

SCOTTISH BORDERS COUNCIL CHAMBERS INSTITUTION TRUST

MINUTE of Meeting of the CHAMBERS
INSTITUTION TRUST held in Via Microsoft
Teams on Wednesday, 24 February 2021 at
6.00 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),
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 27 January 2021.

DECISION

AGREED to approve the Minute.

2. **MATTERS ARISING FROM THE MINUTE**

2.1 **Window Displays**

With reference to paragraph 4.1 of the previous Minute regarding the request to see the proposed graphics to be displayed, the Estates Manager advised that there had been no progress due to Live Borders staff being furloughed but it would be passed to Members as soon as it was received.

DECISION

NOTED.

2.2 **Citizens Advice Post Box**

With reference to paragraph 4.2 of the previous Minute regarding the planning permission for the erection of a post box, the Estates Manager that he would check with the local property officer and report back

DECISION

NOTED.

3. **PROPOSED CONSULTATION PROCESS**

3.1 There had been circulated copies of a proposed survey for users of the Burgh Hall and a paper on the wider consultation process prepared by Localities Development Co-ordinator. Members welcomed the survey for users of the Burgh Hall and asked that under question 4 the options of a cooker and a fridge be added and at question 5, option 2 a hob and hydro boil be added. Mr Harrow advised that would issue the following week to existing hall users and give them 2 weeks to complete. Members asked that the results be circulated in advance of the next meeting

3.2 With regard to the wider consultation the Chairman advised that he had discussed with officers the need to build on the Page & Park consultation and then give officers time to work up an engagement plan for both medium and longer term proposals with a suggested timescale being brought to the next meeting. Councillor Anderson highlighted the need for the design proposals to be illustrated by a virtual walkthrough of the property and asked if a cost could be obtained for this. Ms Sellar advised that the Council had used

a company to provide something similar for the new Galashiels School project and it was agreed that this would be investigated. The Estates Manager advised that the works would need to be scoped out within an achievable timeframe and would need to consult with Steven Renwick regarding the project aspect of the work.

DECISION

AGREED that:-

- (a) the amended survey be issued to all users of the Burgh Hall and that the results be reported at the next meeting; and**
- (b) the Estates Manager, following consultation with Steven Renwick, Project Manager, would report back to the next meeting on a timeframe for taking the project forward, including the use of a digital solution to allow the public to view the proposals.**

4. 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.

5. APPOINTMENT OF ADDITIONAL TRUSTEES

With reference to paragraph 2 of the Minute of 27 January 2021, the Chairman advised that following the previous meeting further consideration had been given to expanding the number of trustees. However, these new trustees should bring added value and on that basis it was suggested that a stakeholder engagement group comprising existing tenant and user representatives be set up similar to that currently in place for the Memorial Hall in Innerleithen. The Chairman of that group could then become a trustee. A second trustee could also be appointed who had particular expertise which would enhance the work of the Trust e.g. somebody with expertise in heritage buildings. This person could be found by public advertisement. It was noted that any such change to the membership of the Trust would require the approval of full Council. With regard to setting up a stakeholder engagement group it was proposed that a question could be added to the user questionnaire to ascertain if there was an interest by users for such a group. Member supported these proposals and asked that officers progress these for the next meeting.

DECISION

AGREED:-

- (a) to add a question to the user survey to ascertain if people were interested in being part of a stakeholder engagement group:**
- (b) to recommend the expansion of the Trust by two members, subject to the approval of Scottish Borders Council and that officers consider how this could be achieved and report back to the next meeting.**

6. LETTER FROM PEEBLES COMMUNITY COUNCIL

The Chairman advised that the Community Council had written to the Trustees expressing their concerns regarding the need for lay trustees to represent the views of the community. He had passed this to the Head of Legal Services who was preparing a response.

DECISION

NOTED.

7. CITIZENS ADVICE BUREAUX

The Estates Manager advised that the Citizens Advice Bureaux had requested additional space in the former Tourist Information Centre. There had been other expressions of interest and these were being considered. There would be a report back to Members outlining the options for their consideration.

**DECISION
NOTED.**

The meeting concluded at 6.55 p.m.