

Public Document Pack



CHAMBERS INSTITUTION TRUST WEDNESDAY, 27 JANUARY, 2021

A MEETING of the CHAMBERS INSTITUTION TRUST will be held VIA MICROSOFT TEAMS on
WEDNESDAY, 27 JANUARY 2021 at 3.00 pm

J. J. WILKINSON,
Clerk to the Council,

21 January 2021

BUSINESS		
1.	Apologies for Absence	
2.	Order of Business	
3.	Declarations of Interest	
4.	Minute (Pages 3 - 6) Consider Minute of Meeting held on 18 November 2020. (Copy attached.)	5 mins
5.	Chambers Institution Trustees (Pages 7 - 12) Consider briefing note by Solicitor on the role of Trustees. (Copy attached.)	15 mins
6.	Property Update (Pages 13 - 26) Consider briefing note by the Estates Manager. (Copy attached.)	30 mins
7.	Any Other Items Previously Circulated	
8.	Any Other Items Which the Chairman Decides Are Urgent	
9.	Private Business Before proceeding with the private business, the following motion should be approved:- “That under Section 50A(4) of the Local Government (Scotland) Act 1973 the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in the relevant paragraphs of Part 1 of Schedule 7A to the aforementioned Act.”	
10.	Minute (Pages 27 - 28) Consider private section of Minute of Meeting held on 18 November 2020. (Copy attached.)	2 mins

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

Please direct any enquiries to Louise McGeoch Tel: 01835 825005
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**SCOTTISH BORDERS COUNCIL
CHAMBERS INSTITUTION TRUST**

MINUTE of Meeting of the CHAMBERS
INSTITUTION TRUST held in Via Microsoft
Teams on Wednesday, 18 November 2020
at 3.00 pm

Present:- Councillors K. Chapman (Chairman), H. Anderson, S. Bell, S. Haslam,
E. Small and R. Tatler
In Attendance:- Capital & Investments Manager, Estates Manager, Projects Manager (S.
Renwick), Solicitor (G. Sellar), Democratic Services Team Leader

1. **MINUTE**

There had been circulated copies of the Minute of the meeting held on 6 February 2020

DECISION

AGREED to approve the Minute.

2. **MATTERS ARISING FROM THE MINUTE**

2.1 **Trees**

With reference to paragraph 1.2 of the previous Minute, regarding the replacement of trees in the quadrangle, the Chairman advised that the tree officer had recommended one Small Acer (Red bark) and one Acacia (Yellow foliage), to be planted at the Quadrangle at an estimated cost of £80.00 each. These could be sourced and planted within the next 3-4 weeks.

DECISION

NOTED.

2.2 **Status of the Chambers Institute Trust and its Trustees**

With reference to paragraph 5.3 of the previous Minute, Gillian Sellar, Solicitor undertook to prepare this for the next meeting.

DECISION

NOTED.

2.3 **Museum Space**

Neil Hastie advised that he had not spoken to Live Borders regarding this matter and that they were not currently occupying either the Library of Museum at present. Councillor Bell, seconded by Councillor Anderson, proposed that officers undertake discussions with Live Borders on the merging of the spaces and bring forward a recommendation to the Trust.

DECISION

AGREED to approve Councillor Bell's proposal as detailed above.

3. **FINANCIAL MONITORING FOR 12 MONTHS TO 31 MARCH 2020 AND PROPOSED BUDGET FOR 2020/21**

3.1 There had been circulated copies of a report by the Executive Director, Finance & Regulatory, providing the details of the income and expenditure for the Chambers Institution Trust for the year 2019/20 including balance sheet values as at 31 March 2020 and proposed budget for 2020/21. Appendix 1 to the report provided the actual income

and expenditure for 2019/20. This showed a surplus of £37,898 for the year, which was ahead of budget mainly as a result of an increase in rental and service income and a projected surplus of £26,904 for 2020/21. Appendix 2 to the report provided an actual balance sheet as at 31 March 2020. It showed an increase in the reserves of £368,650, due to the revaluation of properties offset slightly by unrealised loss on the Aegon Asset Management (formerly Kames Capital) Investment Fund. Appendix 3 to the report provided a breakdown of the property portfolio showing the effect of the revaluation. Appendix 4 to the report showed the value of the Aegon Asset Management Investment Fund to 31 March 2020. Kirsty Robb, Capital & Investments Manager highlighted the main points in the report and suggested that Members may wish to consider increasing their investment with Aegon Assert Management given the level of cash reserves. In response to a question regarding the amount to be invested she advised that this would depend on the cost of any works that the Trust might approve. She further confirmed that money could be removed from the fund within 3 days if it was required for other purposes.

