

# BERWICK-UPON-TWEED TOWN COUNCIL



## Planning Committee

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**Time and date**

Thursday 2 April 2026 at 6:00 PM

**Place**

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

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**TO: ALL MEMBERS OF THE Planning Committee [In-person]**

Dear Councillor

The Agenda for the meeting is set out below.

**Iain McCready**  
**Proper Officer**  
**27 March 2026**

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

**Committee Members are:**

Cllr Thomas Stewart - Chair  
Cllr Rachel Driver  
Cllr Mike Greener  
Cllr Janice Bowden  
Cllr Catherine Seymour  
Cllr Gary Smith  
Cllr Robert Bruce

**ALL Councillors are welcome to attend**

# BERWICK-UPON-TWEED TOWN COUNCIL

4/2/2026 6:00 PM - 8:00 PM

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# **AGENDA**

## **23.26.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

## **24.26.Apologies For Absence**

To receive apologies for absence

## **25.26.Minutes**

To sign as a correct record the minutes of the Planning Committee held on Thursday, 5 March 2025.

## **26.26.Disclosures of Interest**

See attached form

## **27.26.Applications For Planning Permission**

To receive the schedule of applications for planning permission and to consider making observations; and to consider any further applications received in advance of the meeting. Appendix A

## **28.26.Planning Application Decision List**

To note the list of planning application decisions for March 2025. Appendix B

## **29.26.Transport**

To receive a verbal update

## **30.26.Neighbourhood Plan**

To receive a verbal update

## **31.26.The Date of the Next Meeting**

The next meeting of the Committee is tbc

# BERWICK-UPON-TWEED TOWN COUNCIL



## Planning Committee

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### Time and date

Thursday 5 March 2026 at 6pm

### Place

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

### Committee Members

Cllr Thomas Stewart - Chair  
Cllr Rachel Driver  
Cllr Janice Bowden  
Cllr Robert Bruce  
Cllr Catherine Seymour

### In Attendance

Lucy Henzell-Thomas (Administrative Officer)

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## NOTES

### 1. OPEN SESSION

The meeting commenced with an open session where members of the public and councillors were invited to make representations, ask questions, and provide evidence regarding the business on the agenda. There were no members of the public present, but councillors brought up the following topics:

1. Councillors asked if there was any further information from NCC regarding the toucan crossing that was on the original plans for Loaning Meadows and which has not materialised. In February BTC were informed that NCC had contacted a member of the Councils Highway team to obtain details on the programme of delivery for the crossing and would advise the officers further once they know more. It was agreed that officers should continue to request updates from NCC and keep the committee informed.  
**Action: Officers to continue to request updates from NCC regarding the toucan crossing.**

### 2. Apologies For Absence

Apologies for absence were received from Cllrs Smith and Greener.

### 3. Minutes

The minutes of the Planning Committee meeting held on Thursday, 5 February 2026, were reviewed. It was agreed that the minutes accurately reflected the discussions and decisions made during the previous meeting and minutes were signed by the Chair.

#### 4. Disclosures of Interest

A disclosure of interest was made from the Chair regarding application 26/00559/FUL, 7 Osborne Road, for which he left the room.

#### 5. Applications For Planning Permission

The committee reviewed several applications for planning permission:

