

PROGRESS MEETING MINUTES NO.6

SUBJECT:	20:20 BUILDING ACM REMEDIATION WORKS – PROGRESS MEETING NO.6			
MEETING NO:	P6			
DATE OF MEETING:	10/03/2021	REF:	11741	
VENUE AND TIME:	SITE MEETING @ 10.30hrs			
PRESENT:				
Initials	Name	Company	Role	Email
NM	Nick Massingham	20:20 Residential Management	Client	nick@2020leeds.co.uk
DG	David Gee	LABC	Building Control	David.gee@leeds.gov.uk
JM	James McCallan	Ballymore	Principal contractor	James@ballymorecivils.com
AM	Anthony Marley	Ballymore	Principal Contractor	Anthony@ballymorecivils.com
HB	Harvir Bansal	Wintech	Façade Engineer	h.bansal@wintech-group.com
ML	Marcia Lake	Bell Group	Principal Designer	m.lake@bellgroup.co.uk
LR	Lee Rhodes	Cardoe Martin	Employers Agent	l.rhodes@cardoemartin.co.uk
JP	Jo Pearson	Cardoe Martin	Employers Agent	j.pearson@cardoemartin.co.uk
DISTRIBUTION: ALL ABOVE PLUS				
TB	Thomas Birch	Homes England	Home England Lead Project Manager	Thomas.Birch@homesengland.gov.uk
MB	Martin Burke	Faithful & Gould	Home England Project Manager	Martin.Burke@fgould.com
SH	Stuart Hailey	Cushman and Wakefield	Homes England technical advisor	stuart.hailey@cushwake.com
RM	Rory McCallan	Ballymore	Principal contractor	rory@ballymoreservices.com
CC	Conor Cusack	Ballymore	Principal Contractor	conor@ballymorecivils.com
SB	Sam Berryman	Rex Proctor	Quantity Surveyor	S.Berryman@rpp.co.uk
AB	Alex Blenard	Rex Proctor	Quantity Surveyor	a.blenard@rpp.co.uk
TA	Tarfa Ahmad	Gowlings WLG	Solicitor	Tarfa.ahmad@gowlingwlq.com
VR	Vincent Rafferty	IFC	Fire Engineer	Vincent.Rafferty@ifcgroup.com
PB	Philip Baker	Bell Group	Principal Designer	p.baker@bellgroup.co.uk
CB	Chris Briggs	Leeds Planning	Planner	Chris.briggs@leeds.gov.uk
AH	Alex Hayward	Cardoe Martin	Employers Agent	a.hayward@cardoemartin.co.uk
PT	Phil Timms	Habito Limited	Letting Agent	phil@habitoliving.co.uk

