

# Sinclair Committee Meeting Minutes

19th November 2025, Microsoft Teams

## Attendees

- Mike Begley
- Sharon Laird (Trinity Factors)
- Rich Gibb
- Ross Crawford

## Apologies

- Carmel Connolly
- Emmanuel Artiges
- Ana Arsene
- Liam Langedijk
- Colin Douglas
- Ruth Evans

## Agenda

- GTC Works
- Tree Surveys
- Gardening Subcommittee
- External Lighting
- Intercom Replacement
- Newsletter
- Monoblock Repairs
- External Deep Clean
- Misc

## GTC Works

- Contractor confirmed start date: second week of December.
- Timelines for each block shared; aim to complete by end of March.
- Communication plan agreed: notices on doors, QR codes linking to website updates, and newsletter inclusion.

## Tree Surveys

- Current survey tags only trees needing work or monitoring.
- Action: Sharon to clarify discrepancies between previous and current surveys and maintain a master reference list.

## Gardening Subcommittee

- Vision statement drafted and shared on Teams for feedback.
- Newsletter will include gardening updates and link to website.

## External Lighting

- Contractor to provide proposals for improved lighting across car parks, bike stores, and townhouse steps.
- Site meeting planned after initial ideas are received.

## Intercom Replacement

- Quotes requested from four contractors; awaiting responses.
- Focus on cost-effective solution addressing contact block issues.

## Newsletter

- Draft reviewed; feedback provided to simplify layout and reduce length for print distribution.
- URLs to be included for accessibility.

## Monoblock Repairs

- Revised quotes awaited; will include details on road closures and timings.

## External Deep Clean

- Contractor confirmed; awaiting date for cleaning at 1–6 Sinclair.

## Other Notes

- **Rat Sightings:** One report near Robertson Avenue; monitoring only at this stage.
- **Fountains:** Quotes requested for repairs and repainting; fountains turned off for winter.
- **External Railings:** Quotes in progress; meeting contractors early December.
- **Bike Store Clear-Out:** Deferred to January to allow sufficient notice. Sharon will arrange for notices and tags to be distributed in December to give ample notice to residents.
- **Overflow Issues:** Sharon to follow up with owners of affected properties; possible site walk with maintenance team.
- **IT Updates:** Spam reduced; email system changes successful.
- **Car Park Lightings:** Electrician visit pending confirmation.
- **Drone Survey:** Completed; photos to be reviewed and shared.
- **Repairs:** Concerns raised around the monoblock repairs required, Sharon going to get this fixed.
- **Sinclair Gardens Perimeter Wall:** The Council has contacted the tenement owners responsible for it. The Council is not concerned at present and will take no further action. Committee / Factor going to get pictures of the wall in its current state and record these for future reference. Continued monitoring of the wall required and re-engage with Edinburgh Council should further concerns be raised.