

# BERWICK-UPON-TWEED TOWN COUNCIL



## Communities and Local Services Committee

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### Time and date

Monday 3<sup>rd</sup> March 2025 at 6pm

### Place

The Meeting Room,  
Berwick-upon-Tweed Town Council Office, Unit 1, 82 – 88 Marygate, Berwick-upon-Tweed,

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To ALL MEMBERS OF THE COMMUNITIES AND LOCAL SERVICES COMMITTEE

Dear Councillor

The Agenda for the meeting is set out below.

**Iain McCready**

**Proper Officer**

**24 February 2025**

### Agenda

#### 1. 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 period of 15 minutes overall and is limited to 3 minutes per person.

#### 2. Apologies for Absence

To receive apologies for absence.

#### 3. 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, 07 January 2025 and to discuss outcomes of agreed actions. **Minutes attached in Appendix A**

#### 4. Disclosure on Interests

(1) 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.

- (2) 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.

**5. Grant Application**

To consider a grant application from the Lions House Allotment Association. Attached in Appendix B.

**6. Streetscape Works on Marygate**

Planters on Marygate. Report attached in Appendix C

**7. Picnic Bench at Highfields**

Report attached in Appendix D

**8. Fencing at 5 Arches Allotments**

Report attached in Appendix E.

**9. Probation Services**

To seek permission to engage with Probation Services. Report attached in Appendix F

**10. Seagull Harrier**

Report attached in Appendix G

**11. Trim Trail at Five Arches**

Report Attached in Appendix H

**12. Environmental Volunteers**

Verbal update from Officers and Councillors.

**13. Expenditure Vs Budget Year to Date**

To note the report attached in Appendix i.

**14. Bridge 400 Flower Bed**

To receive an update on the action plan in Appendix J

**15. Action Plan**

To receive a report on the status of the action plan see attached in Appendix K

**16. Date of the next meeting**

TBC

**MEMBERS OF THE COMMUNITIES AND LOCAL SERVICES COMMITTEE:**

**Councillors: Janice Bowden, Graham Brown, Rachel Driver, Mike Greener, John Robertson, Philip Rowe, Gary Smith, Lesley Stephenson, Thomas Stewart and Jane Turton.**

# BERWICK-UPON-TWEED TOWN COUNCIL



# A

## Communities and Local Services Committee

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### **Minutes of the Town Council Communities and Local Services Committee Meeting.**

Monday, 03 February 2025 at 6.00pm

The Meeting Room, Berwick-upon-Tweed Town Council Office, Unit 1, 82 – 88 Marygate, Berwick-upon-Tweed.

#### **Councillors present:**

Cllrs R Driver, J Bowden, G Brown, M Greener, J Robertson, P Rowe, G Smith, L Stephenson, T Stewart and J Turton.

**Councillors present but not on the committee:** Cllr R Mackenzie.

**Officers present:** Iain McCready – Chief Officer, Stephen Robinson- Operations Manager, Stephen Cozens, Finance Officer

**Also in Attendance:** County Councillors G Hill and C Seymour. 3 representatives of the Berwick Film and Media Arts Festival, a representative of Greener Berwick and 1 representative of the Hilda House Community.

#### **CLS103/24 1. OPEN SESSION**

A local resident raised the issue of absence of litter bins on the riverside walk (New Road). The Operations Manager responded to say they would investigate but would need to liaise with Northumberland County Council (NCC) who empty the litter bins on behalf of Berwick Town Council (BTC).

#### **CLS104/24 2. APOLOGIES FOR ABSENCE**

There were no apologies for absence.

#### **CLS105/24 3. MINUTES**

The Operations Manager updated the meeting that pricing for cycle shelters would be brought to a future meeting. Enquiries were raised regarding plant staging for the compound and the decision to invite representatives of the police to a meeting. An update was provided that plant staging would be ready for the end of the month and Officers were meeting with representatives of the police later this week.

After which, on the motion of Cllr J Robertson, seconded by Cllr T Stewart the minutes of the meeting held on 07 January 2025 were agreed and signed as a correct record.

**CLS106/24 4. DISCLOSURE OF INTERESTS**

- i. Cllr M Greener declared an interest in Item 6 as a member of Spittal Community Trust who rent Spittal Community Centre to various organisations who have applied for grants.
- ii. There were no requests for dispensation.

**CLS107/24 5. MARKET**

The Operations Manager introduced the item that following a meeting with Officers from NCC, the purchase cost for the lease of the market would be £35k and whilst there is scope for BTC to suggest terms the recommendation is to spread the cost over 7 years with £5k paid annually from 2025/2026. A further update from NCC included that income is on downward turn and is currently £10k per year after costs.

Points and issues raised by Councillors included what is the process after 7 years, can thoughts about clean up be included in any plan, who puts the stalls up and current agreements with stall holders. Responses provided included that after 7 years BTC would apply to the Freeman, stall holders work to rolling agreements for plots and who installs and removes stalls to be investigated with a proviso that costs could be incurred.

Standing Orders were suspended sufficiently to allow Cty Cllr C Seymour to update the meeting that discussions regarding the future of the market had been held during meetings of the Freeman Trustees.

After which, the Committee **RESOLVED** to progress the market from 2025/2026 at a cost of £35k at £5k annually over 7 years.

**CLS108/24 6. GRANT APPLICATIONS**

- i. Points and issues raised included money held for operating costs and that part of the previous grant awarded was returned when not needed.

After which, the Committee **RESOLVED** to make a grant of £550 to Tweed Striders with the Operations Manager to seek clarity regarding Operations Costs.

- ii. Representatives of the Hilda House Community introduced the organisation before points and issues raised included that are events held during the rest of the year, costs of the events pack and if there are any other organisations providing similar events.

After which, the Committee **RESOLVED** to award £309 to the Hilda House Community with BTC to be invoiced directly for the events pack and room hire.

- iii. Points and issues raised included money held in reserves by the organisation and publicity.

After which, the Committee **RESOLVED** to make a grant of £1k to Berwick Arts Choir.

- iv. Points and issues raised included the need to support local regular events and that BTC was missing from last year's publicity after no support was provided. Questions asked of representatives from the Berwick Film & Media Arts Festival (BFMAF) included how will they be more visible around the town and arrangements with other

organisations of the Autumn Festivals.

After which, the Committee **RESOLVED** to make a grant of £2.5k to the BFMAF.

- v. Following concerns regarding the grant application received from the Berwick Youth Project (BYP) at the previous meeting of this Committee, the Operations Manager met with a representative of that organisation. During the discussion an update was provided that the bank balances supplied by BYP includes assets. Cllr G Brown then updated the meeting that he'd received a letter from the BYP indicating they were investigating a smaller event.

After which, the Committee **RESOLVED** to put the application on hold for the interim period until clarity on the scale of the event is received.

- vi. A representative of Greener Berwick provided an update that donations from the public will be spent on a PAT testing machine whilst the point was raised that the year-end report had been received.

After which, the Committee **RESOLVED** to note the update.

#### **CLS109/24 7. LITTER BINS**

The Operations Manager updated the meeting that the budget for litter bins for this year is overspent, however, 2 requests have been received. With this in mind, Officers recommendation is to repurpose the larger litter bin removed from Marygate to the West End and then repurpose the bin located there to the bus stop at Morrisons.

Points and issues raised included that camper vans owners may be users of the litter bin at the West End and revellers have been noticed as users and how is this reported.

Standing Orders were suspended sufficiently to allow Cty Cllr G Hill to say that it may be a combination of reasons but the litter bin at the West End is used all year round.

After which, the Committee **RESOLVED** to agree the recommendation of Officers and further agreed that NCC be contacted to investigate whether camper vans owners are users of the site.

#### **CLS110/24 8. SALMON QUEEN UPDATE**

The Operations Manager updated the meeting that the handover has been drawn out with issues getting the banking signed over which can no longer be done in branch, but it is hoped to have this in place for the end of next week.

Officers have gone through the boxes in the office and have reorganised, so we have a better knowledge of what we have. The gown was sent to be steam cleaned as it was stored in a bag for life and after it is used for the Berwick Shines filming next week it will be stored in the Guild Hall along with the Mayoral paraphernalia.

A grant has been submitted for the Culture & Creative Zone funding, if successful, we will be using a local graphic designer to create a logo and a local website builder to create an independent Salmon Queen Website.

Officers would like to call a meeting of the Salmon Queen working group with the Councillors previously agreeing to be in the group.

After which, the Committee **RESOLVED** to note the update.

**CLS111/24**

#### **9. COLDSTREAM GUARDS**

The Operation Manager and Sergeant-at-Mace met with representatives of the regiment and the church and had an initial meeting to discuss the format and timings of the day which will be finalised at a follow-up meeting. The Town Hall has been booked and the Archivist will provide a film of the regiments last visit which will be played on a loop whilst Officers are also liaising with the Church for the service. The regiment has a budget for this visit so the cost will not be borne by BTC and the Sergeant-at-Mace is organising caterers.

After which, the Committee **RESOLVED** to note the update.

**CLS112/24**

#### **10. FESTIVALS ROUND TABLE**

A meeting was held with all festival organisers in Berwick to discuss plans for the coming years and ways in which organisations can collaborate and communicate.

It was decided this meeting will take place every January and quarterly informal drop ins will be held.

Officers from Visit Berwick have created a shared drive where people can drop information for their event which will help people have an oversight regarding what is happening. This can then be used to upload information to the Visit Berwick Website.

A promotional calendar of events is also going to be created which can be displayed as a poster or will appear as a drop down online with links to the respective websites.

After which, the Committee **RESOLVED** to note the update.

**CLS113/24**

#### **18. BUS STOP VINYL**

The Committee agreed to discuss item 18 at this point as it linked in with the update regarding the Festivals Round table.

BTC have received a request to use the promotional calendar mentioned in the previous item as a poster and have a vinyl made to go on the bus stops which currently have faded advertising posters in. This will help with the promotion of festivals but also improve the visual aspect. The Operations Manager's recommendation is that Councillors allow him investigate costs and work with Officers from Visit Berwick on the design.

Points and issues raised included the Chamber of Trade map advert, with that organisation being represented at the meeting, and that the posters shouldn't take away the need for the Town Council to look at bus shelters with a report detailing a plan for bus shelters to be taken to a future meeting of the Planning Committee.

After which, the Committee **RESOLVED** to agree the recommendation and note the update.

**CLS114/24**

#### **11. HMS BERWICK**

The Operation Manager and Sergeant-at-Mace met with a representative of HMS Berwick. It is the 50th Anniversary of their last visit to Berwick and they are spreading the ashes of their last Captain with an event planned for

the 9<sup>th</sup> May. An outline of the event was provided and, with Councillors permission, Officers will set up so that BTC host the event. After which, the Committee **RESOLVED** to note the update and agreed that BTC host the event.

**CLS115/24 12. SEAGULL HARRIER**

Officers have contacted some local Harriers who have indicated the prime time to do this is during the nesting season which is April to July. They use hawks during the day and lasers at night and a site visit is awaited to discuss so we can get an accurate cost and report back.

After which, the Committee **RESOLVED** to note the update.

**CLS116/24 13. POTENTIAL WHEELED PLAY**

The Operations Manager has met with Officers from NCC to discuss Berwicks vision for a wheeled play area in the future. NCC have employed a consultant called Shred the North to create a design document to aid Town and Parish Councils in delivering wheeled play. This should be available at the back end of February.

A separate meeting was held with Shred the North to discuss BTC's project. They have been working with Blyth Town Council to deliver theirs. We discussed time scales and costs and are going to have a follow up meeting to discuss potential sites (as part of his work for NCC).

Permission is sought from Councillors for the Operations Manager to arrange to meet with Blyth Town Council to discuss their skate park project. After which, the Committee **RESOLVED** to note the update and agreed that the Operations Manager meet with Blyth Town Council.

**CLS117/24 14. SQUASH PROVISION IN BERWICK**

The Operations Manager followed up on the email Councillors received about squash provision in Berwick. They currently have 55 people wanting to play squash with no facility to do so.

The issue was discussed that there aren't any courts in place in the new Leisure Centre and when questioned by Cty Cllr Isabel Hunter, at county level, the response was, there is squash available in areas south of Berwick so they could take no further action.

The Operations Manager asked if there was a Town Council unit that could be let and be retrofitted to which it was explained we had no such space available.

The high school has refused access to their courts as they are used for storage. It was suggested that perhaps the squash club could ask the high school if they were to pay for additional container storage to make the courts available.

Standing Orders were suspended sufficiently to allow Cty Cllr G Hill to update the meeting that a lot of work including conversions would be needed at the High School.

