



# Berwick-upon-Tweed Town Council

Minutes of the Town Council Planning Committee Meeting held on  
Tuesday, 07 May 2024 at 6.30pm in The Meeting Room, Berwick-upon-  
Tweed Town Council Office, Unit 1, 82 – 88 Marygate, Berwick-upon-  
Tweed

**PRESENT:**

Councillors: J Robertson (Chair up to Item 2)  
T Stewart (Chair item 3 onwards)  
R Driver  
M Greener  
G Smith

**IN ATTENDANCE:**

Gareth Davies, Town Clerk  
Stephen Cozens, Assistant to the Clerk  
Justine Walker, Administration Assistant  
Joyce Benton, Sergeant-at-Mace  
Cty Cllr G Hill  
3 members of the public

MINUTE NO.	TITLE AND DESCRIPTION OF ITEM	Mover	Seconder	Decision
<b>BA001/24</b>	<b>APOLOGIES FOR ABSENCE</b>			
	To receive apologies for absence.	N/A	N/A	There were no apologies for absence.
<b>BA002/24</b>	<b>ELECTION OF CHAIR</b>			
	The Mayor shall take the chair until the members have elected a chair from amongst their number.	RD	MG	The Committee <b>RESOLVED</b> that Cllr T Stewart be appointed Chair of the Planning Committee for the year 2024/2025.  The Chairman took the Chair for the remainder of the meeting.
<b>BA003/24</b>	<b>DISCLOSURE OF INTERESTS</b>			
	(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.	N/A	N/A	i. There were no disclosures of interests.

	(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.	N/A	N/A	ii. There were no requests for dispensation.
<b>BA004/24</b>	<b>ELECTION OF A VICE-CHAIR.</b>			
	Members shall elect a vice-chair from amongst their number.	JR	RD	The Committee <b>RESOLVED</b> that Cllr M Greener be appointed Vice-Chair of the Planning Committee for the year 2024/2025.
<b>BA005/24</b>	<b>TERMS OF REFERENCE</b>			
	Members are invited to note the terms of reference of the committee.	Nem con		The Committee <b>RESOLVED</b> to note the Terms of Reference of the Planning Committee, agreed by Council, at Appendix A of these minutes.
<b>BA006/24</b>	<b>DATE OF NEXT MEETING</b>			
	The next meeting of the committee will be held on Monday 17 June 2024, at 6:00 pm.	N/A	N/A	Noted.

## Appendix A

- i. A power to consider and make decisions as to the council's response to development proposals in Berwick-upon-Tweed,
- ii. A power to consider and make decisions on matters analogous to development control, such as tree preservation orders and rights of way issues,
- iii. A power to consider and make recommendations as to planning and conservation policy, including the development of a Neighbourhood Plan, the County Plan, and any plans or policies concerning conservation areas, scheduled monuments, and listing of buildings,
- iv. A power to make recommendations and submissions to Northumberland County Council concerning highways development issues and the Local Transport Plan,
- v. A power to respond to consultations on matters concerning public transport, and
- vi. A power to recommend that officers refer matters to the appropriate Planning Enforcement Authority, and a power to request updates from officers on these matters.