

AGENDA FOR INTERIM MEETING

SUBJECT:		20:20 BUILDING ACM REMEDIATION WORKS – PROGRESS MEETING NO.1		
MEETING NO:		P1		
DATE OF MEETING:		16/12/2020	REF:	11741
VENUE AND TIME:		SITE MEETING (20:20 Building, Skinner Lane, Leeds) @ 10.00hrs		
PRESENT:				
Initials	Name	Company	Role	Email
NM	Nick Massingham	20:20 Residential Management	Client	nick@2020leeds.co.uk
HB	Harvir Bansal	Wintech	Façade Engineer	h.bansal@wintech-group.com
ML	Marcia Lake	Bell Group	Principal Designer	m.lake@bellgroup.co.uk
AM	Anthony Marley	Ballymore	Principal Contractor	Anthony@ballymorecivils.com
CC	Conor Cusack	Ballymore	Principal Contractor	
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				
MB	Martin Burke	Faithful & Gould	Home England Project Manager	Martin.Burke@fgould.com
TB	Thomas Birch	Homes England	Home England Lead Project Manager	Thomas.Birch@homesengland.gov.uk
SH	Stuart Hailey	Cushman and Wakefield	Homes England technical advisor	stuart.hailey@cushwake.com
TA	Tarfa Ahmad	Gowlings WLG	Solicitor	Tarfa.ahmad@gowlingwlg.com
VR	Vincent Rafferty	IFC	Fire Engineer	Vincent.Rafferty@ifcgroup.com
JY	Jasmine Young	Wintech	Façade Engineer	j.young@wintech-group.com
PB	Philip Baker	Bell Group	Principal Designer	p.baker@bellgroup.co.uk
DG	David Gee	LABC	Building Control	David.gee@leeds.gov.uk
CB	Chris Briggs	Leeds Planning	Planner	Chris.briggs@leeds.gov.uk
JM	James McCallan	Ballymore	Principal contractor	James@ballymorecivils.com
RM	Rory McCallan	Ballymore	Principal contractor	rory@ballymoreservices.com
AH	Alex Hayward	Cardoe Martin	Employers Agent	a.hayward@cardoemartin.co.uk

		ACTIONS
1.0	GENERAL INTRODUCTIONS	
	General introductions by all parties in relation to role and responsibility were made.	
2.0	APOLOGIES	
	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>LR provided a review of previous meeting minutes and matters arising as follows:</p> <p>ITEM 2.2 – It was noted there is a shortfall in the Government funding of approximately £153,000 in relation to an owner of several apartments exceeding the state aid support threshold. The property manager is undertaking steps to recover the shortfall from the lease holder. – NM has liaised with the leaseholder and confirmed the shortfall in funds has been ringfenced in a Santander account for the works. – ITEM CLOSED</p> <p>ITEM 3.1.1 – Formal appointment documents are currently being prepared for Wintech, IFC, Rex Proctor and Bell Group by the solicitor – ITEM OUTSTANDING</p> <p>ITEM 3.3.1 – Collateral Warranties – IFC have accepted the collateral warranty. Wintech, Rex Proctor and Ballymore have raised comments which are under review by Homes England – ITEM OUTSTANDING</p> <p>ITEM 6.1.1 – Insurance document received from all parties. LR has now forwarded this on to Homes England – ITEM CLOSED</p> <p>ITEM 6.2.1 – Property manager to notify building insurers of impending works. NM advised he has emailed LR with some queries to review. -- ITEM OUTSTANDING</p> <p>ITEM 11.1 – LR requested a sample of the replacement product to be provided to ensure this meets planning approval – ITEM OUTSTANDING</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 OUTSANDING</p> <p>ITEM 12.2.1 - LR confirmed a full plans building regulations application has been made to Leeds LABC. The project is D&B and therefore limited information has been submitted to BC for review. BC will need to be kept up to date with the plans as they're developed throughout the project – ITEM OUSTANDING</p> <p>ITEM 12.2.2 – We understand the funding agreement is dependent upon obtaining full plans approval. The position need to be reviewed with HE – ITEM OUSTANDING</p>	<p>TA</p> <p>HE</p> <p>LR/NM</p> <p>Ballymore</p> <p>Ballymore / VR</p> <p>Ballymore / HB / DG</p> <p>ALL</p>
4.0	PROGRAMME REVIEW	
4.1	AM advised that Ballymore are intending to issue an updated programme on Friday 18 th December. Programme duration is 14 weeks. He noted however the programme was prepared based on there being no condensation issue with the proposed construction of the replacement cladding panels which their architect has since advised there will be.	