A request has been made that Councillors consider how the Town Council can help and potential advocate for them to the high school.

Standing Orders were suspended sufficiently to allow Cllr R Mackenzie to update the meeting that allowing users in to the school in the evening is costly and difficult to manage.

After which, the Committee **RESOLVED** to allow Officers a reasonable amount of time to contact the High School to see if the suggested arrangement could work.

**CLS118/24 15. TOWN COUNCIL WEBSITE**

A task was undertaken by staff to review the Town Council website with costs presented to council and approved. Councillors suggested that a working party may be a good way to decide on content.

After which, the Committee **RESOLVED** to approve Officers recommendation to form a working party to do so.

**CLS119/24 16. GROVE GARDENS SOUTH PLAY PARK**

Cllr J Robertson and the Operations Manager met with the Head of the Grove School to discuss a possible collaboration to make better use of Grove Gardens South Play Park.

Overall, they are positive towards this but there are obstacles in terms of funding. Fencing and water/electricity would be an issue as they ideally would need a changing space. Whatever course of action is decided will take investment from BTC, however, it is felt that this could be a fantastic community asset for the most vulnerable and needy children in our town. The Grove School would need to look into their needs and how they can make the space work whilst BTC would continue to maintain the grass.

After which, the Committee **RESOLVED**:

1. To note the update,
2. To allow the Chief Officer and Operations Manager to explore options with the Grove School and potential funding, and
3. That in the interim for BTC to give the school a key to access the park within school hours as long as liability insurance is in place.

**CLS120/24 17. DOG FOULING SIGNS / SIGNAGE**

The Operations Manager met briefly with NCC's Environmental Enforcement Officer who has provided the stencil for spraying footpaths, but the weather has not been in our favour to carry this out yet.

Feedback from the public regarding problem areas was provided to NCC although their response was disappointing.

Standing Orders were suspended sufficiently to allow Cty Cllr G Hill to update the meeting that she had requested information from NCC Officers and that a higher number of fines than most other areas are being issued.

After which, the Committee **RESOLVED** to note the update and agreed that the Operations Manager escalate this to the county councillors to see if they can get a concentrated effort/crack down.

**CLS121/24 19. ENVIRONMENTAL VOLUNTEERS**

Cllr L Stephenson provided an update that the Little Pier Road Group have been out regularly every weekend, it is quiet at the moment, and they don't need any equipment.

The litter picker at Tweedmouth doesn't need any equipment or bin bags. The litter bin installed at the path from Farm Foods to Prior Park is making a difference

Friends of Five Arches main concern is the dog fouling signs.

After which, the Committee **RESOLVED** to note the update.



**CLS122/24 20. EXPENDITURE VS BUDGET YEAR TO DATE**

Clr J Robertson updated the meeting that £7.5k has been allocated in Reserves for Vehicle Replacement Costs and that £30k has been allocated in the Strategic Reserve and that indications are that BTC will come in under budget for 2024/2025.

After which, the Committee **RESOLVED** to note the update.

**CLS123/24 21. PROGRESS ON AGREED ACTIONS**

An update was provided by the Operations Manager that he is chasing hard for prices regarding removal of the the digital signs, which has not been provided by NCC as yet. Also, a price for work to the Splash Park has not been provided by the current contractor. An alternative contractor will be sought if this continues but unfortunately this is specialist work and the current company has the knowledge of the Splash Park.

After which, the Committee **RESOLVED** to note the updates.

**CLS124/24 22. DATE OF NEXT MEETING**

The date of the next meeting will be Monday 03 March 2025 at 6.00 pm.



## Appendix B

Section 3 About Your Organisation				
Name of Organisation. Lions House Allotment Association				
What type of organisation are you (please tick)				
Registered Charity	<input checked="" type="checkbox"/>	Unregistered Community Group/Club/Society		
Other (please state):				
Do you have a set of rules or a constitution (please tick)? <i>(please supply a copy if this is your first application to BTC)</i>		Yes	<input checked="" type="checkbox"/>	No
Where does your organisation work (please tick)?				
Just in the Berwick, Tweedmouth and/or Spittal area	<input checked="" type="checkbox"/>	Regionally in the North East and/or Southern Scotland		
Throughout Northumberland		Nationally		
For the most recent financial year please state:				
Income: £1,337.00	Expenditure: £1,532.00	Year end balance: £5,241.73		
What does your organisation do?				
<p><b>The Lion House Allotments was established many years ago and we uphold this long tradition of democratically enabling local people to garden their own produce through a fair allocation of 'rented' plots of land within the National regulations for allotment sites.</b></p> <p>Our allotment gardens have long been admired from the walls by locals and visitors alike as a green oasis within the ancient town of Berwick-upon-Tweed. The two separate gardens and the Rope Walk in-between the gardens, recorded in 1906 deeds, may have become allotments after the second world war 'Dig for Britain' initiative, but have a much earlier history with strips of cultivated land on this site recorded in very early maps including Fullers 1799 History of Berwick.</p> <p>The raised "Ropework" cutting across the site from east to west adjoining the Berwick Salmon Company icehouse on Ravensdowne Road has an even earlier history</p> <p>By 1977 The Berwick upon Tweed Preservation Trust (BPT) owned the complete site, restored the iconic Lion House and retained the allotments for the use of local people with a more recent lease to Berwick Town Council to manage the waiting list. Berwick allotment association continued to function as a self-managed site with a committee structure until the purchase of the site from the BPT when it was advised by the County Council to become a Charitable Incorporated Organisation (CIO). NCC assisted in the administration of this process. The CIO purchased the land with the help of the Town Council and are presently paying back this loan. Our site is held in perpetuity as allotments under the purchase agreement and the Charity's Trustees manage the tenancies with regular Trustee and AGM meetings to update our rules, objectives and constitution details under the Charity Commission.</p> <p>At present we have four trustees and two officers to administer the finance and secretarial work. We are all volunteers who also garden on the site. Our rules include the commitment to national allotment legislation, and we do not use weedkillers to support local wildlife.</p> <p>We were judged to be the best allotment in the Northumberland in Bloom competition in 2019 and have regularly received a gold award which reflects the effort and commitment of all our members.</p> <p>Lions House Allotment Association was celebrated in the National Allotment Association magazine in 2019 after the Chairman of that organisation visited Berwick and was amazed at the quality of the gardening and beauty of the site. The gardens are available to all residents of Spittal, Tweedmouth and Berwick. The Trustees manage the site waiting list and the tenancy agreements.</p>				

How many people take part in your activities each year? 53 plus gardening spouses/partners

How many people are involved in your organisation? 53

Trustees & Volunteers  
4 Trustees and 2 officers

Paid Staff (FTE) 0

## Section 4 Your Project

Describe your project [Continue on a separate sheet as necessary; include any drawings or plans of your project that will help explain what it is about]

Our '**Allotment Access and Cohesion**' project has been agreed at our recent Annual General Meeting. We will achieve the first stage of our project with a new community area and improved routes and steps throughout the site. We identified the need for some path and step upgrades in our survey carried out in the summer 2024.

The Eastern boundary at the end of the rope walk also requires a secure border to ensure visitors and children cannot stray onto the icehouse roof. Further funding for the ongoing repair of the extensive boundary wall is also sought, particularly for parts of the more ancient wall on the North side, dating back over two hundred years.

Health and Safety issues have been recently surveyed and improvements planned into our project to comply with our indemnity insurance.

We now open the gardens to more visitors through yearly tours as part of the Heritage Open days and involvement of local groups such as the Berwick Art Group and need a seated, covered area for entertaining visitors and encouraging internal social events on our site including gardening training such as 'Composting'.

Established allotment gardeners who organise regular coffee mornings to welcome new members and share produce require a dedicated space to increase these popular events. Involvement of plot holders in the Trustee organisation structure will hopefully develop from such community activities.

Our project will include Duke of Edinburgh Gold award participants in the development of a community meeting area and we have a team of allotment members to provide volunteer hours for the project.

The allotment Trustees are working to ensure that more members recognise our responsibilities under our status as a Charitable Incorporated Organisation (CIO). Our development plans and timescale to achieve our objectives reflect this need.

The purchase of the allotment site from The Preservation Trust in 2018 and the demands of having Charity Status requires us to further educate members on the challenges of managing the iconic Lion's House allotment site.

### **Overall we are seeking:**

- Funding for a storage shed for shared equipment.
- The purchase of other gardening equipment for new members to use.
- A covered area, grassed area and pavers with a small, raised bed of sensory, herbal planting for general use and for visitors with sensory disabilities
- Solar panel and battery energy to supply electricity to the community room.
- Funding for refurbished steps on the Southern side of our plots and a walkway across.
- Repairs and refurbishment of main paths for safety and disability access.
- Fencing and gate on allotment boundary of the ice house roof grassed area.

Why is it needed? (include details of any research you have carried out to identify the need and describe any specific benefits for the people of Berwick, Tweedmouth and Spittal)

The Trustees involve steering groups of volunteers such as the 'Path Improvement' volunteer group who have carried out a recent survey of paths. The trustees vetting the allotments regularly for insurance purposes to identify any hazards that need addressing. These overviews have identified the improvements required as outlined above. Improved handrails, steps and surfaces throughout the plots will provide safe access for our wheelchair users in the gardening community. Better access for all will reduce accidental injury and mobility challenges due to age and disability. Local community members and allotment holders covering all ages and varied abilities including those with physical and sensory disabilities will be better enabled in gardening activities with this project.

The need for improved storage for joint use of mowers, strimmers and other allotment tools has been identified and a secure shed will enable quick access to gardening equipment for general use.

A designated area for meetings and coffee mornings, which are very well attended, will overcome the problem of members being strung out along the paths, hindering the benefit of these social events. A community room and garden area will enable a better co-operative experience for members and improve the health benefits from gardening their own vegetables, flowers and fruit. Shed solar panels will provide electricity for lighting and kettle use.

Keen gardeners as well as newcomers will benefit from sharing gardening knowledge, seeds, plant plugs and produce at coffee mornings, training sessions and impromptu get-togethers, developing strong future relationships. All members will benefit from reaching their potential in gardening skills, many saving food costs with their own produce.

All our allotment holders as well as their partners, friends and family will benefit from this project and teenagers with autism on the Duke of Edinburgh Gold Award will be part of the project development.

Local people and tourists will enjoy improved views of this green oasis from the iconic Berwick Elizabethan walls.

How will you measure the success of your project?

With a survey of members views on the developments and at Annual General Meetings.

By carrying out specific surveys of hazards carried out annually.

By taking coffee morning numbers to indicate how successfully we bring people together.

Through measuring attendance at future training opportunities.

By the success of inviting 'waiting list' members to join in events such as gardening workshops.

What is the total cost of your project?

***Please provide a project budget***

Have you asked any other organisation for help to fund the project?

If yes, please give details below

Yes	X	No	
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## Section 4 Your Project (continued)

What will the Town Council grant be used for?

Item	Cost	Purchased or hired?	Town Council Contribution
Storage shed, garden room, platforms and construction. Seating and sensory garden. Solar panels and battery.	£10,500.00 List attached	Purchased and Hired	£2,500.00
<b>Total requested from Town Council</b>			£2,500.00

How will you publicise the Town Council's assistance (for example at the event and/or in publicity or other material)?

**Publicity:**

Displayed on our website

Through local media – newspapers and online Berwick Board etc,

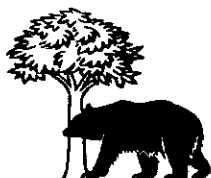
Via friends and family of the allotment association.

With an on-site celebration of achieving our plans with invitations to all contributors.

