



**Town Clerk & RFO: Miss Dee Smith**  
**Chairman: Councillor Helen Atkinson**  
**Tel/Fax: 01642 551171**  
**Email: [info@billingham-tc.gov.uk](mailto:info@billingham-tc.gov.uk)**  
**[www.billingham-tc.gov.uk](http://www.billingham-tc.gov.uk)**

**Billingham Library & Customer  
Service Centre  
Billingham  
TS23 2LN**

**SERVICES & ENGAGEMENT COMMITTEE  
TO BE HELD ON**

**TUESDAY 14<sup>th</sup> JANUARY 2025 AT 5.30 PM**

**THIS MEETING WILL BE AT BILLINGHAM LIBRARY AND CUSTOMER  
SERVICE CENTRE, MEETING ROOM C, BILLINGHAM, TS23 2LN**

**AGENDA**

**1. CHAIRMAN'S ANNOUNCEMENTS**

**2. APOLOGIES FOR ABSENCE**

To receive any apologies for absence.

**3. DECLARATIONS OF INTEREST**

Members to inform the Chairman of the Committee of any Declarations of Interest for matters set out within this agenda.

**4. PUBLIC PARTICIPATION**

In accordance with section 3 (f) of the BTC Standing Orders, members of the public present may address the Council or Committee at this point on the agenda. The Council/Committee reserves the right to respond or debate the issue at a later date.

None received at the time of preparation of the agenda.

**5. MINUTES OF SERVICES & ENGAGEMENT COMMITTEE MEETING HELD ON 17<sup>th</sup> DECEMBER 2024**

To approve the above draft minutes as a true and accurate record. **(see Appendix A – draft minutes 17<sup>th</sup> December 2024)**

**6. EVENTS**

The Deputy Town Clerk will give a verbal update on the night.

**7. SERVICES UPDATE**

- Café in The Park
- Pantry in The Park
- Soup & Sandwich project

To receive an update on services. **(see Appendix B – Report on Services)**

**8. BILLINGHAM SHOW 2025**

Members are asked to consider setting up a working group to look at ideas for the Show and agreeing the Terms of Reference.

**9. LOW GRANGE COMMUNITY CENTRE**

The Deputy Town Clerk will give a verbal update on the night.

**Miss Vicky Lloyd**

**Deputy Town Clerk to Billingham Town Council**

**8<sup>th</sup> January 2025**

**PLEASE BE ADVISED:**

With the exception of any item identified above as containing exempt or confidential information under the Local Government Act 1972 Section 100A(4), members of the public are entitled to attend this meeting and/or have access to the agenda papers.

Filming, Photographing or Audio Recording of the Town Council meeting may take place. The Town Council accepts no liability for any material created by those filming, photographing, or recording the meeting.

Persons wishing to obtain any further information on this meeting, including the opportunities available for a member of the public to speak at the meeting or for details of access to the meeting for people with disabilities, please contact Miss Dee Smith, Town Clerk via [dee.smith@billingham-tc.gov.uk](mailto:dee.smith@billingham-tc.gov.uk) or telephone 01642 551171.

**Billingham Town Council**

**DRAFT Minutes of Services & Engagement Committee Meeting**  
**Tuesday 17<sup>th</sup> December 2024 at 5.30 p.m.**  
**Held at Billingham Library & Customer Service Centre**

**Present:** Councillors      Helen Atkinson  
                                     Gareth Hedley  
                                     Maria Lacey  
                                     Mick Stoker (Chair of Committee)

**Official:**                      Miss Vicky Lloyd – Deputy Town Clerk  
                                     Miss D Smith – Town Clerk/Responsible Finance Officer

**Apologies:**                   Cllr Michelle Bendelow – Personal  
                                     Cllr Daniel Forrest – No apologies received

Cllr Gina McCall was also present.

**113/24 CHAIRMAN'S ANNOUNCEMENTS**

The Chairman welcomed all present. The usual rules about housekeeping were made.

**114/24 DECLARATION OF INTEREST**

There were no declarations of interest on this occasion.

**115/24 PUBLIC PARTICIPATION TIME**

There were no public present or questions on this occasion.

**116/24 MINUTES OF SERVICES & ENGAGEMENT COMMITTEE MEETING  
HELD ON 19<sup>th</sup> NOVEMBER 2024**

Members were asked to approve the above draft minutes.

**RESOLVED**

- (i). That the minutes of the above meeting held on 19<sup>th</sup> November 2024, a copy of which has been circulated to each member, be approved, and signed as a correct record by the Chairman.



## **117/24 EVENTS UPDATE**

The Deputy Town Clerk gave members an update on events.

### **Christmas Tree Lights Switch On**

On the 30<sup>th</sup> of November, the Town Council held its annual Christmas Tree Lights Switch on in Billingham Town Centre. The event included a singing performance by girl group Pink Lemonade, mascot characters for photo opportunities, children's rides and carols around the tree by Singing Sues Vocal Academy. Culminating with the light switch on at 5pm by the cast of the Forum Theatre pantomime Cinderella.

### **Events 2025**

- VE/VJ Day 80 – Thursday 8<sup>th</sup> May
- Billingham Show – Saturday 6<sup>th</sup> & Sunday 7<sup>th</sup> September
- Billingham Remembrance Sunday Parade – Sunday 9<sup>th</sup> November
- Christmas Tree Lights Switch On – Saturday 29<sup>th</sup> November

### **RESOLVED**

- (i). Information duly noted.

## **118/24 SERVICES UPDATE**

Members noted the update report from the Business Support Manager on Café in the Park, Pantry in The Park, Soup & Sandwich project, groups and organisations using the building.

### **RESOLVED**

- (i). Information duly noted.

- 119/24 PLANNING APPLICATION 24/2028/FUL – Hybrid planning application comprising:**
- 1) Full planning permission for the demolition of existing buildings/structure (West Precinct, 35-39 Queensway, 64-98 Queensway and Kingsway West car park), erection of new building (class E) at 35-39 Queensway, change of use of 1-9 Town Square to a public house (sui generis, creation of a new, surface level car park, and façade improvements to existing buildings and
  - 2). Outline planning permission for the erection of a new building (class E) at 72-90 Queensway and Town Centre public realm/landscaping improvements.
- Location: Land at Billingham Town Centre, The Causeway, Billingham.**

Members were asked to consider any comments to the above planning application.

At this point Cllr Stoker declared a pecuniary interest and left the room whilst this item was discussed.

Members remain neutral in respect of this application and made the comment that clarification is required on the management of vehicle parking facilities throughout the demolition works. Following the reconfiguration of the townscape would there be adequate vehicle parking spaces.

**RESOLVED**

- (i). Comments to be submitted to Stockton on Tees Borough Council.

**120/24 LOW GRANGE COMMUNITY CENTRE**

The Deputy Town Clerk advised members that the Trustees held a Christmas Fayre on the 8<sup>th</sup> of December. Proceeds raised from the event will be split between Pantry in The Park and the Chairmans chosen charity The Billingham Legacy Foundation.

Members were asked to approve the following:

1. Task & Finish Group
2. Terms of Reference

**RESOLVED**

- (i). Members unanimously approved the formation of the Task & Finish Group.
- (ii). Members approved the Terms of Reference for the above Group.

**The meeting concluded at 5.52 pm with Councillors Atkinson, Hedley, Lacey and Stoker present.**

**Signed..... Date .....**  
**Chairman of Services & Engagement Committee**



**Report to Services & Engagement Committee: Tuesday 14/01/25**

**Report by:** Miss Tracy Reece, Business Support Manager

**Subject:** Services Update

### **Pantry In the Park**

The Pantry continues to offer support with food and hygiene items each week, we continue to receive deliveries from Fairshare each week of fresh fruit, veg and other items.

Soup and sandwich continue to be offered.

Citizens Advice bureau have been visiting the first Monday of every month, to speak to people who visit the pantry for any advice and support, this will continue during 2025.

### **Groups**

**Monday-** Art & craft's 1-3

**Tuesday-** Dementia Support Group, 10.15-12.25. Stockton Carers Peer Support group 1-3

**Wednesday-** Tots & Teacups 9.30-11

**Wednesday-** Walking group who use the facilities within the Café, Well-being 12.30-2.30

**Thursday -** Games group 11-2

**Friday-** Age UK 1.30-3.00

New Group started 07/01/25 Dementia Support.

New group Diabetes UK will be up and running by the end of January, this will be on a Friday Morning.

### **Go with the flow**

We continue to offer free sanitary products for those in need, there is no set day for this as members of the public will pop into the café any day.

## **Café**

The Café has now reduced hours, open 10am-3pm Monday-Friday.

Food menu is also reduced to homemade cakes, pastries and pies.

The Hub is now a more welcoming community space for the winter months with comfortable seating, Television, craft table, magazines, puzzle books, children's play area with toys, jigsaws, games and books.

## **What's to come!**

Afternoon Tea's.

Bingo and quiz afternoons.

New Groups.

## **Volunteers**

At present we have 5 volunteers who help with the food pantry and in the café, this is giving them chance to experience what it is like to work in a busy environment with support and guidance.