- 3.2 Members asked Neil Hastie for likely costs and timescales for works to the Burgh Hall. He advised that some estimates for the kitchen works were still awaited but a full refurbishment was likely to be in the region of £10k-£12k. Previous discussions had considered whether a full kitchen replacement was needed. Members views were divided so it was agreed that quotes should be obtained for both options before a final decision was taken. The estimated cost of the replacement ceiling was £65k but updated quotes would be needed as the works were quite extensive. Neil Hastie further advised that the Burgh Hall was currently being used by the NHS for its Flu injection programme and would also be required for the upcoming Covid-19 vaccination programme which could see the hall in use till at least May 2021. This would prevent the ceiling works from being carried out but if access to the kitchen could be achieved without going through the main hall then the works in that area might be able to proceed. With regard to the kitchen it had previously been agreed that there be consultation with the relevant stakeholders to ascertain what their needs would be and this was reiterated. The importance of engaging with Live Borders was also emphasised. The Chairman enquired about the scaffolding currently being erected and was advised that this was for routine maintenance to the roof. It had been intended to carry this out during the summer but contractors were only now available.
- 3.3 Following the discussions on the works to the Burgh Hall, Councillor Bell proposed that £80k be transferred from cash reserves to Aegon Asset Management which would leave the sum of £20k for works to the hall and this was unanimously approved.

DECISION

AGREED:-

- (a) to note the actual income and expenditure for 2019/20 in Appendix 1 to the report;**
- (b) the proposed budget for 2020/21 as shown in Appendix 1 to the report;**
- (c) to note the final balance sheet value as at 31 March 2020 in Appendix 2 to the report;**
- (d) to notes the summary of the property portfolio in Appendix 3 to the report;**
- (e) to note the current position of the investment in the Aegon Asset Management Investment Fund in Appendix 4;**
- (f) to obtain quotes for a replacement kitchen, both full and partial replacement and check if works could be carried out while the hall was being used by the NHS;**

- (g) to delay obtaining quotes for the replacement ceiling until the hall was available for the works to be carried out;
- (h) to consult with both Live Borders and the relevant stakeholders regarding the works to the hall;
- (i) that the sum of £80k be transferred from cash reserves to Aegon Investment Management.

4. **PROPERTY UPDATE**

In addition to the property matters dealt with above, Neil Hastie advised that there had been a request from the Bridge who were looking for alternative office space. He had tried to get an update from them so see what they required and asked if they had contacted any Members. Councillor Haslam advised she was aware of this and would ask that they provide the required information. It was also reported that some minor works had been carried out to the area occupied by the CAB to assist the way that they were working. The Chairman asked if a representative of Live Borders could be invited to the next meeting. Councillor Haslam suggested that this request could be passed via the Executive Member, Councillor Jardine who met with them regularly.

**DECISION
AGREED:-**

- (a) that further information be sought from the Bridge regarding their possible need for office space;
- (b) to note the CAB works; and
- (c) that a representative from Live Borders be invited to attend the need meeting.

5. **URGENT BUSINESS**

Under Section 50B(4)(b) of the Local Government (Scotland) Act 1973, the Chairman was of the opinion that the items dealt with in the following paragraph should be considered at the meeting as a matter of urgency, in view of the need to make an early decision and to keep Members informed.

6. **REQUEST TO KEEP TOMMIES ON PERMANENT DISPLAY IN THE QUADRANGLE**

Councillor Anderson advised that the Community Council had asked if the Tommies could be kept on permanent display in the quadrangle and that the Trust reconsider their previous decision. The Chairman advised that following the demise of the Peebles British Legion ownership of the Tommies had passed back to those who had provided the funding for their purchase and that they had already been removed from the quadrangle and storage was no longer provided by the Council. Members noted that the situation was out of their hands but agreed that they would not have been minded to change their previous decision. The display of the Tommies in future would depend on their new owners not the Trust.

**DECISION
NOTED the current position**

7. **BOER WAR PLAQUE**

The Chairman advised that the Community Council had raised concerns regarding the Boer War Plaque which was located on the building now occupied by the Peebles Community Trust. The Trust had previously agreed that it was not appropriate to transfer it to the quadrangle and the Museums Service was the most appropriate home for it. Peebles Community Trust needed to be made aware of the importance of this asset.

DECISION

NOTED.

**8. PRIVATE BUSINESS
DECISION**

AGREED under Section 50A(4) of the Local Government (Scotland) Act 1973 to exclude the public from the meeting during consideration of the business detailed in the Appendix to this Minute on the grounds that it involved the likely disclosure of exempt information as defined in Paragraph 9 of Part I of Schedule 7A to the Act.

SUMMARY OF PRIVATE BUSINESS

9. MINUTE

The private section of the Minute of 6 February 2020 was approved.

