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CHAMBERS INSTITUTION TRUST WEDNESDAY, 10TH MAY, 2023

A MEETING of the CHAMBERS INSTITUTION TRUST will be held via Microsoft Teams on WEDNESDAY, 10 MAY 2023 at 2.00 pm.

All Attendees, including members of the public, should note that the public business in this meeting will be livestreamed and video recorded and that recording will be available thereafter for public view for 180 days.

J. J. WILKINSON,
Clerk to the Council,

28 April 2023

BUSINESS		
1.	Apologies for Absence	
2.	Order of Business	
3.	Declarations of Interest	
4.	Minute and Action Tracker (Pages 3 - 8) Minute of Meeting held on 15 March 2023 to be approved and signed by the Chair and Action Tracker to be updated. (Copies attached.)	5 mins
5.	Beneficiaries Group Update (Pages 9 - 14) An update from the meeting of the Beneficiaries Group held on 9 May 2023. Minute of the meeting held on 14 March for noting. (Copy attached.)	10 mins
6.	Condition Survey Discussion to agree the brief to conduct a condition survey of the Chambers Institution Trust buildings.	10 mins
7.	Facilitator Appointment An update from Kenny Harrow on the appointment of a facilitator under the Place Making Framework. Further information can be found at: Place Making Support Framework (arcgis.com)	10 mins
8.	John Buchan Museum	5 mins

	An update from Gareth Smith.	
9.	Any Other Items Previously Circulated	
10.	Any Other Items Which The Chairman Decides Are Urgent	
11.	<p>Dates of Future Meetings</p> <p>Future meetings of the Chambers Institution Trust were scheduled as follows:</p> <ul style="list-style-type: none"> • 14 June 2023 at 5pm • 9 August 2023 at 5pm • 18 October 2023 at 5pm • 13 December 2023 at 5pm • 21 February 2024 at 5pm • 22 May 2024 at 5pm 	

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 R. Tatler (Chairman), D. Begg, M. Douglas, J. Pirone, E. Small, V. Thomson and S. Coe (Beneficiaries Group)

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SCOTTISH BORDERS COUNCIL

MINUTES of Meeting of the CHAMBERS
INSTITUTION TRUST held via Microsoft
Teams on Wednesday, 15th March, 2023 at
4.00 pm

Present:- Councillors R. Tatler (Chair), D. Begg, M. Douglas, J. Pirone and E. Small

Apologies:- Councillor V. Thomson

In Attendance:- Chief Legal Officer, Property Officer (G. Smith), F. Colton (Live Borders),
Localities Development Co-Ordinator (K. Harrow), S. Coe, Trainee
Democratic Services Officer

1. ORDER OF BUSINESS

The Chairman varied the order of business as shown on the agenda and the Minute reflects the order in which the items were considered at the meeting.

2. MINUTE AND ACTION TRACKER

There had been circulated copies of the Minute of the Meeting held on 22 February 2023 and the Action Tracker.

DECISION

(a) **APPROVED the tracker and the Minute for signature by the Chair.**

3. BENEFICIARIES GROUP UPDATE

There had been circulated copies of the Note of the Beneficiaries Group meeting held on 14 March. The Chair provided a brief summary of the meeting, reported that attendance was considerably lower for this in-person meeting and handed over to Gareth Smith, Property Officer. The walls were framed and boarded where necessary and the window arches had been formed and plastered. Ornamental plasterwork was now in place around the windows with work to begin on the top central band soon. It was estimated that 50% of the cornice work had been completed. The proposed date for the dropping of the scaffold, the week ending 31 March, was considered as being too soon as other trades still had work outstanding that required high level access. Electrical cabling was now complete along with smoke detection preparation by Border Safeguard. With reference to paragraph 4 of the Minute of 25 January 2023, Mr Smith confirmed that the header tank and pipework removal and boiler work had proved more costly than anticipated and that the cost was to be met from the Property Maintenance budget. With reference to paragraph 5 of the Minute of 25 January it was also confirmed that the cost of the installation of Wi-Fi (£4408.38 +VAT) was to be met by Live Borders. The project had five weeks to completion and it was anticipated that the next two to three weeks would see good progress once the ornamental plasterwork was complete. Light fittings were to be installed once the scaffold was removed to safeguard against damage. Most paint colours had been agreed and paint sample boards had been produced for the high level work. The roof timber colour required further investigation and samples to be prepared and Councillor Pirone, Fiona Colton and Sam Coe agreed to attend the Burgh Hall on Friday 17 March to help with colour selection. It had been agreed with Sanne Roberts, Heritage Officer that wall fans that required rewiring were to be removed. White wall lights had been selected with the proviso that the finish was to match the pendant light. It had been