Organisation	Amount requested	Outcome
NCC Community Chest Fund	£5,000.00	
CoRe Legacy Fund: Solar panels and battery	£1,614.00	Achieved £2,000.00
Awards for All Lottery Funding – not yet applied for-	£15,000.00	Awaiting estimates



# BERWICK-UPON-TWEED TOWN COUNCIL



## Streetscapes in Marygate Report

**A report for CLS March 3<sup>rd</sup>, 2025.**

On the BTC action plan are several tasks resolved by Councillors that rely on the removal of the Digital Notice Board to continue the streetscapes improvement on Marygate. NCC have sent over the costings for the element of the work that needs to be completed by their street lighting team. The recommendations below allow for Berwick Town Council Officers to action and complete these tasks. Costings as follows

1. NCC to remove the Digital Notice Board and remediate street - £3615
2. NCC to relocate Jubilee Lamp from Marygate too Queens Garden - £1450 - £2050 depending on lamp condition.
3. Move Benches outside BTC Office onto cobbled area – BTC Officer Labour
4. Purchase additional planters (3-5 depending on NCC agreement) to complete ‘Avenue’ of trees. - £7395 (for 5 planters)

Does the decision involve new expenditure?		Yes	
Is there an existing budget for the proposed expenditure (insert code)		Yes	
What procurement level is required?	Recommendation 1 and 2 Specialist Services so no quote required. Recommendations 4 will use previous supplier, so style matches existing. Price has not altered since last purchase.		
Are there equalities impacts / an equalities assessment required?	No	Completed Previously	
Does this require a full council decision? (Reports for full council decision should still be sent to the relevant committee where possible.)	No		
Is there a background paper or papers.	Yes		
<ol style="list-style-type: none"> <li>1. Background Paper 1 – NCC quote for point 1 and 2.</li> <li>2. Background Paper 2 – Price for Planters</li> </ol>			

3. Background Paper 3 – Price for Trees
4. Background Paper 4 – Price for soil/drainage gravel.

**Issues arising from proposal**

None

**Rationale for recommendation**

Action Plan follow up – a BTC agreed priority

**Recommendations:**

1. Allow NCC to remove the Digital Notice Board and remediate street
2. Allow NCC to relocate Jubilee Lamp from Marygate too Queens Garden and upgrade lamp if necessary.
3. Move Benches outside BTC Office onto cobbled area
4. Purchase additional planters (3-5 depending on NCC agreement) to complete 'Avenue' of trees.

**Report by Operations Manager  
February 2025.**

# Quotation

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Quotation **Q3605**  
Date 5th November 2024

## Quotation for:-

Name Stephen Robinson  
Company Berwick-upon-Tweed Town Council  
Department  
Address Unit 1, 82-88 Marygate  
Berwick-upon-Tweed  
Northumberland  
TD15 1BN  
Telephone 01289 302391  
Mobile  
Email [operations@berwick-tc.gov.uk](mailto:operations@berwick-tc.gov.uk)

Street Design Limited  
Unit 35 Hayhill Industrial Estate  
Barrow Upon Soar  
Leicestershire LE12 8LD  
Telephone 01509 815335  
Email [sdl@street-design.com](mailto:sdl@street-design.com)  
Web [www.street-design.com](http://www.street-design.com)

Contact Natalie Vaitha  
Office 01509 815335  
Direct Dial 01509 274923  
Email [natalievaitha@street-design.com](mailto:natalievaitha@street-design.com)  
Office hours 8am - 4pm Mon - Fri

Project/Tender  
Product Swithland Planters



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responsible forestry

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Registered Company No: 2052397  
VAT No: 439 3358 29  
FSC® License Code: FSC-C004773  
FSC® Certificate Code: TT-COC-002561  
ISO 9001:2015

Quotation Q3605  
 Date 5th November 2024  
 Project  
 Product Swithland Planters



Description of Goods	Quantity	Price Each £'s	Total
<p><b>Swithland design plant container in FSC Mix 70% redwood left natural complete with height adjustable feet.</b></p> <p>1200mm diameter x 1000mm high</p>	5	1,333.00	6,665.00
Total of Goods excluding VAT			6,665.00
Delivered cost to site only with hiab off loading			1,426.00
Total excluding VAT			8,091.00
<b>Notes</b>			
Availability	6 weeks from receipt of order		
Validity	Quotation valid for 30 days.		
Payment terms	28 day account		
Our contact	Natalie Vaitha		
Direct Dial	01509 274923		
Email	natalievaitha@street-design.com		
<p><b>For full terms and conditions visit: <a href="https://street-design.com//tandc.html">https://street-design.com//tandc.html</a></b></p>			



**Cheviot Trees Ltd**  
 Newton Brae  
 Foulden  
 Berwick upon Tweed  
 TD15 1UL  
 UK

T: +44 (0)1289 386755  
 E: accounts@cheviot-trees.co.uk  
 W: cheviot-trees.co.uk

VAT Reg. No. GB 499 6801 78

**Berwick-upon-Tweed Town Council**  
 Unit 1, 82-88 Marygate  
 Berwick-upon-Tweed  
 TD15 1BN



**INVOICE**

Invoice No: 73794  
 Invoice Date: 06/02/2024  
 Matchcode: BERW15  
 Customer VAT No:  
 Page: 1

PO No: 23-397

Sales order no.:254811.

Del Note No 603145

PO No. 23-397

Qty	Description	Size	VAT	Price	Amount GBP
A 5	Betula utilis jacquemontii	10ltr 175/200	T1	35.000	175.00
B 7	Prunus subh. 'Autumnalis'	10ltr 175/200	T1	35.000	245.00
A+ B 1	Packaging & Delivery via haulier		T1	60.000	60.00
Sub total for this delivery:					480.00

Delivery address:  
 Berwick-upon-Tweed Town Council  
 Unit 1, 82-88 Marygate  
 Berwick-upon-Tweed  
 TD15 1BN

SEE  
 BREAKDOWN

Sub total:	480.00
20.00 % VAT (T1) over 480.00	96.00
<b>TOTAL GBP:</b>	<b>576.00</b>

**Term of Payment:**

Where credit facilities have been arranged, full payment of accounts is due within 28 days from date of invoice. A credit charge of 2% per month may be added to overdue accounts.

Credit Charges where applied may only be deducted if payment is made within 28 days of invoice date. Goods remain the property of Cheviot Trees Ltd until paid for in full.

A 201/4508 £275  
 B: 403/5002 £205  
 TOTAL NET: £480



The mark of responsible forestry  
 FSC® C140467

Only products identified as such are FSC®-certified.  
 SA-CoC-006249

UK Plant Passport  
 S 00428

Please make bank transfers to: Bank of Scotland  
 Account No: 00130090. Sort Code: 80-16-57  
 IBAN: GB76BOFS80165700130090  
 BIC (Swift): BOFSGB21162

RE: Pricing



Jonathan Cameron <Jonathan@cheviot-trees.co.uk>

Wed 06/11/2024, 09:39

Stephen Robinson

Reply all |

Block

To help protect your privacy, some content in this message has been blocked. To re-enable the blocked features, [click here](#).

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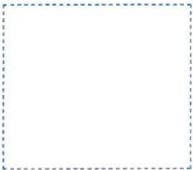
Action Items

Hi Stephen,

Thanks for your message.

I can confirm that the current unit prices are £37.50 + VAT.

Kind regards,  
Jonathan.

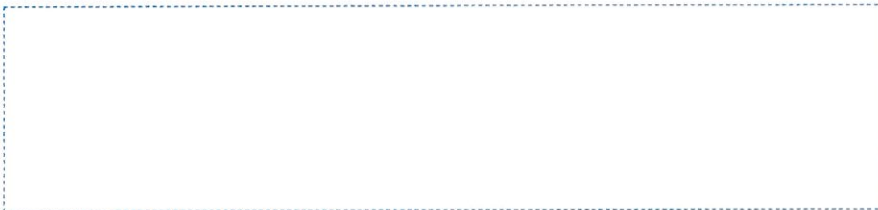


**Jonathan Cameron** Sales and Marketing Manager

Tel: +44 (0) 1289 386755 Web: [cheviot-trees.co.uk](http://cheviot-trees.co.uk)

Cheviot Trees Ltd., Newton Brae, Foulden, Berwick upon Tweed. UK TD15 1UL

[Terms and Conditions](#) | [Plant Health Policy](#) | [Privacy Policy](#)



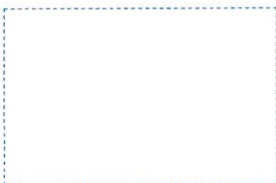
**Do you need Bio-degradable tree protection products?**

**ALL IN STOCK**

We are major stockists of:

- Treeshelters • Mulch Mats • Stakes • Canes •

**Click here to view our range**



PHCS - 0013 - UK



For the Horticulture Trade Association



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Re: Price For Works on Marygate.



Gavin Barlow <Gavin.Barlow@northumberland.gov.uk>

Today 09:53

Stephen Robinson; Kris Westerby <kris.westerby@northumberland.gov.uk>; Anne Johnson <Anne.Johnson@northumberland.gov.uk>

Reply all |

Flags

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To always show content from this sender, [click here](#).

Flag for follow up. Start by 19 February 2025. Due by 19 February 2025.

This message was sent with high importance.

You replied on 19/02/2025 09:41.

Action Items



Good evening Stephen,

Thank you for your emails, and please accept my apologies for the delay in getting the requested costs back to you.

With regard to the list of items you provided, I can confirm costs for the following:

1. Electronic Signboard to be disconnected - £2,120 ex VAT - which is made up of £1,495 for the Scottish Power Disconnection and £625 should you require NCC to remove the Signboard.
2. Resite Jubilee Lamp currently located in Marygate to Blakewell Road - £1,450 ex VAT, which allows for removing the column and re-erecting in an agreed position. I cannot comment on the condition of the existing lantern, but if required, once we start the work, a new lantern can be provided and fitted at an additional cost of £650 ex VAT.
3. Marygate Bollards - we have agreed to paint the bollards from Golden Square down to its junction with Church Street. If you require any bollards painted outside of this area, I can provide a quotation, once the scope of works is known. I anticipate this work taking place in Spring 2025.

I trust the foregoing is satisfactory, but do not hesitate to contact me, if you do require any further information. If you do want to proceed with the above quotations, I would be grateful if you can provide a valid purchase order.

Kind Regards,

Gavin

**Gavin Barlow**  
**Street Lighting Manager**  
 Northumberland County Council  
 Technical Services (Highways Delivery)  
 Cowley Road  
 Blyth  
 Northumberland  
 NE24 5TF

**Tel:** 07976 848401  
**Email:** [gavin.barlow@northumberland.gov.uk](mailto:gavin.barlow@northumberland.gov.uk)  
[send a chat in Teams](#)

**From:** Stephen Robinson <Operations.Manager@berwick-tc.gov.uk>  
**Sent:** 17 February 2025 16:08  
**To:** Gavin Barlow <Gavin.Barlow@northumberland.gov.uk>  
**Cc:** Kris Westerby <kris.westerby@northumberland.gov.uk>  
**Subject:** Price For Works on Marygate.

Some people who received this message don't often get email from operations.manager@berwick-tc.gov.uk. [Learn why this is important](#)

CAUTION: This email originated from outside of Northumberland County Council. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Afternoon Gavin.

Can I have an update as to where we are with the price for the work on Marygate.



Quotation

Document Number  
0016/70049422

Quotation prepared for:-  
Berwick-Upon-Tweed Town Council  
Unit 1  
82-84 Marygate  
Berwick-Upon-Tweed  
TD15 1BN

Prepared by:-  
MKM B.S. (Berwick) Ltd  
Plot 6 Seaview Business Pk  
North Road Industrial Estate  
BERWICK UPON TWEED  
TD15 1UP

Account	Our Operator	Date	Time	Quote Expiry Date	Your Reference	Page	Order Number
0101101	David Smith	20/02/2025	09:38	22/03/2025		1	979530

Thank you for shopping at MKM Building Supplies. Please call again soon.

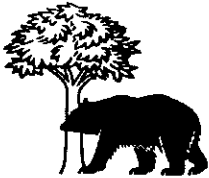
Quantity	Product	Price	Disc %	Total V
8 BG	GRADED TOPSOIL BULK BAG B007763	37.85 BG		302.80 S
2 BG	GRAVEL 20MM BULK BAG B000469	54.50 BG		109.00 S

If you are a business/trade customer, this Quotation is supplied subject to the MKM Terms & Conditions for the Supply of Goods

Rate	Goods	VAT	<b>This is not a VAT invoice</b>	Total Goods	411.80
S 20.00	411.80	82.36		Total VAT	82.36
				Total	494.16
				All prices are in Sterling	



# BERWICK-UPON-TWEED TOWN COUNCIL



# D

## Picnic Bench Replacement Highfields Play Area

**A report for CLS March 3<sup>rd</sup> 2025**

BTC Officers while completing play park inspections have noticed that the picnic bench situated in Highfields Play Area is beginning to fail. The timber is broken at the fixing points and the feet where in contact with the ground are begging to rot.

In line with Councillors resolution to replace timber benches in outlying areas with recycled plastic ones, this bench could be earmarked as one of the first replacements.

To aid Officers in making maintenance more efficient, flagging a base for the bench to sit on will make grass cutting more efficient and keep the area under the bench neat and tidier.