10. MATTERS ARISING

10.1 The Trust agreed that the next meeting be held on Wednesday, 27 January 2021

10.2 The Trust agreed to the planting of the trees as detailed at paragraph 2.1 above.

The meeting concluded at 4.00 p.m

CHAMBERS INSTITUTION TRUST CONSTITUTION – NOTE TO TRUSTEES

The Chambers Institution Trust was created in 1859 by Disposition and Mortification from Sir William Chalmers to the Provost Magistrates and Councillors (and their successors in office) of the Royal Burgh of Peebles, as Trustees (**Trust Deed**). Since 1859 there have been several local government re-organisations, changes in Trust Law and significant changes in the way that local services are delivered to the community. Accordingly, during this time, there have been changes to the way the Trust has operated; some which have resulted as a change of legislation regarding local government and others as a result of changes being made in attempts to revitalise the Trust to ensure that the Trust provides the services to the community that it was created for. As a result we are left with quite a complex situation where the documentation has been interpreted in different ways over the years, with multiple Counsel's Opinions being obtained; these Opinions have not always aligned in their views. It is clear that as a result of the age and nature of the Trust that there is not always a definitive answer to many of the issues that the Trust and Trustees face. This paper seeks to provide a summary of the:

- constitution of the Trust;
- evolution of the Trust;
- appointment of Trustees and lay members; and
- Duties of Trustees.

Background

The Trust Deed vested the Chamber Institute in the Town Council in Trust for the community of Peebles in 1859. The Trust Deed provided that the building was to be held in Trust and devoted to "the social, moral and intellectual improvement" of the Peeblesshire Community; for use as a public reading room, public library and gallery of Arts and museum of natural and other objects for the instruction of the public and a great hall for public meetings and exhibitions of various kinds.

The Trust Deed appointed a board of Directors to manage the property consisting of William Chalmers, the Provost and Magistrates of the Burgh, the Member of Parliament for the County of Peebles, various notable office holder and 5 elected subscribers who were connected to the town or neighbourhood. The Directors were given equal powers to the Trustees "as if the same were actually vested in themselves".

In 1905 the Directors were authorised by the Court of Session to borrow money to provide cloakrooms, following an application to the Court as the Trust Deed did not provide for this. In 1910 to facilitate expansion and improvement of the library, museum and art gallery, a gift of £10,000 was received from Andrew Carnegie. The gift to the Trust provided the funds required to acquire the shop premises 23 and 25 High Street to support the library and museum extension. It was a condition of the gift that the Town Council adopt the Public Libraries Consolidation (Scotland) Act 1887, with the administration of the Institute being transferred at that time from the Board of Directors to a committee set up in terms of the 1887 Act i.e. a committee to administer the library and museum functions of the Council. The committee members were to be appointed by the Town Council

and were to include 2 householders from the burgh of Peebles. The conditions of this gift were formalised in the Chambers Institution Peebles Order Confirmation Act 1911.

These committees were then replaced following the Local Government Scotland Act 1973 which transferred the powers to the local councils. As a result Borders Regional Council became responsible for the management and administration of the Institute in addition to the property being vested in them in Trust.

In 1994 the Local Government etc. (Scotland) Act transferred the functions of Borders Regional Council to Scottish Borders Council (**SBC**). The Institute is therefore vested in SBC in Trust and SBC is the body responsible for the management of the Institute by virtue of the 1973 Act. While there is some overlap with these different interests there is also the potential for conflict i.e. if SBC decided it would be preferable to relocate the library in the town, the Trustees would be concerned about the potential impact on the purposes of the Trust. It is therefore important separate governance is in place for both interests.

Evolution of the Trust

As detailed above the management structure of the Trust has changed following legislative changes to local government structures. In recent years there has been efforts by SBC to revitalise the Trust.

In 2010 extensive work was undertaken to revitalise the Trust and to meet the aspirations of the Trustees to establish the Trust as a charitable body. The Trustee body's aspiration to be a charitable body was predicated on being able to be an independent body which could access donations, bequests and Gift Aid as well as other tax reliefs. At this time negotiations were entered into between the Trustees and SBC regarding new leases and repair obligations to regularise SBC's use of the building. The Trustees received independent legal advice from Anderson Strathern, who assisted with the new arrangements for the building and the application to OSCR.

In 2011 the Trustees appointed 6 "lay" members as Trustees. However 1 lay member resigned in 2012.

In 2014 the application to OSCR was still unresolved and the SBC took the decision to pause the process while a full review of all possible options was undertaken regarding the revitalisation of the Trust to ensure that the Institute can realise its potential as a significant community asset.