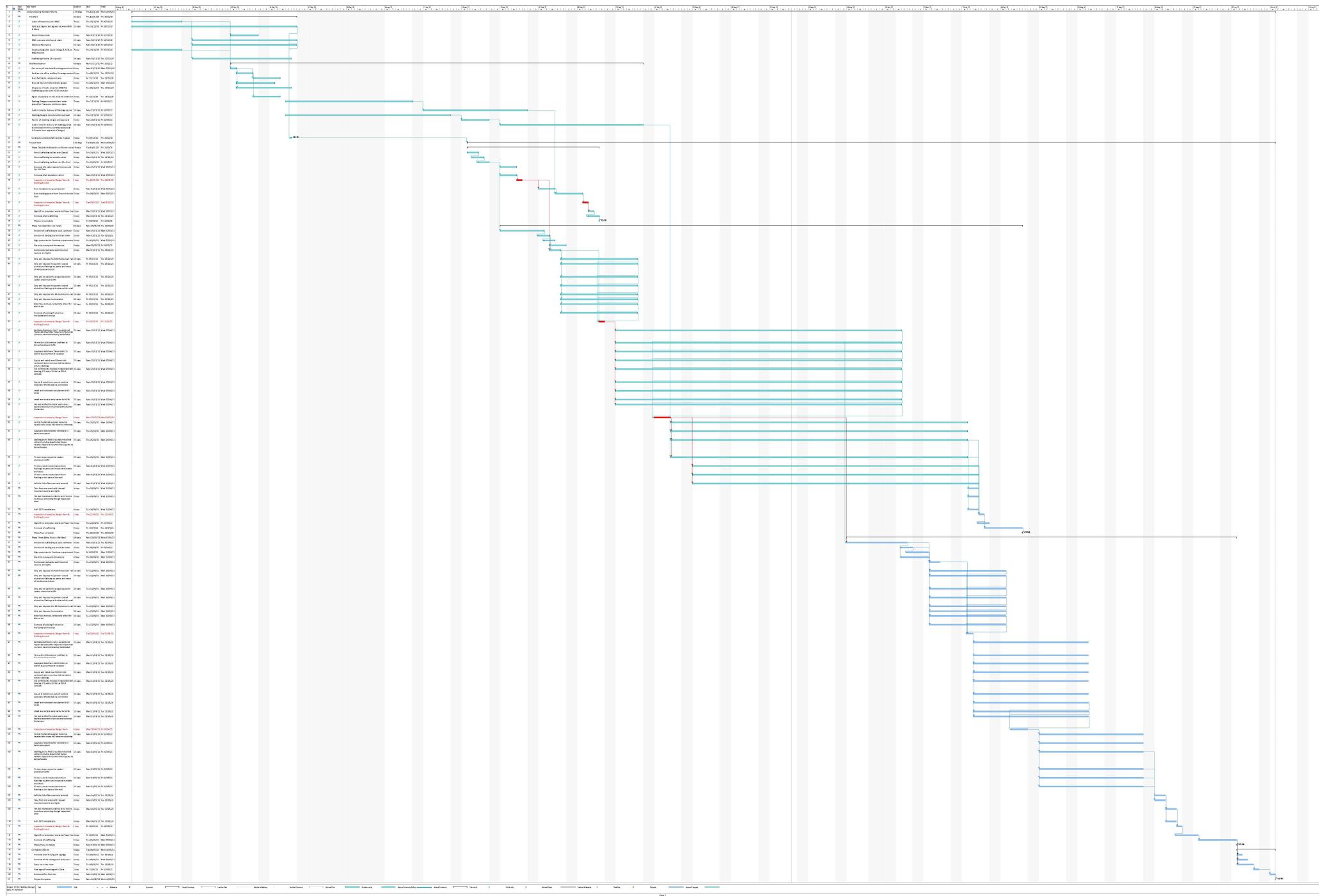
		ACTIONS
1.0	GENERAL INTRODUCTIONS	
1.1	General introductions by all were made.	
2.0	APOLOGIES	
2.1	Apologies were received from those unable to attend and a copy of the meeting minutes will be provided to all.	
3.0	MINUTES FROM PREVIOUS MEETING AND MATTERS ARISING	
3.1	<p>Outstanding Items Carried forward from the <u>Pre-Start Meeting</u> are as follows:</p> <p>ITEM 3.1.1 – Formal appointment documents have now been agreed by Rex Proctor, Wintech and Bell Group. Formal appointment documents for IFC is out for engrossment – IFC OUTSTANDING</p> <p>ITEM 3.3.1 – Collateral Warranties – for all parties are outstanding and are to be actioned as they are a condition of funding - OUTSTANDING – HE require appointment dates of all parties prior to issuing collateral warranties for engrossment. – Addendum – Now actioned</p> <p>ITEM 11.2 - LR confirmed full details need to be provided by the appointed Fire Engineer that the proposed materials and products meet fund requirements, including their fire classification in accordance with BS EN13501-1:2007+A1:2009 – ITEM OUTSTANDING (this also relates to the VCL works).</p>	TA / IFC HE VR
3.2	<p>Outstanding Items Carried forward from the <u>Progress Meeting 5</u> are as follows:</p> <p>ITEMS 6.1-6.4 – Following review of design it was confirmed VCL needs to be installed to the internal wall within apartments. Building Control have confirmed this is acceptable however the current proposed VCL does not meet fund requirements and an alternative is being investigated – An alternative VCL has been proposed and although approved by VR and HB the product / proposal needs to be verified by HE technical advisors. HE have approved the VCL costs as of Wednesday 24th February. FURTHER UPDATE TO FOLLOW – LR to email Ballymore confirmation that VCL works are approved and are instructed accordingly. – ITEM ACTIONED</p> <p>13.1 - LR is liaising with Homes England re. additional prelims cost for offsite parking and all other costs associated with the VCL works. LR confirmed a further update and summary is to be issued to HE to detail additional costs and fees – ITEM OUTSTANDING</p>	LR LR/HE

4.0	PROGRAMME REVIEW	
4.1	<p>JM confirmed works are currently just over 3 weeks behind the project programme due to the wait on approval of VCL costs. Ballymore will issue a revised programme next week factoring in the recent delays due VCL approval and neighbouring site scaffold issue.</p> <p>Addendum: Outline VCL Works programme and overall project programme attached. It is envisaged and hoped we can improve on the VCL works programme.</p> <p>All ACM removed by 26th April All ACM works complete by 14th June All internal VCL works completed by 20th August</p>	Ballymore
5.0	REVIEW OF WORKS	
5.1	<p>Phase 1 ACM works now complete</p> <p>Phase 2 ACM works progressing at speed with majority of ACM removed and Siniat board installed.</p> <p>Phase 3 ACM works. Scaffold had been erected ahead of schedule, however a neighbourly issue has been raised – see below.</p>	
5.2	An issue has arisen on site with the scaffolding erection to the neighbouring property at 34 Regent Street, LS2 7QN and was discussed by all parties. Scaffolding to the elevation has been erected ahead of programme.	
	Both LR and Ballymore have held previous discussions with the neighbouring tenants regarding use of their external car park area for storage and positioning of scaffold legs within the property boundary to allow access to the adjacent 20:20 House elevation. The tenants had objected to use of their car park for storage but advised they had no issue with the placement of scaffold legs within their property boundary. A gentlemen's agreement was made and the tenant provided access codes for the gates to Ballymore in order that scaffolding could be erected and observed scaffold being erected with no objection.	
	Today the tenant (34 Regent Street) returned to site, requesting scaffolding work cease immediately and called the police to site. They then proceeded to try and tamper with scaffold bolts. The gates have now been locked and the tenant refusing access to remove reaming unused scaffold and a flat bed trailer and are requesting a £20,000 bond is paid into their personal bank account to allow for any damage to the boundary wall and fees of £1,000 a month a paid for positioning of the scaffold legs within their car park.	

	<p>Addendum: LR continued to have several conversations with the neighbour throughout the day, although this proved fruitless and the general view was the client was being held to ransom and we would not be able to reach any form of mutual agreement and implementation of scaffold licence within any reasonable timeframe.</p> <p>A revised plan and strategy was discussed and considered, which would take into account any effect to programme and cost. The consensus was to remove and modify the scaffold in order that the only effect on the neighbour would be limited oversailing at high level. This option provided a cost benefit when compared to the likely programme impact and unreasonable cost demands of trying to negotiate with the adjoining neighbour.</p> <p>Phase 3 scaffolding will now be programmed appropriately.</p>	Ballymore
5.3	<p>A meeting was held on site last week with the Phil Timms of Habito Living, the site letting agents to agree a plan for undertaking the VCL works within occupied apartments. It has been agreed that Phil will provide a fee and costs for:</p> <ul style="list-style-type: none"> • Tenant liaison • Provision of off-site serviced apartments to temporarily re-home tenants whilst VCL works are completed within their apartment • Temporary relocation of furniture from tenants' apartments into a vacant single bed apartment on site • Cleaning of apartment post completion of VCL works <p>Works are to proceed to two vacant apartments, nos. 239 and 240 on the 18th and 27th March respectively.</p> <p>Following completion of these apartments a further meeting is to be held with Ballymore, Habito Living and Cardoe Martin to review any issues and Ballymore are to prepare a programme to undertake works to the remaining 15 occupied apartments which need to be remediated.</p>	JP / Ballymore Habito
	<p>ADDENDUM to proposed VCL works Strategy: 18/03/21</p> <p>The position and programme for VCL works has changed following the last site meeting as follows in relation to temporary relocation of tenants from 15 no. occupied apartments:</p>	
	<ul style="list-style-type: none"> • Phil Timms @ Habito Living is to provide: <ul style="list-style-type: none"> ◦ Photo / video of condition of apartments prior works commencement ◦ Cleaning and temporary relocation of tenants' furniture ◦ Tenant liaison 	
	<ul style="list-style-type: none"> • NM is to manage provision of off-site serviced apartments and has confirmed availability with Sally Daly @ Leeds Urban Square within Victoria House on Skinner Lane. Discussions to be undertaken once the strategy is agreed 	

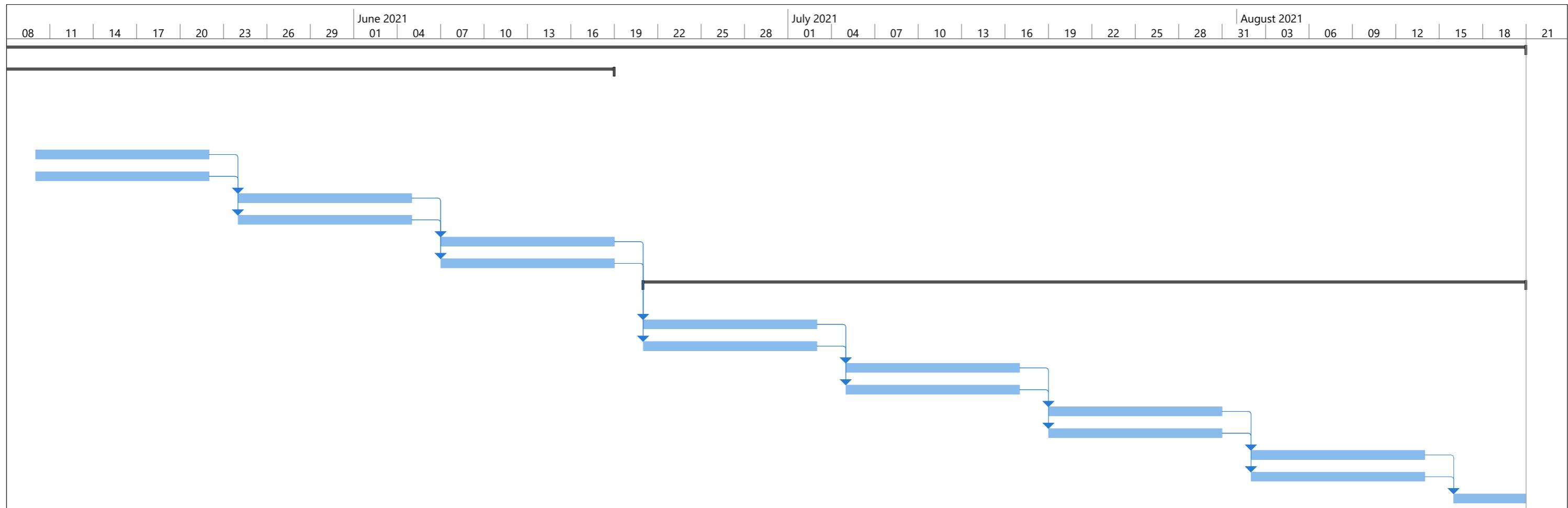
	<ul style="list-style-type: none"> • Works to vacant apartment 239 started on 18th March and are to be inspected at the progress meeting on 22nd March • Works to vacant apartment 240 are to commence on 29th March • Phase 2 works including occupied apartments 242, 241, 235, 236, 237, 238 are proposed to start on 10th May with apartment 242 and complete on 18th June • Phase 3 works including occupied apartments 123, 124, 125, 128, 126, 127, 129, 121, 122 are proposed to start on 21st June and complete on 20th August <p>The above is outline only and subject to further discussions and agreement, including tenant cooperation.</p>	
6.0	FAÇADE ENGINEERING	
6.1	HB requested design drawings from Ballymore. JM confirmed design drawings will begin to flow. HB to visit site 18 th March to review works alongside VR.	Ballymore
7.0	FIRE ENGINEERING	
7.1	VR issued apologies and was not able to attend the meeting. AM confirmed Ballymore are continuing to liaise with VR on all fire engineering related items. VR to visit site 18 th March.	
8.0	COST CONSULTANCY	
8.1	AB issued his apologies and was unable to attend the meeting. It was confirmed that all valuations raised to date have been processed and Ballymore have received payment. JM advised the next valuation is due on Friday 12 th March.	
9.0	BUILDING CONTROL	
9.1	DG advised he had nothing of note to add at this stage and is continuing with ongoing site inspections to assess installation work.	
10.0	PLANNING	
10.1	The cladding sample has been approved by Leeds Planning Department. There is nothing further of note to add at this stage.	
11.0	HEALTH AND SAFETY MATTERS	

