

BERWICK-UPON-TWEED TOWN COUNCIL



PLANNING COMMITTEE

Time and date

Wednesday 21 October 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

16 October 2026

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

Committee Members are:

Cllr Rachel Driver

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.

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AGENDA

1. 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

2. Apologies For Absence

To receive apologies for absence

3. Minutes

To sign as a correct record the minutes of the Planning Committee held on Wednesday 23 September 2026

4. Disclosures of Interest

See attached form

5. 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

6. Planning Application Decision List

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

7. Spot Listing

To discuss work involved in spot listing buildings

8. Neighbourhood Plan

To receive a verbal update

9. The Date of the Next Meeting

The next meeting of the Committee is on the 18 November at 1pm

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



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>	26/03425/LBC
<u>Location</u>	Berwick Railway Station Railway Street Berwick-Upon-Tweed TD15 INF
<u>Description</u>	Listed Building Consent to replace and re-position ticket vending machines within concourse of railway station, including installation of two new accessible ticket machines and relocation of existing digital display screen
<u>Application Ref</u>	26/03478/LBC
<u>Location</u>	20 Ravensdowne Berwick-Upon-Tweed Northumberland TD15 IHX
<u>Description</u>	Listed Building Consent for internal alterations to replace the existing front stair from ground to second floor
<u>Application Ref</u>	26/03543/FUL & 26/03544/LBC
<u>Location</u>	7 The Music Shop Bridge Street Berwick-Upon-Tweed Northumberland TD15 IES
<u>Description</u>	Rear single storey extension, associated internal alterations to create a cafe bar, bistro, alter access arrangements to first floor flat and internal layout alterations & Listed Building Consent for same project.
<u>Application Ref</u>	26/03640/FUL
<u>Location</u>	22 West End Tweedmouth Northumberland TD15 2HE
<u>Description</u>	Alterations to the principal (front) elevation to remove existing cement render wall finish to expose stonework below. Repoint stonework and replace existing attic window.
<u>Application Ref</u>	26/03651/ADE
<u>Location</u>	The Meadow House Inn North Road Berwick-Upon-Tweed Northumberland TD15 IUR
<u>Description</u>	Advertisement consent for one freestanding, non-illuminated totem sign
<u>Application Ref</u>	26/03650/FUL
<u>Location</u>	Proposal for the installation of eight rapid electric vehicle charging stations and ancillary equipment within the car park of Starbucks - Berwick-upon-Tweed, including three fully accessible EV charging bays.
<u>Description</u>	The Meadow House Inn North Road Berwick-Upon-Tweed Northumberland TD15 IUR

Planning Application Decision List for September 26

- [Installation of 1 x 9m light pole - Reference: OGEAA7080575](#)
O/S 1 Ivinston Road Tweedmouth Berwick-Upon-Tweed Northumberland TD15 2EA
Ref. No: 26/03348/MISC | Status: Decided - Application is permitted development
BTC: Not consulted
- [Trees in a Conservation Area: T1 \(Lilac\) - reduce overlong branch over path by approximately 40% \(1.5m\), T2 \(Ash\) reduce overall canopy by 20% \(1.3m\), clearing overhanging branches](#)
2 Wellington Terrace Berwick-Upon-Tweed Northumberland TD15 1HW
Ref. No: 26/03125/TREECA | Status: Decided – No objection
BTC: Not consulted
- [Install new 8m Light wooden pole](#)
Opposite 9 Cornhill Road Tweedmouth Berwick-Upon-Tweed Northumberland TD15 2DY
Ref. No: 26/03078/MISC | Status: Decided - Application is permitted development
BTC: Not consulted
- [Certificate of lawful development in order to replace garage door with sliding patio doors on front elevation](#)
2B Blakewell Road Tweedmouth Berwick-Upon-Tweed Northumberland TD15 2HG
Ref. No: 26/02862/CLPROP | Status: Withdrawn
BTC: Not consulted
- [Single storey rear extension, balcony replacement and door canopy installation](#)
19 Mount Road Tweedmouth Northumberland TD15 2BA
Ref. No: 26/02777/FUL | Status: Permitted
BTC: No objections
- [Proposed alterations to form dedicated access to first floor flat](#)
Residential Flat The Angel 11 Brewery Bank Tweedmouth Berwick-Upon-Tweed TD15 2AQ
Ref. No: 26/02737/FUL | Status: Permitted
BTC: No objections
- [Discharge of Condition 3 \(Demolition and Construction Method Statement\) on approved application 24/03619/FUL](#)
Regimental Museum Berwick Barracks Parade Berwick-Upon-Tweed Northumberland TD15 1DG
Ref. No: 26/02758/DISCON | Status: Permitted
BTC: Not consulted
- [Listed Building Consent: Proposed new signage and internal refurbishment works](#)
Costa Travelines Berwick Railway Station Railway Street Berwick-Upon-Tweed TD15 1NF
Ref. No: 26/02728/LBC | Status: Permitted
BTC: No objections
- [Listed Building Consent for internal alterations to create ensuite to main bedroom at first floor](#)
20 Ravensdowne Berwick-Upon-Tweed Northumberland TD15 1HX
Ref. No: 26/02669/LBC | Status: Refused

BTC: No objections

NCC: The proposed works would result in less than substantial harm to a designated heritage asset and Grade II Listed Building. There are no public benefits resulting from the development that would outweigh the identified harm. The proposed reconfiguration of the master bedroom would result in irreversible harm to the finest room in the house.

