



Berwick-upon-Tweed Town Council

Minutes of the Town Council Communities and Local Services
Committee Meeting held on Monday, 02 September 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
M Greener
J Robertson
G Smith
L Stephenson
J Turton

IN ATTENDANCE:

Stephen Cozens, Assistant to the Clerk
Lucy Henzell-Thomas, Administration Officer
Cllr R Mackenzie
Cty Cllr I Hunter
1 representative of Citizens Advice Northumberland
3 representatives of the Riding of the Bounds Committee
1 members of the public

MINUTE NO.	TITLE AND DESCRIPTION OF ITEM	Mover	Second	Decision
CLS034/24	WINTER FUEL PAYMENTS AND THE IMPORTANCE OF CLAIMING PENSION CREDIT			
	To receive a presentation regarding winter fuel payments and the importance of claiming pension credit.	Nem con		Geoff Crow of Citizens Advice Northumberland provided a presentation with a verbal commentary. Enquiries raised by Councillors included disability benefit and pensions credit whilst it was also RESOLVED that a link be provided for the Town Council's Newsletter and Facebook page.
CLS035/24	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.	N/A	N/A	There were no representations by members of the public or representatives present.
CLS036/24	APOLOGIES FOR ABSENCE			
	To receive apologies for absence.	N/A	N/A	Apologies for absence were received from Cllrs G Brown and T Stewart.

CLS037/24	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, 15 July 2024.	LS	JT	Enquiries were made regarding stickers for litter bins and a water supply for 5 Arches Allotments whilst an update was provided regarding a Christmas Market arranged by a local organisation. After which, the minutes of the meeting held on Monday, 15 July 2024 were agreed and signed as a correct record.
CLS038/24	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 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.
CLS039/24	ENVIRONMENTAL VOLUNTEERS			
	Verbal update from Officers and elected Members.	Nem con		<p>Cllr L Stephenson provide an update on litter picking groups. This included the need for bin stickers at 5 Arches and the need for bags by litter picking groups, litter pickers have been ordered whilst individuals at Tweedmouth and the Town Walls are all OK and there are a lot of individuals at Spittal. Meanwhile hoops have also been requested.</p> <p>Cllr J Turton reported on issues at 5 Arches including the amount of litter and bins being set alight.</p> <p>Cllr R Mackenzie enquired if there was a way that thanks can be offered to litter pickers via the Mayor.</p>

				The Mayor responded that the Mayor's Award was an option whilst also reporting on issues at Osborne Play Park, with bins set alight, and damage at Spittal Pavilion Play Park and Spittal Splash Park.
CLS040/24	RIDING OF THE BOUNDS			
	To receive an update regarding the Riding of the Bounds in 2025.	Nem con		Lucy Henzell-Thomas updated Councillors that this item had been postponed until a meeting had taken place between representatives of the Riding of the Bounds and Officers. Representatives of the Riding of the Bounds present then introduced themselves to the meeting. After which, the update was noted.
CLS041/24	LOCAL TRANSPORT PLAN (LTP) CAPITAL PROGRAMME 2025-26			
	To consider priorities for the LTP Capital Programme 2025-26.	JR	JB	During the discussion Standing Orders were suspended sufficiently to allow Cllr R Mackenzie to speak regarding cycling and the Neighbourhood Plan.

				<p>After which, the Committee RESOLVED that the following be submitted as priorities for the LTP Capital Programme 2025-26:</p> <ol style="list-style-type: none"> 1. Real time passenger information (RTPI) for bus users should be provided and promoted at the railway station, library (Chapel Street) and Golden Square, and 2. A safe pedestrian crossing (table junction) should be created at the junction of Marygate and West Street. <p>After which, Cllr J Robertson updated Councillors regarding a meeting to be held with Officers of the Town Council and Northumberland County Council (NCC) whereby access to display areas on bus stops would be a topic for discussion.</p>
CLS042/24	BUS IMPROVEMENT PLAN			
	To consider suggestions for inclusion in the Bus Service Improvement Plan.	Nem con		During the discussion Standing Orders were suspended sufficiently to allow Cty

