



Berwick-upon-Tweed Town Council

Minutes of the Town Council Communities and Local Services
Committee Meeting held on Monday, 15 July 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)
J Bowden
G Brown
M Greener
G Smith
T Stewart
J Turton

IN ATTENDANCE:

Stephen Cozens, Assistant to the Clerk
Lucy Henzell-Thomas, Administrator
Justine Walker, Administrator
Cllr L Hawken
Cty Cllr I Hunter
5 members of the public

MINUTE NO.	TITLE AND DESCRIPTION OF ITEM	Mover	Seconded	Decision
CLS018/24	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>Greener Berwick raised the topic of the site at the Former Kelso Railway Line in regard to the item concerning allotments whilst the Transport Action Group for Berwick raised issues including sustainable transport and bus related information at the Railway Station and Golden Square in regard to the item for the Local Transport Plan (LTP).</p> <p>It was agreed that a site visit be arranged with Greener Berwick to the allotment site discussed whilst Cllr T Stewart updated the meeting that the LTP falls under the remit of the Planning Committee and also raised the concerns of seagulls being fed by users of the Town Centre.</p> <p>After which it was agreed that Officers should seek to work with the press including writing a letter to them, posters</p>

				should be produced for distribution and the prospect of working with a hawker be investigated for future years.
CLS019/24	APOLOGIES FOR ABSENCE			
	To receive apologies for absence.	N/A	N/A	Apologies for absence were received from Cllrs J Robertson and L Stephenson.
CLS020/24	MINUTES			
	To sign as a correct record the minutes of the Berwick-upon-Tweed Town Council Communities and Local Services Committee meeting held on Monday, 03 June 2024.	MG	JT	The minutes of the meeting held on Monday, 03 June 2024 were agreed and signed as a correct record.
CLS021/24	DISCLOSURE OF INTERESTS			
	(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	N/A	N/A	i. There were no disclosures of interests.

	<p>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 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.</p>	N/A	N/A	<p>ii. There were no requests for dispensation.</p>
CLS022/24	ENVIRONMENTAL VOLUNTEERS			
	<p>Verbal update from Officers and elected Members.</p>	Nem con		<p>The Assistant to the Clerk gave a verbal update on the current situation with litter picking groups provided by Cllr L Stephenson. This included that at Little Pier Road and Haven there is regular litter picking at weekends, at Tweedmouth volunteers are out regularly and there are still problems in the area all around the Sports Centre, at Five Arches volunteers are out regularly, but we still need to hear back from Northumberland County Council (NCC) regarding stickers required for</p>

				<p>litter bins, at Spittal several volunteers are out along the beach most days whilst no new equipment is required by anyone. It was noted that no dog fouling stickers and a stencil had been raised previously and it was RESOLVED to instruct the Assistant to the Clerk to email the relevant Officer at NCC whilst the subject was also mentioned to Cty Cllr I Hunter if she could raise this with her contacts.</p>
CLS023/24	ALLOTMENTS			
	<ul style="list-style-type: none"> i. To note the report. ii. To receive an update from the Assistant to the Clerk. 	Nem con		<p>The Assistant to the Clerk provided a verbal update to the report provided and the idea was raised of having strategic planning for allotments including exploring the possibility of extending current sites or repurposing other land. Standing Orders were suspended sufficiently to allow Cllr L Hawken to speak.</p> <p>After which, it was RESOLVED to:</p>

				<ol style="list-style-type: none"> 1. Note the report and add allotments to the Action Plan, 2. That Officers contact relevant Officers at NCC, and 3. That Cllr T Stewart make contact with contractors regarding the possibility of water at the Five Arches site.
CLS024/24	POLLING DISTRICT AND POLLING PLACES STATUTORY REVIEW			
	To consider a response to the review of polling districts and polling places.	Nem con		<p>The Assistant to the Clerk introduced the item and issues raised included the increase in postal voting, however, the choice of in person voting is essential as is the need for continuity.</p> <p>Standing Orders were suspended to allow Cty Cllr I Hunter to speak.</p> <p>After which, the Committee RESOLVED to note the review as well as that no further comments were required.</p>
CLS025/24	LOCAL TRANSPORT PLAN (LTP) CAPITAL PROGRAMME 2025-26			

