

PROGRESS MEETING MINUTES NO.25 – POST PRACTICAL COMPLETION

SUBJECT:	20:20 BUILDING ACM REMEDIATION WORKS – PROGRESS MEETING NO.24			
MEETING NO:	P25			
DATE OF MEETING:	24/11/2021	REF:	11741	
VENUE AND TIME:	SITE MEETING @ 14.30hrs			
PRESENT:				
Initials	Name	Company	Role	Email
NM	Nick Massingham	20:20 Residential Management	Client	nick@2020leeds.co.uk
AB	Alex Blenard	Rex Proctor	Quantity Surveyor	a.blenard@rpp.co.uk
AM	Anthony Marley	Ballymore	Principal Contractor	Anthony@ballymorecivils.com
JM	James McCallan	Ballymore	Principal Contractor	James@ballymorecivils.com
RM	Rory McCallan	Ballymore	Principal Contractor	rory@ballymoreservices.com
BM	Brian McCallan	Ballymore	Site Manager	brian@ballymorecivils.com
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				
PP	Philip Power	Homes England	Homes England	Philip.power@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
VR	Vincent Rafferty	IFC	Fire Engineer	Vincent.Rafferty@ifcgroup.com
HH	Holly Hawsworth	IFC	Fire Engineer	Holly.hawsworth@ifcgroup.com
HB	Harvir Bansal	Wintech	Façade Engineer	h.bansal@wintech-group.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
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
TA	Tarfa Ahmad	Gowlings WLG	Solicitor	Tarfa.ahmad@gowlingwlq.com
PT	Phil Timms	Habito Limited	Letting Agent	phil@habitoliving.co.uk
HM	Hugh McCann	Ballymore	Site Manager	hugh@ballymorecivils.com
JE	John Easton	AJ Cladding	Sub-Contractor	john@ajcladding.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	Previous meeting minutes discussed and matters arising reviewed	
3.1.1	<p>Item 4.2.1 HB advised everything is in hand. Several items of information have been requested from Ballymore which are the only items to remain outstanding.</p> <p>BM confirmed remaining items are being actioned and information requested from AJ Cladding.</p> <p>Update: BM confirmed all outstanding items have been responded. LR to follow up with HB to confirm.</p>	LR
3.1.2	<p>Item – 4.2.2 LR requested HB undertake his final inspection and issue subsequent report following the meeting. HB agreed</p> <p>Update: Wintech's final monitoring report has since been issued. Item closed.</p>	
3.1.3	<p>Item 4.2.3 LR advised all information concerning outstanding items and handover of site would be provided to NM following the meeting.</p> <p>Update: JP/LR are collating final documents which will be provided to NM in due course.</p>	LR/JP
3.1.4	<p>Item 4.3.1 VR issued apologies. LR confirmed VR will be responding on the materials register in the coming days and an EWS1 is to be issued for the phase 1 ACM remediation works, albeit the rating will be B2 as the non-ACM works have not been completed and are to be undertaken by a different project team / contractor.</p> <p>Update: EWS1 has now been provided. Item closed</p>	
4.0	REVIEW OF WORKS	
4.1	Programme Review	
4.1.1	<p>All works are now completed. The majority of snagging items have been closed out other than those detailed on the updated appended snagging schedule Rev1.</p> <p>NM advised contractors coat hooks required removal from the wall adjacent where the contractors compound was located. This has been added to the appended snagging schedule. Ballymore to advise when the remaining snagging items have been closed out.</p>	Ballymore

4.2	Façade Engineering	
4.2.1	Nothing to raise.	
4.3	Fire Engineering	
4.3.1	Nothing to raise.	
5.0	CONTRACT AND COMPLETION INFORMATION	
5.1	Contract and Warranties	
5.1.1	<p>Both parties have signed the contract and copies have been distributed accordingly.</p> <p>All collateral warranties have been agreed and signed.</p>	
5.2	Completion Reports	
5.2.1	<ul style="list-style-type: none"> • Building Control <ul style="list-style-type: none"> ○ DG issued BC completion certificate following the PC meeting on 17th November. • IFC – EWS1 Form <ul style="list-style-type: none"> ○ VR provided a completed EWS1 form following the PC meeting on 17th November. • Wintech <ul style="list-style-type: none"> ○ Wintech are due to issue their final site monitoring reporting shortly. Addendum: Wintech's final site monitoring report was received on 25th November. • Siderise <ul style="list-style-type: none"> ○ Ballymore will provide Siderise approvals and sign off in the O&Ms 	
5.3	Rectification Period	
5.3.1	<p>The rectification period commenced 17th November 2021 and will expire on 17th November 2022.</p> <p>JP/LR have a site inspection schedule for 5th October 2022 in advance of the expiration of the rectification period.</p>	
6.0	OPERATION & MAINTENANCE MANUAL AND HEALTH & SAFETY FILE	
6.1	<p>JM advised preparation of the Operation & Maintenance Manual is in hand and final copies will be provided in the coming weeks.</p> <p>ML issued apologies but it's anticipated the H&S file will also be issued in the coming weeks.</p>	Ballymore / ML

7.0	COST CONSULTANCY AND FINANCIAL REVIEW	
7.1	Funding	
7.1.1	NM is awaiting receipt of the final draw down request from Homes England to settle invoice number 13 and the final account. LR is chasing an update on when the monies will be received and will update JM ASAP.	LR
7.2	Final Account & Retention	
7.3	Ballymore's penultimate valuation and final account has been issued and agreed. LR issue payment certificate no. 13 for payment on 29 th November. The retention amount has reduced from 5% to 2.5%. The 2.5% retention will be held by Homes England until the end of the rectification period on 17 th November 2022 when Ballymore will be able to claim.	
8.0	ANY OTHER BUSINESS	
8.1	Nothing raised.	
9.0	DATE OF NEXT MEETING	
9.1	This was the final meeting. No further meetings are scheduled.	