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CHAMBERS INSTITUTION TRUST WEDNESDAY, 18 AUGUST, 2021

A MEETING of the CHAMBERS INSTITUTION TRUST will be held VIA MICROSOFT TEAMS on
WEDNESDAY, 18 AUGUST 2021 at 3.00 pm

J. J. WILKINSON,
Clerk to the Council,

12 August 2021

BUSINESS		
1.	Apologies for Absence	
2.	Order of Business	
3.	Declarations of Interest	
4.	Minute (Pages 3 - 6) Minute of Meeting held on 19 April 2021 to be approved and signed by the Chairman. (Copy attached.)	2 mins
5.	Matters Arising Consider any matters arising from the Minute not included on the agenda.	5 mins
6.	Property Update (Pages 7 - 8) Consider briefing paper by Estates Manager. (Copy attached.)	30 mins
7.	Any Other Items Previously Circulated	
8.	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 in Via Microsoft
Teams on Monday, 19 April 2021 at 5.00 pm

Present:- Councillors K. Chapman (Chairman), H. Anderson, S. Bell, S. Haslam,
E. Small and R. Tatler
In Attendance:- Executive Director Finance & Regulatory, Capital & Investments Manager,
Estates Manager, Solicitor (G. Sellar), Estates Surveyor (T. Hill), Localities
Development Co-ordinator (K. Harrow), Democratic Services Team Leader

1. **MINUTE**

There had been circulated copies of the Minute of the meeting held on 24 February 2021.

DECISION

AGREED to approve the Minute.

2. **FUTURE FINANCIAL REPORTING**

In response to a request to consider the frequency of financial reporting the Capital & Investments Manager advised that the finances of the Chambers Institution Trust were currently reported on an annual basis. Her section were currently working through the annual reporting process for 2020/2021 with a draft position being available for the Trust at the end of May. In response to a question from the Chairman she confirmed that this was the position for other similar Trusts. Common Good Funds received quarterly reports but there was a cost to them for that frequency and they had a greater number of transactions. The Trustees discussed whether or not they wished to receive financial reports on a more frequent basis and agreed that reporting continue on an annual basis but that any project spend would be monitored against initial budget.

DECISION

AGREED to continue with the current annual reporting cycle subject to monitoring of any project budgets against spend.

3. **CONSULTATION ON USE OF THE BURGH HALL**

With reference to paragraph 3 of the Minute of 24 February 2021, there had been circulated copies of the results from the consultation on the use of the Burgh Hall. Mr Harrow advised that many of the hall users had only used it on a single occasion so no contact details were available. However, 15 responses had been received with 4 expressions of interest in becoming members of a stakeholder group. The majority of responses supported a "like for like" replacement of the kitchen and the Trustees agreed that should be supported. Mr Hastie advised that he would now seek tenders for the works and report back to the next meeting. With regard to the Stakeholder Group it was suggested that a meeting for tenant and users be arranged. Councillor Tatler suggested that the Chairman of the Innerleithen Memorial Hall User Group come along to a future meeting to explain how their group worked. The Chairman agreed that he would liaise with Mr Harrow regarding arrangements.

DECISION

AGREED:-

- (a) that the Estates Manager obtain tenders for a like for like refurbishment of the Burgh Hall kitchen and report back on the outcome at the next meeting:-
- (b) that Keith Belville, Chairman of the Innerleithen Memorial Hall User Group be invited to attend the next meeting;
- (c) that following that meeting, a meeting be arranged for users and tenants to discuss the setting up of a user group.

4. PROPERTY UPDATE

4.1 Window Displays

With reference to paragraph 2.1 of the previous Minute regarding the request to see the proposed graphics to be displayed, the Estates Manager advised that there had still been no progress due to Live Borders staff being furloughed but he would continue to try and make contact and report back as soon as an update was available.

**DECISION
NOTED.**

4.2 Citizens Advice Post Box

With reference to paragraph 2.2 of the previous Minute regarding the planning permission for the erection of a post box, the Estates Manager advised that no consent was required. The local Property Officer was in touch with the CAB to clarify requirements before the work was carried out. Trustees would be updated when the works were complete.

**DECISION
NOTED.**

4.3 Consultation – Digital Solution

With reference to paragraph 3.2 of the previous Minute, the Estates Manager advised that a digital solution could be provided within 6-8 weeks of a request being made and asked the Trustees what they were looking for in terms of the areas to be covered. The Trustees agreed that they would like the various options suggested in the Page & Park report to be included to allow the public to be able to comment as fully as possible. Mr Robertson suggested that Page & Park should be approached first to ascertain if they could provide this service as they had carried out the original work and this was agreed. It was suggested that Mr Renwick, Project Manager assist with consultation questions that could be asked to go along with the digital solution. Mr Robertson advised that he would discuss this with the Service Director Asserts & Infrastructure as given Mr Renwick's involvement in other major projects he might have limited capacity.

**DECISION
AGREED that:-**

- (a) that Page & Park be approached to see if they could provide a digital walk through/animation of the various option contained in their original report with an estimated cost or if they could not that a suitable alternative provider be found;
- (b) that the Executive Director, Finance & Regulatory discuss the provision of assistance in formulating appropriate questions to accompany this digital walk through/animation.