	To consider priorities for the LTP Capital Programme 2025-26.	Nem con		<p>Cllr T Stewart updated the meeting that the deadline for a response is September, that the item falls under the remit of the Planning Committee and following on from a meeting at NCC there is capital expenditure available. After which, the Committee</p> <p>RESOLVED:</p> <ol style="list-style-type: none"> 1. To defer the item to the next meeting of the Planning Committee, and 2. To add an item to a future newsletter.
CLS026/24	CHRISTMAS MARKET / PLANTERS ON MARYGATE			
	To consider a site visit to Marygate to discuss a way forward for the Berwick Christmas Market.	Nem con		<p>Cllr G Brown updated the meeting on the request to move the planters as part of the Rotary Club's Christmas Market with a possible alternative of having a road closure. There is an outstanding issue of the planter outside the Town Council office which is in the same</p>

				<p>place as the Rotary Club's Christmas Tree is located.</p> <p>After which, it was unanimously</p> <p>RESOLVED:</p> <ol style="list-style-type: none"> 1. To request a site visit with representatives of the Rotary Club to explore solutions, and 2. As we are not minded to move planters, road closure to be explored (assumed to cost around £600) as Berwick Town Council's contribution to the Fair.
CLS027/24	ROSPA PLAY PARK REPORTS			
	To receive the annual inspections.	Nem con		<p>Officers provided updates on the annual inspections which included that schedules had been put in place for items that had been flagged up as in need of urgent attention, whilst other less pressing areas were being worked through. Access and boundary issues at Greenses Haven were also raised and discussed.</p> <p>After which, it was RESOLVED to:</p>

				<ol style="list-style-type: none"> 1. Note the reports, 2. Note the work already underway to items flagged up as urgent, and 3. Note that Officers are working their way through a prioritised plan.
CLS028/24	QUAYSIDE			
	To discuss a request from a local resident regarding new bins and bench maintenance on the quayside.	Nem con		<p>Officers introduced the item that a local resident had requested that litter bins more 'in-keeping' with the area be placed on the Quayside. Concerns were raised that the request related to an upcoming event, hence why bench maintenance is also included in the request.</p> <p>After which, it was RESOLVED:</p> <ol style="list-style-type: none"> 1. That litter bins and bench maintenance could not be investigated in time for the event, 2. That Officers guide event organisers to temporary event refuse supplied by NCC, and

				<p>3. To note that following on from communications with the Berwick Community Trust, that stock would be available for the planters on the Quayside if required.</p>
CLS029/24	LITTER BINS			
	To consider the purchasing of litter bins.	Nem con		<p>Officers introduced the item and Councillors asked questions and raised a number of points including the idea of seagull-proof litter bins, discussions which had taken place at the Town Centre Action Plan meetings, the difference in volume of the current stock and proposed stock, the need to ask NCC if they will agree to servicing the new stock and that QR Code stickers be included on the litter bins.</p> <p>Also, during the discussion, Standing Orders were suspended sufficiently to allow Cllr L Hawken and Cty Cllr I Hunter to speak.</p>

				After which, it was RESOLVED to purchase 10 of the proposed bins for Marygate and 6 of the regular bins for other locations as necessary.
CLS030/24	BENCHES			
	To receive an update from Cllr R Driver.	Nem con		<p>Cllr R Driver introduced the item and points raised during the discussion included if the Town Council is approached for benches that are outside their remit, asset tags, the use of what3words and that an item be included in the Newsletter.</p> <p>A general update was then provided on work being undertaken by Officers to the upgrade and repair of benches which also included access to the Town Walls to which a key would be beneficial.</p> <p>Standing Orders were suspended sufficiently to allow Cllr L Hawken to speak and suggest if not a key, then emergency access as an alternative.</p> <p>After which it was RESOLVED to:</p>

