

# PROGRESS MEETING MINUTES NO.4

<b>SUBJECT:</b>	20:20 BUILDING ACM REMEDIATION WORKS – PROGRESS MEETING NO.4			
<b>MEETING NO:</b>	P4			
<b>DATE OF MEETING:</b>	10/02/2021	<b>REF:</b>	11741	
<b>VENUE AND TIME:</b>	SITE MEETING @ 13.00hrs			
<b>PRESENT:</b>				
Initials	Name	Company	Role	Email
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>
DG	David Gee	LABC	Building Control	<a href="mailto:David.gee@leeds.gov.uk">David.gee@leeds.gov.uk</a>
JM	James McCallan	Ballymore	Principal contractor	<a href="mailto:james@ballymorecivils.com">james@ballymorecivils.com</a>
AM	Anthony Marley	Ballymore	Principal Contractor	<a href="mailto:Anthony@ballymorecivils.com">Anthony@ballymorecivils.com</a>
RM	Rory McCallan	Ballymore	Principal contractor	<a href="mailto:rory@ballymoreservices.com">rory@ballymoreservices.com</a>
CC	Conor Cusack	Ballymore	Principal Contractor	<a href="mailto:conor@ballymorecivils.com">conor@ballymorecivils.com</a>
AB	Alex Blenard	Rex Proctor	Quantity Surveyor	<a href="mailto:a.blenard@rpp.co.uk">a.blenard@rpp.co.uk</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>				
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SB	Sam Berryman	Rex Proctor	Quantity Surveyor	<a href="mailto:S.Berryman@rpp.co.uk">S.Berryman@rpp.co.uk</a>
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HB	Harvir Bansal	Wintech	Facade Engineer	<a href="mailto:h.bansal@wintech-group.com">h.bansal@wintech-group.com</a>
VR	Vincent Rafferty	IFC	Fire Engineer	<a href="mailto:Vincent.Rafferty@ifcgroup.com">Vincent.Rafferty@ifcgroup.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>
AH	Alex Hayward	Cardoe Martin	Employers Agent	<a href="mailto:a.hayward@cardoemartin.co.uk">a.hayward@cardoemartin.co.uk</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	<p>Outstanding Items Carried forward from the <u>Pre-Start Meeting</u> are as follows:</p> <p>ITEM 3.1.1 – Formal appointment documents are currently being prepared for Wintech, Rex Proctor and Bell Group by the solicitor. IFC appointment with IFC to be executed – <b>ITEM OUTSTANDING</b></p> <p>ITEM 3.3.1 – Collateral Warranties – All collateral warranties are in an agreed form and are back with Homes England for review – <b>ITEM OUTSTANDING</b></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 – <b>ITEM OUTSTANDING</b></p>	<b>TA / IFC</b> <b>HE</b> <b>Ballymore / VR</b>
3.2	<p>Outstanding Items Carried forward from the <u>Progress Meeting 3</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 – <b>An alternative VCL has been proposed and although approved by VR and HB the product / proposal needs to be verified by HE technical advisors.</b></p> <p>ITEM 8.1 - LR confirmed that TB of Homes England is reviewing funding of the non-ACM element of works and update will follow in due course. LR requested full cost breakdown for this element from Ballymore by COP 10/02/21 – now provided - <b>ITEM CLOSED</b></p> <p>ITEM 11.1 - AM advised a site inspection was undertaken by ML of Bell Group before the last meeting who raised several items requiring action / clarification. Ballymore will be liaising directly with Bell Group resolve. – <b>ITEM CLOSED</b></p> <p>13.1 - LR is liaising with Homes England re. additional prelims cost for offsite parking and is to continue to contact the college re. the adjacent land. – <b>ITEM OUTSTANDING</b></p>	<b>HE / CW</b> <b>LR/HE</b>
<b>4.0</b>	<b>PROGRAMME REVIEW</b>	
4.1	AM confirmed all works are progressing in line with the project programme.	

