



Berwick-upon-Tweed Town Council

Minutes of the Town Council Communities and Local Services
Committee Meeting held on Monday, 03 June 2024 at 6.00pm in
The Meeting Room, Berwick-upon-Tweed Town Council Office,
Unit 1, 82 – 88 Marygate, Berwick-upon-Tweed

PRESENT:

Councillors: R Driver (Chair)
M Greener
J Robertson
G Smith
L Stephenson
T Stewart
J Turton (from Item 7 onwards)

IN ATTENDANCE:

Gareth Davies, Town Clerk
Stephen Cozens, Assistant to the Clerk
Cllr L Hawken
Cty Cllr I Hunter
1 member of the public

MINUTE NO.	TITLE AND DESCRIPTION OF ITEM	Mover	Seconded	Decision
CLS007/24	OPEN SESSION			
	<p>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.</p> <p>This is for a period of 15 minutes overall and is limited to 3 minutes per person.</p>	N/A	N/A	<p>Cty Cllr I Hunter reported she has been contacted by residents regarding the grass at the closed Grove Gardens South Play Park.</p> <p>Cllr L Hawken asked for an update regarding the seating and tables for Highcliffe.</p> <p>Cllr J Robertson asked for an update on obtaining a mains water supply for the nursery compound.</p> <p>The Town Clerk responded that, weather permitting, the grass at Grove Gardens South would be cut this week; a meeting is to be arranged regarding Highcliffe and drawings provided by a plumber for mains water at the compound have been sent to Northumbria Water.</p>

CLS008/24	APOLOGIES FOR ABSENCE			
	To receive apologies for absence.	N/A	N/A	Apologies for absence were received from Cllrs J Bowden and G Brown
CLS009/24	MINUTES			
	To sign as a correct record the minutes of the Berwick-upon-Tweed Town Council Communities and Local Services Committee meeting held on Tuesday, 07 May 2024.	JR	TS	The minutes of the meeting held on Tuesday, 07 May 2024 were agreed and signed as a correct record.
CLS010/24	DISCLOSURE OF INTERESTS			
	<p>(i) Unless already entered in the Council's Register of Members' interests, members are required to disclose any personal interest, (which includes any disclosable pecuniary interest), they may have in any of the items included on the agenda for the meeting in accordance with the Code of Conduct adopted by the Council on 9 July 2012, and are reminded that if they have any personal interests of a prejudicial nature they must not participate in any discussion or vote on the matter and must leave the room.</p> <p>(ii) To receive and consider requests from members who have a Disclosable</p>	N/A	N/A	<p>i. The Town Clerk reminded Members of the need to keep their Register of Interests up to date.</p> <p>There were no disclosures of interests.</p> <p>ii. There were no requests for dispensation.</p>

	Pecuniary Interest in any items on the agenda an application for dispensation under section 33 of the Localism Act 2011 to enable members to participate in discussions and voting.			
CLS011/24	ENVIRONMENTAL VOLUNTEERS			
	Verbal update from Officers and elected Members.	Nem con		<p>Cllr L Stephenson provide an update on litter picking groups and equipment provided to them by the Town Council. This included litter issues at the play park adjacent to the sports centre, that Five Arches have requested posters / litter bin stickers, also litter is an issue on the New Road / Town Walls and the Charity Champion at Asda is arranging litter picks.</p> <p>Cllr M Greener then reported of the amount of litter pickers at Spittal beach, Cllr G Smith reported he has been approached by representatives of the Grove School and the Mayor suggested a Civic evening to celebrate voluntary litter pickers.</p>

				<p>The Town Clerk responded that the Town Council is happy to reach out to groups asking if there is anything they need or is there ways we can help and that he will raise issues with the play park at the sports centre and Five Arches with Northumberland County Council (NCC). Regarding the Town Walls, 'www.fixmystreet.com' is a tool used to report issues, however, English Heritage have not signed up.</p>
CLS012/24	BUS SHELTERS			
	To provide feedback to Officers regarding bus shelters at Cornhill Road.	Nem con		<p>The Town Clerk updated Members on bus shelters projects at Castlegate and Tweedmouth Main Street and that Officers required feedback for shelters at Cornhill Road</p> <p>Members asked questions on number of services, users, costs of maintenance and potential money available from NCC.</p> <p>Standing Orders were suspended sufficiently to allow Cty Cllr I Hunter to</p>

