

## PROGRESS MEETING MINUTES NO.22

<b>SUBJECT:</b>		20:20 BUILDING ACM REMEDIATION WORKS – PROGRESS MEETING NO.22		
<b>MEETING NO:</b>		P22		
<b>DATE OF MEETING:</b>		27/10/2021	<b>REF:</b>	11741
<b>VENUE AND TIME:</b>		SITE MEETING @ 10.30hrs		
<b>PRESENT:</b>				
<b>Initials</b>	<b>Name</b>	<b>Company</b>	<b>Role</b>	<b>Email</b>
NM	Nick Massingham	20:20 Residential Management	Client	<a href="mailto:nick@2020leeds.co.uk">nick@2020leeds.co.uk</a>
ML	Marcia Lake	Bell Group	Principal Designer	<a href="mailto:m.lake@bellgroup.co.uk">m.lake@bellgroup.co.uk</a>
HH	Holly Hawksworth	IFC	Fire Engineer	<a href="mailto:Holly.hawksworth@ifcgroup.com">Holly.hawksworth@ifcgroup.com</a>
DG	David Gee	LABC	Building Control	<a href="mailto:David.gee@leeds.gov.uk">David.gee@leeds.gov.uk</a>
AM	Anthony Marley	Ballymore	Principal Contractor	<a href="mailto:Anthony@ballymorecivils.com">Anthony@ballymorecivils.com</a>
BM	Brian McCallan	Ballymore	Site Manager	<a href="mailto:brian@ballymorecivils.com">brian@ballymorecivils.com</a>
JM	James McCallan	Ballymore	Principal Contractor	<a href="mailto:James@ballymorecivils.com">James@ballymorecivils.com</a>
LR	Lee Rhodes	Cardoe Martin	Employers Agent	<a href="mailto:l.rhodes@cardoemartin.co.uk">l.rhodes@cardoemartin.co.uk</a>
JP	Jo Pearson	Cardoe Martin	Employers Agent	<a href="mailto:j.pearson@cardoemartin.co.uk">j.pearson@cardoemartin.co.uk</a>
<b>DISTRIBUTION: ALL ABOVE PLUS</b>				
SR	Scott Ripley	Tonia	Stakeholder Representative	<a href="mailto:scott@sraconsult.co.uk">scott@sraconsult.co.uk</a>
PP	Philip Power	Homes England	Homes England	<a href="mailto:Philip.power@homesengland.gov.uk">Philip.power@homesengland.gov.uk</a>
MB	Martin Burke	Faithful & Gould	Home England Project Manager	<a href="mailto:Martin.Burke@fgould.com">Martin.Burke@fgould.com</a>
SH	Stuart Hailey	Cushman and Wakefield	Homes England technical advisor	<a href="mailto:stuart.hailey@cushwake.com">stuart.hailey@cushwake.com</a>
VR	Vincent Rafferty	IFC	Fire Engineer	<a href="mailto:Vincent.Rafferty@ifcgroup.com">Vincent.Rafferty@ifcgroup.com</a>
AB	Alex Blenard	Rex Proctor	Quantity Surveyor	<a href="mailto:a.blenard@rpp.co.uk">a.blenard@rpp.co.uk</a>
SB	Sam Berryman	Rex Proctor	Quantity Surveyor	<a href="mailto:S.Berryman@rpp.co.uk">S.Berryman@rpp.co.uk</a>
HB	Harvir Bansal	Wintech	Facade Engineer	<a href="mailto:h.bansal@wintech-group.com">h.bansal@wintech-group.com</a>
PB	Philip Baker	Bell Group	Principal Designer	<a href="mailto:p.baker@bellgroup.co.uk">p.baker@bellgroup.co.uk</a>
CB	Chris Briggs	Leeds Planning	Planner	<a href="mailto:Chris.briggs@leeds.gov.uk">Chris.briggs@leeds.gov.uk</a>
TA	Tarfa Ahmad	Gowlings WLG	Solicitor	<a href="mailto:Tarfa.ahmad@gowlingwlg.com">Tarfa.ahmad@gowlingwlg.com</a>
PT	Phil Timms	Habito Limited	Letting Agent	<a href="mailto:phil@habitoliving.co.uk">phil@habitoliving.co.uk</a>
HM	Hugh McCann	Ballymore	Site Manager	<a href="mailto:hugh@ballymorecivils.com">hugh@ballymorecivils.com</a>
JE	John Easton	AJ Cladding	Sub-Contractor	<a href="mailto:john@ajcladding.co.uk">john@ajcladding.co.uk</a>
RM	Rory McCallan	Ballymore	Principal Contractor	<a href="mailto:rory@ballymoreservices.com">rory@ballymoreservices.com</a>