Indicative costs are:

1. Bench £900
2. Flag Base £2250

Does the decision involve new expenditure?	Yes
Is there an existing budget for the proposed expenditure	Yes
What procurement level is required?	Officers to obtain best value. 3 quotes may not be achievable.
Are there equalities impacts / an equalities assessment required?	No
Does this require a full council decision? (Reports for full council decision should still be sent to the relevant committee where possible.)	No
Is there a background paper or papers.	Yes
1. Images of existing Highfields bench and new Spittal bench	

**Issues arising from proposal**

None

**Rationale for recommendation**

Councillors have resolved to replace benches in outlying areas with composite replacements.  
Area will be neater in appearance

**Recommendation(s):**

1. Spend up to £900 to replace picnic bench with a composite, accessible version.
2. Spend up to £2250 to create a flagged base underneath to allow for efficient maintenance and neater appearance.

**Report by Operations Manager  
February 2025.**

**Background Paper I**

**Report D, Picnic Bench Replacement Highfields Play Area.**

**Image of current Highfields Bench.**

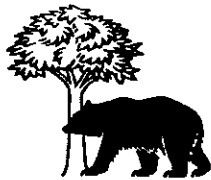


**Image of proposed bench in situ at Spittal with flagged base.**





# BERWICK-UPON-TWEED TOWN COUNCIL



## 5 Arches Allotments Report

A report for CLS March 3<sup>rd</sup> 2025

Officers have received emails from two Allotment plot holders about the condition of the fencing at the Council's 5 Arches Allotment Plot. Officers have inspected the fence again and it is in a worsening state of disrepair and not a suitable barrier to deter vandalism. The gate is not fit for purpose and the access ramp is poor and unsafe.

Although Councillors were waiting until we know if the community asset transfer has been successful before commencing the re-fence project, Officers would recommend that Councillors give instruction to complete the two sides adjacent to the path that are in the worst state of repair.

This would not affect the eventual proposed extension of the fencing as the lines can be extended to create the enlarged plot. Officers would also recommend returning the fence on the north corner to a point that the existing fence is still secure. These panels and posts can be re used if the extension of the overall plot is successful or would remain in situ if not.

Officers would recommend using the contractor who came in cheapest when the original quotes were submitted.

Officers would also recommend the Warden team do some remedial work to the entrance path once the gate is repaired.

Does the decision involve new expenditure?	Yes
Is there an existing budget for the proposed expenditure	Yes
What procurement level is required?	3 Quotes as per BTC Financial Regulations
Are there equalities impacts / an equalities assessment required?	No
Does this require a full council decision? (Reports for full council decision should still be sent to the relevant committee where possible.)	No
Is there a background paper or papers.	Yes

1. 5 Arches Allotments -Proposed Fencing Remedial.
2. 5 Arches Allotments – Original Paper Presented to CLS

**Issues arising from proposal**

None

**Recommendation:**

1. To update the fencing on the rear two corners adjacent to the footpath of the 5 Arches Allotment Plot Until Community Asset Transfer is complete.
2. Return one corner on the North end to secure plot. Posts and panels to be reused if extension is successful.
3. Use the contractor who came in cheapest for the overall project when quoted for originally.
4. Allow Wardens to remediate entrance path.

**Rationale for recommendation**

Action Plan follow up – a BTC agreed priority

**Report by Operations Manager  
February 2025.**

## BACKGROUND PAPER 1.

### **Proposed Fencing Remedial.**

**The below image shows the area proposed by Officers in the report.**

Purple Line – Proposed Section to remediate.

Red Line – 6 Foot V Mesh security fencing.

Green Line - 6 Foot V Mesh security fencing with net above.

Blue – Line Matching 6 Foot V Mesh security fencing gates.

Yellow – Line 3 Foot post and rail dividing fences.

Purple Circle – New location for floodlight post.



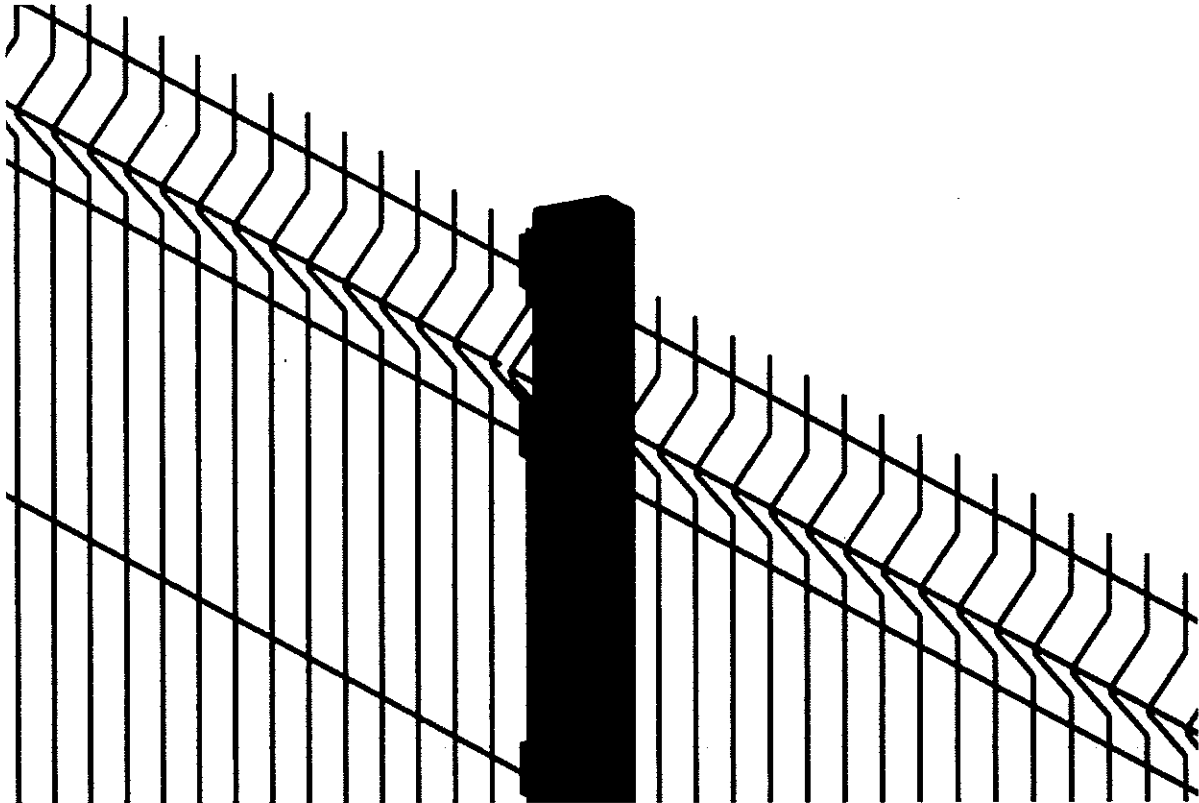
## **BACKGROUND PAPER 2.**

### **5 Arches Allotments – Original Paper Presented to CLS**

We have investigated the demand for allotments in the town. We currently have a waiting list of 10 people.

Our Allotment site at 5 Arches needs to be re fenced. On inspection we noticed there was space to extend our plot and gain an additional 7 plots, with no adverse effect on the Tweedmouth Ams Football club. Their only request/stipulation is that the flood light pole that would be inside our extended plot be moved and while access equipment is on site to put some new bulbs in their existing flood lamps.

I have had 3 quotes to re fence the extended plots from 3 local contractors who supply and install security fencing in a 6-foot v-mesh palisade style as in the image below.



There would be a 20-foot net to prevent balls from the training pitch entering the allotments and included in the quote is a 3 foot post and rail fence to divide the new plots as well as two new gates as set out in the drawing below.





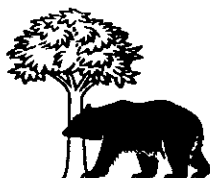
- Red – 6 Foot V Mesh security fencing.
- Green - 6 Foot V Mesh security fencing with net above.
- Blue – Matching 6 Foot V Mesh security fencing gates.
- Yellow – 3 Foot post and rail dividing fences.
- Purple – New location for floodlight post.

Quotes are tabled below.

Supplier	Quote Number	Total Value ex VAT
Aitchison Fencing	QU-0056	£19,374
W Campbell and Son	Q-2006	£25,000.00
Ben Douglas Fencing	N/A	£24,450



# BERWICK-UPON-TWEED TOWN COUNCIL



# F

## Probation Services Report

**A report for CLS March 3<sup>rd</sup> 2025**

Officers have been approached by Probation Services to explore the potential use of individuals on Community Payback Orders (formerly Community Service) within the town. Officers highlighted Spittal Promenade as a good location to start. Probation Services require a toilet within close proximity and Spittal Prom has this. BTC have in excess of 40 benches needing re painted. The railings at Spittal Play Area need the sand build up removed and re painted. We also have sand buildup around the base of benches needing removed and paths re edged in the park Officers have also highlighted NCC assets that are in need of attention.

Probation Services supervise all works and have the necessary safe systems of work in place to ensure we are compliant with HSE legislation. BTC just need to supply the consumable materials (paint/primer/sandpaper/brushes).

Officers have begun discussions with NCC to see if they would be happy for work on their assets to be completed and any documentation, they would need from Probation Services. This includes removal of sand build up on the prom and steps, litter picking, edging footpaths, painting bollards and railings.

Does the decision involve new expenditure?	No – would be covered by existing maintenance budget
Is there an existing budget for the proposed expenditure (insert code)	Yes
What procurement level is required?	Officers to obtain best value
Are there equalities impacts / an equalities assessment required?	No
Does this require a full council decision? (Reports for full council decision should still be sent to the relevant committee where possible.)	No
Is there a background paper or papers.	No

**Issues arising from proposal**

None

**Rationale for recommendation**

Opportunity to create a working partnership which allows us to maintain assets without occupying officer time.

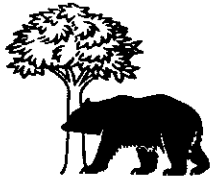
Opportunity for a cross organisation refurbish of one of the towns key tourist attractions.

**Recommendation:**

1. To allow Officers to work with Probation Services and NCC for the improvement of Spittal Promenade and other BTC projects
2. Purchase consumable materials needed to complete the tasks
3. Councillors to consider future projects we could collaborate on

**Report by Operations Manager  
February 2025.**

# BERWICK-UPON-TWEED TOWN COUNCIL



## Seagull Deterrent - Marygate.

---

**A report for CLS March 3<sup>rd</sup>, 2025.**

Councillors Resolved for Officers to investigate costings for Seagull deterrents for Marygate to try to reduce the amount of faeces on the pavements during the peak tourist season.

Officers were instructed to investigate Harrier Hawk and deterrents such as flags and other devices.

Harrier Hawks has been difficult for Officers to obtain quotes for, as miscommunication meant contractors Officers had previously spoken to had believed it was just BTC's Office building and not the whole of Marygate. The cost of £400-500 contractors had given was for our building only (and would not have been frequent enough to deter for the season).

Other Harrier Hawk owners in close proximity to Berwick are also concerned for the safety of their birds as the Seagulls locally are on mass and can be extremely aggressive towards a solo bird of prey.

Berwick's geographical location is also making finding contractors difficult as many do not travel this far north. Officers contacted the company that was used by the Berwick Infirmary developers, and they have presented us with a quote.

This expert contractor has stated for this to be truly effective there would have to be 3-5 years of consecutive breeding seasons due to the long-established colony in Berwick. Due to the large area to cover, the contractor is suggesting a two bird, two-hour flight, twice weekly over the 16-week breeding season.

The quote for this is £14,085 excluding vat.

Other devices that are situated on building roofs/nesting sites range from £25-£100 per device but reviews online are very mixed. Where populations are higher, they appear to be

less effective. BTC Officers would need to seek approval from building owners and appoint a local contractor with appropriate access equipment to install. Depending on numbers of building owner consents, an indicative cost would be between £500-£1000

At a meeting with NCC's Neat Team, BTC Officers were informed that there is a brand-new pavement sweeper that is fully functional with water cleaning and disinfectant which will be in use daily throughout the summer season. This may alleviate some of the issues.

Does the decision involve new expenditure?	Yes
Is there an existing budget for the proposed expenditure	No
What procurement level is required?	Specialist Service, Officers to find best value.
Are there equalities impacts / an equalities assessment required?	No
Does this require a full council decision? (Reports for full council decision should still be sent to the relevant committee where possible.)	No
Is there a background paper or papers.	Yes
<ol style="list-style-type: none"> <li>1. Quote from expert Contactor</li> <li>2. Options for Roof Top Deterrents</li> </ol>	
<b>Issues arising from proposal</b>	
None	
<b>Rationale for recommendation</b>	
Most cost-effective approach possible.	
<b>Recommendation(s):</b>	
BTC Officers seek building owner permission, purchase suitable deterrent device and hire specialist local contractor to install.	