In 2015 a Report was presented to Council which stated:-

- The application for OSCR registration was complex and problematic;
- Since the decision for SBC to carry out a full review, a further 4 of the lay trustees had resigned, with only one remaining as Chair on an interim caretaking basis;
- Officers had considered 4 options:-
 - Continuation of the OSCR application;
 - The Trust reverting to Council control;

- The Trust reverting to Council control with external consultants developing a bid for lottery funding; and
- The Council attempting to appoint external trustees to jointly manage the building.
- External advice was obtained and each option was considered in detail



CIT Options Appendix
21 05 2015.pdf

- On 21 May 2015 SBC decided that :
 - The Trust was to proceed with the 6 Tweeddale Councillors as Trustees
 - A public consultation was to be undertaken in conjunction with the Scottish Historic Building Trust (SBHT) to gather the views of the wider local population regarding best way to redevelop the building;
 - The OSCR application was to be withdrawn
 - All bank accounts for the Trust were to be ring-fenced.

These decisions were predicated on ensuring that a clear governance structure was in place for the Trust, with clear lines of accountability through the elected members. It was also considered that the public consultation was important to ensure that the potential of the building was not constrained by 'Council thinking' and that the views of the beneficiaries was sought regarding the future of the assets of the Trust.

The public consultation process took place from September 2015 to April 2016 by SBHT, with SBHT recommending a vision for the future of the building. A paper providing an update of these proposals and works will be available at the meeting of the Trustees in January 2021.

Appointment of Trustees

The Local Government Scotland Act 1994 provides that the Council should nominate a sufficient number of Councillors to act as Trustees in respect of any property held in Trust. The appointment of Councillors as Trustees is on an ex officio basis, by reason of their role as an elected member. While it is legally possible that the Council could appoint all of its Councillors to act as Trustees for the Institution; it was decided by SBC in 2010 that it would be prudent to limit the Trustees to the 6 Tweeddale Councillors (as a practical solution to have the Councillors resident in the area to administer the Trust) along with the Executive Members for Finance and Education. Then in 2012 a decision was taken by SBC that only the Tweeddale Councillors should be appointed as Trustees. The appointment of Councillors and officers as Trustees is at the discretion of the Council.

It should be noted that the terms of the Trust Deed are outdated and quite inflexible. Over the years different Counsel Opinions have been obtained regarding the powers and governance of the Trust which have included opinions regarding lay representation in the Trust. It is clear that there is no definitive answer regarding this as different views have been expressed. While the original Trust Deeds and 1911 Act provided for lay representation as part of the Board of

Directors and the committee, it has been considered in one Counsel opinion that the replacement of library committees in terms of the 1973 Act could render a challenge for lay representation unsound; whereas when the OSCR application was being made another Counsel considered that the appointment of lay representation would be valid as this would ensure that the Trust was demonstrably independent of the Council. From reading the Report submitted to Council in 2014 and 2015 it would appear that there may have been challenges with the governance model of the Trust regarding the role of Trustees. These arose as the Trust Deed directs that the building is vested in SBC in Trust and therefore cannot be disposed of to another body, only its successor. It has therefore been necessary to consider what the Trustees role comprised. Proposals to have 2 different classes of trustee has been considered – one to own the building (SBC appointees) and one to manage the building. However the fact that the building is vested in SBC in Trust would limit the ability of the managing trustees to obtain funding, as the funders would be unable to take a standard security over the building, which proved to be a significant issue for the previous lay representatives.

Trustees Duties

The principal role of the Trustees is to focus on the proper management of the Trust to the benefit of the beneficiaries. Under Scots law, Trustees can act by a majority decision of the Trustees, the Trust Deed requires a quorum of 3. All of the Trustees must be consulted prior to any decisions being taken.

In term of the Trust Deed, Trustees have specific responsibilities:

- To ensure that the premises are kept in good condition and are capable of being used for the purpose of the Trust;
- That the rental income is properly determined and collected;
- That proper accounts are kept; and
- That the purposes of the Trust are promoted.

There are also general responsibilities that apply to all Trustees:-

- Trustees owe a duty of care to protect the trust property for the beneficiaries of the Trust. The standard of care expected is that Trustees act with the same care and diligence which a person of ordinary prudence would use in attending to his/her own affairs.
- Trustees must meet together as often as is necessary and devote such time to the trust's affairs as is required for the proper administration of the trust.
- Trustees cannot delegate any of their powers as Trustees, unless a trust deed permits them to do so. They may appoint agents to carry out certain tasks, such as appointing accountants to prepare the trust accounts and lawyers to prepare trust documents, but may not delegate their primary role of overall responsibility for the administration of the trust and for taking decisions.
- Trustees should not act in a way which brings them into conflict with the interests of the Trust.
- Trustees should take advice from properly qualified persons with regard to matters on which they are not themselves expert.

- The Trustees are subject to the general law and may only act in accordance with the powers conferred upon them under the trust deed or the general law.
- While in terms of law a trustee is potentially personally liable for any breach of trust that may occur as a result of their actions and is normally jointly and severally liable for the actions of all the Trustees; Counsels advice was obtained in 2010 which stated that "in the particular circumstances of this Trust it is unlikely that the Trustees would find themselves personally liable under contract or delict (assuming that all contracts are made qua Trustees and proper insurance is taken out).

