

BERWICK-UPON-TWEED TOWN COUNCIL



Planning Committee

Time and date

Thursday 6 November 2025 at 18:00

Place

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

Committee Members

Cllr Rachel Driver – Vice Chair
Cllr Mike Greener
Cllr Janice Bowden
Cllr Catherine Seymour

In Attendance

Cllr John Robertson (Mayor)
Iain McCready (Chief Officer)
Lucy Henzell-Thomas (Administrative Officer)

NOTES:

31.25. Open Session

The meeting commenced with an open session where members of the public were invited to make representations, ask questions, and provide evidence relevant to the business on the agenda. There were no members of the public present, so the meeting moved on to the next agenda item.

32.25. Apologies For Absence

Apologies for absence were received from Cllr Thomas Stewart, Cllr Gary Smith, and Cllr Robert Bruce.

33.25. Minutes

The minutes from the Planning Committee meeting held on 4th September 2025 were reviewed. Councillors confirmed that they had seen the minutes and agreed that they were a correct record of the meeting.

Decision: The minutes from the Planning Committee meeting held on 4th September 2025 were signed off without any amendments or corrections. Decision proposed by Cllr Bowden and seconded by Cllr Driver.

34.25. Disclosures of Interest

No disclosures of interest were reported.

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35.25. Applications For Planning Permission

The committee reviewed two planning applications.

1. Ref: 25/01184/FUL

Location: Cantys Brig, Cantys Bridge, Berwick-Upon-Tweed TD15 1SY

Description: Conversion of redundant outbuilding to provide annex accommodation.

The councillors reviewed the application, including the floor plan, elevations, and parking spaces. They noted that the proposed conversion would be in keeping with the existing building.

Decision: No objections

2. Ref: 25/03786/FUL

Location: 29 Braeside Tweedmouth Berwick-Upon-Tweed TD15 2BY

Description: Disabled facility - proposed external step lift and associated external works.

The councillors reviewed the application and agreed that it was a sensible and necessary addition to the property.

Decision: No objections

36.25. Planning Application Decision List

The committee noted the list of planning application decisions for October 2025, as detailed in Appendix B.

37.25. Neighbourhood Plan

A verbal update was provided on the progress of the Neighbourhood Plan. A meeting was held on 30th October with key stakeholders, including councillors, the Civic Society, and the Consultant Jo-Anne Garrick. The discussion focused on strengthening the economic direction of the plan, particularly around tourism. It was noted that the plan should balance heritage protection with new opportunities for economic development.

The update included details on the consultation plans, which will involve a broader consensus package, including an online survey, printed leaflets, and engagement with local schools and stakeholders. The consultation is expected to run for a minimum of six weeks, with a referendum likely by May 2027.

There was an additional discussion about the importance of having printed notes for verbal updates during council meetings. Councillors expressed that having notes available would help them better follow and engage with the discussions. The Chief Officer acknowledged this and suggested that verbal updates should be accompanied by printed notes whenever possible, depending on the capacity of the officers and the standard procedures for meeting preparations.

Task: Ensure verbal updates are accompanied by printed notes whenever possible.

38.25. The Date of the Next Meeting

The date of the next Planning Committee meeting was confirmed as 4th December 2025.

Note: The Chief Officer informed the Committee that an application had come in regarding the Berwick Infirmary Bell Tower (Ref: 25/00635/PREAPP) but it had come too late to include in the meeting. The application will be discussed at Full Council on Monday 24th November.

Signed by the Chairman:

Date: