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## CHAMBERS INSTITUTION TRUST WEDNESDAY, 23RD NOVEMBER, 2016

A MEETING of the CHAMBERS INSTITUTION TRUST will be held in the COUNCIL CHAMBER, COUNCIL OFFICES, ROSETTA ROAD, PEEBLES on WEDNESDAY, 23 NOVEMBER 2016 at 4.00 pm

J. J. WILKINSON,  
Clerk to the Council,

16 November 2016

<b>BUSINESS</b>		
1.	<b>Apologies for Absence</b>	
2.	<b>Order of Business</b>	
3.	<b>Declarations of Interest</b>	
4.	<b>Minute (Pages 1 - 2)</b>  Minute of Meeting of 25 May 2016 for approval. (Copy attached).	2 mins
5.	<b>Chambers Institution</b>  Consider Briefing Note by Service Director Assets and Infrastructure. (Copy to follow).	30 mins
6.	<b>Any Other Items Previously Circulated</b>	
7.	<b>Any Other Items which the Chairman Decides are Urgent</b>	

### NOTES

1. Timings given above are only indicative and not intended to inhibit Members' discussions.
2. Members are reminded that, if they have a pecuniary or non-pecuniary interest in any item of business coming before the meeting, that interest should be declared prior to commencement of discussion on that item. Such declaration will be recorded in the Minute of the meeting.

**Membership of Committee:-** Councillors W. Archibald, S. Bell, C. Bhatia, K. Cockburn, V. M. Davidson, G. H. T. Garvie and G. Logan

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**CHAMBERS INSTITUTION TRUST**

MINUTE of MEETING of the  
CHAMBERS INSTITUTION TRUST held  
in the Council Chamber, Memorial Hall,  
Innerleithen on 25 May 2016 at 4.15  
p.m.

Present:- Councillors W. Archibald (Chairman) C. Bhatia, G. Garvie, G. Logan.  
Apologies:- Councillors S. Bell, K. Cockburn.  
In Attendance:- Chief Financial Officer, Democratic Services Officer (K. Mason).  
Una Richards, Director and Audrey Dakin, Project Officer, Scottish  
Historic Buildings Trust (SHBT).

**MINUTE**

1. The Minute of Meeting of the Chambers Institution Trust of 2 March 2016 had been circulated.

**DECISION  
APPROVED.**

**CHAMBERS INSTITUTION, PEEBLES – COMMUNITY CONSULTATION**

- 2.1 There had been circulated copies of a briefing paper prepared by Scottish Historic Buildings Trust updating the Trust on progress with the community consultation on the future of the Chambers Institution; approval was sought on the next steps in this process. At the meeting on 2 March, the Chambers Institution Trust agreed that SHBT should deliver a re-ordering exercise to provide a realistic roadmap to deliver a Chambers Institution fit for the 21<sup>st</sup> century. The agreed process to be adopted was:-
  - (a) a Design Team to prepare a number of sketch schemes showing re-ordering of the building;
  - (b) further community consultation to consider the options;
  - (c) the Design Team to prepare a final preferred scheme; and
  - (d) a viability appraisal to set out the potential funding for a Capital development project for the Chambers Institution.
- 2.2 A draft report on the community consultation exercise prepared by Scottish Historic Buildings Trust had also been circulated.
- 2.3 Una Richards, Director, SBHT confirmed that the next step would be to confirm the procurement process for appointing the Design Team following liaison with Martin Joyce, Service Director, Capital Projects, Scottish Borders Council. She explained that the proposed outline timescale for completion of the community consultation was:-
  - (a) appointment of Design Team in early summer (this would be confirmed after SBC input on the procurement process was received);

- (b) presentation of the architectural scheme designs to the community in late summer/early autumn 2016; and
  - (c) presentation of the draft community consultation report, including preferred sketch scheme and viability appraisal to the Chambers Institution Trust in early winter 2016.
3. Discussions took place in relation to the appointment of the Design Team and it was noted that the Chief Financial Officer would liaise with Martin Joyce, Service Director Assets and Infrastructure regarding the way forward. It was further noted that up to £30,000 from Council budgets was sufficient funding for this stage.

**DECISION**

**(a) APPROVED**

- (i) **the draft report on the community consultation; and**
- (ii) **the outline timetable for completion of the community consultation.**

- (b) AGREED that delegated powers be granted to the Chief Financial Officer to appoint the Design Team in line with the advice to be received from SBC on the procurement process; and**

**FUTURE MEETING DATES**

4. The next meeting would be held on Wednesday 31 August 2016 at 4.15 p.m. in West Linton Primary School.

**DECISION**

**AGREED that the next meeting would be held on Wednesday 31 August 2016 at 4.15 p.m. in West Linton Primary School.**

*The meeting concluded at 4.45 p.m.*