BERWICK-UPON-TWEED TOWN COUNCIL

PLANNING COMMITTEE

Time and date
Wednesday 18 November 2026 at 1:00 PM

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

TO: **ALL MEMBERS OF THE PLANNING COMMITTEE**

Dear Councillor

The Agenda for the meeting is set out below.

Iain McCready
Proper Officer
12 November 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 Stephen Scott
Cllr Gary Smith

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

18/11/26 13:00 - 14:30

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AGENDA

84.26.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.

85.26.Apologies For Absence

To receive apologies for absence.

86.26.Minutes

To sign as a correct record the minutes of the Planning Committee meeting held on Wednesday 21 October 2026.

87.26.Disclosures of Interest

See attached form.

88.26.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

89.26.Planning Application Decision List

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

90.26.Transport

To receive a verbal update.

91.26.Parking in Berwick-upon-Tweed

To consider the provision of parking in Berwick-upon-Tweed.

92.26.Neighbourhood Plan

To receive a verbal update.

93.26.The Date of the Next Meeting

The next meeting of the Committee will be held on Wednesday 9 December 2026.

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.



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 26/03738/FUL

Location 16 Blakewell Road Tweedmouth Northumberland TD15 2HG

Description Proposed demolition of existing outbuilding and erection of a 1 3/4 storey annexe to provide additional accommodation to dwelling house and associated works

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Application Ref 26/03729/FUL

Location Filling Station North Road Berwick-Upon-Tweed Northumberland TD15 1UQ

Description Creation of an EV charging zone with canopy, jetwash, LV panel, meter cabinet, plant room, Substation, locker hub and associated works

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Application Ref 26/03530/FUL

Location 2B Blakewell Road Tweedmouth Berwick-Upon-Tweed Northumberland TD15 2HG

Description Conversion of existing garage to form new kitchen

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Application Ref 26/03884/FUL

Location 119 Marygate Berwick-Upon-Tweed Northumberland TD15 1BH

Description Installation of a ventilation flue to the rear of the property

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Application Ref 26/03954/FUL

Location Cara House 44 Castlegate Berwick-Upon-Tweed Northumberland TD15 1JT

Description Proposed conversion of existing guest house to Sui Generis House of Multiple Occupancy (HMO).

Planning Application Decision List for October 2026

- Listed building consent for replacement of 2no existing timber sash and case single-glazed windows.
  202C Main Street Spittal Northumberland TD15 1RR
  Ref. No: 26/03310/LBC
  Status: Permitted
  BTC: No objection, subject to Conservation Officers comments.

- Siting an InPost Parcel Locker
  Berwick Rangers Football Club Plc Shielfield Park Tweedmouth Northumberland TD15 2EF
  Ref. No: 26/03157/FUL
  Status: Permitted
  BTC: No objections.

- Erection of a detached annexe (on the same footprint and position as the previously approved detached outbuilding) for use of the residents of the dwelling house with associated works
  Hillside House Castle Hills Berwick-Upon-Tweed Northumberland TD15 1PB
  Ref. No: 26/02912/FUL
  Status: Permitted
  BTC: Berwick Town Council has no objection to the application in principle subject to a condition requiring a S106 agreement ensuring that the annex will not be disposed of separately.

- Proposed alterations including rear dormer, roof window replacement, internal alterations, external decoration and roof covering replacement.
  59 Low Greens Berwick-Upon-Tweed Northumberland TD15 1LX
  Ref. No: 26/02907/FUL
  Status: Withdrawn
  BTC: Objection due to the fact that the new dormer window directly overlooks the neighbouring garden.

- Listed Building Consent for the installation of a 6m high flagpole within the curtilage of the Angel of Peace war memorial
  Angel Of Peace Castlegate Berwick-Upon-Tweed Northumberland TD15 1JX
  Ref. No: 26/02831/LBC
  Status: Withdrawn
  BTC: No objection.

- 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.
  Saks Hair And Beauty 109 Marygate Berwick-Upon-Tweed Northumberland TD15 1BH
  Ref. No: 26/02824/LBC
  Status: Permitted
  BTC: 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.

- Change of use and alterations to the rear of the ground floor, first floor and 1no external store building from commercial use to residential use and ancillary storage
  69 - 75 Marygate Berwick-Upon-Tweed Northumberland TD15 1BA
  Ref. No: 26/02001/FUL
  Status: Permitted
  BTC: No objections.

- Demolition of existing school buildings and the erection of new school buildings, and associated external works including access and landscaping.
  Berwick Academy Adams Drive Spittal Northumberland TD15 2JF
  Ref. No: 26/01938/CCD
  Status: Permitted
  BTC: Berwick Town Council supports this application in principle - we are very keen that suitable provision for students is provided as soon as it is practicable to ensure the best environment for learning and welfare. Concerns have been raised regarding the length of the external stairway at the entrance but the councillors recognise that there are level access points elsewhere on site.
  Councillors would like to see the 3% cycle provision increased and understand that a travel plan will be a condition of the application, with a duty to monitor usage of the cycle spaces, how many have been used, and to accommodate additional space within the site to increase that with the demand. More provision may also encourage students to cycle, helping to meet the aspirations of NCC's own Health and Wellbeing Strategy.
  Councillors are still concerned about the speed limit of 30mph (down from 60mph) proposed for the main road immediately outside the entrance, and believe that this must be extended southwards to beyond Spinghill Lane and, in the vicinity of the school, would like to see a decrease to 20mph. We understand that this will go through a road safety audit process and The Highway Authority may choose to implement 20 mile an hour as part of the review process. The Council would also like to see how the highways designs and travel plan tie in with the LCWIP as a clear approach would be useful.
  The night-time appearance of the school is of concern, particularly when viewed from the north as the building is higher up the hill and therefore significantly more prominent. The Council believes that a condition relating to lighting design must specifically include the need for night-time visualisations to be submitted and approved beforehand.

- Discharge of Condition 3 (Demolition and Construction Method Statement), 4 (Stopping Up of Public Highway), 23 (Surface Water Disposal) and 27 (Archaeological Investigations) on approved planning application 25/04579/VARYCO
  The Maltings Theatre And Cinema Eastern Lane Berwick-Upon-Tweed Northumberland TD15 1AJ
  Ref. No: 26/01929/DISCON
  Status: Permitted
  BTC: Not consulted

- Replacement windows to front elevation and internal variation to rooms.
  Hen And Chicken Hotel 15 Sandgate Berwick-Upon-Tweed Northumberland TD15 1EP
  Ref. No: 26/00991/FUL
  Status: Withdrawn
  BTC: 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.

- Listed Building Consent for replacement windows to front elevation and internal variation to rooms.
  Hen And Chicken Hotel 15 Sandgate Berwick-Upon-Tweed Northumberland TD15 1EP
  Ref. No: 26/00992/LBC
  Status: Withdrawn
  BTC: 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.