

# BERWICK-UPON-TWEED TOWN COUNCIL



Council

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## Minutes of the Town Council Meeting.

Held on Monday, 31 March 2025 at 6pm

The Meeting Room, Berwick-upon-Tweed Town Council Office, Unit 1, 82 – 88 Marygate,  
Berwick-upon-Tweed.

### Councillors present:

J Robertson (Chair), J Bowden, R Driver, M Greener, L Hawken, R Mackenzie, P Rowe, G Smith, L Stephenson, T Stewart and J Turton.

### Officers present:

Iain McCready – Chief Officer, Steve Cozens – Finance Officer, Joyce Benton – Sergeant-at-Mace, Lucy Henzell-Thomas – Administrative Officer, Justine Walker – Administrative Officer.

### Also in Attendance:

County Councillors G Hill, I Hunter and C Seymour. 9 members of the public.

**C144/24**

#### 1. OPEN SESSION

Members of the public and representatives of the Maltings Trust spoke on the development at the Malting. There were concerns and issues raised as well as messages of support for the application.

**C145/24**

#### 2. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr G Brown.

**C146/24**

#### 3. MINUTES

The minutes of the meeting held on 20 January 2025 were agreed and signed as a correct record.

**C147/24**

#### 4. DISCLOSURE OF INTERESTS

- i. Cllr L Hawken declared a personal interest in Item 6 (ii) Grant Applications Greener Berwick.
- ii. There were no requests for dispensation.

**C148/24**

#### 5. QUESTIONS BY MEMBERS

Cllr P Rowe complimented the Berwick Film & Media Arts Festival on their event. Cllr R Mackenzie commended the Hilda House Community on the International Women's Day event.

## Part 1 – Items for Decisions

C149/24

### 6. GRANT APPLICATIONS

- i. Points and issues raised included publicising to get maximum number of people to which social media will be used, schools will be contacted whilst a poster will be displayed in the Town Council office window.  
After which, Council **RESOLVED** to award £720 to Berwick Contemplative Arts.
- ii. Points and issues raised included the pro-active and positive work by the Estuary Group.  
After which, Council **RESOLVED** to award £490 to Greener Berwick.

C150/24

### 7. BUDGET AND ADMINISTRATION COMMITTEE

- i. An enquiry was made regarding the draft diary of annual civic events with an update provided that it would be combined with the meeting plan for 2025-2026.  
After which, it was **RESOLVED** on the motion of Cllr R Mackenzie, seconded by Cllr T Stewart to adopt the minutes of the meeting of the Budget and Administration Committee held on 13 January 2025 (noted at the meeting of 20 January 2025).
- ii. It was **RESOLVED** on the motion of Cllr T Stewart, seconded by Cllr M Greener to adopt the minutes of the extraordinary meeting of the Budget and Administration Committee held on 03 February 2025.
- iii. It was **RESOLVED** on the motion of Cllr R Driver, seconded by Cllr R Mackenzie to note the draft minutes of the meeting of the Budget and Administration Committee held on 10 March 2025.

C151/24

### 8. COMMUNITIES AND LOCAL SERVICES COMMITTEE

- i. An enquiry was made regarding outdoor fitness equipment with updates to be provided hopefully in May.  
After which, it was **RESOLVED** on the motion of Cllr P Rowe, seconded by Cllr J Bowden to adopt the minutes of the meeting of the Communities and Local Services Committee held on 07 January 2025 (noted at the meeting of 20 January 2025).
- ii. Enquiries were made regarding the market and Grove Gardens South Play Area. Updates were provided for the market that legal documents had been received which would need to be referred to a solicitor, a business plan would be a good idea whilst there was an intention to have a working group.

With regards to Grove Gardens South Play Area a response was awaited from the local school.

After which, it was **RESOLVED** on the motion of Cllr J Turton, seconded by Cllr J Robertson to adopt the minutes of the meeting of the Communities and Local Services Committee held on 03 February 2025.