4.1 contd	Proposals are currently being reviewed but may not be able to provide an update until after the Christmas break given the short time scales. Ballymore are to liaise with Wintech and IFC and provide an update and a draft programme will be issue in the meantime.	Ballymore / HB / VR
5.0	REVIEW OF WORKS	
5.1	LR confirmed that the current scope of works includes for ACM remediation works only at this stage therefore will not address the non-ACM elements, namely the timber cladding panels. The building will not achieve the required EWS1 rating without also completing the non-ACM remediation works. AM confirmed works commenced on site on Monday 7 th December and to date have focussed on site set up including delivery and position of contractor compound and welfare facilities etc.	
6.0	FAÇADE AND FIRE ENGINEERING	
6.1	AM reiterated, as mentioned in relation to the programme, the current design proposal for the replacement cladding requires use of a VCL (vapour control layer) to prevent condensation issues. The composition of the VCL however can achieve no higher than a B1 fire rating which is not sufficient to comply with the EWS1 requirements. Installing the VCL within the internal face of the wall build up will overcome this but would require works inside the tenants flats which Ballymore want to avoid. Ballymore to liaise with Wintech and IFC to determine alternative proposal.	Ballymore / HB / VR
7.0	COST CONSULTANCY	
7.1	LR confirmed the first valuation has been received and is to be reviewed accordingly. Valuation dates thereafter are to be on a 4 weekly basis.	
8.0	BUILDING CONTROL	
8.1	LR advised he is awaiting confirmation from Building Control as to whether the works are deemed a repair or replacement. Depending on their view there may be a requirement to upgrade the existing thermal element within the wall build up to achieve u-values in line with current building regulations.	DG
9.0	PLANNING	
9.1	As confirmed during the pre-start meeting Leeds Planning department have confirmed planning permission is not required for the proposed ACM remediation works on the basis a similar matching profile and colour panel is replaced . LR has provided email clarification to Home England to substantiate this.	
10.0	HEALTH AND SAFETY MATTERS	
10.1	ML advised that they have reviewed the Construction Phase H&S Plan and had queries on some of the matters relating to access equipment and positioning of the site enclosure along with some matters. ML reviewed these on site with AM in more detail and is to provide an update in following the meeting whether any matters are outstanding.	ML/PB
11.0	RESIDENTS MATTERS	
11.1	AM advised he needs to clarify if any resident parking can be utilised for site set up / access equipment, locating a skip and material deliveries. NM confirmed it won't be possible to use resident parking spaces as its so limited.	
12.0	ANY OTHER BUSINESS	

12.1	<p>AM confirmed that parking and site access is the main issue they're facing with the project with very limited space to accommodate scaffolding, contractors vehicles and skips etc.</p> <p>Both the freeholder of the neighbouring vacant land and nearby Kwik Fit have been approached to see if any of their land can be used but they are unable to assist. It was suggested that Ballymore approach some of the other neighbouring commercial tenants also.</p>	AM
13.0	DATE OF NEXT MEETING	
13.1	<p>Wednesday 13th January was proposed at the date of the next meeting and meetings to be held on a weekly basis initially and moving to bi-weekly as the project progresses. Invites are to be issued in due course.</p>	LR