

PROGRESS MEETING MINUTES NO.5

SUBJECT:	20:20 BUILDING ACM REMEDIATION WORKS – PROGRESS MEETING NO.5			
MEETING NO:	P5			
DATE OF MEETING:	24/02/2021	REF:	11741	
VENUE AND TIME:	SITE MEETING @ 12.30hrs			
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
AM	Anthony Marley	Ballymore	Principal Contractor	Anthony@ballymorecivils.com
RM	Rory McCallan	Ballymore	Principal contractor	rory@ballymoreservices.com
CC	Conor Cusack	Ballymore	Principal Contractor	conor@ballymorecivils.com
AB	Alex Blenard	Rex Proctor	Quantity Surveyor	a.blenard@rpp.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
JM	James McCallan	Ballymore	Principal contractor	James@ballymorecivils.com
ML	Marcia Lake	Bell Group	Principal Designer	m.lake@bellgroup.co.uk
SB	Sam Berryman	Rex Proctor	Quantity Surveyor	S.Berryman@rpp.co.uk
TA	Tarfa Ahmad	Gowlings WLG	Solicitor	Tarfa.ahmad@gowlingwlq.com
HB	Harvir Bansal	Wintech	Facade Engineer	h.bansal@wintech-group.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

		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 are currently being prepared for Wintech, Rex Proctor and Bell Group by the solicitor. IFC appointment with IFC to be executed – ITEM OUTSTANDING</p> <p>ITEM 3.3.1 – Collateral Warranties – All collateral warranties are in an agreed form and are back with Homes England for review – 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 OUTSTANDING</p>	TA / IFC HE VR
3.2	<p>Outstanding Items Carried forward from the <u>Progress Meeting 4</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</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. <i>LR confirmed a further update is to be issued to HE detailing additional Professional Fees</i> – ITEM OUTSTANDING</p>	HE/ CW LR/HE
4.0	PROGRAMME REVIEW	
4.1	AM confirmed works are currently approximately 2 weeks behind the project programme due to the wait on approval of VCL costs.	
5.0	REVIEW OF WORKS	

5.1	<p>Scaffolding to the rear elevation is now fully erected and works are currently focussed on opening up and stripping out of ACM cladding panels. Insulation is being temporarily put back into the façade in order to minimise heat loss from the apartments and Siniat weather defence boards are being installed in place of the removed ACM panels to protect against weather ingress.</p> <p>Following approval of the VCL, the works to install the new cladding panels and VCL will be programmed which will require temporary relocation of residents into void apartments on a rotational basis.</p> <p>AM advise the intention is to start the internal VCL works in 2-3 weeks.</p>	
5.2	NM is to introduce the letting agent responsible for the void apartments to Ballymore so that use of the void apartments to re-home residents can be negotiated and factored into the programme.	NM / Ballymore
5.3	LR confirmed he will prepare a summary report of the works to be undertaken within tenants' apartments for NM to share with residents.	LR
6.0	FAÇADE ENGINEERING	
6.1	HB issued apologies and was not able to attend the meeting. AM advised Ballymore are continuing to liaise with HB regarding design drawings. AM also noted some discrepancies in the As-Built drawings have been discovered during opening up works which may require some adaptation of the design in some areas and Ballymore may move onto Phase 3 of the works whilst some of these issues are ongoing.	
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.	
8.0	COST CONSULTANCY	
8.1	AB confirmed valuation 3 has been reviewed and issued on to LR for raising of the payment notice.	
9.0	BUILDING CONTROL	
9.1	DG had previously advised he has received all design information which includes for a VCL and is a requirement of obtaining the full plans approval. Nothing further to add at this stage.	
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	ML issued apologies and was not able to attend. AM confirmed ML undertook a site inspection last week and there is nothing of note to add re. H&S	
11.2	AM confirmed there have been no accidents or incidents on site to date.	
12.0	RESIDENTS MATTERS	
12.1	NM advised 1 resident had complained of it being too cold following removal of external façade elements to their apartment. Ballymore are ensuring insulation remains in-situ behind Siniat weather defence boards as a result.	
13.0	ANY OTHER BUSINESS	
13.1	Nothing of note.	
14.0	DATE OF NEXT MEETING	
14.1	The next meeting is to be held on site in 2 weeks' time on Wednesday 10 th February. Invites are to be issued in due course.	LR