1. Ref: 26/00460/FUL  
Holy Trinity C Of E Aided Primary School Bell Tower Place TD15 1NB  
Demolition of storeroom which currently poses health and safety risks due to subsidence.  
Installation of timber bin store to allow for discreet waste bin storage.  
**Decision: No objections**
2. Ref: 26/00528/FUL  
1 Warkworth Terrace Berwick-Upon-Tweed Northumberland TD15 1LE  
Conversion of garage and internal alterations.  
Loft conversion - installation of rooflights  
**Decision: No objections**
3. Ref: 26/00185/FUL  
Hen And Chicken Hotel 15 Sandgate Berwick-Upon-Tweed Northumberland TD15 1EP  
Replacement windows to front elevation and internal variation to rooms.  
The application was discussed with support and objection raised. There were concerns regarding ventilation and access - some rooms would not have windows and a couple of rooms would be accessed only from the street. There was support for bringing a large building in town back into use for visitor accommodation but concern that there was a lack of detail in the plans provided.  
**Decision: Objection. BTC supports bringing the building back into use but cannot support this application given the lack of detail currently provided.**
4. Ref: 26/00559/FUL  
7 Osborne Road Tweedmouth Northumberland TD15 2HS  
Erection of timber garden building.  
**Decision: No objections**
5. 26/00575/FUL & 26/00576/LBC  
Berwick Baptist Church Golden Square Berwick-Upon-Tweed TD15 1BG  
Creation of accessible entrance to church by removal of boundary wall and installation of ramp and Listed Building Consent for same project.  
**Decision: Neutral. BTC accepts the change for accessibility reasons but has concerns regarding the location of a small secluded open courtyard with seating, in this location. BTC suggests a secure boundary treatment such as railings and a lockable gate, for when the building is not in use. BTC also raised concerns regarding the reduced ability for drop-off for any building users with mobility issues.**
6. 26/00570/VARYCO  
Elmbank Coastal Retreat Cow Road Spittal Northumberland TD15 2QR  
Variation of Condition 7 (Occupation Building Restriction) on approved planning application N/10/B/0266  
This application was discussed. There was support for the change but also concerns about how the changes would be monitored, the possible impact on amenities/facilities and how it might set a precedent for other sites.  
**Decision: No objection but the decision to support applies only to this site and BTC would like to be informed how the restriction to holiday uses would be monitored/policed.**

7. 26/00589/FELTPO  
Former Water Works Dock Road Tweedmouth Northumberland TD15 2BE  
Tree Preservation Order Application: G1 Mixed Species - Remove 4x Ash Trees, G2 Mixed Species - Remove 3 stems from Ash Trees, G3 Mixed Species - Remove advanced decline stems from Ash Trees, G4 Mixed Species - Remove defective stems and 2 uprooted Ash Trees  
**Decision: No objection but BTC requests that the removed ash trees be replaced with new trees in a position to be agreed with the Town Council.**

## 6. Planning Application Decision List

The committee reviewed the list of planning application decisions for February 2026 and various decisions noted. There was a discussion regarding the applications that came to BTC and which did not and what criteria decided this at NCC. It was suggested that Officers request clarity on this from NCC and, if appropriate, receive all applications for next month to see what else might be included. The officer present raised concerns regarding the increased number and how that may impact on their workload but will contact NCC to get details and feed back to Committee.  
**Action: BTC to contact NCC for clarity regarding criteria for applications that come to BTC**

## 7. Transport

The chair introduced the item which will be a regular item on the agenda. There was a discussion regarding bus stops. The Committee asked whether NCC should be raising the kerbs when new bus tops were installed, to improve accessibility in line with the Equality Act of 2010.  
**Action: BTC to seek clarification from NCC regarding the body responsible for funding provision of kerbs at bus stops which will meet the requirements of the Equality Act 2010.**

There has been a query from a resident regarding the possibility of a crossing at the Asda junction to make it safer for pedestrians. It was commented that the volume and speed of traffic also discouraged people from crossing to and using the bus stop.  
**Action: BTC to raise concerns with NCC regarding the necessity of improvements to the junction between the entrance to ASDA and the A1167, so as to improve pedestrian safety and to ease traffic movement out of the site (including consideration of a pelican crossing or other traffic controls). Subject to be raised at Full Council.**

NCC have commissioned a car park study which we have not had sight of yet.  
**Action: BTC to request a copy of the recent Berwick Parking Study commissioned by NCC and circulate to all councillors.**

## 8. Neighbourhood Plan

A verbal update on the Neighbourhood Plan was provided. We have had further feedback on the draft from external stakeholders which is being reviewed by Jo-Anne Garrick, our planning consultant. Public consultation is expected to take place in April. We are hoping to include information on consultation in the next edition of 'The Bulletin' as it will reach all households. There will be information available in the BTC office and we hope to have representation in the market once the Bulletin has been delivered where residents can ask questions and leaflets will be positioned at various outlets. There be posts on social media and an online survey. Following this, the working group will reconvene to discuss feedback.