Gillian Sellar
Solicitor
January 2021

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Property Update – Chambers Institution, Peebles

Briefing Note – Phase 1 Project Plan

Current Occupiers (as shown on the attached floor plans)

- Live Borders
 - Library
 - Museum and Art Gallery
 - Burgh Hall
- Citizens Advice Bureau
- John Buchan Museum
 - Leased to JBM Trust – Rent £4950/annum
- Burgh Chambers (Registrars)
- SBC Contact Centre
- 25 High Street Retail Premises
- Lease to Artur Janusz Budenko
- Offices
 - Lease to Rachel Hayward (Private Counselling and Psychotherapy)
 - Lease to Mark Slaney Associates Ltd (Consulting)

Live Borders Usage

The attached Appendix A has a summary of the visitor usage of the Library and Museum between April 18 and March 19. In addition Appendix B has details of the hirers, the different types of event taking place and the rooms used by the hirer of the Burgh Hall/Chambers over the period from April 2019 to March 2020.

Live Borders have indicated that they have been working to develop the concept of a community cultural hub which could potentially bring together the library, museum and cultural activity into one coherent offer and use of space. The development of this work has, up to now, been internal but unfortunately has halted as a result of the current ongoing Covid situation and the key staff being furloughed. It is envisaged that this would be reignited with the Live Borders team and the community as part of the programme of change and Place Making. It would also include other partners in Peebles such as Eastgate. Live Borders have indicated they would be prepared to attend a future meeting of the Trust to advise and discuss the proposals once the team have returned from furlough.

Stakeholder Engagement

Because of the nature of the building there are a number of stakeholders who will have an interest in the building. These include the following which is not exhaustive:-

Current occupiers/tenants

Neighbouring businesses

Community Groups – e.g. Youth Club, Peebles CAN, Volunteer Centre

Peebles Community Trust

Community Council

Users/Hirers of the facilities

Community engagement is something which the Councils Communities and Partnership team could lead on through a survey using Citizen Space or other alternative digital platform of democratic involvement. Trustees would be asked to work with the Communities and Partnership team to compile appropriate questions to enable engagement with all stakeholders.

It would also be possible to utilise some of the information from the most recent community engagement work undertaken by the Scottish Historic Building Trust in 2016 as part of the Page Park redevelopment proposals.

Condition and Maintenance Plan

A condition survey of the whole property was undertaken by the District Valuer in 2010. The report indicated that works costing in the region of £300,000 over a period of 15 years would be required to ensure the property remained fit for purpose. A number of the works identified in the report have been undertaken over the last 10 years and it is recommended that a further condition survey be undertaken to update and review the works now required and the associated costs. This would enable a Maintenance Plan to be put in place for a further 10 year period. To ensure the property remains fit for purpose the Councils Property Officer has undertaken a review of maintenance works which should be undertaken over the next 3 years. These works are detailed in Appendix C of this report. Costings are currently being obtained which will advise financial planning moving forward. It should be noted these are maintenance works only for the building and exclude any potential refurbishment proposals previously discussed to the Burgh Hall.

Kitchen – The current kitchen is no longer fit for purpose and estimated costs have been obtained for the options to renew. Option A is to replace like for like with a full working kitchen. Option B is to replace the kitchen with a preparation kitchen only. The works would include replacement units, plumbing works, painter work and new flooring. A decision on which option to progress will be based on the outcome of the stakeholder consultation.

Burgh Hall – it is recognised that the hall is in need of refurbishment and the Trust have indicated that an appraisal and cost plan for such works will be undertaken once the hall is available for the works to be carried out. The revised condition survey would advise on the extent of the works and costs required.

Energy Performance

An energy survey has been instructed for the Burgh hall through the Councils contractor. This will result in an Energy Performance Certificate (EPC) which will tell how energy efficient the building is and give it a rating from A (very efficient) to G (inefficient). The EPC will also state what the energy efficiency rating could be if recommended improvements were implemented and highlight cost-effective ways to achieve a better rating. EPC's are valid for a period of 10 years from when issued. It

is recommended that the survey should extend to the whole of the Chambers Institution rather than the Burgh Hall only.

Building Signage

It is recognised that signage within the Chambers Institution is currently not clear with many different designs and sizes. It is proposed to undertake a survey of all existing signage within the building and engage with the tenants/occupiers to produce a corporate signage plan.

