

# Public Document Pack



## CHAMBERS INSTITUTION TRUST WEDNESDAY, 15TH MARCH, 2023

A MEETING of the CHAMBERS INSTITUTION TRUST will be held VIA MICROSOFT TEAMS on  
WEDNESDAY, 15 MARCH 2023 at 4.00 pm

J. J. WILKINSON,  
Clerk to the Council,

7 March 2023

<b>BUSINESS</b>		
1.	<b>Apologies for Absence</b>	
2.	<b>Order of Business</b>	
3.	<b>Declarations of Interest</b>	
4.	<b>Minute and Action Tracker</b> (Pages 3 - 8)  Minute of Meeting held on 22 February 2023 to be approved and signed by the Chairman and Action Tracker to be updated. (Copies attached.)	5 mins
5.	<b>Beneficiaries Group Update</b> (Pages 9 - 12)  An update from the meeting of the Beneficiaries Group held on 14 March 2023. Minute of the meeting held on 21 February 2023 for noting. (Copy attached.)	10 mins
6.	<b>Property Update</b>  An update from the Estates department.	10 mins
7.	<b>Burgh Hall Budget and Costs</b> (Pages 13 - 14)  An update from Gareth Smith, Property Maintenance, on the budget and costs to date of Burgh Hall renovations.	10 mins
8.	<b>140th Anniversary Celebration</b>  Discussion on the 140 <sup>th</sup> Anniversary Celebration to be held at the Burgh Hall.	15 mins
9.	<b>Any Other Items Previously Circulated</b>	
10.	<b>Any Other Items Which The Chairman Decides Are Urgent</b>	
11.	<b>Date of Next Meeting</b>	

The next meeting of the Chambers Institution Trust is proposed for 10 May 2023 at 4pm.
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#### **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.**

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**Membership of Committee:-** Councillors R. Tatler (Chairman), D. Begg, M. Douglas, J. Pirone, E. Small, V. Thomson and S.Coe

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Please direct any enquiries to Lynne Cuerden Tel: 01835 826527  
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## SCOTTISH BORDERS COUNCIL CHAMBERS INSTITUTION TRUST

MINUTES of Meeting of the CHAMBERS  
INSTITUTION TRUST held via Microsoft  
Teams on Wednesday, 22<sup>nd</sup> February, 2023  
at 5.00 pm

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- Present:- Councillors R. Tatler (Chairman), D. Begg, M. Douglas, E. Small and V. Thomson
- Apologies:- Councillor J. Pirone
- In Attendance:- Chief Legal Officer, Estates Strategy Manager, Property Officer (G. Smith), F. Colton (Live Borders), Localities Development Co-Ordinator (K. Harrow), Community Engagement Officer (H. Lacon), S. Coe, K. Nugent (Page\Park Architects), Trainee Democratic Services Officer

### 1.0 MINUTE AND ACTION TRACKER

There had been circulated copies of the Minute of the Meeting held on 25 January 2023 and the Action Tracker. With reference to paragraph 3.7 of the Minute, the Chair corrected the amount requested for the Burgh Hall: Insulation and secondary glazing strategy to approximately £5,400. This amount was approved.

#### DECISION

- (a) **APPROVED the tracker and the Minute for signature by the Chair;**
- (b) **AGREED to the funding request for £5,400 for the Burgh Hall: Insulation and secondary glazing strategy.**

### 2.0 BENEFICIARIES GROUP FEEDBACK

- 2.1 The Chair provided a brief summary from the meeting on 21 February 2023. It was agreed that a copy of all future Beneficiaries Group minutes were to be published as a supplementary agenda item prior to Chambers Institution Trust meetings. Gareth Smith provided an update on progress at the Burgh Hall. Work had continued on the joinery, plasterwork and electrical cabling. A purchase order for the Wi-Fi installation had been raised on 22 February 2023 and following an on-site meeting with GB Technologies, the locations of the exterior dishes had been agreed. The pendant lighting fixtures had been chosen, with three options for the wall light fixtures to be considered by the Beneficiaries Group on 24 February. Sam Coe questioned the possibility of changing the lighting colour as well as it being dimmable. Electrical cabling had been installed up to the windows. Regarding the commissioning of specialist blinds, a response was awaited from two contractors. Paint colours had been chosen by the Beneficiaries Sub-Group. Additional ornamental plasterwork had been identified; the restoration was not timber detailing as first assessed. Additional funding of £4,000 was sought for the extra electrical work commissioned. This was agreed. A request was made by the Chief Legal Officer for a report from Property Maintenance on the total spend to date along with a comparison of 2021 and 2022/23 quotes. Mr Smith acknowledged that the original quotes for removal of the suspended ceiling and restoration works were over a year old. The scope of the project had since expanded, as well as being subjected to inflationary pressures. Sam Coe provided an update on progress with the Facilitator Brief. Minor changes had been