agreed to temporarily apply a plain decal to a number of windows to hide the view of the rain gutter and pigeon nesting site, with further discussions to follow on Friday following an inspection of the windows. The radiator covers were to be clad with a timber grill and painted to match the timber panelling. With reference to paragraph 3.2 of the Minute of January 25 it was agreed that the estimated cost of £58k rendered the installation of automated window blinds too costly during this first phase of work. It was agreed to postpone this particular project to a later phase along with insulation and acoustics when additional funding had been identified. It was agreed that it was important to convey to the public that the work undertaken on the Burgh Hall was the first phase in a longer term programme of work.

DECISION:
NOTED the update.

4. BURGH HALL BUDGET AND COSTS

- 4.1 With reference to paragraph 2.1 of the Minute of the meeting 22 February 2023, there had been circulated a spreadsheet of costs of the Burgh Hall renovations. The Chair reiterated that the Wi-Fi and header tank costs were not to be met from the Burgh Hall budget and the spend to date was just under £130k. Mr Smith confirmed that there would be some additional costs associated with reinstating the stage lights and stage curtains. The funding for the Burgh Hall work was as follows: £100k from Place Based Investment Program and £29k from the Chambers Institution Trust. Fiona Colton (Live Borders) confirmed that further discussion was to be had to determine the funding of the Wi-Fi wiring installation and the 2 year maintenance contract. The cost of the maintenance contract was to be considered as part of the Service Level Agreement between Live Borders and the Chambers Institution Trust with the cost to be recovered from the income generated by the Burgh Hall for Live Borders.
- 4.2 Gareth Smith confirmed that the Burgh Hall was to be handed back to Live Borders on 21 April 2023.
- 4.3 With reference to paragraph 3.8 of the Minute of 25 January 2023, Localities Development Coordinator Kenny Harrow had proposed that the appointment of a facilitator became part of Peebles 'Place Making Plan' process which allowed access to the facilitators appointed to Scottish Borders Council's approved list. Mr Harrow agreed to prepare a proposal as part of a wider Peebles Place Making Plan to the next meeting on 10 May 2023.
- 4.4 With reference to paragraph 2.2 of the minute of 22 February 2023, Sam Coe reported there was to be a workshop on 24 March that involved Page\Park Architects, Live Borders and the Beneficiaries Group to discuss the core uses and possibilities for the Burgh Hall and to prioritise its competing use and needs. Photographs of the interior of St Andrew's Church, Blackadder were shared by way of illustration of the space afforded by the installation of a complete first floor – one of the proposals to be considered with Page\Park. The Church was of a similar size to the Burgh Hall with a vaulted ceiling and large stained glass windows on the gable ends and side walls.
- 4.5 The Chair reported that the Beneficiaries Group had discussed the formation of a sub group to prepare a business plan for the Chambers Institution Trust going forward. Currently there was a Service Level Agreement between Live Borders and Chambers Institution Trust that facilitated the running of the Burgh Hall. The Chair sought approval for the formation of the sub group which was agreed.

