

PROGRESS MEETING MINUTES NO.14

SUBJECT:	20:20 BUILDING ACM REMEDIATION WORKS – PROGRESS MEETING NO.14			
MEETING NO:	P14			
DATE OF MEETING:	30/06/2021	REF:	11741	
VENUE AND TIME:	SITE MEETING @ 10.30hrs			
PRESENT:				
Initials	Name	Company	Role	Email
ML	Marcia Lake	Bell Group	Principal Designer	m.lake@bellgroup.co.uk
JM	James McCallan	Ballymore	Principal Contractor	James@ballymorecivils.com
AM	Anthony Marley	Ballymore	Principal Contractor	Anthony@ballymorecivils.com
HM	Hugh McCann	Ballymore	Site Manager	hugh@ballymorecivils.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				
NM	Nick Massingham	20:20 Residential Management	Client	nick@2020leeds.co.uk
SR	Scott Ripley	Tonia	Stakeholder Representative	scott@sraconsult.co.uk
DG	David Gee	LABC	Building Control	David.gee@leeds.gov.uk
VR	Vincent Rafferty	IFC	Fire Engineer	Vincent.Rafferty@ifcgroup.com
AB	Alex Blenard	Rex Proctor	Quantity Surveyor	a.blenard@rpp.co.uk
PP	Philip Power	Homes England	Homes England	Philip.power@homesengland.gov.uk
SH	Stuart Hailey	Cushman and Wakefield	Homes England technical advisor	stuart.hailey@cushwake.com
MB	Martin Burke	Faithful & Gould	Home England Project Manager	Martin.Burke@fgould.com
HB	Harvir Bansal	Wintech	Façade Engineer	h.bansal@wintech-group.com
SB	Sam Berryman	Rex Proctor	Quantity Surveyor	S.Berryman@rpp.co.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@gowlingswlq.com
PT	Phil Timms	Habito Limited	Letting Agent	phil@habitoliving.co.uk
RM	Rory McCallan	Ballymore	Principal Contractor	rory@ballymoreservices.com
AH	Alex Hayward	Cardoe Martin	Employers Agent	a.hayward@cardoemartin.co.uk