made to the brief and the revised document had been published in the supplementary agenda pack. The revised brief was approved.

- 2.2 Karen Nugent, architect with Page\Park presented the initial sketch study for the Burgh Hall. There were two options to consider: the first sketch study provided plans for the installation of a full first floor; the second provided plans for a mezzanine floor. The first option provided additional archive storage for Live Borders, a kitchen at ground floor level and a first floor level created above. Access was to be by stairs and a lift housed on the exterior of the building so as to preserve the 360 degree view of the ornate plasterwork, sunburst windows and light fittings inside. The second option provided ground floor additional archive storage for Live Borders below a mezzanine level and the kitchen remained in situ. There was a proposition that public toilets be incorporated into the plans in light of the ongoing issues with those at School Brae. Further discussions between Live Borders and the Beneficiaries Group on the briefing options submitted and the future use of the Burgh Hall were planned, followed by a further meeting with Page\Park. A final report from Page\Park was to be ready in March 2023, dependent on the progress of work and ongoing consultation.

### **DECISION**

**NOTED the update and AGREED to:**

- (a) **fund an increase of £4,000 for additional electrical work;**
- (b) **a report from Estates on the total spend to date along with a comparison of 2021 and 2022/23 quotes to be presented to the next meeting on 15 March 2023.**

### **MEMBERS**

Councillors Douglas and Thomson left the meeting during consideration of the above item.

### **3.0 PROPERTY UPDATE**

This had been addressed in Item 2 above. There had been a request for a discussion on the 140<sup>th</sup> Anniversary celebrations planned for the Chambers Institution Trust. An item was to be added to the next meeting's agenda.

***The meeting concluded at 5.55 pm***

**SCOTTISH BORDERS COUNCIL**

**ACTION TRACKER (PUBLIC BUSINESS)**

**CHAMBERS INSTITUTION TRUST– JUNE 2022 onwards**

Notes:-

Items for which no actions are required are not included

NO.	MINUTE PARAGRAPH NUMBER, TITLE AND DECISION REQUIRING ACTION	DEPARTMENT	RESPONSIBLE OFFICER	OUTCOME
<b>22 FEBRUARY 2023</b>				
1. Minute and Action Tracker	Para 1.0 – AGREED to the funding request for £5,400 for the Burgh Hall: Insulation and secondary glazing strategy. See Para 4.7 below.	Estates/ Property	Norrie Curtis/Gareth Smith	
2. Beneficiaries Group Feedback	Para 2.1 – AGREED (a) to fund an increase of £4,000 for additional electrical work; (b) a report from Estates on the total spend to date along with a comparison of 2021 and 2022/23 quotes to be presented to the next meeting on 15 March 2023.	Estates/ Property  Estates/ Property	Norrie Curtis/Gareth Smith  Norrie Curtis/Gareth Smith	
3. Property Update	Para 3.0 – AGREED to add a discussion of the 140 <sup>th</sup> anniversary celebrations to the next agenda	Democratic Services	L.Cuerden	Item on agenda for 15 March.
<b>25 JANUARY 2023</b>				
1. Beneficiaries Group Feedback	Para 4.1 – AGREED to fund an increase of £13,000 for additional scaffolding platforms	Estates/ Property	Norrie Curtis/Gareth Smith	
	Para 4.2 – AGREED to the approval for the allocation of the electrician’s fee was to be gained from the Committee via email;	Elected Members/ Estates/ Property	Norrie Curtis/Gareth Smith	
	Para 4.4 – AGREED to fund Item 1.0 of the Fee Proposal: the Burgh Hall feasibility sketch study to be carried out by Page\Park; £5280 + VAT= £6,336; and	Estates/ Property	Norrie Curtis/Gareth Smith	Invoice received 28 February 2023 for £3895.50 inc VAT. (1 of 2 instalments of total fee £6,492.50 inc VAT for Burgh Hall Feasibility sketch study)
	Para 4.6 – AGREED to present a proposal to measure environmental conditions of the mezzanine floor to the next meeting for consideration at the next Beneficiaries Group meeting on 21 February	Estates/ Property, Page\Park, Live Borders	Norrie Curtis/Gareth Smith, Karen Nugent, Fiona Colton	Sketch proposal presented 22 February to CIT