- iii. Council noted that options for a seagull harrier still need to be brought to Council.

After which, it was **RESOLVED** on the motion of Cllr J Bowden, seconded by Cllr P Rowe to note the draft minutes of the meeting of the Communities and Local Services Committee held on 03 March 2025.

**C152/24**

## **9. PLANNING COMMITTEE**

- i. Officers noted that, after submitting comments for the transport plan, as no meeting was established with the North-East Mayor, transport should be prioritised further.

It was **RESOLVED** on the motion of Cllr T Stewart, seconded by Cllr G Smith to adopt the minutes of the meeting of the Planning Committee held on 18 November 2024 (noted at the meeting of 16 December 2024).

- ii. It was **RESOLVED** on the motion of Cllr T Stewart, seconded by Cllr J Robertson to adopt the minutes of the extraordinary meeting of the Planning Committee held on 04 December 2024 (noted at the meeting of 16 December 2024).
- iii. It was **RESOLVED** on the motion of Cllr J Bowden, seconded by Cllr T Stewart to adopt the minutes of the meeting of the Planning Committee held on 27 January 2025.
- iv. It was **RESOLVED** on the motion of Cllr M Greener, seconded by Cllr T Stewart to adopt the minutes of the extraordinary meeting of the Planning Committee held on 20 February 2025.
- v. It was **RESOLVED** on the motion of Cllr R Driver, seconded by Cllr J Robertson to note the draft minutes of the meeting of the Planning Committee held on 17 March 2025.
- vi. Cllr J Robertson brought to Members attention that the Town Council is now required to decide on how it comments on the Maltings Development Planning Application.

Council then **RESOLVED** to form a collective response rather than on an individual basis. Points and issues raised included the need to defend the architects involved against untrained opinions, heritage and investment, architecture and the importance of having a wide range of performances.

After which, Council unanimously **RESOLVED** to support the application with the Chief Officer to liaise with the Chair of the Planning Committee on the comments to be submitted.

**C153/24            10. STAFFING COMMITTEE**

It was **RESOLVED** on the motion of Cllr J Bowden, seconded by Cllr R Mackenzie to adopt the minutes of the meeting of the Staffing Committee held on 02 December 2024 (noted at the meeting of 16 December 2024).

**C154/24            11. DATE OF NEXT MEETING**

The next meeting of the Council will be held on Monday, 19 May 2025 at 6 pm.

**C155/24            12. EXCLUSION OF THE PRESS AND PUBLIC**

The Council **RESOLVED** to pass a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the media and public from the discussion of the following business on the basis that public discussion may prejudice the Council's position and/or staffing issues may be discussed.

**Part 2 – Confidential Items**

**C156/24            13. HONORARY FREEMAN**

Cllr M Greener proposed Scott Weightman as an Honorary Freeman.

An explanation was provided that the honour is in recognition of services to the town and includes invites to civic events.

After which, Council unanimously **RESOLVED** to appoint Scott Weightman as an Honorary Freeman.

**C157/24            14. CIVIC UNIFORM**

A pictorial proof was distributed amongst Members. Points and issues raised included the role of the Halberdier to which an update was provided that they assist the Sergeant at Mace and Civic Party in their ceremonial duties throughout the Town.

After which, Council **RESOLVED** to:

1. Approve the purchase of a new tailored uniform for the Sergeant at Mace at a cost of £699,
2. Approve the purchase of a Halberdier cape uniform for shared use at a cost of £599,
3. Approve use of the Civic Fund to cover this expenditure, and
4. Note the intention to recruit and train a small pool of volunteers to support future civic ceremonial duties.

**C158/24**

**15. CONFIDENTIAL MINUTES**

After which, it was **RESOLVED** on the motion of Cllr R Mackenzie, seconded by Cllr J Bowden to adopt the minutes of the meeting of the Staffing Committee held on 02 December 2024.