<b>5.0</b>	<b>REVIEW OF WORKS</b>	
5.1	<ul style="list-style-type: none"> <li>AM confirmed Phase 1 works to the columns at the Skinner Lane elevation are now complete and are due to be inspected onsite today. Scaffolding will be removed by Friday 12<sup>th</sup> February.</li> <li>Works are underway to the Phase 2 elevation with the scaffold erected and requisite edge protection in place, all of which has been signed off by the Principal Designer (Bell Group). Ballymore have begun limited stripping out works in this location.</li> <li>AM advised it is now project critical Ballymore receive approval to proceed with the VCL works as no further stripping out can be undertaken without this. Approval is required by HE no later than COP Friday 12<sup>th</sup>. LR confirmed clarity on this is required from HE ASAP and works will have to be suspended if clarification is not received.</li> <li>The proposed VCL requirement and product needs to be reviewed and verified by HE technical advisors.</li> <li>DG confirmed the works will not receive full plans building approval without installation of the VCL. It was noted that full plans approval is a condition of the HE funding agreement.</li> </ul>	LR/HE/CW
<b>6.0</b>	<b>FAÇADE ENGINEERING</b>	
6.1	HB issued apologies and was not able to attend the meeting. AM advised Ballymore are continuing to liaise with HB regarding sourcing a VCL that will achieve the required fire classification and also satisfy Building Regulations. Three suitable options have been identified. Confirmation the VCL works will be funded by HE is now required ASAP as indicated in 5.1.	
<b>7.0</b>	<b>FIRE ENGINEERING</b>	
7.1	VR issued apologies and was not able to attend the meeting. However, he will be attending site on Thursday 11 <sup>th</sup> February to undertake an inspection and review of works to date. A further update in respect of fire engineering is expected from VR following his visit.	VR
<b>8.0</b>	<b>COST CONSULTANCY</b>	
8.1	LR confirmed valuation no. 2 had been received, certified, and passed for payment. Nothing further of note to add at this stage. All future valuations are to be issue to Rex Proctor for review and processing.	
8.2	<p>Costs have been provided to HE for:</p> <ul style="list-style-type: none"> <li>VCL Works</li> <li>Additional prelim costs for alternative car parking</li> </ul>	HE

<b>9.0</b>	<b>BUILDING CONTROL</b>	
9.1	DG has received all design information which includes for a VCL. DG confirmed the works will not receive full plans building approval without installation of the VCL. It was noted that full plans approval is a condition of the HE funding agreement.	
<b>10.0</b>	<b>PLANNING</b>	
10.1	The cladding sample has been approved by Leeds Planning Department. There is nothing further of note to add at this stage.	
<b>11.0</b>	<b>HEALTH AND SAFETY MATTERS</b>	
11.1	ML confirmed that approval is required from the Client (NM) for the H&S file format and has provided a template file format for NM's review.	<b>NM</b>
11.2	AM confirmed that no accidents or incidents have been recorded on site to date.	
<b>12.0</b>	<b>RESIDENTS MATTERS</b>	
12.1	NM confirmed the main issue residents are facing is with reduced parking and proximity of spaces to scaffolding. Whilst the situation is being managed sufficiently at present it is far from ideal and requires additional alternative parking for contractors off-site to alleviate ASAP.  HE and their advisors to review the request for additional prelims cost for offsite parking to safely undertake the works.	<b>HE</b>
<b>13.0</b>	<b>ANY OTHER BUSINESS</b>	
13.1	The same issues of limited on-site parking, site access and space for storage of materials, skips and taking of deliveries remain. LR is liaising with Homes England re. funding of prelim costs relating to parking and is to continue to contact the college re. the adjacent land.	<b>LR/HE</b>
13.2	Clarity is still required on likely cost of using void apartments to temporarily re-home tenants during internal VCL works to their apartments from the letting agent. NM is to provide details of the letting agent to Ballymore investigate this or update on costs once these are known.  CC confirmed one of the void apartments appears to have now been let and so only one vacant apartment is now available.	<b>NM/ Ballymore</b>
13.3	AB suggested Ballymore provide a narrative of the alternative means of access / scaffold design etc. and what the consequent effects would have been on availability of parking, site access, space for materials, and associated increased costs. This will allow it to be demonstrated to HE that the ACM works could not be undertaken in another manner and ultimately prelim costs for off-site parking are a necessity of being able remediate the ACM cladding. AM/RM confirmed this can be provided.	<b>Ballymore</b>
<b>14.0</b>	<b>DATE OF NEXT MEETING</b>	
14.1	The next meeting is to be held on site in 2 weeks' time on Wednesday 24 <sup>th</sup> February. Invites are to be issued in due course.	<b>LR</b>