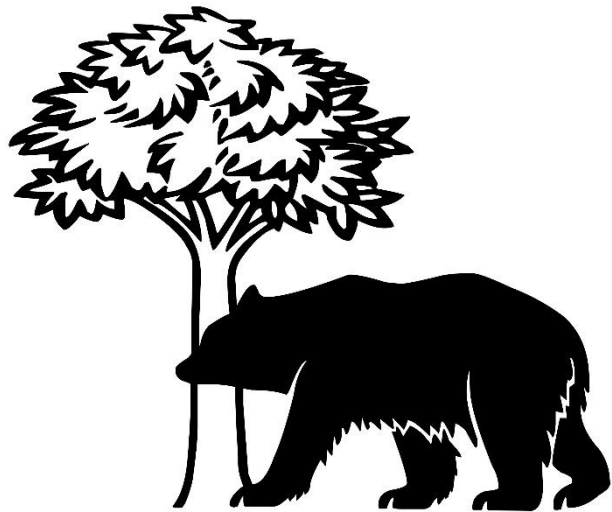


**BERWICK-UPON-TWEED TOWN COUNCIL**



**Berwick-upon-Tweed  
Town Council**

Minutes of the Town Council Communities and Local Services  
Committee Meeting held on Monday, 04 November 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  
J Robertson  
L Stephenson  
T Stewart  
J Turton

**IN ATTENDANCE:**

Stephen Robinson, Operations Manager  
Stephen Cozens, Assistant to the Clerk  
Joyce Benton, Sergeant-at-Mace  
Cllr R Mackenzie  
Cllr P Rowe  
Cty Cllr I Hunter  
Cty Cllr C Seymour  
1 members of the public

<b>MINUTE NO.</b>	<b>TITLE AND DESCRIPTION OF ITEM</b>	<b>Mover</b>	<b>Seconded</b>	<b>Decision</b>
<b>CLS066/24</b>	<b>OPEN SESSION</b>			
	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 the member of the public present.
<b>CLS067/24</b>	<b>APOLOGIES FOR ABSENCE</b>			
	To receive apologies for absence.	N/A	N/A	Apologies for absence were received from Cllr G Smith.
<b>CLS068/24</b>	<b>MINUTES</b>			
	To sign as a correct record the minutes of the Berwick-upon-Tweed Town Council Communities and Local Services Committee meeting held on Monday, 14 October 2024.	JR	GB	The minutes of the meeting held on Monday, 14 October 2024 were agreed and signed as a correct record.
<b>CLS069/24</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	N/A	N/A	i. There were no disclosures of interests.

	<p>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.</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>
<b>CLS070/24</b>	<b>GRANT APPLICATION</b>			
	To consider a grant application from Greenses Residents Committee.	JR	GB	The Operations Manager updated the meeting that the application does not fit in with the Town Council's guidelines and, having met with potential partners, would suggest that the grant is not made and a community garden is investigated.

				After which, the Committee <b>RESOLVED</b> to defer the item for 6 months and add to the Action Plan at CLS51.
<b>CLS071/24</b>	<b>COMPOUND</b>			
	To receive a report regarding this year's plant displays / growing.	JR	JT	Members asked a number of questions regarding the previously distributed background paper including provision of toilets, sustainable planting, native plants, the comparison between this year's and last year's plants and self-watering hanging containers. After which, the Committee <b>RESOLVED</b> to approve that the Operations Manager investigate the 3 key areas of purchase: <ol style="list-style-type: none"> <li>1. Bulk buy compost, plant food, fungicide etc,</li> <li>2. Plant benches/staging (see above), and</li> <li>3. Storage shed for equipment and/or compost.</li> </ol>
<b>CLS072/24</b>	<b>REQUEST FOR FUNDING</b>			
	To consider a request for next year's bedding order.	Nem con		Cllr J Turton introduced the background paper and provided an explanation on

				<p>discounts and royalties. Points raised included that an item would be in a future newsletter and self-watering hanging containers.</p> <p>After which, the Committee <b>RESOLVED</b> to approve the purchase of the plants up to £1,277.11 and that the money to be spent from the Parks and Green Spaces Reserves.</p>
<b>CLS073/24</b>	<b>BINS FOR MARYGATE</b>			
	To receive a verbal update.	Nem con		<p>The Operations Manager updated Members that a member of the public had raised the issue that there are still 2 black metal bins on Marygate. To replace with the same as those already installed would cost £395 per unit whilst the 2 metal bins can be repurposed.</p> <p>After which, the Committee <b>RESOLVED</b> to approve spending of £790 plus delivery for litter bins in the same style as those already installed and that the money to be spent from the Streetscape Improvement Reserves.</p>

