

PROGRESS MEETING MINUTES NO.19

SUBJECT:		20:20 BUILDING ACM REMEDIATION WORKS – PROGRESS MEETING NO.19		
MEETING NO:		P19		
DATE OF MEETING:		15/09/2021	REF:	11741
VENUE AND TIME:		SITE MEETING @ 10.30hrs		
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
DG	David Gee	LABC	Building Control	David.gee@leeds.gov.uk
ML	Marcia Lake	Bell Group	Principal Designer	m.lake@bellgroup.co.uk
AM	Anthony Marley	Ballymore	Principal Contractor	Anthony@ballymorecivils.com
BM	Brian McCallan	Ballymore	Site Manager	brian@ballymorecivils.com
HM	Hugh McCann	Ballymore	Site Manager	hugh@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				
SR	Scott Ripley	Tonia	Stakeholder Representative	scott@sraconsult.co.uk
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 Hawksworth	IFC	Fire Engineer	Holly.hawksworth@ifcgroup.com
AB	Alex Blenard	Rex Proctor	Quantity Surveyor	a.blenard@rpp.co.uk
SB	Sam Berryman	Rex Proctor	Quantity Surveyor	S.Berryman@rpp.co.uk
HB	Harvir Bansal	Wintech	Façade Engineer	h.bansal@wintech-group.com
DG	David Gee	LABC	Building Control	David.gee@leeds.gov.uk
PB	Philip Baker	Bell Group	Principal Designer	p.baker@bellgroup.co.uk
CB	Chris Briggs	Leeds Planning	Planner	Chris.briggs@leeds.gov.uk
TA	Tarfa Ahmad	Gowlings WLG	Solicitor	Tarfa.ahmad@gowlingwlg.com
PT	Phil Timms	Habito Limited	Letting Agent	phil@habitoliveing.co.uk
JM	James McCallan	Ballymore	Principal Contractor	James@ballymorecivils.com
JE	John Easton	AJ Cladding	Sub-Contractor	john@ajcladding.co.uk
RM	Rory McCallan	Ballymore	Principal Contractor	rory@ballymoreservices.com
JP	Jo Pearson	Cardoe Martin	Employers Agent	j.pearson@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	Previous meeting minutes discussed and matters arising reviewed	
4.0	REVIEW OF WORKS	
4.1	Programme Review	
4.1.1	Revised programme received along with supply chain documentation detailing 2-week delay for extended lead time on cladding panels. -VCL works completion by 8 th October -Project completion (all works) by 29 th October	
4.1.2	AM advised delivery of cladding panels due today and the remainder within the next 2 weeks.	
4.1.3	The possibility of dropping the remaining scaffold before the project completion date (pending panel installation) was discussed and is to be reviewed.	BALLYMORE
4.2	Façade Engineering	
4.2.1	AM & BM confirmed Ballymore are responding to various emails and information required to HB following his site inspection on 31 st August. Ballymore/HB to advise when complete.	HB/ BALLYMORE
4.3	Fire Engineering	
4.3.1	AM advised Ballymore are working to collate the materials register and all supporting information/data sheets as requested by VR. Ballymore/VR to advise when complete.	VR/ BALLYMORE
5.0	COST CONSULTANCY	
5.1	AB advised valuation No.10 has been received and clarification on variations is required from Ballymore. It was agreed a call is to be scheduled with AB/LR and Ballymore to review valuation No.10 and Final Account on 17 th September.	LR/AB/ BALLYMORE
5.2	AB queried if LR has written confirmation from Tonia on their contribution for the works. LR is to review and update.	LR
5.3	LR confirmed he has received latest costs for residents' off site accommodation and VCL works from NM and this action is now closed.	

6.0	BUILDING CONTROL	
6.1	DG advised he has noted some issues with flashing detail to soffits to be addressed by Ballymore. Ballymore to liaise with DG to review and make good.	BALLYMORE
7.0	PLANNING	
7.1	Nothing to raise.	
8.0	HEALTH AND SAFETY MATTERS	
8.1	ML advised the F10 has been updated following issue of latest programme.	
8.2	ML confirmed a meeting was held with Ballymore to discuss the Health & Safety File and the matter is in hand.	
8.3	AM advised there are no accidents or incidents to report.	
9.0	RESIDENTS MATTERS	
9.1	Residents off site parking was discussed and it was agreed off site spaces are no longer required. BM is to liaise with Hilton Hotel to confirm.	BM
9.2	NM advised access has been agreed with resident of 239 to return and finalise VCL work. BM advised the work will take 3-4 weeks to complete from the 20 th September.	
10.0	ANY OTHER BUSINESS	
10.1	BM advised internal VCL works are progressing in line with programme with just 4 remaining apartments to complete. VCL works to be complete by 8th October.	
11.0	DATE OF NEXT MEETING	
11.1	The next progress meeting is proposed for Wednesday 29 th September 2021 on site at 10.30am. Invites have been issued.	