**Report by Operations Manager  
February 2025.**



**JG Environmental Ltd**

Andrews House, Wallingford Road,  
Uxbridge, UB8 2RW

[www.jgpestcontrol.co.uk](http://www.jgpestcontrol.co.uk)

Tel: 0333 015 1259

Quote by Cj Venning

Sales

[c.venning@jgpestcontrol.co.uk](mailto:c.venning@jgpestcontrol.co.uk)

Mx Berwick Upon Tweed Town Council,  
., Marygate, BERWICK-  
UPON-TWEED, TD15 1BN  
[finance@berwick-tc.gov.uk](mailto:finance@berwick-tc.gov.uk)

---

Note: Please mention quote reference in any correspondence regarding this quote.  
Quote Reference: JG-CV652260

Dear Berwick Upon Tweed, Account:

RE: Bird of Prey Programme @ Berwick Upon Tweed Town Council, TD15 1BN.

Thank you for choosing us to quote on this project, I am confident we are the right company to carry out these works for you, this quotation is for:

### **Specialist Bird of Prey Programme**

Our JG Pest Control Bird of Prey services offer simple, mess-free way of keeping certain areas free of flying pests. It is a way of controlling birds using a hawk or similar bird of prey to deter large flocks of seagulls or pigeons.

Areas where large numbers of people gather regularly, such as sport stadiums, produce a lot of food waste that local birds are happy to consume (thus attracting more birds), while construction sites offer opportunities for them to build nests and disrupt the work going on.

*I trust this quotation is satisfactory. Please contact me directly on 0333 015 1259 if you would like to discuss or have any further requests.*

Yours Sincerely,

Cj Venning  
Sales

Quote Detail:

**Recommendations:**

The following works / systems are to be deployed in dealing with your issues on site:

- We would recommend 2 flights a week for 2 hours per flight for a 16 week programme.

**Specification:**

**The number of flights per week may change and will be decided by the Handler as Seagull populations require different approaches.**

When carrying out a Bird of Prey programme the Handler will vary the times they attend the site in order that the target species does not habituate the Raptors presence.

The presence of a Bird of Prey on a site convinces the target Species that the bird is resident in the area and that it will attack them or any young they may attempt to raise on the site. This makes the site less attractive as a nesting or feeding site as the Pigeon's instincts for survival kicks in especially with Young birds new to the site.

On sites with a large or well established "resident" population this may take 3-5 years if not longer.

A maximum of two Birds will attend the site and these are periodically changed over in order to give the birds a rest.

JG Pest control handlers are trained to identify the best vantage points on a site to achieve the best results. Once the ideal vantage points have been chosen the Handler will then fly the bird over the affected areas. This will cause the Pigeons to rise into the skies as they will believe that the Raptor is there to attack the colony.

At no point will the Raptor attack the Pigeons.

The Handler will constantly re-asses the overall schedule and recommend an increase or decrease the programme flying time depending on the site's needs. Your account manager will then contact the customer if any changes are required.



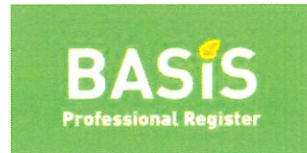
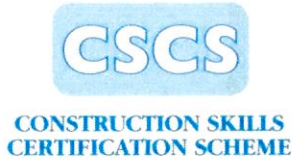
Other Supporting Pictures and Information for Reference:



Our birds are looked after by our own staff, we commonly use the harris hawk but also have falcons available for gull large infestations.

Our handlers are trained to industry standards and have years of experience in handling birds of prey.

Our Qualifications include:



RSPH/ BCPA Level 2 Certification in Pest Management

Our Clients include:



# Quotation

Date	17-Feb-25
Quote By	Cj Venning
Quote Ref	JG-CV652260

Quote Items	Unit/s	Qty	Rate	Totals
Bird Of Prey Programme	Visits	1	£14,085.00	£14,085.00

Total Ex VAT	<b>£14,085.00</b>
Total Inc VAT @ 20.00%	<b>£16,902.00</b>

**\*If applicable parking/ toll charges will be added to total bill**

Please quote above reference when referring to this quotation.

Prepared by:

Cj Venning

(Quotation valid for 1 year from above date)

\*\*All orders, sales and invoices are made under our standard terms and conditions of sale.

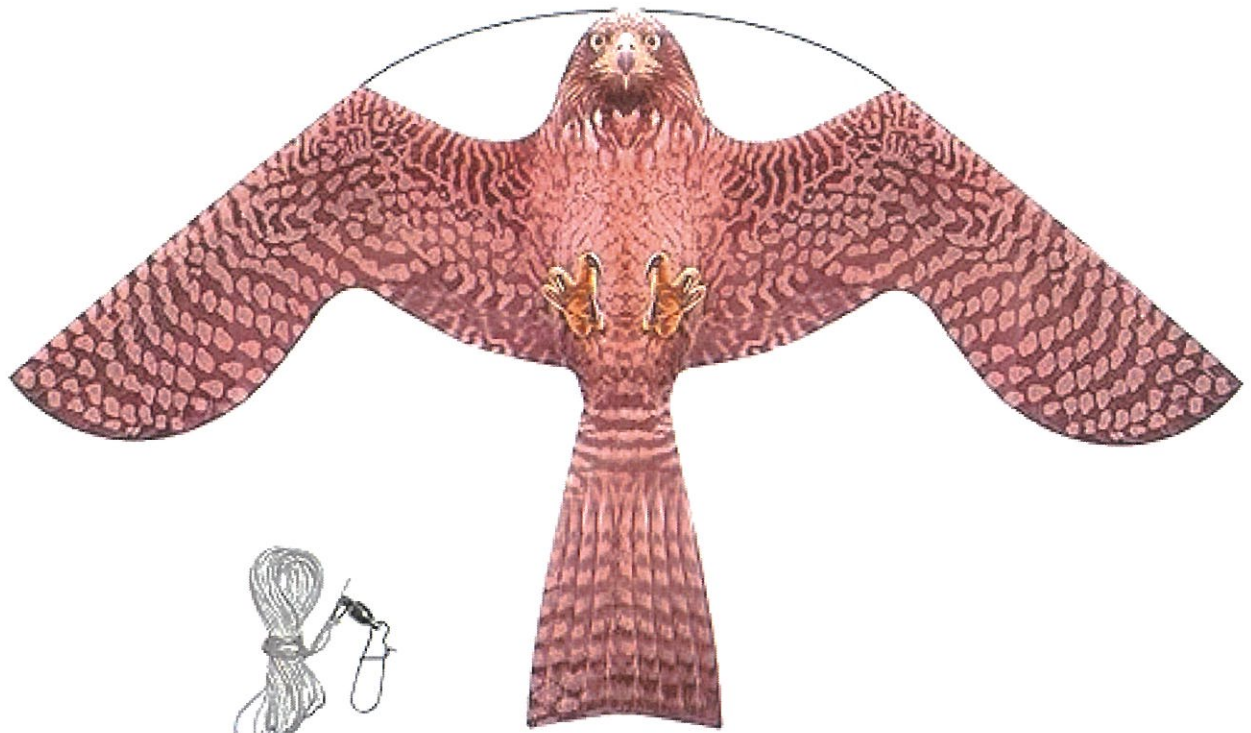
A copy of which is available at <https://www.jgpestcontrol.co.uk/terms-conditions/>

Note: We try to provide all the information you will require on this document, if you believe there is something missing or have an questions please get in touch.

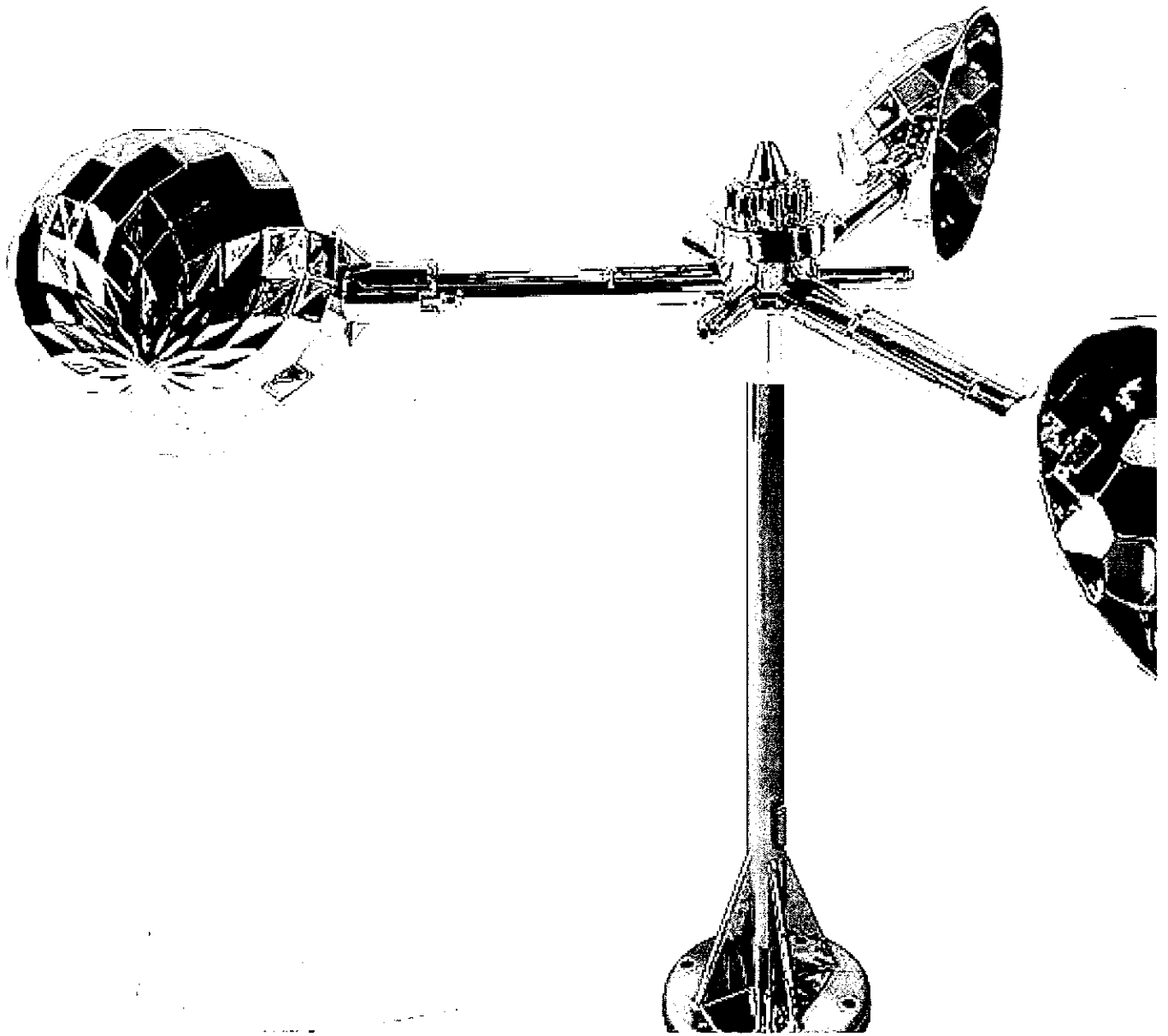


**Seagull Harrier. Report G. Background Paper 2.**

**Bird Deterrent Flag - £39.99 - 3.5\* Review**



**Reflective Bird Deterrent - £21.24 – 3.4\* Review**



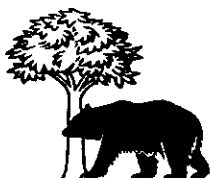
Solar Powered Ultrasonic Bird Deterrent - £32.95 – 2.9\* Review







# BERWICK-UPON-TWEED TOWN COUNCIL



## Trim Tail 5 Arches.

### A report for CLS March 3<sup>rd</sup>, 2025.

Councillors resolved for Officers to obtain quotes for a Trim Trail to be located in 5 Arches with a total budget of £20,000, excluding VAT, including installation.

The design brief was for a Trim Trail with:

- competitive race element
- robust equipment
- linier
- expandable so can be extended at a later date.

Officers have contacted 5 play park manufactures/installers and have obtained 4 quotations. The 5<sup>th</sup> manufacturer only supplied timber trim trails which did not meet our needs on robustness.

Once quote is approved, Community Asset Transfer can be completed fully as size of area differs between suppliers.

Does the decision involve new expenditure?	Yes
Is there an existing budget for the proposed expenditure.	Yes
What procurement level is required?	3 quotations as per financial regulations.
Are there equalities impacts / an equalities assessment required?	No
Does this require a full council decision? (Reports for full council decision should still be sent to the relevant committee where possible.)	No
Is there a background paper or papers.	Yes
Background Paper 1 – Quote from Kompan Background Paper 2 – Quote from Proludic Background Paper 3 – Quote from Fresh Air Fitness Background Paper 4 – Quote From Play Fitness LTD	

**Issues arising from proposal**

None

**Rationale for recommendation**

N/A

**Recommendation(s):**

No recommendations from Officers. Councillors to make decision of which option they prefer.

