



**Berwick-upon-Tweed  
Town Council**

Minutes of the Town Council Planning Committee Meeting held on  
Monday 29 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: T Stewart (Chair)  
M Greener  
R Driver  
J Robertson  
G Smith

**IN ATTENDANCE:**

Lucy Henzell-Thomas, Administrator  
2 x Representative of Greener Berwick

MINUTE NO.	TITLE AND DESCRIPTION OF ITEM	Mover	Seconded	Decision
P020/24	<b>OPEN SESSION</b>			
	<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	A member of Greener Berwick spoke during Item 8 on the agenda: Local Transport Plan (LTP)
P021/24	<b>APOLOGIES FOR ABSENCE</b>			
	To receive apologies for absence.	N/A	N/A	There were no apologies for absence
P022/24	<b>MINUTES</b>			
	To sign as a correct record the minutes of the Berwick-upon-Tweed Town Council Planning Committee meeting held on Monday 17 June 2024.	MG	RD	The Committee <b>RESOLVED</b> that the minutes of the meeting held on Monday 17 June 2024, were agreed and signed as a correct record.
P023/24	<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	N/A	N/A	i There were no disclosures of interests.

	<p>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 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>			<p>ii. There were no requests for dispensation.</p>
<b>P024/24</b>	<b>APPLICATIONS FOR PLANNING PERMISSION</b>			
	<p><b>Ref No:</b> 24/02008/FUL  <b>Description:</b> Proposed attic conversion &amp; internal alterations. Works to include insertion of new windows and creation of dormer windows.  <b>Address:</b> 39 Riverside Road Tweedmouth Berwick-Upon-Tweed Northumberland TD15 2HQ</p>	<p>Nem con</p>		<p>The Committee felt that the size of the rear dormer was rather overpowering and would ask that it be reduced to take in the volume of just the bathroom and not the bedroom. We also hope that the detailing will be in keeping with the interwar character of the building.</p>
	<p><b>Ref No:</b> 24/00540/FUL  <b>Description:</b> Construction of garden shed  <b>Address:</b> 1B Cow Road Spittal Berwick-Upon-Tweed Northumberland TD15 2QR</p>	<p>Nem con</p>		<p>No objections</p>
<b>P025/24</b>	<b>PLANNING APPLICATION DECISION LIST</b>			
	<p>To note the list of planning application decisions for May 2024.</p>	<p>Nem con</p>		<p>The decisions provided in the attachment were noted.</p>

<b>P026/24</b>	<b>SHOP FRONT DESIGN GUIDE</b>			
	To consider draft of new SDG for Berwick	Nem con		The Committee considered the draft and Cllr Stewart gave the Committee his recommendations for additions to the draft. The Committee <b>RESOLVED</b> that Cllr Stewart would email these recommendations to NCC.
<b>P027/24</b>	<b>LOCAL TRANSPORT PLAN (LTP) CAPITAL PROGRAMME 2025-26</b>			
	To consider priorities for the LTP Capital Programme 2025-26.	Nem con		The Committee considered the priorities. Greener Berwick were invited to propose their suggestions for inclusion which concerned Real time passenger information at bus interchanges in Berwick town centre and improved cycle links from Dock Road / Sustrans Route 1 to town centre. It was <b>RESOLVED</b> that the Committee would, subject to agreement at the Council meeting on the 5 <sup>th</sup> August, delegate decisions on this item to the next Communities and Local Services on the 2 <sup>nd</sup> September and for them to respond to Northumberland County Council by the deadline of Friday 27 <sup>th</sup> September.
<b>P028/24</b>	<b>MALTINGS REDEVELOPMENT</b>			
	Discussion of Maltings redevelopment. To include any comments and feedback from the recent presentation given to councillors by the Maltings on 10th July as	Nem con		The committee gave positive feedback and were explicit in support of the new development plans: informal comments had been given at the

	well as the public event held at the Maltings on 20th July			presentations regarding roof heights, and prevention of gull nesting.
<b>P029/24</b>	<b>NEIGHBOURHOOD PLAN</b>			
	To receive a verbal update	Nem con		Cllr Stewart updated the committee on recent work done on the Neighbourhood Plan. There was a recent exercise to map heritage assets outside the Conservation Area and it was <b>RESOLVED</b> that Cllr Stewart would circulate this list to the committee. It was <b>RESOLVED</b> that the Committee should contact NCC again about timelines for funding applications and overall completion of the draft plan. It was also <b>RESOLVED</b> to instruct the Administrative Officer to apply for a 30-day trial of a digital mapping service and report back to the next committee meeting on its useability for possible future subscription.
<b>P030/24</b>	<b>ACTION PLAN</b>			
	To receive an update	Nem con		The Committee considered the Planning items on the Action Plan. On the subject of gutters in Marygate, it was <b>RESOLVED</b> that Cllr Stewart would invite the Civic Society and the Development Trust to a discussion about the poor condition of a number of buildings on Marygate and discuss a

				<p>possible strategy for engaging the owners to take better care of their assets.</p> <p>On the matter of the lack of accessible kerbs in the town, it was <b>RESOLVED</b> that Cllr Driver would identify sites for improvement, starting with the Town Centre.</p>
<b>P031/24</b>	<b>DATE OF NEXT MEETING</b>			
	The date of the next meeting will be held on Monday 19 August 2024 at 6.00 pm.	N/A	N/A	Noted.