11.1	<p>ML has reviewed the H&S file index with CC which has been agreed. ML queried if the project completion date has changed based on delays in order that she can revise the F10 notification accordingly.</p> <p>JM advised a new project programme will be issued next week detailing the revised completion date.</p> <p>Addendum: Revised project programme attached.</p>	
11.2	AM confirmed there have been no accidents or incidents on site to date.	
12.0	RESIDENTS MATTERS	
12.1	NM advised no matters have been raised by residents.	
13.0	ANY OTHER BUSINESS	
13.1	LR requested all cars parked on the neighbouring college land are parked behind the green mesh screened areas of the fence and the gates are kept close.	Ballymore
14.0	DATE OF NEXT MEETING	
14.1	JM requested the next meeting be held on Monday 22 nd March at 10.30am. This was agreed by all and LR will issue meeting invites in due course.	LR



ID	i	Task Mode	Task Name	Duration	Start	Finish	06	09	12	15	18	21	24	27	30 April 2021	02	05	08	11	14	17	20	23	26	29 May 2021	02	05	08
1		20:20 VCL Works	111 days	Thu 18/03/21	Fri 20/08/21																							
2		Phase Two - Ballymore Start & Finish	66 days	Thu 18/03/21	Fri 18/06/21																							
3		Flat 239 - Apartment 1	1 wk	Thu 18/03/21	Wed 24/03/21																							
4		Flat 240 - Apartment 2	1 wk	Mon 29/03/21	Fri 02/04/21																							
5		Flat 242 - Apartment 3	2 wks	Mon 10/05/21	Fri 21/05/21																							
6		Flat 241 - Apartment 4	2 wks	Mon 10/05/21	Fri 21/05/21																							
7		Flat 235 - Apartment 5	2 wks	Mon 24/05/21	Fri 04/06/21																							
8		Flat 236 - Apartment 6	2 wks	Mon 24/05/21	Fri 04/06/21																							
9		Flat 237 - Apartment 7	2 wks	Mon 07/06/21	Fri 18/06/21																							
10		Flat 238 - Apartment 8	2 wks	Mon 07/06/21	Fri 18/06/21																							
11		Phase Three - Ballymore Start & Finish	45 days	Mon 21/06/21	Fri 20/08/21																							
12		Flat 123 - Apartment 9	2 wks	Mon 21/06/21	Fri 02/07/21																							
13		Flat 124 - Apartment 10	2 wks	Mon 21/06/21	Fri 02/07/21																							
14		Flat 125 - Apartment 11	2 wks	Mon 05/07/21	Fri 16/07/21																							
15		Flat 128 - Apartment 12	2 wks	Mon 05/07/21	Fri 16/07/21																							
16		Flat 126 - Apartment 13	2 wks	Mon 19/07/21	Fri 30/07/21																							
17		Flat 127 - Apartment 14	2 wks	Mon 19/07/21	Fri 30/07/21																							
18		Flat 129 - Apartment 15	2 wks	Mon 02/08/21	Fri 13/08/21																							
19		Flat 121 - Apartment 16	2 wks	Mon 02/08/21	Fri 13/08/21																							
20		Flat 122 - Apartment 17	1 wk	Mon 16/08/21	Fri 20/08/21																							

Project: Ballymore VCL Works P Date: Wed 10/03/21	Task		Project Summary		Manual Task		Start-only		Deadline	
	Split		Inactive Task		Duration-only		Finish-only		Progress	
	Milestone		Inactive Milestone		Manual Summary Rollup		External Tasks		Manual Progress	
	Summary		Inactive Summary		Manual Summary		External Milestone			



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Date: Wed 10/03/21

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Summary		Inactive Summary		Manual Summary		External Milestone			

September 2021				October 2021				November 2021				December 2021																							
21	24	27	30	02	05	08	11	14	17	20	23	26	29	02	05	08	11	14	17	20	23	26	29	01	04	07	10	13	16	19	22	25	28	01	04

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