeting on 30 October at 10:00 AM (with reminders one week and one day prior).
14. Chair to confirm availability for 30 October meeting.
15. Complete Cloudy IT email migration next week and ensure full functionality by December.

BERWICK-UPON-TWEED TOWN COUNCIL



Planning Committee

Minutes of the Town Council Planning Committee Meeting.

held on Thursday 5th June 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, G Smith, R Bruce

Councillors present but not on the committee:

None

Officers present:

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

Also in Attendance:

None

P001/25 1. OPEN SESSION

There were no members of the public present.

- Cllr Greener brought to the Committee's attention that some trees that had been removed on St Helen's Terrace, Spittal. Cllr Georgina Hill from Northumberland County Council was informed and passed it onto the enforcement team. TBC
- Cllr Stewart updated the Committee on the application for 136 houses on Spittal Point back in 2009. This was deemed by NCC to be lapsed so no longer valid, but this was challenged in court by the new owner and the challenge was successful. Officers will make sure the Committee are aware of any new applications relating to this development.

P002/25 2. APOLOGIES FOR ABSENCE

Apologies for absence were received from C Seymour

P003/25 3. MINUTES

Minutes from Monday 17 March 2025 approved by Full Council on Monday 19 May 2025 and were therefore not required for approval again.

P004/25 4. DISCLOSURE OF INTERESTS

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

P005/25 5. APPLICATIONS FOR PLANNING PERMISSION

Ref No: 25/01729/FUL

Address: New East Farm Berwick-Upon-Tweed Northumberland TD15 1UT

Description: Proposed rear single storey flat roof extension with lantern rooflights

No objections

Ref No: 25/01473/FELTPO

Address: 8 Ava Lodge Castle Terrace Berwick-Upon-Tweed TD15 1NP

Description: Tree Preservation Order Application to remove 1no Sycamore Tree, due to risk of uprooting in high winds, leaning towards adjacent road.

The Town Council objects to the application on the grounds that although the tree is showing some sign of movement, it appears to be in generally good health, with no visible signs of decay or disease.

But if the tree is removed, the Committee would like to know if the applicant intends to plant two replacement trees if the sycamore is removed, as is required under section GT3 of the Northumberland County Council General Tree Management Policy of 2010 – ‘Where a tree has been removed from a site it will be replaced on a two for one basis within the local area capable of allowing the tree to grow to maturity.’

Ref No: 25/01603/FUL

Address: Royal Border Bridge New Road Berwick-Upon-Tweed, TD15 1NF

Description: Relocation of Historic Royal Border Bridge sign under one of the arches on the Tweedmouth side of the bridge.

No objections

P006/25 6. PLANNING APPLICATION DECISION LIST

The planning application decision list for May 2025 was noted. As regards application 25/01372/TREECA, Cllr Bruce commented that he was disappointed that a handkerchief tree had been removed as this is a rare species of tree native to China.

BTC were not consulted on this application. The NCC report is [here](#) but the relevant section is below:

‘..the tree is diseased with a discharging hollow in the main trunk bowl of the tree and that it is located in close proximity to the host property where it over sails the building. As such, the removal of the tree is prudent management of the site and will help mitigate against the tree causing damage to the house and adjacent structures. Additionally, the tree is located within the rear garden of the host property where it is not clearly visible from the public domain and would therefore only make a very limited contribution to the visual amenity of the Conservation Area. For the above reasons, it is considered that the proposed works would not have a significant adverse impact upon the amenity of the site, or the wider Conservation Area and that the tree subject to this notification does not warrant protection through a TPO.’

P007/25 7. COMMUNICATION MASTS

The Chair updated the Committee on the Connexin Communication mast applications in Berwick. Following objections to 5 of the original applications, 3 further applications were submitted which have been approved by NCC. As these were being done under permissive development rights, we, as a Town council - and local residents - had no prior consultation.

P008/25 8. HOLIDAY LETS

The Chair introduced the subject of holiday lets. It is now an important industry for the town, but there are no planning controls. Holiday lets can also impact on the number of private rentals which are already low in Berwick. The question for the Committee was whether we could request an Article 4 Direction for the conservation areas re holiday lets - an Article 4 Direction only means that a particular development cannot be carried out under permitted development and therefore needs a planning application. The Committee agreed that Officers should investigate this and liaise with NCC regarding any relevant data on numbers of holiday lets already in the town. Officers will also file separately any applications that come through regarding change of use to holiday lets for our information.

P009/25 9. NEIGHBOURHOOD PLAN

The Chair gave a verbal update on the Neighbourhood Plan. The Town Council plans to hold public consultations in Berwick, Tweedmouth and Spittal in July – further details to be confirmed and advertised. Officers to liaise with NCC regarding Locality funding and to chase NCC regarding the pressing need for the Conservation Area

Management Plan (CAMP) which will be an essential linked document to the Neighbourhood Plan.

P010/25 10. DATE OF NEXT MEETING

The Committee noted the date of the next meeting on Thursday 3rd July. There was a suggestion to start earlier at 5pm - to be confirmed.