				<p>report that residents are looking for a shelter on their side of the road and that if the Town Council goes ahead with the project, they will put some funding in. After which, the Committee RESOLVED that a survey be conducted both electronically and in paper form, and that the results be reported to a future meeting of this Committee.</p>
CLS013/24	SPITTAL PLAY PARK			
	To consider the document circulated as a background paper.	JR	TS	<p>The Town Clerk updated the meeting of the concerns of locating all of the furniture within the Spittal Play Park area and that as a result of a site meeting between Councillors and Officers it is planned to place benches within the Play Area and Picnic Tables out with the Play Area. The extra durability of the recycled benches at Five Arches was noted.</p> <p>After which, the Committee RESOLVED that:</p>

				<ol style="list-style-type: none"> 1. 7 recycled benches in blue were the preferred option, 2. A report be brought to full Council including the seeking of permission to locate the Picnic Tables outside the Play Area, and 3. That money to purchase the benches and picnic tables be spent from reserves.
CLS014/24	GRANT APPLICATION			
	To consider a grant application from Berwick Slow Food.	Nem con		It was RESOLVED to refuse the request from Berwick Slow Food.
CLS015/24	ACTION PLAN			
	To receive an update.	Nem con		<p>The Town Clerk introduced the item with the update that as it's a new municipal year there maybe items the Committee wants to carry forward and that the action plan circulated is a result of the Town Meeting.</p> <p>The Chair referenced the full action plan also distributed. Grove Gardens South was discussed which, under the terms</p>

			<p>of the agreements, would normally revert to NCC's ownership once it has stopped being a play park. It was agreed that the Town Clerk ask NCC of their intentions and if the option of turning the site into allotments was acceptable. Further items discussed during this item included a photographic Town Centre audit with the possibility that Berwick Conservation Area Advisory Group may be willing to take the photos and share them with the Town Council, the projector / Christmas Lights and the Christmas Lights Working Group and fencing at Five Arches Allotments.</p> <p>After which, the Committee RESOLVED that:</p> <ul style="list-style-type: none">• Investigate options to clean gutters on Marygate (5) be deferred to the Planning Committee,
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				<ul style="list-style-type: none">• Drop kerb stones (21) To be discussed at the next town centre walk around and deferred to the Planning Committee,• Progress Neighbourhood Plan (26) be deferred to the Planning Committee,• Acquire and locate 7 new tree planters on Marygate (31) be removed as complete,• Removed projector stand (32) be removed as complete,• Replace Marygate bins (33) seagull proof options be brought to a future meeting of Council,• Fix the 7 Berwick lanterns (36) is an NCC issues so should be reported via 'fixmystreet.com' and removed,• Hanging baskets (37) is pending,• Marygate bollards (39) is to be completed by NCC through
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				<p>arrangement by Cty Cllr C Seymour so remove,</p> <ul style="list-style-type: none">• Repair kerbstone near WH Smith (40) is an NCC issue so remove,• Create table junction at top of West Street (41) be deferred to Planning Committee,• Digital sign boards (30) be removed,• Contactors be given until the next meeting of this committee to provide quotes for installation of Christmas Lights, and• Fencing of the Five Arches Allotments be added to the action plan with Officers to bring options to a future meeting of this Committee. <p>The Town Clerk then provided updates on the Green Conference, Picnic Tables at Spittal, the trampoline for Flagstaff Park, street furniture on Marygate and the recent ROSPA annual play park</p>
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				<p>inspection reports. The latter included that Officers were working their way through the report dealing with the most significant items including the need for replacement shackles at one play park and access issues at Greenses Haven which would be the subject of a report to the next meeting of this committee.</p> <p>The Committee then RESOLVED that the following wording be added to the action plan for Greenses Haven.</p> <p>‘To consider the impact of the recent ROSPA assessment of Greenses Haven Play Park on its future use.’</p>
CLS016/24	EXPENDITURE VS BUDGET YEAR TO DATE			
	To note the report.	Nem con		<p>Members raised points and asked questions on public space management, minus figures in the YTD Column, CCTV, promotion marketing and Local Services Officers.</p> <p>It was noted that the Town Clerk would review the figures against those agreed in the budget.</p>

				After which, the Committee RESOLVED to note the report.
CLS017/24	DATE OF NEXT MEETING			
	The next meeting of the committee will be held on Monday 15 July 2024, at 6:00 pm.	N/A	N/A	Noted.