All meet our design brief.

**Report by Operations Manager  
February 2025.**

# FIVE ARCHES OUTDOOR FITNESS OBSTACLE COURSE

**FREE TO DOWNLOAD**  
**FITNESS APPS**

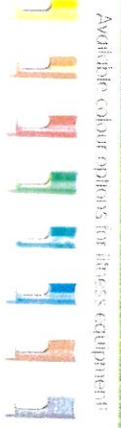
Outdoor Fitness App:  
 Designed for outdoor fitness users, our app acts as a digital personal trainer. They do not require sign up and are easy to navigate. You can find exercises for products, watch video demonstrations, get workouts for different needs or goals and so much more!



**UP AND OVER**  
 This is our favourite! All you need to do is get high, jump over the obstacle and get on the other side. It's a great challenge for both the young and old. It's a great way to get your heart rate up and your muscles warmed up. It's also a great way to get your heart rate up and your muscles warmed up. It's also a great way to get your heart rate up and your muscles warmed up.

**BALANCE BEAM**  
 This is a great challenge for both the young and old. It's a great way to get your heart rate up and your muscles warmed up. It's also a great way to get your heart rate up and your muscles warmed up. It's also a great way to get your heart rate up and your muscles warmed up.

**LOOKS!**  
 This is a great challenge for both the young and old. It's a great way to get your heart rate up and your muscles warmed up. It's also a great way to get your heart rate up and your muscles warmed up. It's also a great way to get your heart rate up and your muscles warmed up.



**FITNESS FOR ALL AGES AND ABILITIES**  
 All KOMPANi fitness equipment is supported by KOMPANi's line app and optional frame support to help users stay motivated. Our fitness institute has a range of wide variety of equipment options to suit all physical capabilities including wheelchair users ensuring everyone has fair access to an effective workout!

**OVERHEAD LADDER**  
 This is a great challenge for both the young and old. It's a great way to get your heart rate up and your muscles warmed up. It's also a great way to get your heart rate up and your muscles warmed up. It's also a great way to get your heart rate up and your muscles warmed up.

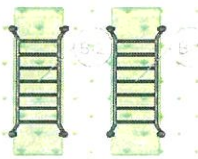


**KOMPANi**  
 SPORT FITNESS

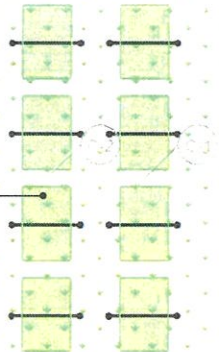
.....WHO WILL WIN THE RACE?

# Five Arches

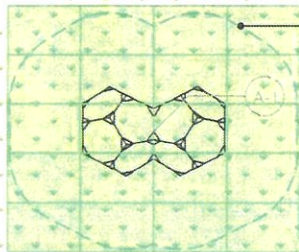
North Berwick



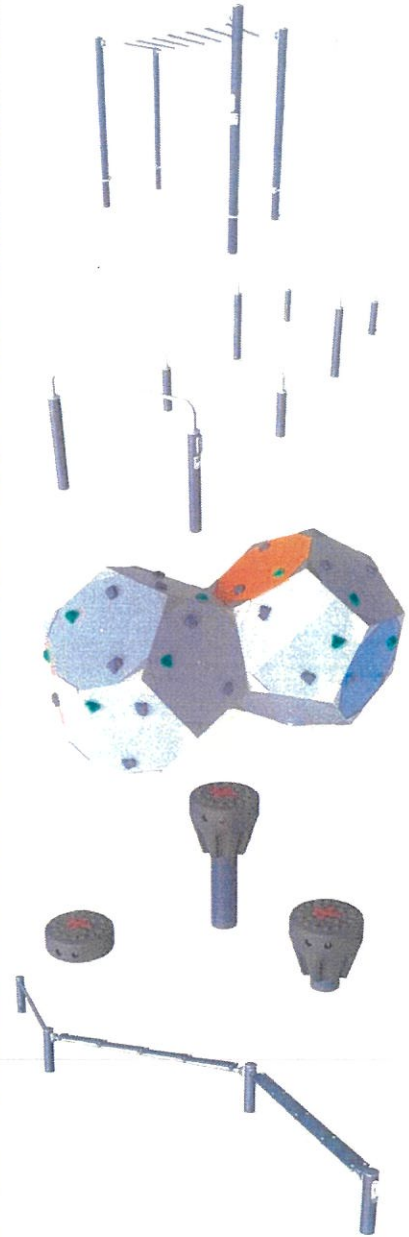
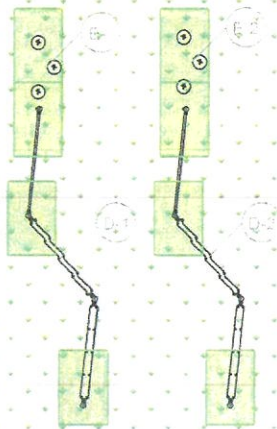
Product Number	Product Name	Maximum Fall Height	Total Height	Age Span	Inclusive	Count
BLX410201-xx17	BLOQX 2	171 cm	171 cm	8+	No	1
FSW20501-0900	Overhead Ladder	133 cm	240 cm	13+	No	2
FSW21400-0901	Over Under	118 cm	118 cm	13+	No	2
FSW21500-0900	Balance Beam	40 cm	45 cm	13+	No	2
FSW22100-xx01	Jump Pod Set	60 cm	60 cm	13+	No	2



**GRASS MAT SAFER SURFACING**  
 tested in accordance with BS EN1177 & EN7188  
 1m x 1.5m, 22mm thick  
 supplied with turf reinforcement mesh  
 Grass areas should be well established prior to grass mat safety surfacing being laid



EQUIPMENT SAFETY ZONE



## THE SCIENCE OF EXERCISE

The KOMPAN Fitness Institute develops science-based, user test-informed equipment and design recommendations. It's where research, design and product innovation meet reality.

At the KOMPAN Fitness Institute, we use science to create outdoor fitness equipment and solutions. Outdoor fitness has traditionally been based on simple equipment with less functionality than indoor fitness. However, the available equipment must provide real exercise benefits and a positive user experience to motivate people to exercise regularly. When developing outdoor fitness products that provide an optimal exercise experience, we focus on two key aspects: ergonomics and the resistance experienced by the user.



KOMPAN Scotland Ltd. [www.KOMPAN.co.uk](http://www.KOMPAN.co.uk)  
 5 Dunlop Square T.01506 442 266  
 Livingston E.kompan.scotland@kompan.com  
 EH54 8SB

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Project	Five Arches	Designed by	MT
Client	Five Arches	Date	21.02.2025
Title	General Layout	Scale	1:100@A3
		Drawing No	SC13628-01
		Revision	

**Sales - Quote**

Quote No. SQ219746-1  
 Contact No. 200546  
 Document Date 24-02-2025  
 Expiration Date 26-03-2025  
 Salesperson Paul Taylor  
 Email pautay@koman.com  
 Office Phone No. 07764 365668

Stephen Robinson  
 Berwick Town Council  
 Room 211, Berwick Workspace  
 Boarding School Yard  
 90 Marygate  
 Berwick upon Tweed  
 TD15 1BN

Project Name Five Arches Outdoor Fitness

Item No.	Description	Quantity	Unit of Measure	Unit Price	Discount %	Amount
FSW21500-0900	 KOMPAN Balance Beam Installation - FSW21500-0900 Ingrnd, colour grey NOTE: order safety sign Total CO <sub>2</sub> Emission 312.8 Kg (156.4 Kg/Pieces)	2	Pieces	1,540.00	42.30	1,777.16
FSW22100-0800	 KOMPAN Stepping Pods, colour grey KOMPAN Balance Beam Installation - FSW22100-0800 Ingrnd NOTE: order safety sign Total CO <sub>2</sub> Emission 250.5 Kg (125.3 Kg/Pieces)	2	Pieces	980.00	33.70	1,299.48
BLX410201-3717	 KOMPAN BLOXX 2 KOMPAN Stepping Pods, colour grey Installation - FSW22100-0800 Ingr 90cm, Colour grey/blue/orange Total CO <sub>2</sub> Emission 443 Kg (443 Kg/Pieces)	1	Pieces	5,770.00	47.02	3,056.95
FSW20501-0900	 KOMPAN Wide Overhead Ladder Pro KOMPAN BLOXX 2 Installation - BLX410201-3717 Ingrnd, colour grey NOTE: order safety sign Total CO <sub>2</sub> Emission 359.5 Kg (179.8 Kg/Pieces)	2	Pieces	1,680.00	42.30	1,938.72
INSTALLATION	Installation - FSW20501-0900 KOMPAN Wide Overhead Ladder Pro	2	Pieces	459.00		918.00

## Sales - Quote

Stephen Robinson  
Berwick Town Council  
Room 211, Berwick Workspace  
Boarding School Yard  
90 Marygate  
Berwick upon Tweed  
TD15 1BN

Quote No. SQ219746-1  
Contact No. 200546  
Document Date 24-02-2025  
Expiration Date 26-03-2025

Salesperson Paul Taylor  
Email pautay@kompan.com  
Office Phone No. 07764 365668

Project Name Five Arches Outdoor Fitness

Item No.	Description	Quantity	Unit of Measure	Unit Price	Discount %	Amount
<u>FSW21400-0900</u>	KOMPAN Over & Under Inground, colour grey NOTE: order safety sign Total CO <sub>2</sub> Emission 414.7 Kg (207.4 Kg/Pieces)	2	Pieces	1,600.00	32.50	2,160.00
INSTALLATION	Installation - FSW21400-0900 KOMPAN Over & Under	2	Pieces	298.00		596.00
<u>SUR14801-150</u>	KOMPAN Grass Mat 1.5m x 1.0m x 22mm, black c/w 6 pegs & ties	40	Pieces	32.00	25.20	957.44
INSTALLATION	Installation - SUR14801-150 KOMPAN Grass Mat 1.5m x 1.0m x 22mm, black	40	Pieces	22.00		880.00
SC- GM00270G0130	Grass stabilisation mesh 1.5m x 30m roll (45m <sup>2</sup> )	2	Pieces	218.75		437.50
SC-INSTALLATION	Installation of Play Equipment	1	Pieces	1,305.00		1,305.00
SC-INSPECTION	Playground Inspection	1	Pieces	500.00		500.00
FREIGHT	Equipment Delivery Charge	1	Pieces	1,727.00		1,727.00
<b>Total Excl. VAT</b>						<b>19,999.25</b>
20% VAT						3,999.85
<b>Total Incl. VAT</b>						<b>23,999.10</b>

**Payment Terms** Net 30 days

The colour and surface texture of products and surfacing manufactured with the recycled content are influenced by the differences within the used recycled, raw materials. Therefore, minor differences in the visually and texture not only occur, but are to be expected.