		ACTIONS
<b>1.0</b>	<b>GENERAL INTRODUCTIONS</b>	
1.1	General introductions by all were made.	
<b>2.0</b>	<b>APOLOGIES</b>	
2.1	Apologies were received from those unable to attend and a copy of the meeting minutes will be provided to all.	
<b>3.0</b>	<b>MINUTES FROM PREVIOUS MEETING AND MATTERS ARISING</b>	
3.1	Previous meeting minutes discussed and matters arising reviewed	
3.1.1	Item 4.1.2 - The knock-on effect of (3.1.1) panel fabrication issues has impacted programme and the completion date. Based on current panel delivery dates the completion date is 10 <sup>th</sup> December 2021. PC date is to be monitored.	<b>ALL</b>
3.1.2	Item 4.1.3 - NM queried the impact of the above on available car parking bays and in turn the letting of apartment.  Update: LR is to review LAD's position, period to which they apply and cost.	
3.1.3	Item 4.1.4 - JP queried whether panels have been replaced to the East block where gaps were identified and reviewed by LR at the last meeting. AM confirmed this is yet to be done. Panels are ordered and will be installed before PC.  Update: Matter now resolved – AM confirmed panels have been replaced	
3.1.4	Item 4.2.1 - HB issued apologies. AM confirmed Ballymore are providing required information to HB following his inspections of which there remains some minor items to close out – notwithstanding the fabrication error to phase 3 panels. AM/HB to confirm when complete. HB has issued site monitoring report no.22 (attached). There remain several items / actions which require closing out. Ballymore to action ASAP.  Update: BM advised majority of items now actioned. BM to advise when complete.	
3.1.5	Item 4.3.1 - AM advised materials register and data sheets have been issued to VR. HH is reviewing. VR/HH and AM to confirm when complete. IFC to review and comment.  Update: HH advised VR currently out of the business and requested BM forward materials register to her in VR's absence. BM will forward.	<b>VR/HH/AM</b>  <b>BM</b>
3.1.6	Item 5.2 - AB queried if LR has written confirmation from Tonia on their contribution for the works. LR is to review and update. UPDATE: LR is dealing with this and will provide an update in due course. LR confirmed HE have approved variation no.1 and no.2. HE to clarify Tonia contribution / split.  Update: LR advised this is ongoing and anticipate an update from Homes England by the end of the week	<b>LR</b>

3.1.7	<p>Item 5.3 - LR has requested Ballymore provide clarification of any cost impact in relation to the revised PC date of 10<sup>th</sup> December 2021.</p> <p>Update: Ballymore have confirmed there will be no claim for additional costs as a result of the revised PC date.</p>	
3.1.8	<p>Item 5.4 - NM has requested Ballymore review the impact of the extended programme (because of panel fabrication issues) and claim for reimbursement.</p> <p>Update: As above, Ballymore have confirmed there will be no claim from them for reimbursement.</p>	
3.1.9	<p>Item 10.2 - JP advised warranties link to the contract. <u>The contract must be finalised in the next 2 week's or this will delay payment.</u></p> <p>Update: LR/JP are finalising contract documents. LR finalising IFC fees with Gary Foy.</p>	
4.0	<b>REVIEW OF WORKS</b>	
4.1	<b>Programme Review</b>	
4.1.1	<p>BM advised works are on course to complete by PC date of 10<sup>th</sup> December. PC date to be monitored.</p> <p>It is anticipated the cantilever scaffold can be struck next week.</p>	
4.2	<b>Façade Engineering</b>	
4.2.1	<p>HB issued apologies. LR advised HB inspected site yesterday and advised no major issues. BM will continue to monitor and close out Wintech actions. JM confirmed paper trail on record capturing all items raised and addressed.</p> <p>LR requested any outstanding matters are closed out ASAP.</p>	<b>BALLYMORE</b>
4.3	<b>Fire Engineering</b>	
4.3.1	<p>EWS1 form - LR advised that IFC's (Chartered Fire Engineers) fee proposal, appointment, and provision of EWS1 form was contingent on providing services for Phase 1 (ACM works) and Phase 2 (Non - ACM Works).</p> <p>The project team have been instructed to stand-down from any involvement in Phase 2 (non-ACM works). Therefore because the EWS1 form / review is an holistic review of the building in its entirety (including Phase 2 – Non ACM works), an EWS1 form will not be provided.</p> <p>LR reiterated the EWS1 form is not a MHCLG requirement or funding condition and the following will be provided ensuring compliance of Phase 1 works:</p> <ul style="list-style-type: none"> <li>• Building Control completion certificate (Phase 1 – ACM Works) will be provided at completion of Phase 1</li> <li>• Façade engineer sign off</li> <li>• Chartered Fire Engineer sign off</li> <li>• SideRise (manufacturing of fire stopping) sign off</li> </ul>	

