

SCOTTISH BORDERS COUNCIL
CHAMBERS INSTITUTION TRUST

MINUTE of Meeting of the CHAMBERS
INSTITUTION TRUST held in Via Microsoft
Teams on Monday, 18 August 2021 at 3.00
pm

Present:- Councillors K. Chapman (Chairman), H. Anderson, S. Bell, S. Haslam,
E. Small
Apologies:- Councillor R. Tatler
In Attendance:- 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 19 April 2021.

DECISION

AGREED to approve the Minute.

2. **MATTERS ARISING**

With reference to paragraph 3 of the Minute of 19 April 2021, that Chairman advised that he had not been in contact with Keith Belville, Chairman of the Memorial Hall, Innerleithen User Group and would try to arrange this for the next ordinary meeting.

DECISION

NOTED.

3. **PROPERTY UPDATE**

- 3.1 With reference to the various property matters discussed at the meeting on 19 April 2021, there had been circulated copies of a briefing paper by the Estates Manager providing an update on various matters as detailed below.
- 3.2 The quotes for the kitchen were all from local tradesmen and the Estates Manager advised that while the costs were reasonable there was still a chance that they might increase given the current problems with the supply of materials. Councillor Bell proposed that the costs totalling £13,408 plus VAT be accepted and that an increase in costs of 10% be allowed without recourse to the Trust for further approval.
- 3.3 The appendix containing the proposals for the digital flythrough from Page & Park had been omitted from the agenda pack and were circulated to Members at the meeting. The Estates Manager proposed that Members accept either option 2 or option 4. Councillor Haslam, seconded by Councillor Anderson proposed that option 2 be accepted and this was agreed. With regard to public consultation Mr Harrow advised that he would start mapping the wider stakeholder group and advised that the recently appointed Community Engagement Officers would be able to assist with this work. Online meetings provided an effect tool to engage with hard to reach groups. It was agreed that a further meeting be arranged to receive a preview of the digital flythrough once it had been prepared by Page & Park.

- 3.4 Members noted that the works to provide a post box for the CAB had been completed. With regard to their desire for additional rooms there were no areas available at present.
- 3.5 The Estates Manager commented on the various enquires that had been received regarding the space formally occupied by Visit Scotland. Now that Live Borders staff were returning from furlough and the reopening of contact centres were being discussed there needed to be further discussion on the use of this space and a report would be brought back to a future meeting. Councillor Bell suggested that each of the interested parties be asked when they wanted to use the space from and for how long so that this issue could be resolved as soon as possible.
- 3.6 The Estates Manager updated Members on other general property matters including energy performance, signage and plans by Live Borders. The Chairman highlighted the need for Live Borders plans to align with the allowed uses of the building. Councillor Haslam proposed that Ewan Jackson, Chief Executive of Live Borders be invited to attend the next meeting to share their vision for the use of the building.
- 3.7 The Chairman advised that he had received an email from Malcolm Bruce on behalf of the Men's Shed regarding access to the rear of the building for fire escape purposes. The Estates Manager confirmed he would investigate.
- 3.8 The Chairman advised that the trees in the quadrangle would be planted this autumn. Members asked for confirmation that it was Acers which were to be planted and that the work would be carried out before Remembrance Sunday. The Chairman further advised that he had been in touch with officers to ensure that the Memorial was checked and the Tommies erected for Remembrance Sunday.

DECISION AGREED:-

- (a) to accept the quotes for the kitchen upgrade totalling £13,408 plus VAT and that an increase in costs of 10% be allowed without recourse to the Trust for further approval to take account of increases in the cost of materials;**
- (b) that option 2 be accepted for the Page & Park Flythrough and that a special meeting be arranged to preview this; and**
- (c) that Ewan Jackson, Chief Executive of Live Borders be invited to attend the next meeting to share their vision for the use of the building;**

4. 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.

5. MEMBERSHIP

The Chairman advised that there had been correspondence between both Peebles Community Council and Peebles Civic Society with the Chief Executive on the subject of Membership and the Chief Legal Officer had provided replies. Ms Sellar advised that the report for Council was being prepared and, following some further consultation, would be presented to Council in the near future. In response to a question from Councillor Haslam on the role of Trust Members when the report was considered, Ms Sellar advised that she would provide guidance for Trust Members in advance of the report being considered by Council.

**DECISION
NOTED**

7. DATE OF NEXT MEETING

DECISION

AGREED that a special meeting to preview the Page & Park Flythrough be held on **Wednesday, 29 September 2021 at 5.30 p.m.**

The meeting concluded at 3.55 p.m.