

Sinclair Proprietors Committee Meeting

7pm 18th April 2012 - Gorgie/Dalry Parish Church

Meeting: 009

Attending: Chris Chapman [CC], Barry Moore [BM], Alan Eccles [AE], Chris Hutton [CH], Rosina Weightman [RW]

Apologies: Richard Simpson [RS], Bob Buchanan [BB], John Fox, Stuart Hamilton [SH], Lawrence Smythe [LS]

Minutes taken by: CC

5. Discussion of refurbishment fund schedule

Aspect provided three quotes for exterior building paintworks, and three quotes for paintworks of the communal area. The details of what each quote involved were questioned as the amounts seemed large. From the spec / quote provided at the AGM it was deduced the building paintworks included the metal balcony-style railings all the way up the building as well as the timber door frames. It was generally agreed that the timber door-frames was the most urgent, and the need for painting the metal railings was questioned. CH stressed the need for the timber painting spec to be thorough.

The communal paintworks were to include the railings around the gardens and doors on bike-sheds and bin-stores. The scope for this work was also questioned, as the responsibility for the railings around the play-park near Stewart Terrace isn't clear. Also the communal parts of the Gorgie Road / Stewart Terrace must be handled separately to the communal parts of the Sinclair development.

It was agreed to push back on Aspect as to the scope of the communal works, and also to request that the painting of the timber-work around the doors be quoted for separately and actioned as soon as possible.

Action (009-01): CC to request timber-work only paint quote from Nancy and clarify scope of other paintworks

1. Chair's report on outstanding motions / any notes from factor

CC noted that not much progress had been made on actions from the February meeting until late on in March.

The report on the roof tile repairs which was promised had not been delivered, Aspect was to be pressed until this is provided. Further decisions on work to secure all tiles across all buildings still needed to be considered but could not be without this report.

The plan for getting the bike shed locks changed had been communicated to Aspect and was pending their approval and decision on how much to charge for keys, however the delay in approval would also delay getting notification out to the proprietors; in turn the lock change date needed to be pushed out till probably the start of August to get the 3 months notification that was desired. The bike shed lighting test installation was lower priority, and so also hasn't progressed.

The stairwell lighting timers were due to be reset around the time of the daylight savings clock change, as well as the fountain's restarted after the winter shutdown; this was delayed due to the electrician's availability.

CH raised some minor differences he'd noted relating to VAT on the February invoice.

Action (009-02): CH to investigate billing issue with Aspect during next invoice inspection

2. Discussion of stairwell lighting timers issues

The delay in getting the stairwell timers reset highlighted the general problem that the lighting

timers are for the majority of the year out of sync with the actual sunrise/sunset times. It was mooted that having volunteers (building-reps?) keep the timers in sync might be a better (cheaper) solution. It was pointed out that there were liability issues; also honest mistakes could easily be made and the stairs could end up entirely unlit. CH suggested the cleaners might be tasked with keeping the stairwell timers up-to-date and possibly replacing lightbulbs. BM suggested the possibility of using daylight sensors to control the stairwell lights. It was generally agreed that this would be a good solution without the draw-backs of human intervention.

Action (009-03): CC to request of Nancy / electrician that if stairwell timers need replaced, they be replaced with daylight sensor versions.

3. Motion to leave fountain lights on through the winter even when the fountains are drained

CC noted that the fountain lights were the same as in the original design, and are quite high-powered and inefficient. They are also prone to electrical faults due to condensation if left on during winter. When they are off, multiple residents had complained about the relative darkness of the fountain courtyards. CH requested that if fountain bulbs are being replaced, they be replaced with LED versions, even if the cost is slightly higher (which would also eliminate the need to turn them off in winter). It was noted that the bollard lights are similarly inefficient. It was generally agreed that higher efficiency, higher brightness, longer lasting LED lightbulbs was more desirable, even if they incur a higher cost. The improved brightness levels and ability to keep them on in winter would address the lighting complaints.

So, the motion to leave the fountain lights on during winter was not passed. Instead a motion to request that all future external lightbulb replacements be with better quality bulbs, and for a program of replacing the dimmer / inefficient bulbs to be actioned. Fountains with the old sort of light bulb should continue to be turned off in winter.

Action (009-04): CC to communicate desire for better lightbulbs to Nancy, and get cost estimates of same.

