

Minutes: Committee Meeting

8th October 2025, St. Michael's Parish Church

Attendees

- Ruth Evans
- Ross Crawford
- Sharon Laird (Trinity)
- Rich Gibb
- Mike Begley
- Carmel Connolly

Apologies

- Emmanuel Artiges
- Ana Arsene
- Liam Langedijk
- Colin Douglas

Agenda

- GTC
- Tree Survey
- Gardening Subcommittee
- External Lighting
- Intercom Replacement
- Newsletter
- IT Updates
- Monoblock
- External Deep Clean
- Later Meetings
- Misc

GTC

Work will commence in November, starting with 1 Sinclair Place. Communications will be sent to all owners regarding general information, and then to each block with specifics on dates.

For all:

- It will be a rolling schedule of fixes
- Access to roof space and cupboards required. No access to the flats is required as far as Trinity is aware.
- Please remove contents in the cupboards – the cupboards are not for storage of personal items.
 - Items will be binned
 - Owners are responsible for compliance of that cupboard.
- There will be noise during the works.
- Direct any questions to Trinity.
- If you're a landlord, notify your tenants

Notices will also go up on the front door.

Sharon and Mike compiling the communication information, aim to send out w/c 20th October. Carmel to post on website. Mike/Ross volunteered to put on doors.

Tree Survey

Original tree surveys and subsequent updated tree surveys don't have a complete list of all trees in the development. Sharon to combine documents and investigate inconsistency with tree numbers.

No work to commence until we have a full report.

Sharon to share with the committee the communications with Edinburgh council about the wall in Sinclair Gardens.

Compliments paid to the grounds team for the quick turnaround for the tree clear up post storm.

Gardening Subcommittee

Committee to kick off gardening subcommittee. Carmel to email people who have shown interest. Mike to create email distribution list. Rich to draft vision statement, high level including scope of the subcommittee. Carmel to include on Newsletter and website.

It's a good time of the year to plan, ready for it to happen in spring/summer.

The ambition is for the subcommittee to be proactive about the development, like reviewing the tree survey, or understanding the impact of tree roots on the lawns and fountains.

External Lighting

There are places in the development that would really benefit from additional lighting, around Sinclair Gardens in particular. The additional lighting added at Sinclair Close recently is making a big difference.

Sharon's got the quote for the installation of bollard lights at the townhouses steps close to 17. Committee agree to proceed. Next step is to mark out where they should go. Action for Sharon to see if they have a light focus on the ground.

Next lighting focus is around the bin store near the substation at Sinclair Place and locations near Sinclair Gardens. Sharon to talk to request options and quotes. Sharon will let the committee know when meeting the contractor in case anyone wants to join.

Additional action item is for the bike store lights to be checked and replaced to get them back into good working order.

Intercom replacement

For the intercom replacement option that received majority votes at the AGM: Option 2: Replace existing entryphone panels with the same or a similar type – Replace the entryphone panels with similar devices, reducing the cosmetic impact of installation, removing the need to replace handsets in individual dwellings and keeping costs low.

Sharon is progressing with gathering quotes. Mike will review them with Sharon in the coming weeks.

Newsletter

Rich and Carmel will do the next one. Rest of committee agree to feed in and review. Needs to be produced ASAP.

Content to include:

- Notice about wall in Sinclair Gardens is owned by the tenements behind Sinclair.
- GTC information
- Warning about door latches and graffiti i.e., make sure doors are locked, to avoid vandalism.
- Advertise bike stair clear out – likely mid-late Nov. Tags will be shared and notices put up. Include a reminder that the bike stores are for BIKES ONLY.
- Launch of gardening subcommittee
- Reports of characters about the development.
- Request for input on forum alternatives + keep an eye out for Facebook launch coming up.
- Include notice again about overflow issues around the development

IT Updates

Mike to add Ruth's email to committee email.

All Sinclair IT now sits under central domain, all documented, and backed up. We're now independent as a committee with no reliance on ex-owners. This change should help fix junk email issues. Health check has been completed too.

Website updated with latest email aliases.

Monoblock

There is uneven monoblock in Sinclair Place near the sub-station. Committee agree the repair work now needs to be done from public liability and health and safety reasons. When it happens, the area will need to be closed during the day, repaired in sections, and take well over a month.

Sharon to gather revised quotes and share with committee.

Note raised that enough notice and reminders will be issued to the development owners and residents.

External Deep Cleaning

Action Sharon to get a proper section of monoblock and wall cleaned by a company to assess the benefit. Sharon to share before and after photos of rendered walls that were deep cleaned at another development.

Later Meetings

Topics for next meeting:

- Fountains
- Development plan
- Owner survey

Misc

- Latch on gate to be fixed at upper bus stop area. Sharon picking up.
- External railing painting coming up next. Need plants cut back for access. + quote to paint bike store doors.
- Sharon to contact people about overflow issues.
- Repeat of roof drone survey – committee agree to proceed.
- Reconciliation reports expected 9th Oct.
- For the recent graffiti, Sharon to raise that the cover up painting isn't up to scratch.