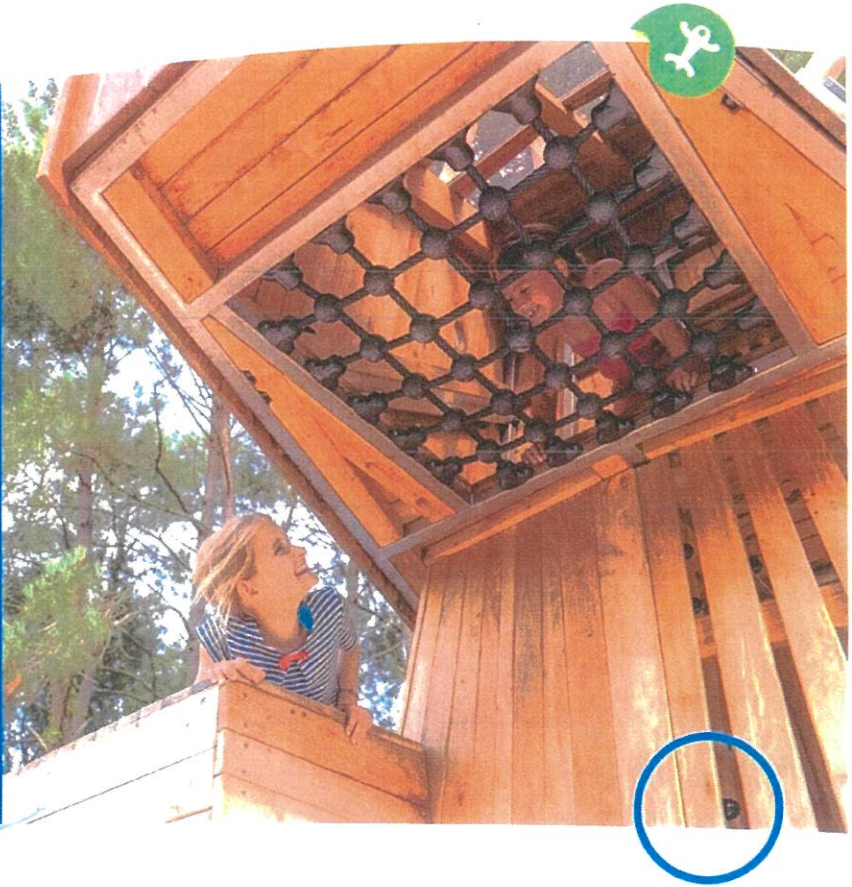
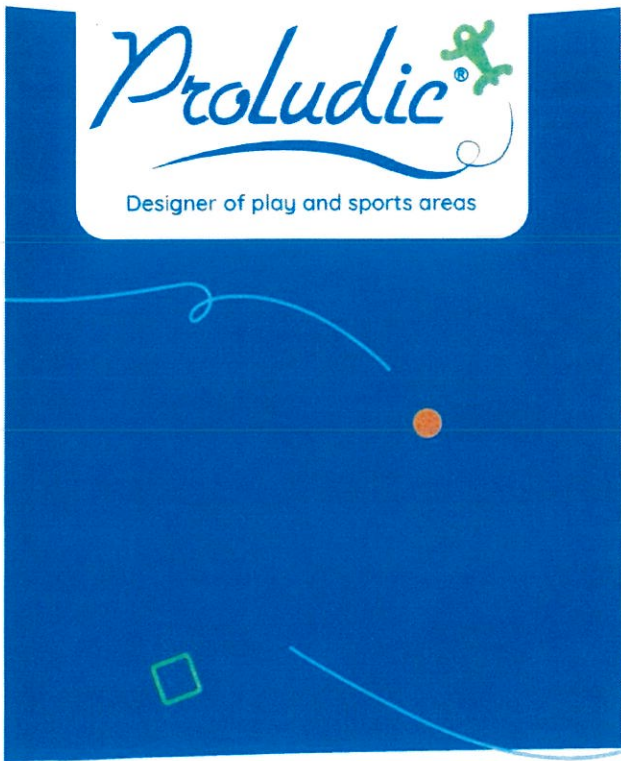


## Project Pricing Overview

Your Quote Proposal

Equipment Including Installation and Delivery	£14,209.60
Surfacing Works	£4,467.75
Site Set Up and Inspection	£1,580.00
<b>Unique Project Discount</b>	<b>£258.35</b>
Final total	£19,999.00

A play area worth £20,257.35 delivered for **£19,999.00**





# 5 Arches Park, Tweedmouth – Assault Course

**Race against your friend,  
Who can get to the end first.**

Respoke sign  
signifies the  
start point and  
describes how to  
use equipment

Balance  
Beams

Stopwatch

Horizontal  
Ladder

Grass matting  
surfacing to  
protect  
the grass  
underneath

Parallel  
Bars

Vertical  
Bars

Vertical  
Bars



**Fitness  
app  
for all**

**Free  
app**

*Inclusive fitness solution providing full body  
strength and Cardio for all abilities*

All equipment QR coded.  
Download App for  
Workout Guides.



**DESIGNED  
AND BUILT  
IN THE UK**

THE  
DIRECTION

# 5 Arches Park, Tweedmouth – Assault Course

## START LINE

## BALANCE BEAMS

## HORIZONTAL LADDER

## PLYOMETRIC BOXES

## PARALLEL BARS

## ASSAULT ROPE

## FINISH LINE

Marked area where participants begin the race.

A test of stability and coordination, requiring users to walk or jump across.

A strength and endurance challenge, moving across using hand grip.

Users jump between different heights, improving explosive power.

Users traverse by moving hand-over-hand or performing dips.

For rope climbs.

The end point of the race, where results can be compared.



All equipment QR coded.  
Download App for  
"Workout Guides"

Free app

Fitness for all

EN16170 Compliance Sign

- Strength
- Balance
- Cardio
- Stretch
- Endurance

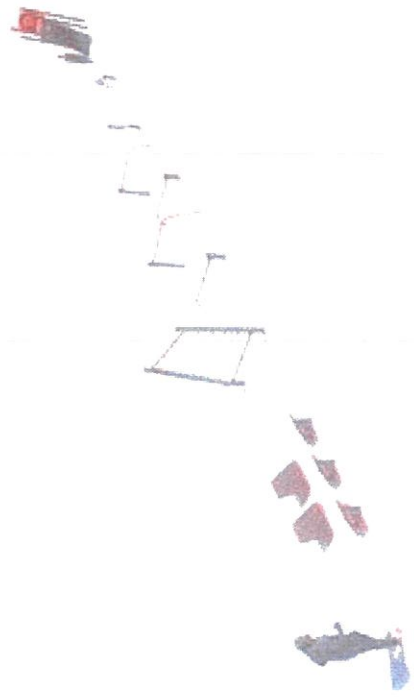
**FreshairFitness**  
The outdoor gym specialists

*Inclusive fitness solution providing full body strength and Cardio for all abilities*

 **DESIGNED AND BUILT IN THE UK**

## Cost of Equipment

Equipment	Unit Cost	Installation Cost	Total Cost
Parallel Bars	£915	£504	£1,419
Parallel Bars	£915	£504	£1,419
Plyometric Boxes	£965	£504	£1,469
Plyometric Boxes	£965	£504	£1,469
Horizontal Ladder	£1,159	£662	£1,821
Horizontal Ladder	£1,159	£662	£1,821
Balance Beams	£664	£567	£1,231
Balance Beams	£664	£567	£1,231
Assault Rope	£1,493	£504	£1,997
Stopwatch Timer	£745	£419	£1,164
Facilities Sign (EN16630 Compliant)	£0	£0	£0
<b>Total Cost of Equipment, Installation and Signage</b>	<b>£9,644</b>	<b>£5,397</b>	<b>£15,041</b>
Delivery, surfacing and site safety	Description	Total Cost	
Delivery	Delivery of 10 pieces of equipment and signage	£640	
Bespoke sign	Bespoke sign to signify start of Assault course and instructions on how to use pieces	£1000	
Site security and Waste disposal	Appropriate fencing & skip	£750	
Surfacing	Rubber grass mats	£2,560	
<b>Total Cost of delivery, surfacing and site safety</b>		<b>£4,950</b>	
Final Costs		Total Cost	
Equipment, Installation and Signage		£15,041	
Delivery, surfacing and site safety		£4,950	
<b>Equipment discount</b>	<b>10% Equipment Discount</b>	<b>-£965</b>	
<b>Total exc. VAT</b>		<b>£19,026</b>	



## Re: Ninja Trail.



Jack Hubbard <jack@finding-fitness.co.uk>

Reply all |

Stephen Robinson

To help protect your privacy, some content in this message has been blocked. To re-enable the blocked features, [click here](#).

To always show content from this sender, [click here](#).

Flag for follow up. Start by 19 September 2024. Due by 19 September 2024.

You replied on 19/09/2024 13:50

Ninja Trail.pdf

1.7 MB

Show all 1 attachments (27 KB) Download

Hi Stephen,

It costs £20,000 plus VAT supplied and installed. I've attached an image of what it looks like.

Kind regards,

Jack

---

On 19 Sep 2024, at 11:55, Stephen Robinson <[operations@berwick-tc.gov.uk](mailto:operations@berwick-tc.gov.uk)> wrote:

Morning Jack.

Out of interest what would it cost to have one of the structures supplied and installed if we were to pay for it?

Best Wishes

Stephen Robinson

Operations Manager - Berwick-upon-Tweed Town Council

operations@[berwick-tc@gov.uk](mailto:berwick-tc@gov.uk)

01289 302391

[www.berwick-tc.gov.uk](http://www.berwick-tc.gov.uk)





		Spent To Date	Annual Budget	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to /from EMR
202	CS:Local Service Offices							
4602	Transport	46995	2500	(44,495)		(44,495)	1879.8%	35347
4603	Equipment	2331	2250	(81)		(81)	103.6%	
4605	Depot costs - electricity	3428	4500	1072		1072	76.2%	
4606	Depot costs - water	0	1125	1125		1125	0.0%	
4607	Depot costs - rent	14088	12000	(2,088)		(2,088)	117.4%	
4608	Depot costs rates	4491	6000	1509		1509	74.8%	
4609	LS Staff sals	72110	86625	14515		14515	83.2%	
4610	LS Staff NI	6508	6930	422		422	93.9%	
4611	LS staff pensions	6251	5197	(1,054)		(1,054)	120.3%	
4613	Vehicle replacement costs	0	7500	7500		7500	0.0%	(7,500)
4614	Seasonal Horticulture Staff	19246	14000	(5,246)		(5,246)	137.5%	
	CS:Local Service Offices :- Indirect Expenditure	175448	148627	(26,821)	0	(26,821)	118.0%	27847
	Net Expenditure	(175,448)	(148,627)	26821				
	6000 plus Transfer from EMR	27847						
	Movement to/(from) Gen Reserve	(147,600)						
	203 CS:Allotments							
4650	Water Charge	6	522	516		516	1.2%	
4651	Repairs & Maintenance	0	563	563		563	0.0%	
	CS:Allotments :- Indirect Expenditure	6	1085	1079	0	1079	0.6%	0
	Net Expenditure	(6)	(1,085)	(1,079)				



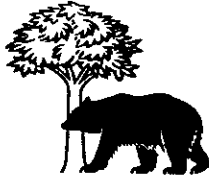
	Spent To Date	Annual Budget	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to /from EMR
301 Parks & Play Areas:Projects							
4701 Play Equipment	12081	8438	(3,643)		(3,643)	143.2%	4832
Parks & Play Areas:Projects :- Indirect Expenditure	12081	8438	(3,643)	0	(3,643)	143.2%	4832
Net Expenditure	(12,081)	(8,438)	3643				
6000 plus Transfer from EMR	4832						
Movement to/(from) Gen Reserve	(7,249)						
302 Parks & Play Areas: Splash Park							
4750 Electricity - splash park	806	844	38		38	95.5%	
4753 Maintenance	2629	1043	(1,586)		(1,586)	252.0%	
4754 Water Quality Inspections	9200	10000	800		800	92.0%	
4756 Annual Inspection	78	116	38		38	67.2%	
Parks & Play Areas: Splash Park :- Indirect Expenditure	12713	12003	(710)	0	(710)	105.9%	0
Net Expenditure	(12,713)	(12,003)	710				
303 Parks & Play Areas: Play Areas							
4801 Maintenance	1375	5000	3625		3625	27.5%	
4803 Annual Inspections	(78)	1101	1179		1179	(7.1%)	
Parks & Play Areas: Play Areas :- Indirect Expenditure	1297	6101	4804	0	4804	21.3%	0
Net Expenditure	(1,297)	(6,101)	(4,804)				

	Spent To Date	Annual Budget	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to /from EMR
401 Promotion:Marketing							
4900 Advertising	0	2250	2250		2250	0.0%	
4902 Website	500	986	486		486	50.7%	
4905 Visitor services Support	7500	0	(7,500)		(7,500)	0.0%	7500
Promotion:Marketing :- Indirect Expenditure	8000	3236	(4,764)	0	(4,764)	247.2%	7500
Net Expenditure	(8,000)	(3,236)	4764				
6000 plus Transfer from EMR	7500						
Movement to/(from) Gen Reserve	(500)						
402 Promotion:Autumn Festivals							
4953 HODS	0	2250	2250	2000	250	88.9%	
Promotion:Autumn Festivals :- Indirect Expenditure	0	2250	2250	2000	250	88.9%	0
Net Expenditure	0	(2,250)	(2,250)				
403 Promotion:Festive Lighting							
5000 Maintenance & Installation	1862	10125	8263		8263	18.4%	
5001 Lights & Fittings	2060	0	(2,060)		(2,060)	0.0%	2060
5004 Other Costs	0	249	249		249	0.0%	
Promotion:Festive Lighting :- Indirect Expenditure	3923	10374	6451	0	6451	37.8%	2060
Net Expenditure	(3,923)	(10,374)	(6,451)				
6000 plus Transfer from EMR	2060						
Movement to/(from) Gen Reserve	(1,862)						