Actions/Next Steps for Trustees to consider:

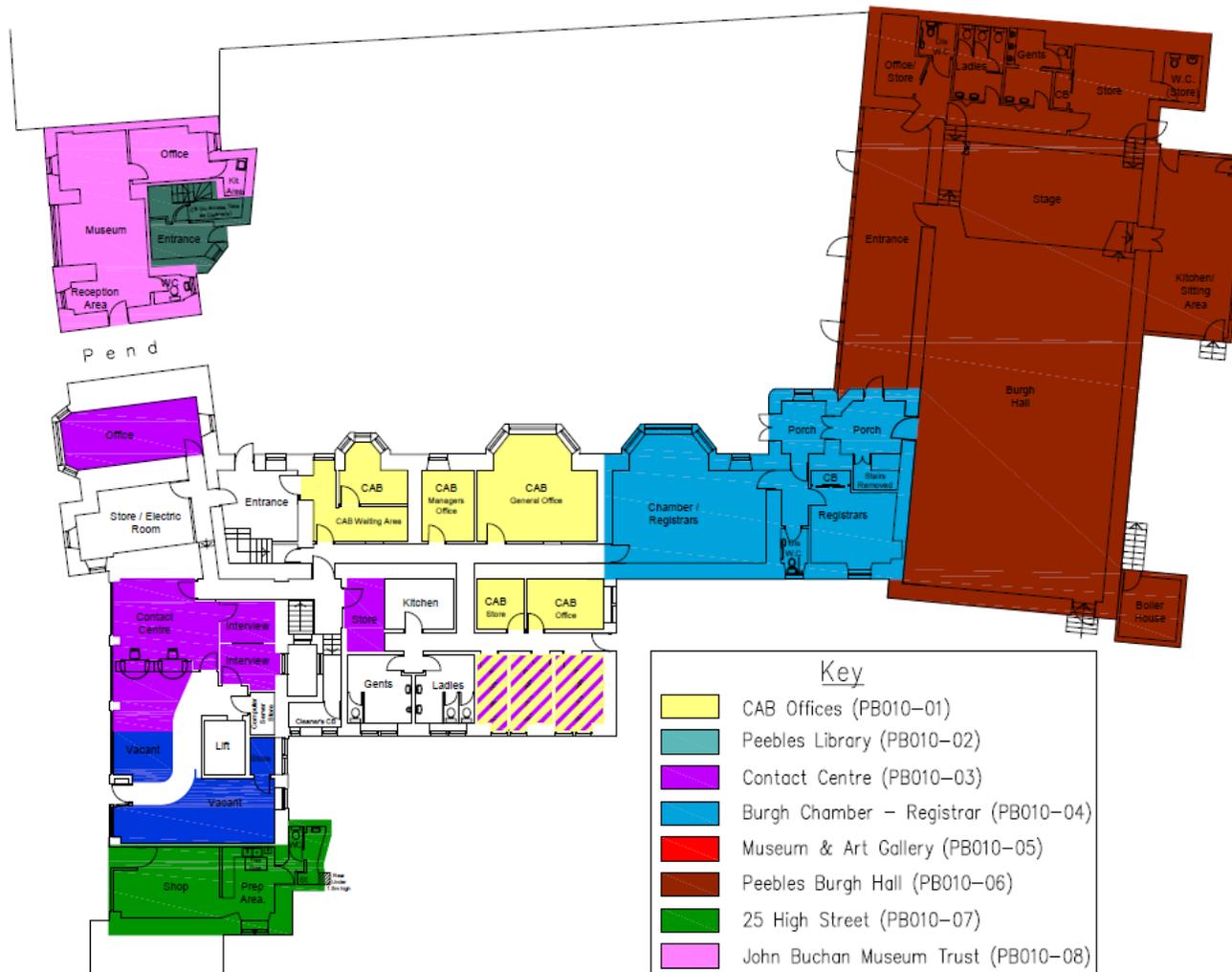
1. Review the usage of the Burgh Hall and engage with existing users on the proposals for renewing the kitchen.
2. Undertake Stakeholder Engagement with the current occupiers and tenants to review future plans and any suggestions for use of the Institute.
3. Engagement with wider stakeholder groups including public, neighbouring businesses and community groups. Involve the Council's Communities and Partnership team in stakeholder engagement to develop a plan to deliver this.
4. Undertake an Energy Survey of the whole of the building and
5. Review the existing signage and draw up new signage plan for consideration by the Trustees

Estate Management

Scottish Borders Council

January 2021

Ground Floor



Key

	CAB Offices (PB010-01)
	Peebles Library (PB010-02)
	Contact Centre (PB010-03)
	Burgh Chamber - Registrar (PB010-04)
	Museum & Art Gallery (PB010-05)
	Peebles Burgh Hall (PB010-06)
	25 High Street (PB010-07)
	John Buchan Museum Trust (PB010-08)
	Offices (PB010-09)
	Vacant (PB010-10)

Scottish Borders COUNCIL
ESTATE MANAGEMENT

Chambers Institution, 25 High Street, Peebles, Scottish Borders TD10 2BA
TEL: 01896 424400 FAX: 01896 424401

PROPERTY AND FACILITIES MANAGEMENT
ESTATE MANAGEMENT
Chambers Institution
High Street
Peebles

