

BERWICK-UPON-TWEED TOWN COUNCIL



Planning Committee

Time and date

Wednesday 23 September 2026 at 1pm

Place

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

Committee Members

Cllr Rachel Driver – Chair
Cllr Thomas Stewart
Cllr Mike Greener
Cllr Catherine Seymour
Cllr Gary Smith

In Attendance

Cllr Rachel Driver – Chair
Cllr Thomas Stewart
Cllr Mike Greener
Cllr Catherine Seymour
Lucy Henzell-Thomas (Administrative Officer)

NOTES

I. 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 2 members of the public present.

1. Resident attended to raise concerns regarding a licensing application by Custom House, 18 Quay Walls 26/00067/LIC. The concerns were due to the proposed all year-round opening and the effect it may have on nearby residential properties in a conservation area. This application did not come to the Planning Committee and was refused by NCC on the grounds that the cellar, as a live music venue, would operate independently of the main dwelling with separate access and would therefore represent a material change of use of the cellar as a distinct planning unit. As a Grade I listed building, any alterations required to facilitate this change of use may also require Listed Building Consent. There is a hearing on the 1st October at County Hall. It was agreed that it would be appropriate for officers to contact the Head of Planning at NCC to request clarification regarding whether the licensing application was pre-emptory given that an application for change of use may be necessary in the first instance.

Action: Officers to draft an email to NCC requesting clarification

2. Resident attended to give background to their application 26/02824/LBC Saks Hair and Beauty and to explain why the application had been resubmitted following refusal from NCC due to uPVC windows. They are appealing this decision. The new application no

longer contains the part regarding uPVC windows and the resident hoped the Committee would no longer have objection to the new application. If the resident receives permission to go ahead, they will apply for Change of Use. The Committee then considered the application under agenda Item 5.

2. Apologies For Absence

Apologies for absence were received from Cllr Smith.

3. Minutes

The minutes of the Planning Committee meeting held on Wednesday 24 June 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

No disclosure of interests were received.

5. Applications For Planning Permission

The committee reviewed 7 applications for planning permission:

1. Ref: 26/03037/FUL
24 Castlegate Berwick-Upon-Tweed Northumberland TD15 1JT
Proposed alterations to form access to rear of premises, alterations to retail shop and create ancillary accommodation
Decision: No objections but suggest that a Section 106 be imposed to ensure the new building at the back is not sold separately and is kept for permanent residential use.
2. Ref: 26/02907/FUL
59 Low Greens Berwick-Upon-Tweed Northumberland TD15 1LX
Proposed alterations including rear dormer, roof window replacement, internal alterations, external decoration and roof covering replacement.
Decision: Objection due to the fact that the new dormer window directly overlooks the neighbouring garden.
3. Ref: 26/03097/VARYCO
Barclays 22 - 24 Hide Hill Berwick-Upon-Tweed Northumberland TD15 1AF
Variation of Condition 3 (Restoration) pursuant to listed building consent 26/01261/LBC
Decision: No objections
4. Ref: 26/03157/FUL
Berwick Rangers Football Club Plc Shielfield Park Tweedmouth TD15 2EF
Siting an InPost Parcel Locker
Decision: No objections
5. Ref: 26/02824/LBC
Saks Hair And Beauty 109 Marygate Berwick-Upon-Tweed Northumberland TD15 1BH
Listed Building Consent for internal and external alterations to facilitate change of use of upper floors from commercial (Class E) to residential (Class C3). Removal of existing internal timber fire door and frame connecting retail unit to rear protected staircase. Removal of staff toilet cubicle and internal wall to Treatment Room 1 to create ensuite master bedroom. Formation of new double-opening between lounge and kitchen area. Removal of non-original suspended ceiling in lounge (lowered by approx. 400mm) and reinstate at original joist level. Creation of new door opening on rear elevation (1982 rebuild section). New fire-rated exit door will be installed to provide safe egress, service and delivery access for ground-floor retail unit. Installation of electrical and water meters and mechanical ventilation with heat recovery (MVHR) system.

Decision: No objections. The Planning Committee note the change of wording in the application and wait to hear the outcome of the appeal to NCC regarding the uPVC windows in the earlier application.

6. Ref: 26/02806/FUL

Holy Trinity C Of E Aided Primary School Berwick-Upon-Tweed TD15 1NB
80m2 tarmac hard standing play area to replace small grass area at edge of school field

Decision: No objections

7. Ref: 26/03280/VARYCO

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

Variation of Condition 3 (Operating Hours) on approved application 26/00776/FUL in order to extend the operating hours of the approved self-serve jet wash, touchless automatic car wash, and launderette facility to a continuous 24-hour operation. Removal of Condition 8 (Refuse) in order to there are no refuse details to be located on site, any waste material will be removed promptly and handled accordingly.

Decision: Objection due to the impact of noise on residential properties and the potential for antisocial behaviour at a 24-hour unmanned facility.

6. **Planning Application Decision List**

The committee reviewed the list of planning application decisions for August 2026.

Action: It was agreed to monitor application 26/02263/CCD Berwick Academy due to the 2-year timeframe for the temporary structure.

7. **Transport**

No discussion

8. **Neighbourhood Plan**

Officer updated Committee on the status of the Neighbourhood Plan:

The Steering Group met with our planning consultant on 10th August where she introduced the draft plan she had prepared. This shows the general structure and highlights the work that needs to be done. Subgroups have been formed to concentrate on the various topic areas - Design & Heritage, Place & Environment, People, Homes & the Economy, Sustainable Transport & Accessibility and tasks have been divided into those groups. There is a lot of information to look through and consider, and the Steering Group will be meeting again in October to discuss their findings.

When the Group has a full draft neighbourhood plan, it will go to further public consultation which will last 6 weeks. Following this, the plan will be submitted to Northumberland County Council for independent examination and a local referendum.

Action: Councillors to ask for more volunteers at Full Council on 28 September

9. **AOB**

Training - Councillor Seymour informed the Committee that there was NALC Planning training available for councillors.

Deputy chair – the Committee does not currently have a deputy chair but it was decided to postpone this appointment until after the election.

10. **Date of the next meeting**

Next meeting on Wednesday 21 October at 1pm

Meeting ended 14.30