DECISION:

- (a) **NOTED the update and AGREED to postpone the installation of automated window blinds to a later phase of work once additional funding had been identified.**
- (b) **NOTED the briefing paper and that the Burgh Hall was to be handed back to Live Borders on 21 April 2023.**

- (c) **AGREED to consider a proposal from the Localities Development Coordinator to contract an SBC approved facilitator as part of a wider Peebles Place Making Plan at the next meeting on 10 May 2023.**
- (d) **AGREED to the formation of a sub group of the Beneficiaries Group to prepare a business plan for the Chambers Institution Trust.**

5. **140TH ANNIVERSARY CELEBRATION**

With reference to paragraph 2.9 of the Minute of the meeting on 14 December 2022, there followed a discussion on a proposed event to mark the 140th anniversary of the death of William Chambers. Fiona Colton reported that the museum and library service was to hold a function on Thursday 17 and Friday 18 May 2023. It was agreed that an invitation only opening event be held on 18 May that catered for all parties and individuals involved in the Burgh Hall project so far. The Chair undertook to liaise with Fiona Colton to produce a guest list. There was another proposal that a volunteer fair be held on Saturday 24th June 2023 that incorporated the Citizens Advice Bureau, Live Borders library and museum service, Peebles Common Good Fund and the John Buchan Museum among others. The date was unanimously agreed and the apologies of the Chair and Mr Coe were noted for the volunteer fair.

DECISION

AGREED:

- (a) **to host an invitation only event on Friday 18 May 2023 to mark the 140th anniversary of William Chamber's death and the reopening of the Burgh Hall; and**
- (b) **to hold a volunteer fair in the Burgh Hall on Saturday 24 June with interested stakeholders**

6. **ANY OTHER ITEMS WHICH THE CHAIRMAN DECIDES ARE URGENT**

The Chair reported that at a recent meeting of stakeholders of the Chambers Institution Trust buildings, Ian Buckingham of the John Buchan Museum had requested that the committee considered making improvements to the museum windows and signage. There followed a short discussion on the exterior appearance of the building that faced onto the High Street. Its Grade A listed status required consultation regarding the possible re-siting of benches, the removal of railings, window replacements and the erection of temporary signage. Gareth Smith undertook to liaise with Estates and Planning.

DECISION

NOTED.

7. **DATE OF NEXT MEETING**

The next meeting of the Chambers Institution Trust was scheduled for 10 May 2023 at 4pm via Microsoft Teams.

The meeting concluded at 5.15 pm

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SCOTTISH BORDERS COUNCIL

ACTION TRACKER (PUBLIC BUSINESS)

CHAMBERS INSTITUTION TRUST– AUGUST 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
15 MARCH 2023				
1. Burgh Hall Budget and Costs	Para 4.3 - AGREED (a) to postpone the installation of automated window blinds to a later phase of work once additional funding had been identified. (b) to consider a proposal from the Localities Development Coordinator to contract an SBC approved facilitator as part of a wider Peebles Place Making Plan at the next meeting on 10 May 2023. (c) to the formation of a sub group of the Beneficiaries Group to prepare a business plan for the Chambers Institution Trust.	Communities Elected Members	Kenny Harrow	On agenda of 10 May 2023
2. 140 th Anniversary Celebration	Para 5 – AGREED (a) to host an invitation only event on Friday 18 May 2023 to mark the 140 th anniversary of William Chamber's death and the reopening of the Burgh Hall; and (b) to hold a volunteer fair in the Burgh Hall on Saturday 24 June with interested stakeholders	Live Borders Live Borders	Fiona Colton Fiona Colton	
22 FEBRUARY 2023				
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.
19 OCTOBER 2022				

NO.	MINUTE PARAGRAPH NUMBER, TITLE AND DECISION REQUIRING ACTION	DEPARTMENT	RESPONSIBLE OFFICER	OUTCOME
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	
3 AUGUST 2022				
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	

Chambers Institute Beneficiaries

Meeting held 14th March 2023 held at the Eastgate Theatre

Present:

CLlr Robin Tatler, SBC (Chair)
Lorna McCullough, The Bridge (Minutes)
CLlr Marshall Douglas
Sam Coe, Peebles Civic Society
Deborah Gallagher, Director Eastgate Theatre
CLlr Eric Small

Apologies:

Geoffrey Hamilton, Tweeddale Society
CLlr Viv Marshall
CLlr Julie Peroni, SBC
Kenny Harrow, SBC
Gareth Smith, Property Officer, SBC
Fiona Colton, Live Borders
Hannah Lacon, SBC

1. Welcome

Robin welcomed everyone to the meeting.

2. Notes from meeting on 21st February

No issues raised.

