

BERWICK-UPON-TWEED TOWN COUNCIL



Planning Committee

Time and date

Wednesday 23 September 2026 at 1:00 PM

Place

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

TO: **ALL MEMBERS OF THE Planning Committee**

Dear Councillor

The Agenda for the meeting is set out below.

Iain McCready

Proper Officer

18 September 2026

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

Committee Members are:

Cllr Rachel Driver (Chair)

Cllr Thomas Stewart

Cllr Mike Greener

Cllr Catherine Seymour

Cllr Gary Smith

ALL Councillors are welcome to attend

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.

Questions by the Public

At the discretion of the Chair, 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.

BERWICK-UPON-TWEED TOWN COUNCIL

9/23/2026 1:00 PM - 2:30 PM

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AGENDA

75.26.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

76.26.Apologies For Absence

To receive apologies for absence

77.26.Minutes

To sign as a correct record the minutes of the Planning Committee held on Wednesday 24 June 2026

78.26.Disclosures of Interest

See attached form

79.26.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

80.26.Planning Application Decision List

To note the list of planning application decisions for August 2026. Appendix B

81.26.Transport

To receive a verbal update

82.26.Neighbourhood Plan

To receive a verbal update

83.26.The Date of the Next Meeting

The next meeting of the Committee is on the 21st October at 1pm

BERWICK-UPON-TWEED TOWN COUNCIL



Planning Committee

Time and date

Wednesday 24 June 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 Robert Bruce – Deputy Chair
Cllr Thomas Stewart
Cllr Mike Greener
Cllr Catherine Seymour
Cllr Gary Smith

In Attendance

Cllr Jane Turton
Stephen Robinson (Operation Manager)
Lucy Henzell-Thomas (Administrative Officer)

NOTES

1. Election of Chair for the Administrative Year

Chair: Cllr Driver was proposed and seconded by Cllrs Greener and Stewart.
Deputy: Cllr Bruce was proposed and seconded by Cllrs Greener and Stewart.

2. 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.

3. Apologies For Absence

Apologies for absence were received from Cllr Seymour and Cllr Smith.

4. Minutes

The minutes of the Planning Committee meeting held on Thursday, 2 April 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 13 applications for planning permission:

1. Ref: 26/01745/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. Replacement of three 1980s timber sashes with Heritage-grade high-specification uPVC sash-and-case units on front and three on rear (double glazed). Installation of electrical and water meters and mechanical ventilation with heat recovery (MVHR) system.

Decision: Objection. While the Town Council welcome the conversion in principle, they object due to the proposal for uPVC windows.

2. Ref: 26/00991/FUL & 26/00992/LBC

Hen And Chicken Hotel 15 Sandgate Berwick-Upon-Tweed Northumberland TD15 1EP Replacement windows to front elevation and internal variation to rooms & Listed Building Consent for same project

Decision: Objection. There are still 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. BTC supports bringing the building back into use but cannot support this application given the lack of detail currently provided.

3. Ref: 26/01969/ADE

Berwick Railway Station, Shop Railway Street Berwick-Upon-Tweed TD15 1NF Advertisement Consent - New building signage to replace existing 'COSTA COFFEE' sign to building face, 'Travelines' sign to building face, and 'COSTA COFFEE' sign above door opening.

Decision: No objections

4. Ref: 26/01938/CCD

Berwick Academy Adams Drive Spittal Northumberland TD15 2JF Demolition of existing school buildings and the erection of new school buildings and associated external works including access and landscaping.

Decision: Committee requested an Extraordinary Meeting open to the public to look at the application in more detail with ALL councillors, NCC and new Head of Academy. Date to be decided.

5. Ref: 26/02001/FUL

69 - 75 Marygate Berwick-Upon-Tweed Northumberland TD15 1BA Change of use and alterations to the rear of the ground floor, first floor and 1 no external store building from commercial use to residential use and ancillary storage

Decision: No objections

6. Ref: 26/02008/LBC

8 Pier Maltings Pier Road Berwick-Upon-Tweed Northumberland TD15 1JB Listed Building Consent for internal alteration work including removal and replacement of mezzanine with a full floor structure, new stair and internal reconfiguration