CLS074/24	<b>REQUEST FOR BENCH(S)</b>			
	To consider a request for bench(s) at the train station and a report from the Operations Manager regarding a replacement memorial bench.	Nem con		<p>A user of the bus stops at the train station had approached the Town Council to ask if external seating could be installed. Topics raised during the discussion included the possibility of installing bus shelters in the next financial year, land ownership, location of stops, partnership working and provision of digital noticeboards.</p> <p>The Committee <b>RESOLVED</b> to add the item to the Action Plan at CLS52, to investigate partnership working with a 12-month timescale for feedback to the user.</p> <p>A resident who had paid for a Memorial Bench on Dock Road approached the Town Council as the bench had been removed due to it being in a state of disrepair. The resident had been promised by a previous Councillor that the bench would be restored.</p>

		JR	GB	The Committee <b>RESOLVED</b> to approve spending of up to £750 plus delivery for a Memorial Bench plus Plaque.
<b>CLS075/24</b>	<b>UPDATE ON ALLOTMENTS</b>			
	To receive a verbal update.	Nem con		<p>The Operations Manager introduced the background paper which included the potential extension of the site for which and application for land transfer would be needed.</p> <p>Members asked a number of questions including on water supply, boundaries with the foot path, access from the Bernicia site and the current annual costs of plots.</p> <p>After which, the Committee <b>RESOLVED</b> to:</p> <ul style="list-style-type: none"> <li>i. Defer a review of the annual rent and water charges for allotment plots to the Budget &amp; Administration Committee, and</li> <li>ii. Defer the item to Council for consideration going forward.</li> </ul>

<b>CLS076/24</b>	<b>OUTDOOR FITNESS EQUIPMENT</b>			
	To consider outdoor fitness equipment.	TS	JR	The Operations Manager introduced the item which included that this could be a test case before other sites are explored. Items raised during the discussion included age groups of the proposed site, which was adults and older youths, alternative options including ninja trails, and that land ownership and other options should be explored as part of an ongoing process. After which, the Committee <b>RESOLVED</b> to defer the item to full Council for further discussion and that partners should be engaged for the projects.
<b>CLS077/24</b>	<b>SEESAW</b>			
	To consider a seesaw for Flagstaff Park.	GB	JR	Members asked a number of questions including on the difference between steel and timber and the safety aspect. After which, the Committee <b>RESOLVED</b> to approve the quote for a steel version of a replacement seesaw.



<b>CLS078/24</b>	<b>THOMAS POCKLINGTON TRUST</b>			
	To receive a verbal update post Thomas Pocklington Trust walk round.	GB	JB	<p>The Operations Manager provided a verbal update to the background paper previously circulated. Councillors then raised a number of points and asked a number of questions including that the walk-around was very useful, legislations and shared services, speed limits and maximising the possibilities on Marygate.</p> <p>Standing Orders were suspended sufficiently to allow Cty Cllr I Hunter to speak and update the meeting that priorities submitted to Northumberland County Council (NCC) as part of the Local Transport Plan will be considered for next year's programme.</p> <p>After which, the Committee <b>RESOLVED</b> to instruct Officers to explore options to enhance the Town Council's assets.</p>
<b>CLS079/24</b>	<b>DEFIBRILLATOR</b>			
	To confirm locations and responsibility for maintenance.	Nem con		The Chair raised a point received from Cllr G Smith for a request that a

				<p>defibrillator for Hide Hill / West Street be investigated. Points raised during the discussion included the possibility of delegating the investigation of location and responsibility for maintenance whilst the Operations Manager updated the meeting that he is waiting on feedback from there contact.</p> <p>After which, Members <b>RESOLVED</b> to defer the item to a future meeting of this Committee.</p>
<b>CLS080/24</b>	<b>PLAY AREAS</b>			
	<p>i. To consider a way forward for Grove Gardens South.</p>	<p>Nem con</p>		<p>i. Options for Grove Gardens South were discussed which has room to relocate the poly tunnels from the compound along with 2 allotments or a community garden. Permission would need to be granted by NCC for any use other than a play area. Concern over access was raised by Councillors.</p> <p>At this point Cllr R Mackenzie left</p>