NO.	MINUTE PARAGRAPH NUMBER, TITLE AND DECISION REQUIRING ACTION	DEPARTMENT	RESPONSIBLE OFFICER	OUTCOME
	Para 4.7 – AGREED to fund Item 2.0 of the Fee Proposal: Burgh Hall Insulation and secondary glazing strategy; approximately £1500.	Estates/ Property	Norrie Curtis/Gareth Smith	Amount requested was incorrect. Amended on 22 February 2023, see above.
2. Additional Wi-Fi Access Points	Para 6 – AGREED to approve: (a) the one-off cost of Wi-Fi installation into the Burgh Hall, Registrar’s Office and Quadrangle at a cost of £4404.38 + VAT; (b) the annual fee of Connectify web filtering and splash page at a cost of £354 + VAT (c) the monthly broadband fee of £32.50 + VAT	Estates/ Property Live Borders	Norrie Curtis/Gareth Smith Fiona Colton	Purchase order raised 22 February 2023.
<b>14 DECEMBER 2022</b>				
1. Beneficiaries Group Feedback	(ii) £15,000 to fund the identification and appointment of a facilitator (iii) £15,000 to meet the increased building costs, security arrangements, scaffolding and lighting modifications;	Estates	Norrie Curtis/Gareth Smith	
<b>23 NOVEMBER 2022</b>				
1. Beneficiaries Group Feedback	Para 2.3 – action - AGREED that the Estates Strategy Manager obtain quotations and options appraisals from private surveyors.	Estates	Norrie Curtis	In talks with Page\Park
2. Property Update	Para 3.1 – action – AGREED to approve an additional £3,500 towards the budget shortfall and an in principle agreement for the contingency subject to further details being provided	Estates	Norrie Curtis	
<b>19 OCTOBER 2022</b>				
2. Any Other Items: Fire Exits – Fencing at Newby Court	Para 4 – action - a fire risk assessment to be carried out and quotes for fence and appropriate emergency exit gates be obtained to circulate at the next meeting	Estates	Norrie Curtis	
<b>14 SEPTEMBER 2022</b>				
1. Beneficiaries Group	Para 2 – action - AGREED to write to the Live Borders Chief Executive, Ewan Jackson to raise the requests for work to be carried out. CC in Director Resilient Communities.	Elected Members	Councillor Tatler	
<b>3 AUGUST 2022</b>				
1. Boer War Memorial	Para 2 – action – to contact Conservation Officer re. listed building consent to resite the memorial and advise the Imperial War Museum	Estates	Norrie Curtis	
<b>8 JUNE 2022</b>				

NO.	MINUTE PARAGRAPH NUMBER, TITLE AND DECISION REQUIRING ACTION	DEPARTMENT	RESPONSIBLE OFFICER	OUTCOME
2. Financial Monitoring for the 12 months to 31 March 2022 and Proposed Budget for 2022/23	Para 7 – action (f) AGREED that £60k be transferred to the Aegon Asset Management Fund	Finance	Suzy Douglas	

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**Chambers Institute Beneficiaries**

**Meeting held 21<sup>st</sup> February 2023 held on Zoom**

**1. Present:**

Robin Tatler, SBC (Chair)

Lorna McCullough, The Bridge (Minutes)

Geoffrey Hamilton, Tweeddale Society

Sam Coe, Peebles Civic Society

Julie Peroni, SBC

Anne Snoddy, Peebles & District Community Council

Gareth Smith, Property Officer, SBC

Fiona Colton, Live Borders

Sam Coe, Peebles Civic Society

Kenny Harrow, SBC

Joe Fernand, Renew Crew

Laura Scott

Viv Marshall

Hannah Lacon

Ian Buckingham

Brian McCrow

**Apologies:** Paul Shields, Estates Team SBC

**1. Welcome**

Robin welcomed everyone to the meeting.