	NM asked if an EWS1 form with B2 rating could be provided by IFC? LR reiterated the above.	
4.3.2	<p>JM raised concerns around a different project team taking phase 2 (non-ACM) works forward, and who would be signing off on the works from a Fire Engineering perspective. How would a Fire Engineer with no knowledge of the works completed by Ballymore- sign off that work (for the purpose of EWS1 review)?</p> <p>HH confirmed that for a third party to provide an EWS1 form a holistic review of the building would have to be undertaken and this may also take the form of opening-up works (if not relying on O&amp;M's provided at completion of Phase 1 works). JM confirmed if any third party were to de-construct any Phase 1 works (for the purpose of opening-up) the consequences would be invalidating warranties. Acknowledged by all.</p>	
4.3.3	<p>JM asked if NM/20:20 Residential Management would re-consider retaining the existing project team to complete the non-ACM works?</p> <p>NM advised that the majority leaseholder at 20:20 House (Tonia) have decided they will form their own project team to complete phase 2 of the works.</p> <p>JM states that NM/20:20 Residential Management are the client and named on funding agreement and construction contract and should be representing the interests of 100% of leaseholders.</p> <p>JM asked NM if all leaseholders are aware that the current professional team and contractor will not be involved with Phase 2 Non-ACM works and that new professional team and contractor is being considered? NM said no.</p> <p>JM advised NM to obtain the performance specification which the new professional team and contractor are working toward in order for this to be compared to the original phase 2 specification. NM acknowledged this.</p>	
<b>5.0</b>	<b>COST CONSULTANCY</b>	
5.1	LR advised payment certificate 11 has been raised and Ballymore's associated invoice has been received by the client.	
5.2	LR confirmed variation no.2 (approximately £400k) was submitted to Homes England several weeks ago and had been approved in principle, although is subject to WBD calculations in relation to majority stakeholders' contribution. LR has requested update from HE.	<b>HE</b>
5.3	LR advised he had spoken with SR re: additional variations totalling circa £400K and SR advised Tonia were not willing to contribute. LR is trying to facilitate meeting with Homes England and Client to resolve the situation.	<b>LR</b>
<b>6.0</b>	<b>BUILDING CONTROL</b>	
6.1	DG advised from a BC perspective; a completion certificate can be issued at completion of Ballymore's works.	
<b>7.0</b>	<b>PLANNING</b>	
7.1	Nothing to raise.	

<b>8.0</b>	<b>HEALTH AND SAFETY MATTERS</b>	
8.1	ML advised the H&S file format has been agreed and the completed H&S file will be provided 2 weeks after PC date.	
8.2	<p>BM advised a Fire Engineer working on behalf of Tonia with Castle Construction had gained unauthorised access to Ballymore's site at roof level last week. This is wholly unacceptable from a H&amp;S perspective, as the roof level was vacant at the time, Ballymore were not aware of his presence.</p> <p>The engineer also commented on the quality of works and denied he was working for Tonia.</p> <p>LR reiterated to the client the importance of site Health and Safety, CDM regulations and the consequences should accidents occur through unauthorised access to the site areas and scaffold.</p> <p>LR reassured the client that the following would be provided at completion and should anyone have any concerns in relation to Phase 1 works these concerns should be firstly directed to the client and the project team.</p> <ul style="list-style-type: none"> <li>• Building Control completion certificate (Phase 1 – ACM Works) will be provided at completion of Phase 1</li> <li>• Façade engineer sign off</li> <li>• Chartered Fire Engineer sign off</li> <li>• SideRise (manufacturing of fire stopping) sign off</li> </ul>	
<b>9.0</b>	<b>RESIDENTS MATTERS</b>	
9.1	NM asked if apartment 236 works' had been addressed. BM confirmed they had.	
<b>10.0</b>	<b>ANY OTHER BUSINESS</b>	
10.1	NM requested LR provided statement why EWS1 cannot be provided.	<b>LR</b>
10.2	LR reiterated the importance of scheduling a call with NM, MB and Homes England to discuss the current funding position.	<b>LR</b>
<b>11.0</b>	<b>DATE OF NEXT MEETING</b>	
11.1	The next progress meeting is proposed for Wednesday 10 <sup>th</sup> November 2021 on site at 10.30am. Invites have been issued.	