Ground Floor SCALE: 1:200
UPN: PB010 Drawing No: 01 DATE: Feb 2020

First Floor



Key

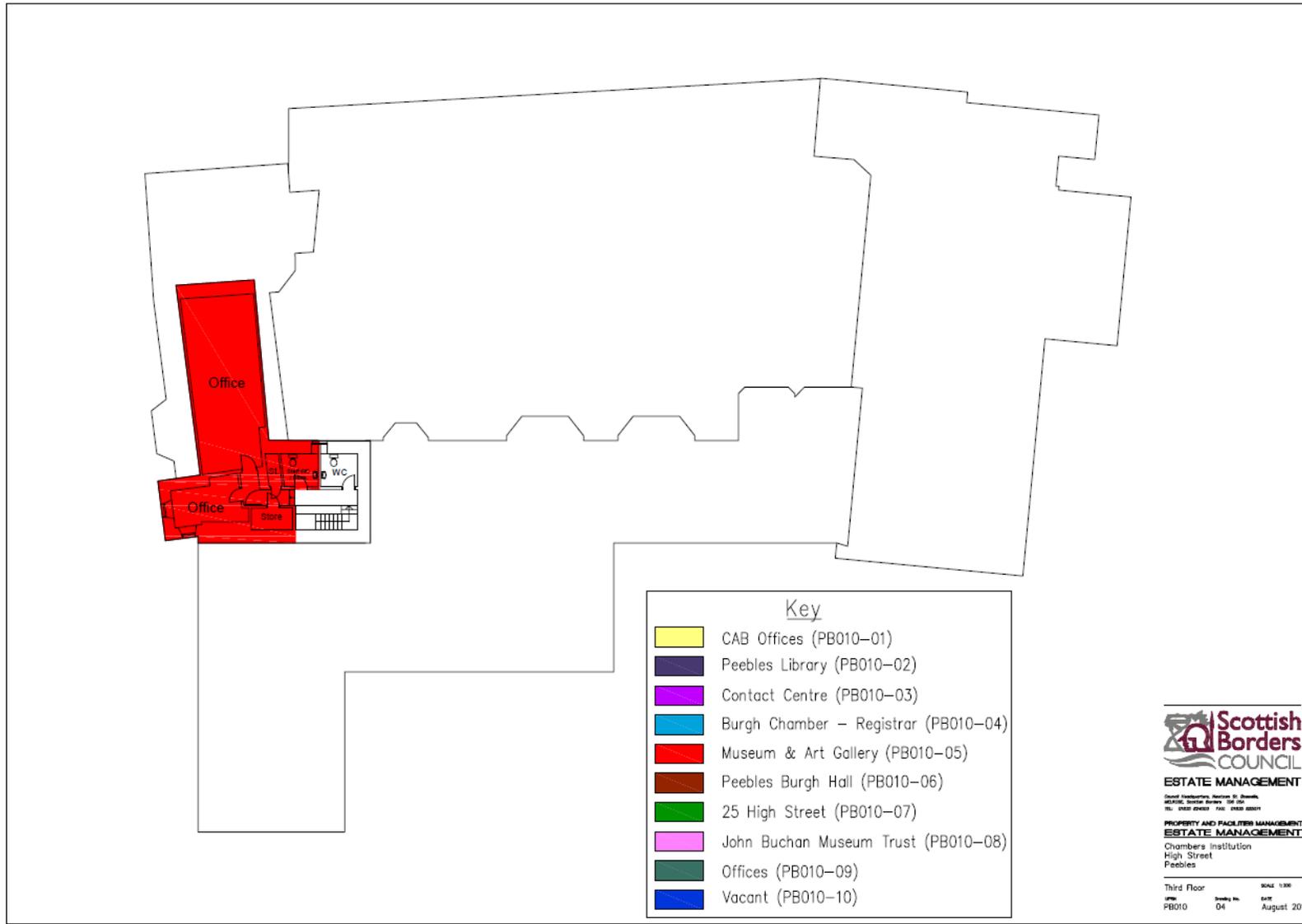
	CAB Offices (PB010-01)
	Peebles Library (PB010-02)
	Contact Centre (PB010-03)
	Burgh Chamber – Registrar (PB010-04)
	Museum & Art Gallery (PB010-05)
	Peebles Burgh Hall (PB010-06)
	25 High Street (PB010-07)
	John Buchan Museum Trust (PB010-08)
	Offices (PB010-09)
	Vacant (PB010-10)


Scottish Borders
 COUNCIL
ESTATE MANAGEMENT
Local Government Services 10, South
 Street, Peebles, Scottish Borders, TD10 1JH
 Tel: 01896 820000 Fax: 01896 820001
PROPERTY AND FACILITIES MANAGEMENT
ESTATE MANAGEMENT
 Chambers Institution
 High Street
 Peebles
 First Floor Scale 1:200
 Date: 02 August 2019

