Chambers Institution Trust: Update report to PCC 11/12/25

The Phase 1 project has now reached an important milestone with the completion of RIBA Stage 3 and the submission of planning and listed building consent applications which are due out for public consultation this month.

The attached copy of the most recent progress report issued by the Project Board provides more detail on the state of play, and is positive in that several key matters have been resolved, including the necessary investigative surveys and the tenant decant strategy. I would add that it has been confirmed that the design capacity of the lift will meet all agreed future needs of Live Borders to move larger exhibits and protective cases to the upper floors.

The drop-in session at the Burgh Hall on 29th November was deemed a success, with over 80 members of the public attending the event, and with overwhelmingly positive feedback on the Phase 1 proposals so far.

The Phase 2 feasibility study and business plan development is progressing well. Robin and I have attended several review meetings with the consultants since the last PCC meeting, and the architect also presented the work in progress to the Trustees, who confirmed their approval.

We have now received a response from OSCR, and a meeting is to be held with their representative next week to discuss the details of the SCIO application.

Sam Coe

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Chambers Institution Levelling Up Fund Project
High-Level Report for Sharing

Project Overview

- Reporting Period: November 2025
- Project Stage: RIBA Stage 3, approval of stage 3 due 04/12/2025
- Planning applications scheduled for December 2025.
- Total Budget: £4,662,000 (£4,195,800 LUF, £466,200 CIT Fundraising)
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Progress & Activities

- RIBA Stage 3 continues, with RIBA stage 3 due for approval December 4th.
- Stage 3 report finalised and presented to project board
- Extensive stakeholder engagement completed; monthly board meetings and tenant consultations held.
- Conservation Management Plan prepared and reviewed; to be submitted with statutory applications.
- Decant strategy developed for four tenants:
  - SBC Contact Centre: Permanent move to Rosetta Road.
  - CAB: Temporary relocation to Newby Court; permanent location under discussion.
  - Go Tweed Valley: Temporary relocation to School Brae.
  - Live Borders: Mobile library service; temporary accommodation options under review.
- Surveys completed: Measured Building Survey, drone survey, ecology, drainage CCTV, rot & infestation.
- Fire strategy finalised with Jensen Hughes; access control and emergency voice communication included.

Programme

- Current forecast completion: **8 December 2027**.
- Key milestones:
  - Stage 3 approval: **04/12/2025**.
  - Decant start: **April 2026**.
  - Main works start: **November 2026**.

Key Achievements

- Stage 3 coordinated design completed.
- Conservation Management Plan finalised.
- Revised programme and cost plan issued.
- Fire strategy agreed.
- Decant strategy drafted for all tenants.

Key Issues

- Confirmation of scope: windows, rooflights, escape stair.
- Decant accommodation for Live Borders still unconfirmed.
- Funding confirmation required for statutory applications.

Risk & Change Management

- Top risks:
  - Statutory consent delays.
  - Decant complexities.
  - Historic building constraints.

    - Fire engineering requirements.
- Risk register updated; mitigation strategies in place.
- Change control procedure implemented for scope and cost adjustments.

Financial Overview

- Costs were reviewed with the team and remain within budget.