		Spent To Date	Annual Budget	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to /from EMR
500	People and communities							
4906	People and communities salarie	17285	21723	4438		4438	79.6%	
4907	People and communities NI	765	1738	973		973	44.0%	
4908	People and commns pensions	1014	1303	289		289	77.8%	
4909	Strategic Plan	0	30000	30000		30000	0.0%	
4911	Strategic Reserve	0	30000	30000		30000	0.0%	(30,000)
	People and communities :- Indirect Expenditure	19064	84764	65700	0	65700	22.5%	(30,000)
	Net Expenditure	(19,064)	(84,764)	(65,700)				
6000	plus Transfer from EMR	(30,000)						
	Movement to/(from) Gen Reserve	(49,064)						
501	Grants:Events							
5052	Other Events Grants	10265	15000	4735		4735	68.4%	
	Grants:Events :- Indirect Expenditure	10265	15000	4735	0	4735	68.4%	0
	Net Expenditure	(10,265)	(15,000)	(4,735)				
601	CP-General							
5200	Town Improvement Projects	786	0	(786)		(786)	0.0%	767
5203	CCTV	352	0	(352)		(352)	0.0%	
5204	Streetscape/Wayfinding	0	7370	7370		7370	0.0%	
5205	Events	0	1500	1500		1500	0.0%	
5206	Market Insurance	0	4500	4500		4500	0.0%	
	CP-General :- Indirect Expenditure	1138	13370	12232	0	12232	8.5%	767
	Net Expenditure	(1,138)	(13,370)	(12,232)				

	Spent To Date	Annual Budget	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to /from EMR
6000 plus Transfer from EMR	767						
Movement to/(from) Gen Reserve	(371)						
602 CP:Neighbourhood Plan							
5251 Stationery & Equipment	446	0	(446)		(446)	0.0%	35
CP:Neighbourhood Plan :- Indirect Expenditure	446	0	(446)	0	(446)		35
Net Expenditure	(446)	0	446				
6000 plus Transfer from EMR	35						
Movement to/(from) Gen Reserve	(411)						
Communities and Local Services :- Income	0	0	0			0.0%	
Expenditure	284443	319034	34591	2060	32531	89.8%	
Net Income over Expenditure	(284,443)	(319,034)	(34,591)				
plus Transfer from EMR	35795						
Movement to/(from) Gen Reserve	(248,648)						
Grand Totals:- Income	0	0	0			0.0%	
Expenditure	284443	319034	34591	2060	32531	89.8%	
Net Income over Expenditure	(284,443)	(319,034)	(34,591)				
plus Transfer from EMR	35795						
Movement to/(from) Gen Reserve	(248,648)						

# BERWICK-UPON-TWEED TOWN COUNCIL



## Bridge 400 Flower Bed – Prince Edward Road, Tweedmouth.

**A report for CLS March 3<sup>rd</sup>, 2025.**

Councillors have raised to Officers the visual condition of the Bridge 400 bed that was supplied for the Bridge 400 Celebration by Berwick Town Council. The display was intended to be temporary and should have died back last year.

The flower bed now looks unsightly, and Councillors have raised concerns it shows BTC in a negative light as Officers are responsible for the beds upkeep on behalf of BTC.

Officers have explored different options for the flower bed for the upcoming summer season.

Option 1 – Remove unsightly planting, add topsoil and turf over the flower bed.

Indicative Cost - £250, minimal follow up maintenance.

Option 2 – Remove unsightly planting and re plant with perennial planting.

Indicative Cost - £200, medium follow up maintenance.

Option 3 – Remove unsightly planting and cover with vinyl covering showing the image of the original bed design.

Indicative Cost – XXXX, minimal follow up maintenance.

Does the decision involve new expenditure?	Yes
Is there an existing budget for the proposed expenditure (insert code)	Option 1 and 2. Yes Option 3. No
What procurement level is required?	3 Quotes
Are there equalities impacts / an equalities assessment required?	No
Does this require a full council decision? (Reports for full council decision should still be sent to the relevant committee where possible.)	No

Is there a background paper or papers.	Yes.
1. Quote for metal covered vinyl from Fantasy Prints	
<b>Issues arising from proposal</b>	
None	
<b>Rationale for recommendation</b>	
Cost effective solution that minimises Officer time for maintenance. Location of current bed is not in sight of Berwick Old Bridge so not a correct location for permanent memorial.	
<b>Recommendation(s):</b>	
Option 1 – Remove unsightly planting, add topsoil and turf over the flower bed.	

**Report by Operations Manager  
February 2025.**



Fantasy Prints Ltd  
 Units 1/2 Windmill Way West  
 Ramparts Business Park  
 Berwick-Upon-Tweed  
 Northumberland  
 TD15 1TB  
 United Kingdom  
 Tel : 01289 303242  
 Fax : 01289 303301

Mike Greener  
 SPITTAL IMPROVEMENT TRUST  
 84 MAIN STREET  
 SPITTAL  
 BERWICK-UPON-TWEED  
 Northumberland  
 TD15 1RD

**ESTIMATE**

Ref No. REF227023/1  
 Dated 19/02/2025  
 Contact Mike Greener  
 Tel 01289 306387  
 Fax

Thank you for your enquiry, please find our estimate detailed below...

Re : Bridge 400 Panel

				Unit Price	Total
A	1	Unit(s)	PO No	£0.00	£0.00
B	10	mins	Design\Setup\Amendments\Proofing	£1.50	£15.00
C	1	Unit(s)	TILED IMAGE Printed vinyl, matt laminate and mount to 3mm ACM Metal ----- Graphic Size: 4610 x 4100 mm Substrate: Vinyl - Metamark MD-I Gloss Grey Backed Polymetric with Metascape easy apply Front Laminate: Laminate MATT MetaGuard - for Metamark MD-I Mounted onto: Metal 3mm - (ACM) White Matt/Matt 0.20	£1,419.21	£1,419.21
				<b>Sub Total</b>	£1,434.21
				<b>VAT</b>	£286.84
				<b>TOTAL</b>	£1,721.05

Payment: Due at time of order. Authorised account holders payment 30 days after invoice.  
 INVOICE QUERIES TO BE REPORTED WITHIN 5 DAYS FROM RECEIPT OF GOODS  
 All goods remain the property of Fantasy Prints Limited until payment is made in full.  
 This estimate is valid for 5 days from the date of this document due to current situation.





# BERWICK-UPON-TWEED TOWN COUNCIL



# K

## Action Plan Update

### A report for CLS March 3<sup>rd</sup> 2025

Since the last meeting of Communities and Local Services there have been updates to the action plan. Where changes have occurred, these have been highlighted in the 'Change Since Last Meeting' column of the plan.

The detail of the change is in the 'Start Month/Year and Progress', where the RAG Colour has gone to green, the O.M has requested that these be removed.

C.O and O.M will look at minutes of last meetings and ensure all agreed actions are on the plan.

Does the decision involve new expenditure?	No
Is there an existing budget for the proposed expenditure (insert code)	N/A
What procurement level is required?	N/A
Are there equalities impacts / an equalities assessment required?	No
Does this require a full council decision? (Reports for full council decision should still be sent to the relevant committee where possible.)	No
Is there a background paper or papers.	Yes
Background Paper 1 – Updated Action Plan Document	
<b>Issues arising from proposal</b>	
None	
<b>Rationale for recommendation</b>	
Allows for easier reading of action plan if completed tasks are removed.	
<b>Recommendation(s):</b>	
Note updates and remove completed tasks from action plan.	

**Report by Operations Manager - February 2025.**



**Berwick Town Council Action Plan**

	<b>Objective and Work agreed</b>	<b>Date agreed /added</b>	<b>Committee and Minute number</b>	<b>Lead Person</b>	<b>Target date to complete</b>	<b>Change since last meeting</b>	<b>Start Month/Year and Progress</b>	<b>RAG.</b>
	From Town Meeting May 2-24							
T9	Community Develop plan to work with Greener Berwick and other environment-interested organisations	2024/-5/15	CLS	C.O	Medium term	No		Red
T11	Economic/ Secure NCC funding for town centre improvements from Economic/ development fund	2024/-5/15	Council	C.O	Medium term	No	Q2 2024-25 Liaise with County Councillors	Red
	<b>Community and Local Services</b>							
CLS 14	Environment/ Xmas trees in Prior and Upper Spittal (from Feb 22) <i>(living trees not possible due to wires and pipes)</i>	2022/02	CLS LS114/21 CLS026/23	O.M	2025	No	Possible large planters with pipe down centre – flowers or small shrubs all year, with built-in stand for a Xmas tree when needed	Red
CLS 19	Infrastructure Provide new bus shelter outside of Asda (Nov 22)	2022/11	CLS LS070/22	O.M	Short Term	Yes	Shelter Arrived and given to contractor. Weather has delayed installation. Time slot limited to remove need for full road closure.	Amber
CLS 22	Economic/ Report on taking over Berwick market	2023/09	CLS CLS063/23 C129/23	O.M	Short Term	Yes	Price Agreed with NCC. Handover strategy in place. Meeting had with Freeman Estate Manager to draft terms of lease adoption.	Amber

	<b>Objective and Work agreed</b>	<b>Date agreed /added</b>	<b>Committee and Minute number</b>	<b>Lead Person</b>	<b>Target date to complete</b>	<b>Change since last meeting</b>	<b>Start Month/Year and Progress</b>	<b>RAG.</b>
CLS 23	Convene 'Green Conference' inviting partners focusing on River Tweed, water quality, beaches, planting, public spaces and buildings	2023/04	CLS	C.O	May-2024 Dec-2024 On hold	No	Any survey must be properly planned. Defer to new Chief Officer	Red Amber
CLS 27	Report on potential for acquiring town centre property for residential	2024/04	CLS	C.O	On hold	No	Defer to new Chief Officer	Red
CLS 29	<b>Town Centre Action Plan Sept 2023</b> Working group first met July 2021	<b>2023/09</b> <b>C086/23</b>				No		Red
CLS 30	Remove digital signboards from Marygate and Castlegate carpark	C086/23	CLS	O.M	Short Term High	Yes	Price in from NCC, report to CLS	Amber
CLS 34	Move bin outside office back onto cobbled strip (dependent on removing digital signboard)	C086/23	CLS	O.M	Short Term High	No	Will be done when the new bins are installed – need to decide exact location	Amber
CLS 35	Move benches outside office back onto cobbled strip (dependent on removing digital signboard)	C086/23	CLS	O.M	Short Term High	No	Will be done when the new bins are installed – need to decide exact location	Amber
CLS 38	Move the Jubilee Lamp to the Queens Garden	C086/23	CLS	O.M	Short Term High	Yes	Price in from NCC, report to CLS	Amber
CLS 42	Fence 5 arches allotments	2024/06	CLS	O.M	Short Term High	Yes	Community Asset Transfer Underway for site extension. Report into CLS for interim repair.	Amber

	<b>Objective and Work agreed</b>	<b>Date agreed /added</b>	<b>Committee and Minute number</b>	<b>Lead Person</b>	<b>Target date to complete</b>	<b>Change since last meeting</b>	<b>Start Month/Year and Progress</b>	<b>RAG.</b>
CLS 44	Council Policy regarding allotments Council Policy regarding Memorial plaques	2024/06	CLS	O.M	Short Term for new financial year.	Yes	O.M will draft a report for Budget and Administration Committee for next meeting.	Amber
CLS 45	Moving the Beacon for next D-Day ceremony as well as VE Day and VJ Day in 2025	2024/06	CLS	O.M	Short Term	Yes	Using it in the current location is not an issue so long as paperwork completed with good prior notice. Risk Assessments will include the issues with location. O.M requests removal from action plan.	Green
CLS 46	Implement changes needed based on play parks safety report	2024/06	CLS	O.M	Ongoing	Yes	Playpark compliance is a priority and is ongoing so O.M requests removal from the action plan.	Green
CLS 47	Install water supply at the BTC nursery	2023	CLA		HIGH	No	This is outstanding for a long time and is urgently required. The organisation located next to the site are open to sharing their water for a donation, the new Operations Manager to seek costs for the installation of a tap to that business	Red
CLS 48	Report on future of Greenes Haven Play Park	2024/07	CLS	O.M	Short Term	Yes	CLS Resolved to continue its use until equipment is no longer viable then discuss options. O.M requests removal from the action plan.	Green
CLS 49	Seagulls	2024/08	CLS		February 2025	Yes	Report to CLS	Amber

	Objective and Work agreed	Date agreed /added	Committee and Minute number	Lead Person	Target date to complete	Change since last meeting	Start Month/Year and Progress	RAG.
CLS 50	Signposts	2024/09	CLS048/24	C.O & O.M	Summer 2025	Yes	BTC resolved to convene a Tourism Sub Committee and Town Centre Signposts. The first meeting has been called.	Amber