Second Floor



Third Floor



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VISITOR FIGURES SUMMARY April 2018 - March 2019

MUSEUM	2018									2019			YTD	2017-18
	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	Total	
Tweeddale	784	947	529	593	1635	1075	983	843	430	671	601	690	9,781	10,515

**Library Visitors
Visitors to Libraries 2018-19**

	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Total 2018-19 to date	2017-18 year total
Peebles	4318	4617	3722	4438	4964	4216	4305	4300	2975	3792	3669	4148	49,464	51,897

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Hirer	Event	Number of hires
Alec Lucas Memorial Trust	Coffee Morning	1
A Gift For Peebles	Craft Fair	1
Peebles March Riding & Beltane Committee	Dance Practice/Meeting/Concert/Festival Events	24
Bonnie Peebles	Meeting/Coffee Morning	10
Borders Older Peoples Forum	Meeting	1
Change Works In Peebles	Energy Efficiency Event	1
David Mundell	Surgery	6
Eastgate Theatre	Concert	1
Member Of Public	Tea Party	1
Member Of Public	Wedding	1
Flexercise	Exercise Class	9
Girlguiding Tweedvalley	Coffee Morning	1
Friends Of CHAS	Coffee Morning	1
Member Of Public	Birthday Party	1
Member Of Public	Coffee Morning	1
Member Of Public	Coffee Morning	1
Live Borders		4
MS Society	Coffee Morning	1
Nomad Beat	Craft Fair	1
New Horizons Borders	Meeting	1
Peebles Pensioners Association	Meeting	3
Paan Events	Fair	1
Peebles Bowling Club	Coffee Morning	1
Peebles Burgh Silver Band	Coffee Morning/Concert	6
Peebles Community Council	Meeting	2
Peebles Civic Society	Meeting	1
Peebles Callants Club	Coffee Morning	1
Peebles Hendaye Twinning Association	Meeting	3
Peebles Guildry Corporation	Agm	1
Peebles High School	Graduation/Fundraising Events	4
Peebles Girlguiding	Coffee Morning	1
Peebles Library	Bookbug	2
Peebles In Bloom	Awards Ceremony	1
Peebles Orchestra	Community Music Event	1
Peebles Pensioners Association	Table Top Sale/Meeting	2
Peebles Scout Group	Coffee Morning/Craft Fair	4
Planning Public Consultation Event		1
SBC/Lieytenancy Of Peebles	Remembrance Service	1
SBC	Walk It/ Election/Meeting/Training	10

Kitchen	Locations used by hirer		
	Main hall	Chambers	Meeting hall
Y	Y		
Y	Y		
	Y	Y	Y
Y	Y	Y	
Y	Y		
	Y		
	Y		
Y	Y		
	Y		
Y	Y		
	Y		
Y	Y		
	Y		
Y	Y		
	Y		
	Y	Y	
	Y		
Y	Y		
Y	Y		
	Y		
Y	Y		
	Y		
Y	Y	Y	
	Y		
Y	Y		
	Y		
Y	Y		

SBHA	Consultation Event	1
SCDC	Community Council Meeting	1
Shining Light	Holistic & Psychic Fair	1
The Fragile X Society	Gin Tasting Event	1
Scottish Liberal Democrats	Coffee Morning	1
The Bridge	Christmas Market And Coffee Morning	1
Tweeddale Branch SNP	Coffee Morning	2
UKTC	Taekwon Do	2
Total hires		124

	Y			
	Y			
	Y			
Y	Y			
Y	Y			
Y	Y			
Y	Y			
	Y			
	28	47	5	1

Total number of hirers 47

Chambers Institution Maintenance Works Schedule

<u>Summary:</u>	<u>Year</u>
Chambers Building Internal	
Paint stairwell	2
Fire alarm system additional detection work to be fitted	1
Paint walls to gallery room	3
Re-vinyl floor to gallery room	3
Replace worktops and whb's to ground floor toilets	1
Chambers Building External	
DOFF clean stone Quadrangle side elevations	2
DOFF clean stone front elevation on High Street	2
Strip and re-slate roof above entrance High Street side	2
Strip and re-slate roof above Chambers Room Quadrangle side, re-seal old dormers	1
Paint windows, doors, gutters and downpipes to Newby Court side	1
Paint remaining windows, doors, gutters and downpipes to Quadrangle side	2
Clean skylights to gallery room	1
Burgh Hall Internal	
Refurbish kitchen and dining area (replace kitchen units, appliances etc and paint)	1
Paint entrance foyer	1
Paint main hall	3
Re-vinyl floor to main hall	3
Paint disabled, ladies and gents toilets	2
Refurbish changing room and adjoining toilet (paint and replace worktops and whb)	2
Burgh Hall External	
Paint timber cladding to kitchen	1

NOTE: Year 1 would be financial year 2021-22

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