BERWICK-UPON-TWEED TOWN COUNCIL

Planning Committee

Time and date
Wednesday 21 October 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 Mike Greener
Cllr Catherine Seymour
Cllr Stephen Scott
Lucy Henzell-Thomas (Administrative Officer)

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.

2. Apologies For Absence

Apologies for absence were received from Cllr Stewart.

3. Minutes

The minutes of the Planning Committee meeting held on Wednesday 23 September 2026, were reviewed. Re the note on Open Session, Cllr Seymour asked if we had had a response from NCC following our request for clarification on whether the licensing application for Custom House (26/00067/LIC) was pre-emptory given that an application for change of use may be necessary in the first instance. The response from The Planning Manager at NCC was as follows:

'I am unable to comment on the licence hearing on 1 October as it sits out with the remit of the Planning Department. As you are aware the Planning Department has objected to the licence and has advised that planning permission and/or Listed Building Consent is required.

The licence application is completely separate to planning permission, however, we were notified of the licence application and given the opportunity to respond.'

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: 26/03425/LBC
   Berwick Railway Station Railway Street Berwick-Upon-Tweed TD15 1NF
   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
   Decision: No objections

2. Ref: 26/03478/LBC
   20 Ravensdowne Berwick-Upon-Tweed Northumberland TD15 1HX
   Listed Building Consent for internal alterations to replace the existing front stair from ground to second floor**.**
   Decision: Neutral. Councillors have concerns regarding the use of sapele for the entire staircase. This will replace elements that were designed and constructed in pine and is therefore not a period suitable substitution. Also, Sapele is a tropical hardwood and currently has a Conservation Status assessed as 'vulnerable'. Councillors will be interested to see the implementation of the Built Heritage & Design Officer's conditions as regards the submission of a comprehensive photographic record and measured joinery details.

3. Ref: 26/03543/FUL & 26/03544/LBC
   7 The Music Shop Bridge Street Berwick-Upon-Tweed Northumberland TD15 1ES
   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.
   Decision: No objections subject to Built Heritage and Design Officer Conditions regarding further details on extraction and the recommendations of Pollution Control regarding an acoustic assessment.

4. Ref: 26/03640/FUL
   22 West End Tweedmouth Northumberland TD15 2HE
   Alterations to the principal (front) elevation to remove existing cement render wall finish to expose stonework below. Repoint stonework and replace existing attic window.
   Decision: No objections

5. Ref: 26/03651/ADE
   The Meadow House Inn North Road Berwick-Upon-Tweed Northumberland TD15 1UR
   Advertisement consent for one freestanding, non-illuminated totem sign
   Decision: No objections

6. Ref: 26/03650/FUL
   The Meadow House Inn North Road Berwick-Upon-Tweed Northumberland TD15 1UR
   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.
   Decision: No objections

6. Planning Application Decision List

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

7. Spot Listing

The Committee was asked if it wanted to apply for spot listing for The Brewer's Arms to help protect historical features of the building from development. 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 you need to submit a formal application detailing its historical or architectural significance along with the nature of the threat.

It was agreed that officers should firstly consult the Chief Officer as to whether officers currently had capacity for the work involved. If so, officers should consult with other bodies such as CAAG, Civic Society, KOSB and Archives to pool resources and then determine which group should apply for spot listing.

Action: Officers to consult Chief Officer in the first instance. If agreed, Officers to contact relevant groups for discussion.

8. Neighbourhood Plan

Officer updated Committee on the status of the Neighbourhood Plan:
The Steering Group met with our planning consultant on 7th October where the group went through the work areas document to review progress and identify any questions and issues. They agreed priorities and next steps and decided who would be taking some actions forward. Biggest areas of work are under Design and Heritage and Place and Environment, covering Non-designated heritage assets and Local Green Spaces, as evidence needs to be given to justify their designations. There was also discussion around The Town Centre and Tourism. The new National Planning Policy Framework (NPPF) has just been published and it's very clear that policies in development plans, local plans and neighbourhood plans have to add local detail, not just repeat what is in the NPPF. If not, it will not survive the examination process. There is more information to look through and consider, and the Steering Group will be meeting again on 18 November 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.

Councillors on the Steering Group said that if other members of the Council were interested in being involved in the Neighbourhood Plan process to let Officers know.

9. AOB

- Training – Cllr Seymour informed the Committee that NALC will be approaching Councils to offer Planning training soon.
- Cllr Smith asked for an update on the appeal for Granary Love Lane (Appeal Ref: 6011084) – the appeal has now been dismissed.
- Cllr Seymour informed Councillors that she is stepping down from the Planning Committee.
- Deputy Chair – the Committee does not currently have a Deputy Chair but it was decided at the last meeting to postpone this appointment until after the election. The Committee also needs more members and this will be raised at the Full Council meeting on 26 October.

10. Date of the next meeting

Next meeting on Wednesday 18 November 2026 at 1pm.

Meeting ended 14.20.