BERWICK-UPON-TWEED TOWN COUNCIL



Planning Committee

Minutes of the Town Council Planning Committee Meeting.

held on Thursday 4th September 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 Driver, J Bowden, R Bruce, C Seymour

Councillors present but not on the committee:

None

Officers present:

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

Also in Attendance:

3 members of the public

P011/25 1. OPEN SESSION

There were 3 members of the public present – no comment at this time

P012/25 2. APOLOGIES FOR ABSENCE

Apologies for absence were received from M Greener and G Smith

P013/25 3. MINUTES

Minutes from Thursday 5th June 2025 approved by Full Council on Monday 23rd June 2025 and were therefore not required for approval again.

P014/25 4. DISCLOSURE OF INTERESTS

- i. Cllr Stewart - declared an interest in 2 applications from Appendix A – 25/02798/LBC and 25/02797/FUL and left the meeting for the consideration of those applications.
- ii. There were no requests for dispensation

P015/25 5. APPLICATIONS FOR PLANNING PERMISSION

Ref No: 25/02797/FUL & 25/02798/LBC

Address: The Magna Tandoori 39 Bridge Street Berwick-Upon-Tweed
Northumberland TD15 1ES

Description: Retrospective: Erection of ancillary service building within rear yard of existing restaurant, to replace building demolished in 2010 to enable adjacent development & Listed Building Consent for same project

No objections, the Committee agrees with the Built Heritage & Design Officer's report on the application.

Ref No: 25/02625/LBC

Address: St Andrews Wallace Green Church Wallace Green Berwick-Upon-Tweed
Northumberland TD15 1EB

Description: Listed Building Consent for exterior and interior alterations to improve accessibility, heating system and flexible use of spaces. New ramp access from side entrance. New underfloor heating system in entire GF. Removal of pews and opening of existing walls under galleries to improve side halls and allow church group to use space in multiple ways. Addition of more toilets including accessible one and new kitchen area in rear hall. New air source heat pumps will be placed in existing roof valley of rear hall.

No objections. Berwick Town Council would like to express their support for this application.

Ref No: 25/02909/FUL

Address: Queens Head 2 - 6 Sandgate Berwick-Upon-Tweed Northumberland TD15 1EP

Description: Alterations to internal layout of front restaurant room creating two new bedrooms. Reinstating of historic opening onto street.

No objections.

Note: There was a Listed Building Consent registered in March this year in relation to the project above (25/00987/LBC)

BTC comment Date: Wed 16 Apr 2025

'Berwick Town Council notes that as the plan includes re-opening a previously blocked up door to the street and altering it from what was originally a single door to

a pair of doors, this should also be subject of a linked Planning Application (Under the Article 4 direction).'

Ref No: 25/02877/VARYCO

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

Description: Variation of Condition 5 (Highway Works) on approved application 25/00455/CCD in order to vary the wording of Condition 5 to allow phased implementation of the pedestrian/cyclist link from the western boundary of the school (amended description).

No objections.

Ref No: 25/02881/VARYCO

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

Description: Variation of Condition 6 (Internal Pedestrian/Cyclist Link) on approved application 25/00455/CCD in order to amend wording to the SEMH Unit shall not be occupied until the pedestrian/cyclist link within the site to the western boundary and the connection to the existing footway on the U104 has been constructed in accordance with the approved plans.

No objections.

Ref No: 25/03000/FUL & 25/02990/LBC

Address: 20 Ravensdowne Berwick-Upon-Tweed Northumberland TD15 1HX

Description: Replacement enlarged side extension including creating access to connect extension to main house. Alterations to include reinstate the rear stair, re-open door opening, replace irreparable windows, replace single glazing with vacuum glazing and removal of garden outbuilding/shed &

Listed Building Consent for same project

No objections but the Town Council would like to have more details of the materials proposed for the extension and will be guided by the Conservation Officer as regards the use of double glazing at the property.

P016/25

6. PLANNING APPLICATION DECISION LIST

The planning application decision list for August 2025 was noted.

P017/25 7. REQUEST FOR CONSULTATION

The Committee considered the NCC communication regarding the proposed addresses for the development on the Land East of Lifeboat house. The proposed addresses were Heron Quay and Beach Quay. The Committee did not think that 'Beach Quay' was appropriate as it is not on the beach and were neutral on 'Heron Quay'. They also suggested 'Spittal Quay', 'Pilot Quay' and 'Lifeboat Quay' as alternative options.

P018/25 8. NEIGHBOURHOOD PLAN

The Chief Officer read out the following update.

The NCC Planning Officer Mark Harrison who was working on our draft has now left NCC and the NCC Neighbourhood Plan team have said they will contact us soon for details of a new support officer. Before he left, he managed to take the latest draft plan content and put it into their options paper format, which makes it more succinct and readable for consultation. We have been in touch with Jo-Anne Garrick, an independent planning consultant who drafted the plan originally. She is keen to help us to get the now updated plan moving which will include help with public consultations. She is starting work on this this month, so we hope to have some input from her very soon.

We will be inviting external partners to discussions to ensure we get local support and have covered all bases important to residents, prior to going to the first round of public consultation. At the last meeting with Mark in July he gave us a rough timeframe of 18 months until completion but no breakdown so officers will endeavour to get that information for the councillors as soon as possible.

The 3 members of the public in attendance expressed an interest in being involved and provided their contact details.

P019/25 9. DATE OF NEXT MEETING

The Committee noted the date of the next meeting on Wednesday 1st October. At the previous meeting there was a suggestion to start earlier at 5pm – officers will consult committee regarding this.