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CHAMBERS INSTITUTION TRUST WEDNESDAY, 24 FEBRUARY, 2021

A MEETING of the CHAMBERS INSTITUTION TRUST will be held VIA MICROSOFT TEAMS on
WEDNESDAY, 24 FEBRUARY 2021 at 6.00 pm

J. J. WILKINSON,
Clerk to the Council,

19 February 2021

BUSINESS		
1.	Apologies for Absence	
2.	Order of Business	
3.	Declarations of Interest	
4.	Minute (Pages 3 - 6) Minute of Meeting held on 27 January 2021 to be approved and signed by the Chairman. (Copy attached.)	2 mins
5.	Proposed Consultation Process (Pages 7 - 12) Consider proposal for consultation process. (Copy attached.)	30 mins
6.	Any Other Items Previously Circulated	
7.	Any Other Items Which The Chairman Decides Are Urgent	

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 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 via Microsoft
Teams on Wednesday, 27 January 2021 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, Solicitor (G. Sellar),
Democratic Services Team Leader

1. **MINUTE**

There had been circulated copies of the Minute of the meeting held on 18 November 2020

DECISION

AGREED to approve the Minute.

2. **ROLE OF TRUSTEES**

There had been circulated copies of a briefing note by Gillian Sellar, Solicitor which detailed the history of the Trust, its evolution, the appointment of Trustees and their duties. With regard to the appointment of lay members the Trustees were advised that although it might not be impossible this had not worked well in the past. The structure of the Trust had specified 2 different classifications of Trustees i.e. Trustees appointed as owners and those to manage the library, museum etc. Subsequent legislative changes had replaced the management Trustee role by transferring the obligation to the Local Authority. Legislation in 1994 provided that the Council was to appoint Trustees in respect of properties it held in Trust. Councillor Tatler commented on the fact that Common Good Funds had Community Council observers. It was noted that such a decision would require to be made by full Council rather than the Trustees. The Chairman therefore proposed that the current membership of the 6 Tweeddale Area Councillors be maintained and this was unanimously supported. The Chairman advised that Trustees always welcomed comments and ideas from the community which they would feed into meetings.

DECISION

AGREED that the membership of the Chambers Institution Trust remain as the 6 Councillors representing the Tweeddale Area.

3. **PROPERTY UPDATE**

3.1 There had been circulated copies of a briefing note by Neil Hastie, Estates Manager which provided details of current occupiers, usage figures provided by Live Borders and stakeholders who could be included in community engagement. There was also information on the condition and maintenance of the building, energy performance and building signage together with suggested actions and next steps for the Trustees to consider. Neil Hastie advised that the Burgh Hall was normally well used and Live Borders had been working on a development concept for the building which they might be able to provide more details on at a future meeting. Shona Smith, Communities and Partnership Manager had agreed to provide help to formulate a questionnaire for the stakeholder engagement. With regard to maintenance of the building it would be necessary to revisit the Condition Survey which could be carried out by the District Valuer. This would allow the preparation of a 10 year plan for future maintenance and

refurbishment. Gareth Smith, Property Officer for the area had prepared a list of works for the next 3 years to bring the building up to tolerable standard and had already begun to prepare costings. These maintenance works with suggested timescale were listed in an appendix to the paper. With regard to energy performance it was proposed to instruct the Councils usual contactor and include the whole property. The signage around the property had a mix of designs and was not very clear so a corporate signage plan was proposed.

- 3.2 Members discussed the paper and agreed that works needed to be divided into short, medium and long term with the works on the Burgh Hall being dealt with first. It was noted that the Burgh Hall was to be used as a vaccination centre so works could not start immediately and that this time be used to pull together the maintenance costs and carry out a consultation with users of the Burgh Hall regarding what type of kitchen facilities would suit them best. A further consultation on the Page & Park Proposals could be carried out at a later date. Signage could also be treated as a longer term project. Councillor Tatler asked that the Tweeddale Access Panel be included in the consultation regarding the Burgh Hall. In terms of the longer term consultation it was important that this was made available as widely as possible. It was proposed that the Chairman work with officers on the first consultation and that a further meeting be held in a months' time to look at the proposed consultation questions and Trustees also asked that a member of the Community Engagement Team and a member of the Communications Team be invited to the meeting.

DECISION

AGREED that:-

- (a) **the works to the Chambers Institution be divided into short, medium and long term with work to the Burgh Hall being carried out first following a consultation with users, then dealing with the maintenance issues followed by consultation and agreement around the implementation of the Page and Park proposals;**
- (b) **the next meeting be held on 24 February 2021 at 6 p.m. to allow consideration of the public consultation on the use of the Burgh Hall and what type of kitchen facilities were required and that a member of the Community Engagement Team and a member of the Communications Team be invited to the meeting.**

4. OTHER PROPERTY MATTERS

- 4.1 Neil Hastie advised that he had received a request from Live Borders to use the street facing windows for a display to promote the "Back on Track" Project which was being carried out by the Museum and Library Service together with the Peebles Railway Group.

DECISION

AGREED subject to approval of the graphics to be used.

- 4.2 Neil Hastie advised that he had received a request from the Citizens Advice Bureau to install a post box in the Quadrangle as they did not have a letter box. The Chairman advised that there was no access to the quadrangle at present as the Live Borders Caretaker was on furlough. It was assumed that the CAB must have a set of keys to allow access but Gareth Smith could open the gates during the week during working hours. The issue of attaching a post box to a listed building was raised and that planning consent might be needed.

