

SCOTTISH BORDERS COUNCIL CHAMBERS INSTITUTION TRUST

MINUTE of Meeting of the CHAMBERS
INSTITUTION TRUST held in Council
Chamber, Council Headquarters, Newtown
St. Boswells on Monday, 15 April, 2019 at
2.00 pm

Present:- Councillors K. Chapman (Chairman), H. Anderson, S. Bell, S. Haslam,
E. Small and R. Tatler

In Attendance:- Estates Manager, Solicitor (E. Moir), Democratic Services Team Leader.

1. **MINUTE**

There had been circulated copies of the Minute of the meetings held on 28 November 2018.

DECISION

AGREED to approve the Minute.

2. **CHAMBERS INSTITUTION**

2.1 It was noted that a request had been received from Mr Stark on behalf of the Royal British Legion to undertake some works in relation to the permanent location of the two tommyes, the removal of trees and repair of the flagpole. Members discussed the requests and agreed with regard to the tommy silhouettes that they should only be on display around Remembrance Sunday and kept in storage (which would be the responsibility of the RBL) for the rest of the year. The RBL should be asked to remove the silhouettes as soon as practicable. The Estates Manager advised that a cherry-picker had been already booked for 24 April to carry out the necessary work to the flagpole. The removal of the trees had also been agreed on the basis that replacement trees would be planted elsewhere in Peebles. It was suggested that the Community Council be consulted on a suitable location.

2.2 Members asked for clarification of the implications of VisitScotland vacating the property. The Estates Manager advised that two groups had approached the Council requesting a temporary let of the front section of the building, namely Eastgate Theatre for use as a temporary booking office while they were undergoing renovations and the Tweed Valley BID group who required temporary office accommodation. The Citizens Advice Bureau had requested to add the room at the back to their existing offices and Members agreed to approve this. With regard to the temporary use they approved this in principle subject to the Estates Manager agreeing appropriate arrangements with those concerned including the recovery of service charges and the need for change of use. Any changes should be notified to Members. With regard to the permanent use of the front section of the building it was agreed that this be marketed once the temporary uses had concluded as it had the potential to realise income of between £6-£8k per annum.

2.3 The Chairman referred to a handbook passed to him by one of the former trustees. The Solicitor and Democratic Services Team Leader undertook to check which documents were still relevant and copy these for all Trustees.

- 2.4 With regard to the future of the building, Councillor Bell proposed that the Page and Park report should be used as the starting point. A shared vision of phased works was required and it was agreed that the Members work with a facilitator over the summer period. Once this had been agreed then there could be engagement with the relevant stakeholders. Members asked for the detailed costs of the Page and Park Proposals. The Estates Manager undertook to have a discussion with the Chief Executive of LiveBorders to ascertain their plans for the parts of the building they managed.
- 2.5 It was agreed that quarterly meetings of the Trust be arranged with the next meeting to be held in the Chambers Institute so that a tour of the building could be held.

DECISION

AGREED that:-

- (a) the Royal British Legion Tommy Silhouettes only be display around Remembrance Sunday each year;**
- (b) the silhouettes be removed as soon as practicable;**
- (c) the room at the rear of the building previously occupied by VisitScotland be leased to the Citizens Advice Bureau to be added to their existing office space;**
- (d) the area at the front of the building previously occupied by VisitScotland be leased on a temporary basis to the Eastgate Theatre and the Tweed Valley BID on terms to be agreed by the Estates Manager;**
- (e) the Solicitor and Democratic Services Team Leader identify the relevant sections in the former Trustee Handbook for issue to current Trustees;**
- (f) Members arrange a facilitated session over the summer period to agree a vision and phasing of works for the building which could then be costed by officers;**
- (g) the Estates Manager contact the Chief Executive of LiveBorders to ascertain their future plans for the building;**
- (h) quarterly meetings of the Trust be arranged with the next meeting to be held in the Chambers Institute so that a tour of the building could be held.**

The meeting concluded at 2.55 pm