				<p>the meeting.</p> <p>After which, the Committee <b>RESOLVED</b> that the Operations Manager produce a report for a future meeting of this Committee.</p>
At this point it was unanimously <b>RESOLVED</b> to suspend standing orders sufficiently to allow the meeting to proceed beyond 8pm.				
	<p>ii. To consider a way forward for Greenses Haven.</p>	<p>Nem con</p>		<p>ii. The Operations Manager introduced the background paper.</p> <p>After which, the Committee <b>RESOLVED</b> to keep the equipment in place until such time that it needs to be removed as being unsafe with any remaining viable parts repurposed elsewhere with the land being handed back to NCC.</p>
<b>CLS081/24</b>	<b>TWEED SALMON QUEEN</b>			
	To receive an update.	GB	LS	The Operations Manager updated the meeting that a delegation had been received from the Tweed Salmon

				<p>Queen Committee, post-AGM, who informed Officers that they had decided to end their involvement with the Tweed Salmon Queen.</p> <p>After which, the Committee <b>RESOLVED</b> that Berwick Town Council assume responsibility for the event and that a working group be formed comprising Cllrs L Stephenson, T Stewart, J Turton and the Sergeant-at-Mace who would develop an appropriately levelled balance of activities.</p>
<b>CLS082/24</b>	<b>STRATEGIC PLAN</b>			
	To receive an update.	Nem con		<p>Cllr G Brown updated the meeting that the draft plan had been circulated for comments with the intention that a final copy be brought to November's meeting of Council for approval.</p> <p>After which, the Committee <b>RESOLVED</b> to note the update.</p>
<b>CLS083/24</b>	<b>ENVIRONMENTAL VOLUNTEERS</b>			
	Verbal update from Officers and elected Members.	Nem con		Cllr L Stephenson provide an update on litter picking groups. Individuals in

			<p>Spittal are out doing their own thing and have no requests for equipment with a litter picker at Tweedmouth currently in the same situation. The footpath at the back of Farm Foods leading to Prior Park is a 'hotspot' for litter, the amount of litter at Five Arches has diminished whilst the litter pickers at Litle Pier Beach are out regularly and they aren't in need of any equipment</p> <p>It was agreed that the Operations Manager would investigate the citing of a litter bin at the foot path behind Farm Foods and Standing Orders were suspended sufficiently to allow Cty Cllr I Hunter to speak and express her support.</p> <p>The Operations Manager showed Councillors the examples of 'No Dog Fouling' signs that had been purchased and Cllr J Robertson asked if the litter pickers would consider volunteering for work on a community garden with Cllr L</p>
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				<p>Stephenson to liaise with them on this point.</p> <p>After which, the Committee <b>RESOLVED</b> to note the updates and the agreed actions.</p>
<b>CLS084/24</b>	<b>PROPOSALS FOR GROWTH AND SAVINGS</b>			
	<p>Members may wish to consider whether there are any areas of the Councils work where expenditure should grow or where savings can be made.</p>			<p>Cllr J Robertson distributed a background paper with short term (Five Arches Allotments and Woodland Walk), short to medium term (bus shelters and Splash Park) and medium to long term (wheeled park and bench replacement) budget proposals which was generally well received by those present. Cllr T Stewart updated the meeting that bus shelters should fall under the jurisdiction of the Planning Committee.</p> <p>After which, the Committee <b>RESOLVED</b> to note the updates.</p>
<b>CLS085/24</b>	<b>ACTION PLAN</b>			
	<p>To receive an update.</p>			<p>The Operations Manager provided the following updates:</p>

			<p>CLS 19 (Provide new bus shelter outside of Asda) on order,</p> <p>CLS 30 (Remove digital signboards from Marygate and Castlegate carpark) awaiting costs which shouldn't need committee approval, including for associated works,</p> <p>Tree planters, it's possible to have an extra 3 located, awaiting costs which shouldn't need committee approval, locations will be sent to NCC for approval.</p> <p>CLS 45 (Moving the Beacon for next D-Day ceremony) in process of completing paperwork,</p> <p>CLS 47 (Install water supply at the BTC nursery) neighbouring business have agreed to a tap being installed at their location, awaiting costs which shouldn't need committee approval, and</p> <p>CLS 50 (Signposts) awaiting response from Cty Cllr I Hunter.</p>
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				After which, the Committee <b>RESOLVED</b> to note the updates.
<b>CLS086/24</b>	<b>EXPENDITURE VS BUDGET YEAR TO DATE</b>			
	To note the report.			Members raised a number of points and questions including on bench maintenance plus transport and equipment for the Wardens team. After which, the Committee <b>RESOLVED</b> to note the report.
<b>CLS087/24</b>	<b>DATE OF NEXT MEETING</b>			
	The next meeting of the committee will be held on Tuesday 07 January 2025, at 6:00 pm.	N/A	N/A	Noted.