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DRAFT MINUTES

Meeting of Trustees as Grants Committee
held at DHET office 29 Exchange Street, Dundee
on Wednesday 21 October 2026

Present: Barbara Illsley(chair), Doug Binnie, Michael Gale, John Gray, Gordon MacDougall
Apologies: Blythe Petrie, Gregor Hamilton
In attendance: Amanda Forde (Information Coordinator), Mylene Herd (Trust Manager)
Representatives of Ben Tindall Architects: Aurélie Brunton (Architect), Ben Tindall (Architect), Dan Wilkinson (Architect)

1 Welcome

Barbara welcomed everyone to the meeting and thanked the team from Ben Tindall Architects for attending to discuss the project.

2 H294 St Mary's Church Hall – discussion with Ben Tindall Architects

Ben introduced the project. This is an Art Deco memorial hall which is C-Listed. The plan is not just to repair the building but also to update the facilities. All match funding is agreed apart from the £30,000 Pilgrim Trust grant which is dependent upon DHET decision.

Barbara commented positively that the plan for the hall is now much clearer than at previous discussions.

Aurélie said that the applicant hopes to apply for a National Lottery grant to cover the internal accessibility works and kitchen improvements.

Doug noted the time and effort put in by the applicant and architects on this project. He asked if any spaces in the hall would still be unusable after the external works are completed. Aurélie's answer to this was no, spaces will be usable but not cosmetically finished. Internal making good repairs are not included in the current tender. Mylene explained that HES have been clear that we cannot fund internal making good works.

The current tenders are valid until 8 December 2026. Doug asked if work would actually commence before that date. Dan said that the tender can be accepted without starting the work. Doug wanted to ensure that the current tender is safe. Ben said that contractually the applicant has three months to accept the tender and also noted that when new tenders were sought the increase was only £10,000. Dan and Aurélie commented positively on the contractor's willingness to do the work and co-operative nature.

Doug asked if a more recent survey of the concrete was available than the one conducted in 2022. Aurélie said that the applicant carried out some work on the concrete structure after that survey but neither the architect nor the structural engineer were involved so it was unclear what the impact of that

was on the concrete. Ben doesn't like how the concrete looks but doesn't think there are extensive problems. There are no signs of distress. Dan said that the concrete is in good condition in places where it is visible due to water damaged plasterboard.

Doug asked about the value of ineligible works. There was no clear figure for this but Aurélie said it was not massive and they are priority C. Ben Tindall Architects deemed them ineligible for DHET grant as they would be reinstatement rather than repair. HES have indicated that the lanterns and door handles may be grant eligible with the right evidence. Aurélie noted that the gate and flagpoles are on the drawings for the building whereas the railings are less certain.

Michael asked how important the concrete structure is. Dan said the spans are small and Aurélie showed the meeting some drawings which detail the concrete on the flat roofs.

Michael asked for clarification that the hall could still be used even if no internal works take place. Aurélie said that the upper hall is not wheelchair accessible but otherwise the hall is well used even in its current condition.

Michael noted that DHET should make sure the applicant is aware of the requirement to enter into a contract should a grant offer be made.

The team from Ben Tindall Architects left the meeting

3 H294 St Mary's Church Hall – Trustee discussion

Mylene explained that the figures on the updated assessment for the project are based on our remaining funds from the 2023-26 budget. If DHET increase our intervention rate it would give the applicant more flexibility on how to use their match funding.

Some Trustees noted their disagreement with HES advice that internal works cannot be funded as external parts of the building naturally have an internal component.

Barbara said we could pursue that another time but right now we have a unique opportunity to use this remaining funding.

Gordon said he is now impressed with the project, it is a solid and good proposal.

Doug said that the QS has given the applicant bad advice and this has affected the work on the main church building as well.

Michael asked whether it would be better to return the unused funding to HES and begin with the funding for the current period, however Barbara explained that the funding for the current period is not actually available yet.

There was discussion around the fact that increasing DHET's intervention rate would enable the applicant to use the Neighbourhood Trust grant for internal works instead of using all their current funding for external works.

There was general agreement that this is a worthy project with significant community benefit and located in one of our areas of focus.

The Trustees agreed to fund the project at 50% of grant eligible costs or up to a maximum of £173,000.

Dates and times of next grants committee meetings:
Wednesday 2 December at 2:00pm