				<p>1. Note the updates provided, and</p> <p>2. Instruct Officers to contact English Heritage to request an access key for the Town Walls.</p>
CLS031/24	ACTION PLAN			
	To receive an update.	Nem con		<p>It was noted that updates to the target dates would be needed. After which, it was RESOLVED to:</p> <p>Remove T1 (bunting for High Street) as no longer required,</p> <p>Remove T2 (report on impact of new electric vehicle) as already received,</p> <p>Update T3 (cleansing of pedestrian areas of Marygate) to as and when prompted,</p> <p>Remove T4 (Bridge Street signage) as complete,</p> <p>Update T6 (Condition of town centre buildings) including target date to long term,</p> <p>Remove T7 (Economic Retail forum) as not under the jurisdiction of the Town Council,</p>

				<p>Remove T8 (Bridge 400) as completed, Update T9 (Greener Berwick) to medium-term, Update T11 (NCC funding for town centre improvements) to medium-term, CLS12 (Xmas Lights Working Group) Cllr G Brown to liaise with Cllr J Robertson and update RAG to red, Remove CLS13 (progress report on Town Centre Action Plan) as items are elsewhere on the plan, Update CLS14 (Plant living Xmas trees) as unfeasible so there is a need to investigate installing Christmas Trees as in previous years, Remove CLS15 (noticeboards in office) as superseded, Defer CLS 16 (Community Garden and Allotment demand) until new appointment made, Remove CLS17 (town centre hanging baskets initiative) as complete with</p>
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			<p>thanks noted to Cllr J Turton and invoicing being underway also noted, Defer CLS18 (outdoor activity options) until extra staffing resources are available,</p> <p>CLS19 (new bus shelter outside of Asda) quotes sought, and defer to the next meeting of full Council,</p> <p>CLS20 (seating and table at Highcliffe) now ordered, awaiting quotes for installation,</p> <p>Defer CLS22 (Berwick market) as ongoing negotiations until extra staffing resources are available,</p> <p>CLS23 (Green Conference) update RAG to amber,</p> <p>CLS24 (picnic tables at Spittal Play area) now ordered, awaiting date of installation,</p> <p>CLS25 (trampoline at Flagstaff Park) awaiting parts and installation date,</p>
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				<p>Defer CLS27 (acquiring town centre property for residential) until extra staffing resources are available,</p> <p>CLS28 (digital signboard) to remain as is,</p> <p>Defer CLS30 (digital signboards at Marygate and Castlegate) until extra staffing resources are available,</p> <p>Update CLS (Marygate bins) RAG to amber.</p> <p>CLS34 (move bin outside office back) can be progressed when new bins arrive,</p> <p>CLS35 (move benches outside office back) can be progressed as part of moving street furniture including litter bins,</p>
At this point it was unanimously RESOLVED to suspend standing orders sufficiently to allow the meeting to proceed beyond 8pm.				
				<p>Remove CLS36 (Berwick lanterns) as complete,</p>

			<p>Remove CLS37 (hanging baskets on the Berwick lanterns) as unnecessary, CLS38 (Jubilee Lamp) to remain as is, Update RAG for CLS39 (Marygate bollards) to amber, to be completed as part of work implemented by Cty Cllr C Seymour,</p> <p>CLS40 (damaged kerbstone near W H Smith) to be added to 'FixMyStreet', CLS42 (fence at 5 arches allotments) to be covered by report covering allotments as a whole,</p> <p>Remove CLS43 (benches on Berwick Pier) established as not being under the jurisdiction of the Town Council,</p> <p>CLS44 (policies regarding allotments and memorial plaques) defer to new appointment made,</p> <p>Moving the Beacon for next D-Day ceremony, defer to new appointment made, and</p> <p>Implement changes needed based on play parks safety report, update to</p>
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				produce a report on the future of Greenses Haven.
CLS032/24	EXPENDITURE VS BUDGET YEAR TO DATE			
	To note the report.	Nem con		Members asked a number of questions and raised a number of queries including on the order in which the Committees are provided with this report, scope for training, litter bin reserves and tracking movement of reserves when budgets are overspent. After which, it was noted that any questions regarding the budget should be forward to the Chair of the Budget and Administration Committee or the Assistant to the Clerk in time for the meeting of that Committee next Monday.
CLS033/24	DATE OF NEXT MEETING			
	The next meeting of the committee will be held on Monday 02 September 2024, at 6:00 pm.	N/A	N/A	Noted.