- [Proposed installation of Jimmy Strength statue \(amended description 23.07.2026\)](#)

Marygate Berwick-Upon-Tweed

Ref. No: 26/02594/FUL | Status: Permitted

BTC: No objections

- [Proposed alterations and extension to dwelling house](#)

62 Sunnyside Crescent Spittal Northumberland TD15 2DL

Ref. No: 26/02573/FUL | Status: Refused

BTC: Berwick Town Council is concerned about the size of the extension when compared to the existing house and the loss of privacy to neighbouring gardens from new windows. One of the bedroom windows would have a direct view into the garden of No64. Berwick Town Council suggests that if approved, the approval should contain a condition stating that this window and the bathroom window on the first floor should be obscure-glazed.

NCC: By reason of its scale, massing, and design, the proposed extension would fail to remain subordinate to the host dwelling and would not reflect the prevailing built form of the surrounding environment, appearing as an incongruous, overbearing addition that would cause an unacceptable level of harm to the amenity of neighbouring dwellings. Insufficient information has been provided to demonstrate that the parking and access arrangements would be improved to an acceptable standard for the proposed development.

- [Discharge of Conditions 37 \(Land Contamination\) and 38 \(Verification Report\) on approved application 18/00415/VARYCO](#)

Land At Spittal Point North Greenwich Road Spittal Northumberland

Ref. No: 26/02488/DISCON | Status: Decided – Partial Consent / Partial Refusal

BTC: Not consulted

- [Installation of replacement windows & doors \(as amended\)](#)

5 Knowe Head Tweedmouth Northumberland TD15 2EU

Ref. No: 26/02459/FUL | Status: Permitted

BTC: No objections

- [Discharge of condition 3 \(masonry repairs\) on approved application 25/00908/LBC](#)

Berwick Barracks, Gymnasium Gallery Parade Berwick-Upon-Tweed Northumberland TD15 1DF

Ref. No: 26/02384/DISCON | Status: Permitted

BTC: Not consulted

- [Discharge of conditions 4 \(car parking areas\) for implementation only, 5 \(vehicular access\) and 6 \(highway works\) in full on approved application 21/03006/FUL](#)

1 And 4 Rosebank Tweedmouth Berwick-Upon-Tweed Northumberland TD15 2NE

Ref. No: 26/02399/DISCON | Status: Decided – Partial consent / Partial Refusal

BTC: Not consulted

- [Alterations and extension to dwelling house and change of use of agricultural land to garden](#)

1 Letham Shank Cottages Berwick-Upon-Tweed Northumberland TD15 1UX

Ref. No: 26/01989/FUL | Status: Withdrawn

BTC: 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.

NCC: Recommended protection for Berwick Bridleway, an ecological impact assessment and a biodiversity net gain assessment.

Spot Listing Information - updated

Spot listing (or emergency listing) is a fast-tracked process used to immediately protect an unlisted, at-risk building. To get a building spot listed, submit a formal application detailing its historical or architectural significance along with the nature of the threat (e.g., pending demolition or unapproved alterations).

To successfully spot list a building in the UK, follow this step-by-step process:

1. Check if the building is already listed

Before applying, confirm the building isn't already protected or subject to a Certificate of Immunity.

England: Search the [National Heritage List for England](#).

Scotland: Use the [Historic Environment Scotland Portal](#).

2. Gather your evidence

Spot listing applications are heavily scrutinized. Your application must prove the building has special architectural or historic interest.

Historical Data: Dates of construction, past occupants, architectural style, and the architect's identity.

Photographic Evidence: Clear, recent photos of both the exterior elevations and significant interior details.

The Threat: Document the imminent danger (e.g., impending demolition or major structural alterations), as authorities prioritize at-risk buildings.

3. Contact the Local Planning Authority (LPA)

If the building is under immediate threat, contact your local council's conservation or planning officer.

Ask them to issue a **Building Preservation Notice (BPN)**.

A BPN serves as an immediate, temporary listing that protects the building for up to six months while the national heritage body assesses it for permanent listing.

4. Submit a formal listing application

Apply to have the building formally assessed by the appropriate national body.

England: Submit your recommendation via the [Historic England Apply for Listing](#) page.

Scotland: Submit a listing request through Historic Environment Scotland.

The government department responsible for culture and heritage will make the final decision on whether to permanently add the building to the national heritage registry.

TIMEFRAME

A "spot-listing" takes up to 6 months for a standard assessment by Historic England, though immediate temporary protection lasts for up to 6 months if a local council serves a Building Preservation Notice (BPN).