Decision: No objections

7. Ref: 26/01989/FUL
I Letham Shank Cottages Berwick-Upon-Tweed Northumberland TD15 1UX
Alterations and extension to dwelling house and change of use of agricultural land to garden
Decision: Neutral. The Town Council has concerns regarding the change of use of land from agricultural land to domestic garden and the proposal to change a right of way. The Town Council requests clarity on the rules regarding the land change and whether the application has been sent to Rights of Way Officer to determine permission to re-route a right of way.
8. Ref: 26/02138/FUL
26 Springdale Tweedmouth Berwick-Upon-Tweed Northumberland TD15 2DD
Demolition of conservatory and erection of a single storey extension to the rear and side.
Decision: No objections
9. Ref: 26/01768/FUL
A And J Robertson Granite Ltd Tweed Dock Tweedmouth Northumberland TD15 2AB
Install three fixed light windows and building cladding for painting either grey or navy.
Decision: No objections subject to approval by the Conservation Officer
10. Ref: 26/01896/LBC
5A Ravensdowne Berwick-Upon-Tweed Northumberland TD15 1HX
Listed Building Consent for installation of photovoltaic panels to West (rear) pitch of existing roof, together with external battery storage. Installation of single air-source heat pump. Installation of internal secondary glazing.
Decision: Already covered on email – no objections
11. Ref: 26/01999/FUL & 26/02000/LBC
13 Hide Hill Berwick-Upon-Tweed Northumberland TD15 1EQ
Refurbishment of building including window and door repair/replacement; redecoration of shopfront; and conversion of upper floors to provide a 2-bedroom maisonette (C3 use) & Listed Building consent for same project.
Decision: No objections

6. Planning Application Decision List

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

Action: Officers to check Tree applications include the instruction to plant 2 new trees for every one felled.

7. Maltings Construction Management Plan

To discuss possible impact of the works on the Town Centre – application 26/01929/DISCON. Officers have been made aware of concerns regarding the lack of detail in timings, duration and days of operation in the application and the subsequent impact this may have on traders in the town centre.

Action: Officer to request more details on the project to ensure the public are suitably informed.

8. The Granary, Love Lane

Officers have received a letter regarding the application 25/04468/FUL concerning replacement of windows on Love Lane which was refused by NCC. An appeal has been made against this decision. The committee was asked if they wished to make comments or modify/withdraw their previous objection on the grounds that despite the fact that the building is not Listed, and upgrading to double-glazing is welcome, they have concerns that they should not generally be accepting the use of uPVC windows within the Berwick Conservation Area.

Decision: Committee decided to uphold their previous objection – no further action required.

9. War Memorials

To discuss additional insertion of names to war memorials.

Tweedmouth: A member of the public has come forward to inform the council that a name has been missed off the list on the Tweedmouth War Memorial.

Castlegate: A list of WWII fallen has been compiled by the Archives. It has been suggested that these names should also be commemorated at the Castlegate War memorial site.

Decision: Committee would like officers to investigate details and costs of changes/additions to War Memorials and feedback to councillors

10. Local Plan – Scoping Consultation

There will be separate engagement with town and parish councils in the autumn. Details to follow.

11. Neighbourhood Plan

Committee were given a verbal update. Steering Group to meet next week to discuss Feedback Report Draft received from planning consultant in order to progress draft of Neighbourhood Plan.

12. Date of the next meeting

Next meeting on 22nd July at 1pm



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

<u>Application Ref</u>	26/03037/FUL
<u>Location</u>	24 Castlegate Berwick-Upon-Tweed Northumberland TD15 1JT
<u>Description</u>	Proposed alterations to form access to rear of premises, alterations to retail shop and create ancillary accommodation
<u>Application Ref</u>	26/02907/FUL
<u>Location</u>	59 Low Greens Berwick-Upon-Tweed Northumberland TD15 1LX
<u>Description</u>	Proposed alterations including rear dormer, roof window replacement, internal alterations, external decoration and roof covering replacement.
<u>Application Ref</u>	26/03097/VARYCO
<u>Location</u>	Barclays 22 - 24 Hide Hill Berwick-Upon-Tweed Northumberland TD15 1AF
<u>Description</u>	Variation of Condition 3 (Restoration) pursuant to listed building consent 26/01261/LBC
<u>Application Ref</u>	26/03157/FUL
<u>Location</u>	Berwick Rangers Football Club Plc Shielfield Park Tweedmouth TD15 2EF
<u>Description</u>	Siting an InPost Parcel Locker
<u>Application Ref</u>	26/02824/LBC
<u>Location</u>	Saks Hair And Beauty 109 Marygate Berwick-Upon-Tweed Northumberland TD15 1BH
<u>Description</u>	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. NOTE: The original application 26/01745/LBC was refused due to the replacement of timber windows with uPVC units, they are now appealing this decision. In the meantime, the following sentence has been removed from the original application for this application: 'Replacement of three 1980s timber sashes with Heritage-grade high-specification uPVC sash-and-case units on front and three on rear (double glazed).'