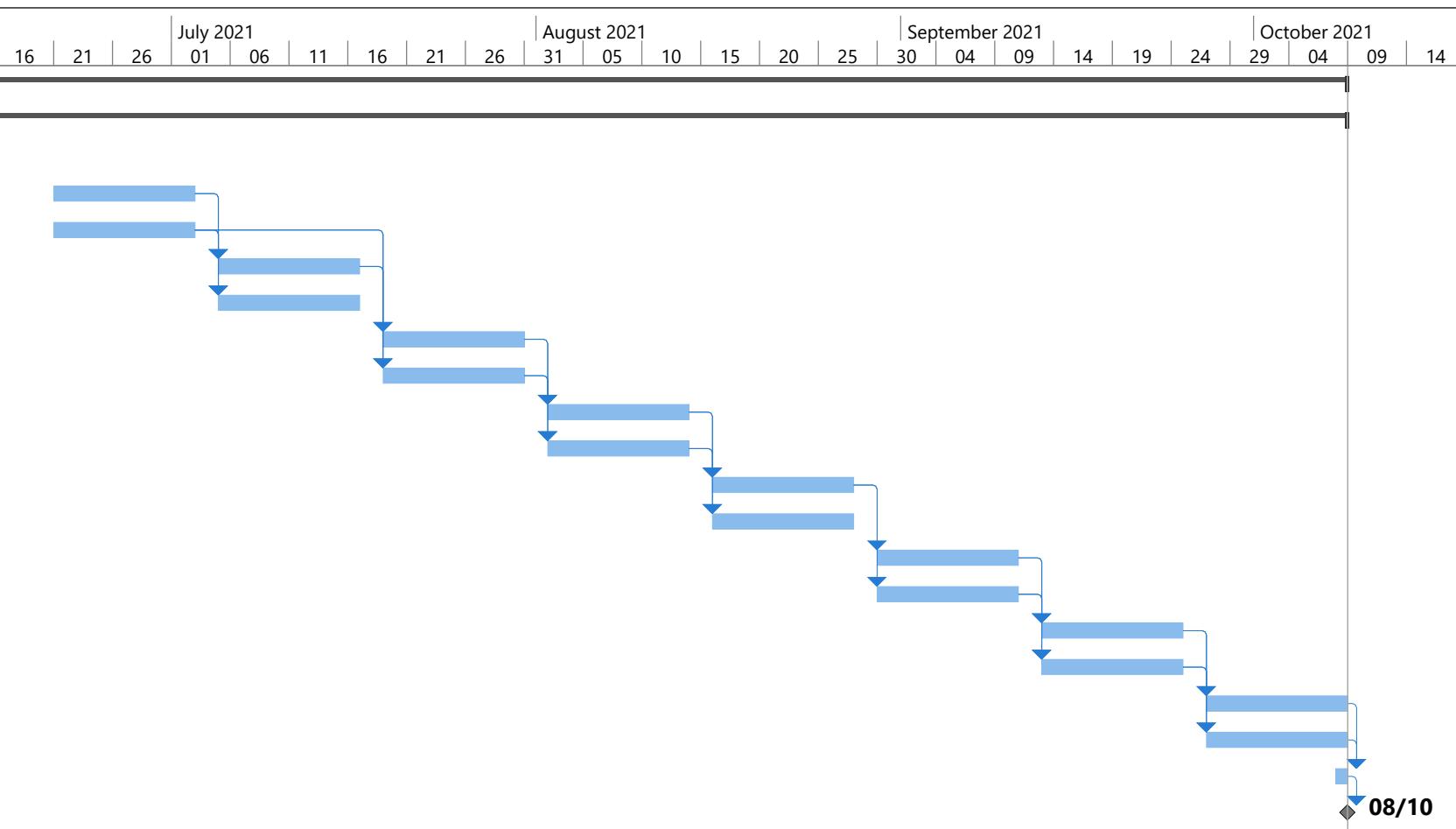
		ACTIONS
1.0	GENERAL INTRODUCTIONS	
1.1	General introductions by all were made.	
2.0	APOLOGIES	
2.1	Apologies were received from those unable to attend and a copy of the meeting minutes will be provided to all.	
3.0	MINUTES FROM PREVIOUS MEETING AND MATTERS ARISING	
3.1	<p>ITEM 3.1.1 – Formal appointment documents have now been agreed but cannot be executed until outstanding collateral warranty matters are agreed.</p> <p>ITEM 3.3.1;</p> <ul style="list-style-type: none"> • IFC have now agreed to the Homes England collateral warranty • HE are reviewing RPP collateral warranty • HE are reviewing Wintech collateral warranty • HE are reviewing Ballymore collateral warranty <p>Update: The above remain outstanding.</p>	TA / IFC HE
3.2	<p>Outstanding Items Carried forward from the previous meeting are as follows:</p> <p>13.1 - LR is liaising with Homes England re. additional prelims cost for offsite parking and all other costs associated with the VCL works. <i>LR confirmed a further update and summary has been issued to HE to detail additional costs and fees – LR advised and explained a request for additional funding has been approved from HE subject to state aid thresholds and deductions. We are awaiting formal confirmation.</i></p> <p>Update: HE have confirmed additional VCL costs and associated resident relocation costs have been approved subject to state aid thresholds. Formal confirmation to be provided by HE.</p>	LR/HE
3.3	<p>5.2.5 - VCL WORKS</p> <p>VCL works approved by Homes England and Ballymore instructed to progress.</p> <p>NM and SR liaising with tenants and serviced apartment providers to facilitate the required internal VCL works programme.</p> <p>Update: This matter is being progressed in line with latest VCL programme.</p>	ALL
3.4	7.1 – VR to review outstanding fire matters	VR
	Update: This matter remains outstanding.	
3.5	8.1 – LR to issue certificate for payment No. 6 and progress payment No. 7	LR
	Update: No. 6 issued but No. 7 outstanding and No. 8 due on Friday	