4.4 Request from CAB for additional office space

With reference to paragraph 7 of the previous Minute, the Estates Manager advised regarding the CAB request for additional office space which currently formed part of the Contact Centre that until plans for re-opening had been agreed no decision could be made. There were other parties interested in space within the building and he agreed to

report back on the CAB and the other parties regarding the options which might be available.

DECISION

AGREED that the Estates Manager report back to the next meeting of the Trust on the options.

4.5 **Ongoing Maintenance Work**

The Estates Manager advised that as part of the ongoing maintenance works for the property painting works were required to the hall, gallery, toilets and stairs.

DECISION

AGREED that these maintenance works proceed.

5. **URGENT BUSINESS**

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

6. **LETTER TO PEEBLES COMMUNITY COUNCIL**

With reference to paragraph 6 of the previous Minute, the Chairman advised that he was liaising with the Chief Legal Officer regarding the letter from Peebles Community Council and a response would be issued soon. He would arrange for the draft letter to be circulated to the other Trustees.

DECISION

NOTED.

7. **PRIVATE BUSINESS**

DECISION

AGREED that the item relating to Trust Membership should be considered in public.

8. **TRUST MEMBERSHIP**

With reference to paragraph 5 of the previous Minute, the Executive Director, Finance & Regulatory advised that the current membership had been agreed by Council and was a legally binding decision which would require either a further decision by Council or a Court decision to make any change. He further advised that a Motion should be submitted to Council to allow any change to be debated. Mrs Sellar confirmed the complex legal situation surrounding the Trust and that only Council could appoint Trustees. This did not mean that others could not be appointed but there was currently only one class of Trustee and that was one of ownership which brought with it obligations and potential liabilities. The Trustees agreed that they still wished to pursue the appointment of 2 additional Trustees and it was agreed that a Motion would be submitted to Council in May requesting that officers prepare a report on such appointments and detail the legal liabilities of Trustees.

DECISION

AGREED that the Chairman submit a Motion to Council in May requesting that officers prepare a report on the option and implications of adding additional external members as Trustees.

The meeting concluded at 6.10 p.m.

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**CHAMBERS INSTITUTION, PEEBLES
Property Report August 2021**

**1. Burgh Hall - New Kitchen
Costings for Refurbishment**

The Property Officer has received two quotations for the works to refurbish the kitchen at the Burgh Hall. The following are the lowest costings for each of the trades:-

a) Joiner	£5,447
b) Kitchen Appliances	£1,572
b) Plumber	£852
c) Painter	£1,018
d) Floor covering	£1,829
e) Electrical	£2,690

Total Cost - £13,408 + VAT

It is anticipated that on awarding the contract it would normally take approximately 3 weeks to complete. However, it should be noted that contractors are currently having difficulty with the availability of building supplies which is resulting in difficulty in giving exact start and completion dates for works.

Recommendation that the works proceed as soon as possible.

2. Digital Flythrough of Long Term Development Proposals

Page/Park Architects were approached to give an indication of the cost to provide a digital flythrough of the options appraisal which they prepared in 2017. They have indicated that in order to provide a flythrough they would need to build a 3D digital model of the existing building and the 3 proposed options for redevelopment. The time and cost of the flythrough is dependent on the level of detail and scope of the model. They have prepared 4 options for consideration which are shown on the attached appendix 1. The prices vary from £2,825 to £4,700 and it is anticipated that it would be between 3 and 5 weeks depending on which option was preferred.

Recommendation that the Trustees consider the option.

3. CAB

Work is complete on the installation of the post box at the Chambers Institution. The CAB have requested if it would be possible for them to use additional rooms at the CI. As things currently stand with the exception of the former Visit Scotland area there are no areas unoccupied within the property. This may change with the proposed review of services by Live Borders.

4. Use of Former Visit Scotland Space

A number of enquiries have been received for the use of the space on the High Street formerly occupied by Visit Scotland. These include the following:-

- a) Live Borders – Use - digital display area
- b) The Bridge – Use – additional contact/office area
- c) CAB – Use – additional contact/office area
- d) Tweed Valley Tourism – Use - information hub

Further discussions are to take place with the parties to understand if they are still interested, however, the Contact Centre currently remains closed.

5. Other Property Matters

Energy Performance – An Energy Performance Certificate (EPC) exists for the Burgh Hall. This was carried out in 2016 and lasts for 10 years. The building energy performance rating for the Hall is D. A request has been made to the Councils EPC Surveyor for a price to carry out a full EPC on the whole building and will be reported at the next meeting.

Signage – As a result of the ongoing situation a survey of the existing signage is still to be undertaken. It is envisaged that this will be carried out and a report brought back to the Trustees at the next meeting.

Live Borders - Discussions have taken place with Live Borders over their future plans for the occupation of the Chambers Institution. They have indicated that their planned integration of the museums/libraries team, operations and programming is progressing. They have now re-opened the space and are working towards a collocated service in the space occupied by the team. Their new Head of Service, Lisa Haddow, is leading this but at this stage it is very much at an operational level as opposed to spatial design or major changes and focuses on how the teams operate, how much they work cross service and also programme more collegiately. The work with the team will start in some detail in August and during this work they will start to expand on what they envisage the cultural hub will be. They have indicated that they would be happy to share and be part of discussions on any new building proposals.

Estate Management
Scottish Borders Council
Date – 10 August 2021