Application Ref [26/02806/FUL](#)

Location Holy Trinity C Of E Aided Primary School Berwick-Upon-Tweed TD15 1NB

Description 80m2 tarmac hard standing play area to replace small grass area at edge of school field

Application Ref [26/03280/VARYCO](#)

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

Description 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

Planning Application Decision List for August 26

- [Trees in a Conservation Area - Removal of existing cotoneaster to facilitate repairs to boundary wall and replacement with I sorbus vilmorinii](#)
56 Brucegate Berwick-Upon-Tweed Northumberland TD15 1LP
Ref. No: 26/02780/TREECA · Status: Decided – no objection
BTC: Not consulted (no TPO)
- [Discharge of condition 3 \(travel plan\) on approved application 20/03308/VARYCO](#)
Berwick Sports And Leisure Centre Northumberland Road Tweedmouth Berwick-Upon-Tweed Northumberland TD15 2AS
Ref. No: 26/02753/DISCON Status: Permitted
BTC: Not consulted
- [Erect 8m light wooden pole - Ref: OGEEA6286566](#)
Outside 39 Castle Drive Berwick-Upon-Tweed Northumberland TD15 1NU
Ref. No: 26/02763/MISC Status: Decided – application is permitted development
BTC: Not consulted
(for information - BT intends to install fixed line broadband electronic communications apparatus. 1 x 8MTR Wooden pole (6.3m above ground) at the above location)
- [Discharge of Conditions 3 \(Biodiversity Net Gain\) and 8 \(Demolition & Construction Method Statement\) on approved application 26/01506/FUL](#)
Baldersbury Hill Berwick-Upon-Tweed Northumberland TD15 1UY
Ref. No: 26/02646/DISCON Status: Permitted
BTC: Not consulted
- [Non Material Amendment \(to change the wording of condition 3 regarding occupancy to be in line with the caravan site licence\) on approved application 15/01257/FUL](#)
Berwick Holiday Centre Magdalen Fields Berwick-Upon-Tweed Northumberland TD15 1NE
Ref. No: 26/02534/NONMAT Status: Permitted
BTC: Not consulted
(for information – brought the planning permission into line with the caravan site licence wherein the remaining pitches at Berwick Holiday Park may not be occupied between the 3rd of January and the 28th / 29th of February as a condition of the Site Licence.)
- [Temporary use of the site as a public car park for up to two years, including repairs and resurfacing of hardstanding, creation of a new dropped-kerb access from Walkergate, minor footway works, vegetation clearance \(excluding retained mature trees\), installation of parking and welcome signage, provision of Blue Badge parking, and replacement of hoardings with timber fencing where required along site boundaries.](#)
Land East Of 17 Walkergate Walkergate Berwick-upon-tweed Northumberland
Ref. No: 26/02318/FUL Status: Withdrawn
BTC: Note – application was withdrawn before we commented but we commented on the follow up application 26/02811/CCD:
'Berwick Town Council accepts the application in principle with the understanding that any extension to the 2-year period would require a new application, which - if circumstances remain similar - the Town Council would be extremely unlikely to support: the Town Council remains clear that the most appropriate permanent use of the site is built development. Councillors would like to be assured that there will be marked bays to ensure efficiency of the space and that suitable mitigations are in place to ensure good visibility, pedestrian safety and efficient surface water drainage. The Town Council does have concerns regarding the resubmission of this application to benefit from new legislation exempting the applicant from complying with Biodiversity Net Gain (BNG) obligations and suggests the application should be subject to a condition reinstating the BNG obligation.'

- [Construction of single storey, single classroom building with supporting spaces, WC facilities and associated external footpath](#)
Berwick Academy Adams Drive Spittal Berwick-Upon-Tweed Northumberland TD15 2JF
Ref. No: 26/02263/CCD Status: Permitted
BTC: No objections if we have NCC assurance that the application is for a temporary structure.
- [Listed Building Consent for internal alteration work including removal and replacement of mezzanine with a full floor structure, new stair and internal reconfiguration](#)
8 Pier Maltings Pier Road Berwick-Upon-Tweed Northumberland TD15 1JB
Ref. No: 26/02008/LBC Status: Permitted
BTC: No objections
- [Listed Building Consent for installation of photovoltaic panels to West \(rear\) pitch of existing roof, together with external battery storage. Installation of single air-source heat pump. Installation of internal secondary glazing.](#)
5A Ravensdowne Berwick-Upon-Tweed Northumberland TD15 1HX
Ref. No: 26/01896/LBC Status: Permitted
BTC: No objections
- [Install three fixed light windows and building cladding for painting either grey or navy.](#)
A And J Robertson Granite Ltd Tweed Dock Tweedmouth Northumberland TD15 2AB
Ref. No: 26/01768/FUL Status: Permitted
BTC: No objections subject to approval by the Conservation Officer