				<p>Cllr I Hunter to update the meeting that funding would be available for help with bus shelters. After which, the Committee RESOLVED to submit the following suggestions for inclusion in the Bus Service Improvement Plan:</p> <ol style="list-style-type: none"> 1. A new shelter to be installed at Cornhill Road inbound (southbound), 2. A new (replacement) shelter to be installed at Shielfield Terrace, 3. A new shelter to be installed at Newfields, and 4. A new (replacement) shelter to be installed at Castlegate War Memorial (southbound).
CLS043/24	SPRING PLANTING			
	To consider authorising the spending of up to £150 for approximately 500 tulip bulbs for Spring displays.	Nem con		<p>Cllr J Turton updated the meeting regarding locations of planters and beds at Tweedmouth.</p> <p>After which, the Committee unanimously RESOLVED to authorise the spending</p>

				of up to £150 for approximately 500 tulip bulbs for Spring displays.
CLS044/24	MAPPING SOFTWARE			
	To receive an update.	Nem con		Points raised included the possibility of printing maps within the next week while the process is still free. During the discussion Standing Orders were suspended sufficiently to allow Cllr R Mackenzie to provide an update from a Neighbourhood Plan perspective. After which, the Committee RESOLVED to defer the item for 6 months to allow the new Operations Manager to give consideration.
CLS045/24	GRANT APPLICATIONS			
	To consider grant applications from: i. Berwick Literary Festival.	Nem con		i. During this item Standing Orders were suspended sufficiently to allow a representative of the Berwick Literary Festival to speak. After which, the Committee RESOLVED to make

	ii. Greenses Residents Committee.	Nem con		a grant of £2,500 to the Berwick Literary Festival, ii. Issues raised included the taking over of maintenance tasks, using materials already being utilised and consultation. After which, the Committee RESOLVED that more information is required about the responsibility of who is doing what and repairs to the wall, whether funds are available and previous spending before the item is deferred to full Council.
CLS046/24	IMPROPTU BEACON			
	To receive an update from Cllr R Driver.	Nem con		Cllr R Driver updated the meeting that this item would be passed over.
CLS047/24	TREE PLANTERS			
	To consider a proposal to purchase additional 7 tree planters for the town centre.	Nem con		The Committee agreed that more defined siting, i.e. a map of locations should be sent to NCC for approval before the Town Council agrees in principle to the purchase.

				After which, it was RESOLVED to defer this item to a future meeting (hopefully October) of this Committee for further information to be obtained.
CLS048/24	SIGNPOSTS			
	To consider a proposal to locate and erect new town centre signposts.	Nem con		The Committee RESOLVED that: <ul style="list-style-type: none"> i. The signpost project is added to the Action Plan, and ii. Officers commence the project, including identification of locations, to install the signposts as soon as workloads permit.
CLS049/24	ACTION PLAN			
	To receive an update.	Nem con		The Committee RESOLVED : To add Sign Posts (previous item) to the Action Plan, To note the update that a meeting will take place between Officers and the contractor regarding Christmas Lights and that the Rotary Club will be installing lights on the new road bridge, CLS 12 (Christmas Lights) a report to be prepared regarding options and a

				<p>report regarding living trees be brought to the October meeting of this Committee,</p> <p>CLS17 (Invoice town centre businesses for hanging baskets) remove as invoices sent,</p> <p>CLS24 (picnic tables at Spittal Play area) remove as complete,</p> <p>CLS28 (move digital signboard to side window) remove as complete,</p> <p>CLS31 (replace Marygate bins) remove,</p> <p>CLS39 (treat and redecorate the Marygate bollards) remove as initiated by a County Councillor,</p> <p>CLS40 (repair damaged kerbstone near W H Smith) remove as reported,</p> <p>Update were received on CLS47 (water supply at the BTC nursery), CLS48 (future of Greenes Haven Play Park) and CLS49 (seagulls) including the ordering of test sample signage.</p>
CLS050/24	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 movement from General Reserves for Public Seat Purchases and Litter Bins, transport, the breakdown of grant money awarded and the Riding of the Bounds. After which, the Committee RESOLVED to note the report.
CLS051/24	DATE OF NEXT MEETING			
	The next meeting of the committee will be held on Monday 14 October 2024, at 6:00 pm.	N/A	N/A	Noted.