



---

# Berwick-upon-Tweed Town Council

Minutes of the Town Council Planning Committee Meeting held on  
Monday 16 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: T Stewart (Chair)  
R Driver  
M Greener  
G Smith

**IN ATTENDANCE:**

Stephen Robinson, Operations Manager  
Lucy Henzell-Thomas, Administrator

MINUTE NO.	TITLE AND DESCRIPTION OF ITEM	Mover	Seconded	Decision
P032/24	<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	There were no members of the public present.
P033/24	<b>APOLOGIES FOR ABSENCE</b>			
	To receive apologies for absence.	N/A	N/A	Apologies received from Cllr J Robertson.
P034/24	<b>MINUTES</b>			
	To sign as a correct record the minutes of the Berwick-upon-Tweed Town Council Planning Committee meeting held on Monday 29 July 2024.	MG	RD	The Committee <b>RESOLVED</b> that the minutes of the meeting held on Monday 29 July 2024, were agreed and signed as a correct record.
P035/24	<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>P036/24</b>	<b>APPLICATIONS FOR PLANNING PERMISSION</b>			
	<p><b>Ref No:</b> 24/02808/ADE  <b>Description:</b> Advertisement Consent for 2no. externally illuminated flex faces - Adverts 1 &amp; 8, 1no. non illuminated flex face - Advert 2, 1no. aluminium pan - Advert 3, 4no. aluminium poster frames - Adverts 4-7 and 1no. post sign - Advert 9  <b>Address:</b> Units 11A And 11B Windmill Way West Ramparts Business Park Berwick-upon-tweed Berwick-Upon-Tweed Northumberland TD15 1TB</p>	Nem con		No objections.
	<p><b>Ref No:</b> 24/03098/FUL &amp; 24/03099/LBC  <b>Description:</b> Replacement glass to existing windows &amp; Listed Building Consent for replacement glass to existing windows</p>	Nem con		No objections.

	<b>Address:</b> 18 Palace Green Berwick-Upon-Tweed Northumberland TD15 1HR			
<b>P037/24</b>	<b>PLANNING APPLICATION DECISION LIST</b>			
	To note the list of planning application decisions for August 2024.	Nem con		The decisions provided in the attachment were noted.
<b>P038/24</b>	<b>WEST STREET – PROPOSED TRAFFIC RESTRICTIONS</b>			
	To note the proposal from NCC and decide on response	Nem con		The Committee considered the proposal. It was agreed that the proposal was confusing and would cause complications for businesses. It was <b>RESOLVED</b> that it is not acceptable in its current form and we need to request an alternative proposal from NCC by the deadline of 4th October. Cllr Stewart and the Administration Officer will draft a response and circulate to full council as being the settled view of the Planning Committee.  It was also <b>RESOLVED</b> that officers would contact NCC to see if parking signage in general could be improved to avoid confusion for visitors.
<b>P039/24</b>	<b>VIRGIN MEDIA ROLLOUT</b>			
	To note the communication from Virgin Media regarding works in the area	Nem con		The Committee noted the information. It was <b>RESOLVED</b> that officers would contact Virgin Media to see if they were planning a drop in for the public in Berwick and if they could meet councillors on the same day.

<b>P040/24</b>	<b>RIGHTS OF WAY IMPROVEMENT PLAN (ROWIP)</b>			
	To note the draft plan from Northumberland County Council and decide on next steps	Nem con		The Committee noted the draft plan. It was <b>RESOLVED</b> that officers would send the ROWIP to all councillors for comment and contact NCC to arrange a meeting to discuss more specific options for Berwick.
<b>P041/24</b>	<b>NEIGHBOURHOOD PLAN</b>			
	To receive a verbal update	Nem con		The Committee was updated of progress. The next meeting with NCC is being arranged and work is continuing on Local Green Spaces and mapping.
<b>P042/24</b>	<b>ACTION PLAN</b>			
	To receive an update	Nem con		The Committee considered the Planning items on the Action Plan and updated it accordingly. It was <b>RESOLVED</b> that the Councillors would be provided with A3 printouts of their ward where they could highlight those areas where dropped kerbs were needed.
<b>P043/24</b>	<b>DATE OF NEXT MEETING</b>			
	The date of the next meeting will be held on Monday 21 October 2024 at 6.00 pm.	N/A	N/A	Noted.