## 9. The Date of the Next Meeting

The next meeting of the Planning Committee is scheduled for Thursday, 2 April 2026.

Meeting ended at 19:20

## Update on agreed actions from Planning Committee meeting 5/3/26

### 1. Toucan Crossing at Loaning Meadows

**Action: BTC to continue to request updates from NCC regarding the toucan crossing.**

UPDATE: NCC contacted for update – no response as yet

### 2. Planning Applications

**Action: BTC to contact NCC for clarity regarding criteria for applications that come to BTC.**

UPDATE: Emailed NCC Planning Department re criteria for consultees

Response:

‘Consultations are not issued, for example, regarding applications to discharge conditions, make non-material amendments, for work to trees in conservation areas, hedge removal, or applications for certificates of lawfulness, as legislation does not require it. They are issued for applications to vary conditions. Consultations are sent regarding any applications seeking permission for work to or felling of trees protected by Tree Preservation Orders.....

If you feel there are applications which you should have been consulted on but weren't, please provide the references or site addresses to enable us to check further. Other than that you would need to periodically check our Public Access system, and you can set up Saved Searches there too, to receive updates regarding applications of interest: Simple Search’

### 3. Raised kerbs at bus stops

**Action: BTC to seek clarification from NCC regarding the body responsible for funding provision of kerbs at bus stops which will meet the requirements of the Equality Act 2010.**

UPDATE: Emailed Highways at NCC – response:

‘Raised kerbs at bus stops would have to be funded through the LTP. I have copied in our Highways Programme team who should be able to advise.’

BTC asked NCC what the cost would be if BTC were to fund raised kerbs as part of a bus stop refurbishment – response:

‘Without knowing the site, a full raised platform with 6 metres of access kerbs and block paving infill would cost in the region of £7 - 8k including traffic management, materials and labour.’

BTC Operations Manager estimates this would mean we could fund just 1 bus stop a year.

### 4. Crossing point at ASDA

**Action: BTC to raise concerns with NCC regarding the necessity of improvements to the junction between the entrance to ASDA and the A1167, so as to improve pedestrian safety and to ease traffic movement out of the site (including consideration of a pelican crossing or other traffic controls). Subject to be raised at Full Council.**

UPDATE: Emailed NCC 19/3 – response:

‘We have no plans to make any changes at the Asda junction. Note that, because it is a privately owned access and not part of the public highway, any improvements to ease access/egress should be funded by Asda.

I'm not aware of any specific pedestrian safety concerns. We can look into it but note that changes to the junction layout are unlikely to be feasible due to the need to accommodate large vehicles delivering to the site.’

### 5. Car Park Study

**Action: BTC to request a copy of the recent Berwick Parking Study commissioned by NCC and circulate to all councillors.**

UPDATE: Requested Car Parking study - study sent to BTC – 106 pages.

To be shared on email with councillors.



# 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.

Northumberland County Council  
Planning Applications  
North Division

**NOTE: All applications (including plans and comments) can be viewed at <https://publicaccess.northumberland.gov.uk/online-applications/>  
Individual applications can be viewed by clicking the link on the Application Ref Number.**

**Examples of issues the local planning authority can normally consider as a material planning consideration:**

- Overshadowing;
- Overlooking and loss of privacy;
- Adequate parking and servicing;
- Impact on 'outlook'/sense of enclosure
- Loss of trees;
- Loss of ecological habitats;
- Design and appearance;
- Layout and density of buildings;
- Effect on listed building(s) and conservation areas;
- Access and highways safety;
- Traffic generation;
- Noise and disturbance from the scheme (though not from construction);
- Disturbance from smells;
- Public visual amenity (not loss of private individual's view);
- Flood risk.