**2. Apologies**

Noted above.

**3. Notes from meeting on 24th January**

Minutes agreed.

**4. Burgh Hall Project – updates (Project team and sub-group)**

Gareth – Electricians have now cabled everything needed, window blinds etc

Ornamental plaster work contractor has checked framing work and is happy all is well and should go ahead on time.

Paint samples are done and available to view. Invite will be sent to relevant people to go and review.

Chosen paint colours were;

Midnight teal

Ash white

Lead white

Charleston Grey

Oxford Stone

Elephants Breath

Lights options need to be decided. Revised quote from electricians, originally £32k estimated, compared to now option 1 is £36k and option 2 is nearly £46k. Considerable cost attached to the hoists for the lights to enable the lights to be lowered and raised, whereas depending on the height set the hoists may not be needed.

Some attendees felt investment now in hoists would benefit maintenance in the longer term as opposed to the need for scaffolding as and when needed. However, others felt such a cost didn't justify a scaffold every 6 months. Agreed not to invest in hoists at this time but agreed to check the cost of purchasing scaffolding for use as a more cost-effective solution.

The bronze ONDARIA II pendant was favoured if the wall lights can be matched at 1050mm diameter as a suitable size compared to the larger and more expensive model Basic-G1 as it's too big at 1500mm diameter.

Grand design blinds have been in contact to provide costs. Gareth will confirm once received.

WIFI - GB Technologies. Live Borders are leading on this work. SBC finance needs to place this order. Gareth confirmed he can take this up.

## **5. Consultation – Comms Strategy and Stakeholder list**

Strategy – updated to match facilitation.

Stakeholder list has grown but still want to spread awareness and engage more people from both in and outside of Peebles. Discussed further posts on social media via community posts and SBC. Engage Community Councils, re-send update sent 25<sup>th</sup> January.

## **6. Facilitator appointment**

Update provided from Sam Coe on facilitator brief. See attached.

Kenny – SBC procurement happy with the proposal. Clarity needed around hours.

Noted the need to continue to liaise with existing tenants like CAB and involve them in the conversations, ensuring consultants include them too. Aim to appoint by the next meeting.

## **7. Page/Park – Mezzanine drawings**

Drawings were shared. See attached.

Options include partial and full mezzanine floor using additional spaces for storage/archive. Noted this would create the brilliant views of the hills from the large picture windows.

A key consideration is whether and how much additional space is needed and what for? E.g. accessible additional library space or extra office space for CAB?

Live Borders - There is limited storage and issues around accessing a flexible space. A refreshed options appraisal is needed.

Engagement with Page/Park is needed. Suggested a sub group (Sam & Andy as architects from the community) could do this based upon decisions on requirements.

Noted important to consider what other facilities are available in the community and the audience the facilities are aimed at. This is already included in the brief.

## **8. AOB**

None

## **9. Date of Next Meeting – 14th March, IN PERSON time and venue tbc**

Robin asked the group to consider if monthly meetings are still needed going forward.

<b>Burgh Hall refurbishment costs</b>						
<b>Contractor</b>	<b>Job</b>	<b>Order total (£)</b>	<b>Order number</b>	<b>Date issued</b>	<b>Cost code</b>	
GB Technologies - Standard telephone system maintenance	Public wi-fi installation	4404.38	600229708	22/02/23	T5014	
Robert wilson and son electrical contractors - Electrical	Electrical works	36,508.00	600229718	24/02/23	T5014	
Border Safeguard Ltd - Alarm Systems - Maintenance & Repair	Fire alarm system	1,898.00	600228007	08/02/23	T5014	
Finlaysons Contracts LTD - Painter / Decorator	Painter works	24,675.00	600226132	25/01/23	T5014	
Smith & Mcmath Ltd - Joiner	Joinery, plastering & ornamental plasterwork	66,573.95	600226131	25/01/23	T5014	
Castle Warehouse (Peebles)Ltd - Blinds	Removal of stage curtains	250	600223395	21/12/22	T5014	
Anderson & Wilson	Removal of heating header tank	5,230.46	still to be approved by property		RY274	
		<b>134,309.33</b>				

\*NOTE\*

RY274 is the Property Maintenance cost code  
T5014 is the Chambers Institution Trust cost code

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