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

- Works

Burgh Hall Refurbishment Update:

Progress / programme:

- Walls all framed and boarded
- additional patches due to other trades 70% repaired

- cornice works 50% completed
- Rest of cornice moulds hopefully completed and fitted by week ending 24th
- scaffold dropped week ending the 31st
- Joinery manufacturing and fitting 90%
- Electrical cabling 100%
- Smoke detection cabling 100%
- Painter preparation / filling work has commenced where feasible
- Header tank removal work has been approved from property maintenance budget and should take place week commencing 20th
- Public wi-fi installation imminent, however, awaiting Live Borders to approve 24 month contract so GB Technologies can proceed. Order number already raised for the installation work.
- At the moment the project is running to programme, however, the next couple of weeks will be important as the ornamental plasterwork is scheduled to be fitted and this will open up the job for more painters.
- It would be beneficial if I had an agreed date for actual handover of the hall back to Live Borders.

Details / specification:

- Remove 3 number window fans
- Light fittings to be as follows:

Pendants to be Ondaria II Bronze surround

Wall lights to be Epuria. There is a bronze surround option but this will cost an additional £1872 and delivery is 8-10 weeks which is not acceptable. I suggest we proceed with the white surround option?

- **Confirmation of paint colours:**

Timber panelling Midnight teal (Dulux Heritage)

Walls Ash white (Dulux Heritage)

Plasterwork dado Lead white (Dulux Heritage) plus green
moulding and above

Window timbers Lead white (Dulux Heritage)

Ornamental plasterwork Lead white

Roof trusses Masters Gold (Dulux)

Roof timbers Better match to existing still to be decided. Buff from dulux heritage range was selected but colour is lighter than what was anticipated once applied. Indian Sunshine and Cool Camel from the Dulux range have been picked and they are now available for viewing.

- Detail to 2 number windows to LHS of balcony. Sanne Roberts happy with a plain decal fitted to the glass surface to obscure the view.
- Radiator covers/design still to be agreed
- **Window blinds:**

Estimate received from Grand Design Blinds for supply and fit of remote controlled motorised upward draw blinds is £57,945.00. I assume this is definitely a task for another project due to the cost?

Muir Group Interiors emailed today and they are struggling to provide a suitable solution for the Burgh Hall window blinds but will do some further research.

- **Extras:**

The following should be noted:

Loose plasterwork on gable elevations incorporating scaffold alterations

Extra joiner and plaster patching work required due to the difficulty experienced by the electricians in cabling behind the lath and plaster walls.

ACTION – Sam and Andy to arrange with Gareth to view gold paint colours and to check decals to ensure meeting expectations.

Costs:

- See spreadsheet

Place Based Investment Fund £100k

Chambers own funds £29k

WIFI was an add on.

- **Re-opening event**

Volunteer Fair to co-ordinate with Retailers Association street event the weekend of 28th May 2023. Local organisations, including Chambers tenants, Live Borders, Chambers Institute, Borders TSI and others will be invited to have a stall to promote their organisation and aid volunteer recruitment.

Robin will check availability of the hall with Fiona at Live Borders tomorrow.

4. Facilitation

Agreed in principle to consider being a part of the place making process for Peebles, rather than proceeding with this separately, which would use different budget and can access approved list of consultants already procured.

5. Business Plan for Chambers Institution Trust

Robin is proposing we have a sub group to develop the business plan and to give consideration to have the Chambers running independently. SLA with Live Borders needs to be considered. Sam is interested in joining this group and others need to be involved.

Page Park update from Sam – outline proposals generated questions but they need to know the priorities before moving forward. Sam will further explore the architectural possibilities and feed into the workshop with Page Park on Friday 24th March at 11-1pm at the studio, Eastgate Theatre to explore accommodation needs and options of the Burgh Hall and the entire Chambers Buildings.

Sam asked if the condition survey results were available, will be raised at Trustees meeting tomorrow.

Sam gave an update of a church that was converted in North Berwick where an entire floor was inserted and underneath was used for offices and is used as a busy community venue.

6. AOB

Robin to arrange for Deborah to have a tour of the Chambers.

7. Date and venue of next meeting

Next meeting will be 12 month time, date TBC.

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