**Examples of issues the local planning authority cannot normally consider as a material planning consideration:**

- Loss of value to private individual property;
- Loss of view;
- Boundary disputes including encroachment of foundations or gutters;
- Private covenants or agreements;
- The applicant's personal conduct or history;
- The applicant's motives;
- Potential profit for the applicant or from the application;
- Private rights to light;
- Private rights of way;
- Damage to property;
- Disruption during any construction phase;
- Loss of trade and competitors;
- Age, health, status, background and work patterns of objector;
- Time taken to do the work;
- Capacity of private drains;
- Building and structural techniques;
- Alcohol or gaming

**Application Ref** [26/00776/FUL](#)

**Location** Aldi North Road Berwick-Upon-Tweed Northumberland TD15 1QQ

**Description** Proposed reinstatement of asphalt surface on former Aldi Store, erection of Laundrette, 6 bay jetwash unit, 2 bay touchless drive through car wash unit, erection of signage at entrance and associated works

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**Application Ref** [25/04669/FUL](#) (extension to comments agreed)

**Location** 16 Church Street Berwick-Upon-Tweed Northumberland TD15 1DY

**Description** Partial change of use to retail shop on Ground floor to create 3no apartments.

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**Application Ref** [26/00909/FUL](#)

**Location** 21 Bell Tower Park Berwick-Upon-Tweed Northumberland TD15 1ND

**Description** Erection of garden shed

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## Planning Application Decision List for March 26

1. [Discharge of Conditions 5 \(Biodiversity Enhancement Plan\), 6 \(Demolition and Construction Method Statement\), 7 \(Building Contracts\) and 11 \(Climate Change\) on approved application 24/03995/FUL](#)  
Land West Of 11 Mill Strand Mill Strand Tweedmouth Northumberland TD15 2BJ  
Ref. No: 26/00682/DISCON | Status: Permitted  
BTC: Not consulted
2. [Installation of steel external access stairs & Listed application of same](#)  
8 Pier Maltings Pier Road Berwick-Upon-Tweed Northumberland TD15 1JB  
Ref. No: 26/00192/FUL & [26/00193/LBC](#) | Status: Permitted  
BTC: No objections but suggest there may be a need for Scheduled Monument Consent given the proximity to the town walls  
Update: Scheduled Monument consent applied – ‘Secretary of State is agreeable for the works to proceed providing the conditions set out below are adhered to, and that accordingly Scheduled Monument Consent is hereby granted under section 2 of the 1979 Act for the works described in paragraph 1 above, subject to [the following conditions](#)’
3. [Creation of first floor bedroom extension situated on single storey flat roofed rear extension](#)  
72 Highcliffe Spittal Northumberland TD15 2JJ  
Ref. No: 26/00118/FUL | Status: Permitted  
BTC: No objections
4. [Discharge of Condition 3 \(ecological enhancement scheme\) on approved application 25/04040/FUL](#)  
[Tweedsyde 15 Castle Terrace Berwick-Upon-Tweed Northumberland TD15 1NR](#)  
Ref. No: 26/00109/DISCON | Status: Permitted  
BTC: Not consulted
5. [Discharge of conditions 2 \(SuDS verification report\), 4 \(contamination land verification\) and 5 \(contamination not previously discovered\) on approved application 24/01359/VARYCO](#)  
Land Adjacent Seton Hall Ord Road Tweedmouth Northumberland TD15 2UT  
Ref. No: 25/04675/DISCON | Status: Decided - Partial Consent / Partial Refusal  
BTC: Not consulted
6. [Discharge of condition 3 \(BNG\), 7 \(cycle/scooter parking\), 8 \(car parking management\), 11 \(construction method statement\), 12 \(biodiversity enhancement plan\) and 13 \(landscape and ecological management plan\) on approved application 25/00455/CCD](#)  
Berwick St Mary's C Of E First School Newfields Berwick-Upon-Tweed Northumberland TD15 1SP  
Ref. No: 25/04645/DISCON | Status: Permitted  
BTC: Not consulted
7. [Variation of condition 2 \(Approved Plans\), 17 \(Noise Fixed Plant\) and 26 \(Archaeological Scheme of Works\) on approved application 25/00792/CCD in order to revise the scheme to include more retention of the existing structure, the component parts of the use and related internal spaces to be reallocated to different positions within the new building, which changes the internal and external design details \(as amended\).](#)  
The Maltings Theatre And Cinema Eastern Lane Berwick-Upon-Tweed Northumberland TD15 1AJ  
Ref. No: 25/04579/VARYCO | Status: Permitted  
BTC: No objections