DECISION

AGREED:-

- (a) to give approval for the installation of a mail box subject to any necessary permissions; and
- (b) that the quadrangle gates be open from 9am to 5 pm on weekdays and that a list of keyholders be provided to the Trustees.

4.3 With reference to paragraph 2.1 of the minute of 18 November 2020, it was reported that the trees for the Quadrangle were now on order.

**DECISION
NOTED.**

5. **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

6. **MINUTE**

The private section of the Minute of 18 November 2020 was approved.

The meeting concluded at 4.05 p.m.

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Chambers Institution: Consultation and Engagement - How will we do that?

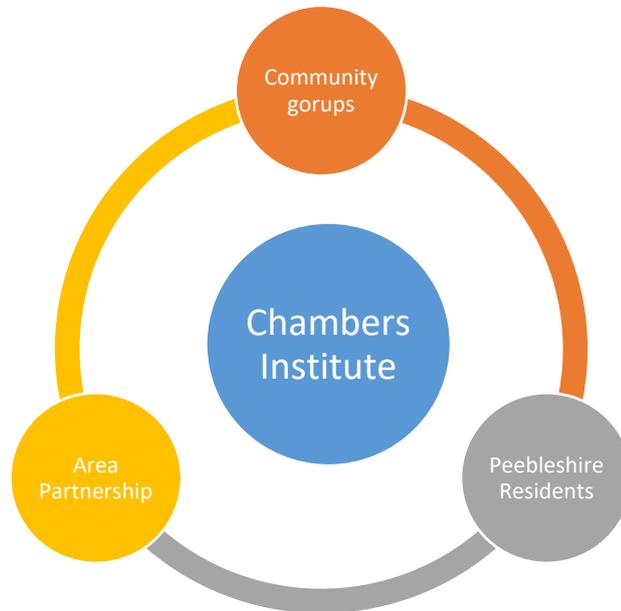
“Local people want the Chambers Institution to maintain and enhance its role as the cultural heart of the community and for it to be attractive, welcoming, well-cared for, accessible and affordable

The project is fully committed to engaging and consulting with the stakeholders connected to the Chambers Institute. The charts below set out those stakeholders who are intrinsic to the success of the project and outline the process which we will use to seek your views, gather your feedback, incorporate your opinions and conclude the project.

Internal Stakeholders

Trust Members	Councillors; Chapman Tatler Haslam Bell Small Anderson
Property Tenants	
Hall Users	

External stakeholders are those who do not directly work with or in the Chambers Institute but are affected somehow by the actions and outcomes of the Institute. Peeblesshire residents, public groups and wider community partnerships are considered external stakeholders. Their views are vital to the way the vision for the Chambers Institute is improved and implemented. The diagram below outlines some of the External Stakeholders we will speak to.



The Methodology

<p>Introducing Chambers Institute</p>	<p>Internal Stakeholders will be invited to an initial meeting where they will have the opportunity to hear more about the project and ask clarifying questions</p> <p>Internal Stakeholders will be invited to share their opinions on the use of the Kitchen area within the Chambers Institute building.</p> <p>Date: commencing:</p>
<p>Personal Communication</p>	<p>External Stakeholders will be provided with a briefing note outlining the aims of the project.</p> <p>Date commencing:</p> <p>It is recognised that current Covid restrictions remove the opportunities for face-to-face group meetings. Options for information gathering and conversations therefore may include: surveys, on-line meetings and targeted telephone conversations.</p> <p>Internal Stakeholders will be sent a personal email inviting them to add their comments, ideas and suggestions on the project. There will be an opportunity to follow this initial contact with on-line meetings or telephone conversations.</p> <p>External Stakeholders: Will be asked to return a feedback questionnaire which will capture their interaction and experience with the Chambers Institution. There will also be an opportunity to follow this initial contact with on-line meetings or telephone conversations</p> <p>Date commencing:</p> <p>Concluded.</p>
<p>Feedback</p>	<p>Internal Stakeholders: Feedback will be collated and categorised:</p> <p>External Stakeholders: Feedback will be collated and mapped.</p>

	<p>Date commencing:</p> <p>Concluded:</p>
<p>DRAFT</p> <p>Proposal for role of Chambers institute within Peeblesshire</p>	<p>A <u>draft</u> proposal of the role that the Chambers Institute can play within Peeblesshire will be circulated to all internal stakeholders <u>for comments</u>.</p> <p>Date commencing:</p> <p>Concluded:</p>
<p>Proposal for role of Chambers institute within Peeblesshire (2)</p>	<p>A draft proposal of the role that the Chambers Institute can play within Peeblesshire will be circulated to all internal stakeholders <u>for approval</u>.</p>
	<p style="text-align: center;">Adoption and Recommendation</p> <p>The proposal for the Chambers Institution will be sent to the respective Boards for approval and implementation.</p>

Burgh Hall - Kitchen Facilities



1. Have you used the kitchen facilities at the Burgh Hall

Yes

No

2. Name of group/organisation?

Enter your answer

3. How would you rate the kitchen facilities currently? (1 star = weak, 5 stars = excellent)



4. What would you require most in a new kitchen? (you can choose more than one option)

Hydro boil

Worktop space

Oven

Microwave

Kitchen table

5. From the two proposed design concepts, please choose your preferred design option

- Option 1 - To replace on a like for like basis with a full working kitchen including new units, sink, wash hand bowl, cooker and appliances.
- Option 2 - To replace with a preparation kitchen only including minimum number of units, sink and wash hand bowl

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