4. Discussion of gardening priorities

The factor had been made aware of the desire to action replanting of bare areas as discussed in April 2011, however some discussion had arisen about exactly what should be tackled first. Trevor's proposed work items were discussed and generally agreed with. Specifically: replanting of the bare areas was the top priority, followed by filling in the area next to the sub-station at 7 SP, followed by the fountain in Sinclair Gardens. It was noted that the labour costs are included in the higher maintenance contract R'n'S is doing now, further costs are solely for buying new plants.

Action (): CC to communicate to Nancy that Trevor's initial plan should go ahead ASAP

CC suggested that the gardening sub-committee proposed by JF originally would be useful; to provide a forum to discuss and agree potential work items. An evening walk-around of the estate, potentially with Trevor of Roots n' Shoots attending, would be easily arrange. RW, and BM expressed interest in participating. It was stressed that contentious issues should be reported back to the full committee for authoritative decisions.

The potential for community events (planting, weeding, etc.) was discussed, but it was agreed that we should have a clear idea of what needs done first, and use community events as a way of getting action on those items when getting the gardeners to do them would be too costly or would take too long. Other maintenance items (litter picking, cleaning out the gutters by the parking spaces, etc.) were also mooted as potential community events.

6. Discussion on possible fly-tipping solutions

It was noted that the signs are ineffective, the people fly-tipping are aware that they shouldn't be doing it, but aren't prepared to pay the £20 to get the items uplifted. CC suggested that instead a plan of getting the items uplifted would be more useful: to get items removed quickly to avoid more items being dumped on them. Aspect can't use the £20 uplift service, but individuals can; the committee needs to agree that uplift fees for items dumped by other people can be charged to the development. This was generally agreed as fair, as long as anyone caught fly-tipping is punished.

It was also agreed that better signs should be requested, detailing the severe financial penalty for fly-tipping, to discourage casual dumping from those who are afraid of being fined.

Action (009-05): CC to write up policy on getting fly-tipped items picked up at cost to development

Action (009-06): CC to make up proposal for new signs

7. Discussion on possible signs guiding visitors to the estate (maps, building numbers, etc.)

The potential for having a map on a decent sized sign at the entrances (SG / SP / SC) was proposed, helping to cultivate the impression of a nice, maintained gated development. Concerns about appearance and cost were raised. Also suggested was having signs on each turn-off detailing which property numbers are accessed from each car-park.

Suggestion of having a small laminated maps placed in the external door windows that face the street would help and be cheaper. CH suggests getting part-transparent laminate sheets with the stairwell numbers in a large font that were particularly visible at night (when the small numbers are hard to see).

Action (009-07): CC to send around proposals for maps that might be put up in the doorways.

Summary of actions

Action	Description	On
009-01	CC to request timber-work only paint quote from Nancy and clarify scope of other paintworks	CC
009-02	CH to investigate billing issue with Aspect during next invoice inspection	CH
009-03	CC to request of Nancy / electrician that if stairwell timers need replaced, they be replaced with daylight sensor versions	CC
009-04	CC to communicate desire for better lightbulbs to Nancy, and get cost estimates of same	CC
009-05	CC to communicate to Nancy that Trevor's initial plan should go	CC

	ahead ASAP	
009-06	CC to write up policy on getting fly-tipped items picked up at cost to development	CC
009-07	CC to make up proposal for new signs on fly-tipping	CC
009-08	CC to send around proposals for maps that might be put up in the doorways	CC

Outstanding issues from previous meetings

Action	Description	On
001-02	Committee should prioritise writing up and agreeing the refurbishment / maintenance plan with Aspect	Committee & Aspect
001-04	Committee should work with Aspect to nail down a document detail exactly what they think their responsibilities are, and on how to collaborate on monitoring progress of development issues.	Committee & Aspect
001-07	Committee to work with Aspect to make clear the plan for the bike-sheds and settle on a timetable	Committee & Aspect
005-01	CH to chase up Aspect for insurance premium invoice.	CH
005-05	Aspect to communicate desire for placing a sign to Scottish Power	NL
005-06	AE to assemble concise documentation of all events relevant to the mono-block repair	AE
005-07	JF to prepare list of possible gardening tasks	JF
007-01	Committee to invite factors to submit tenders for development to consider	Committee
007-02	Committee to seek a representative for Sinclair Close	Committee
007-03	Committee to enact a plan for changing the bike shed locks	Committee

008-01	CC to communicate opinion on gardening tenders to Aspect and request them to instruct Roots n' Shoots accordingly	CC
008-02	BB to investigate lock options and feed back quotes on ASSA type locks	BB
008-03	CC to request test bike shed light installation via Aspect / Doug Ferrier	CC
008-04	RS to investigate potential factors and develop plan for gathering tenders.	RS