4.0	PROGRAMME REVIEW	
4.1	JM confirmed revised programme has been issued last week. Revised completion date is 28 th September 2021 for external ACM works and 8 th October for internal VCL and associated firestopping works. A 20-day lead-in has been allowed for approval of drawings. It is noted there are shortages on polyester coating in the marketplace.	
5.0	REVIEW OF WORKS	
5.1	<p>Works progressing in line with revised programme.</p> <p>Phase 3 scaffold design is nearly complete, with cantilever to end elevation due to start next week.</p> <p>This elevation requires a full measure once scaffold in place prior to finalising new cladding design and ordering due to site wide variation on window reveals.</p>	
6.0	FAÇADE ENGINEERING	
6.1	<p>HB not in attendance but has raised some comments re: fixings and some cladding panels fitting short.</p> <p>JM advised revised drawings for phase 1 and preliminary drawings for phase 2 have been issued to HB. Ballymore will not be accepting any comments on phase 2 preliminary drawings until the building has been opened up.</p>	
7.0	FIRE ENGINEERING	
7.1	VR not in attendance. Ballymore are having issues with VR reviewing and agreeing detailing/design on site but not following up in writing – written update required from VR asap.	VR
7.2	<p>LR commented that NM needs to provide details of site fire compartmentation design to determine compartmentation lines carry through to new façade build-up.</p> <p>Ballymore would need to undertake any works required and have submitted costs to AB for review.</p>	NM Ballymore
8.0	COST CONSULTANCY	
8.1	LR to action valuation No. 7.	LR
9.0	BUILDING CONTROL	
9.1	Nothing to add.	
10.0	PLANNING	
10.1	Nothing to add.	
11.0	HEALTH AND SAFETY MATTERS	

11.1	No comments from ML and Ballymore confirmed there were no accidents or incidents to report.	
12.0	RESIDENTS MATTERS	
12.1	BM advised one complaint received re. scaffolders behaviour. Has been addressed and new scaffolding gang is in place.	
13.0	ANY OTHER BUSINESS	
13.1	Non ACM opening-up works costs to be provided to LR and Tonia will review.	
14.0	DATE OF NEXT MEETING	
14.1	The next progress meeting is proposed for a week later than planned on 21 st July 2021. Revised invites are to be issued in due course.	

Ballymore Services

ID	Task Mode	Task Name	Duration	Start	Finish	021	06 11 16 21 26 July 2021 01 06 11 16 21 26 31 05 10 15 20 25 30 04 09 14 19 24 29 04 09 14
1		20:20 VCL & Fire Remediation Works	146 days	Thu 18/03/21	Fri 08/10/21		
2		Ballymore Start & Finish	146 days	Thu 18/03/21	Fri 08/10/21		
3	✓	Flat 239 - Apartment 1	1 wk	Thu 18/03/21	Wed 24/03/21		
4		Flat 125 - Apartment 2	2 wks	Mon 21/06/21	Fri 02/07/21		
5		Flat 237 - Apartment 3	2 wks	Mon 21/06/21	Fri 02/07/21		
6		Flat 236 - Apartment 4	2 wks	Mon 05/07/21	Fri 16/07/21		
7		Flat 238 - Apartment 10	2 wks	Mon 05/07/21	Fri 16/07/21		
8		Flat 235 - Apartment 5	2 wks	Mon 19/07/21	Fri 30/07/21		
9		Flat 242 - Apartment 6	2 wks	Mon 19/07/21	Fri 30/07/21		
10		Flat 241 - Apartment 7	2 wks	Mon 02/08/21	Fri 13/08/21		
11		Flat 240 - Apartment 8	2 wks	Mon 02/08/21	Fri 13/08/21		
12		Flat 123 - Apartment 9	2 wks	Mon 16/08/21	Fri 27/08/21		
13		Flat 122 - Apartment 17	2 wks	Mon 16/08/21	Fri 27/08/21		
14		Flat 124 - Apartment 11	2 wks	Mon 30/08/21	Fri 10/09/21		
15		Flat 121 - Apartment 12	2 wks	Mon 30/08/21	Fri 10/09/21		
16		Flat 126 - Apartment 13	2 wks	Mon 13/09/21	Fri 24/09/21		
17		Flat 127 - Apartment 14	2 wks	Mon 13/09/21	Fri 24/09/21		
18		Flat 129 - Apartment 15	2 wks	Mon 27/09/21	Fri 08/10/21		
19		Flat 128 - Apartment 16	2 wks	Mon 27/09/21	Fri 08/10/21		
20		Final Clean of areas	1 day	Fri 08/10/21	Fri 08/10/21		
21		VCL & Fire Works Complete	0 days	Fri 08/10/21	Fri 08/10/21		08/10



Tue 08/06/21	Task		Project Summary		Manual Task		Start-only		Deadline	
	Split		Inactive Task		Duration-only		Finish-only		Progress	
	Milestone		Inactive Milestone		Manual Summary Rollup		External Tasks		Manual Progress	
	Summary		Inactive Summary		Manual Summary		External Milestone			

Ballymore Services

14	19	24	29	03	08	13	18	23	28	03	08	13	18	23	28	02	07	12	17	22	27	01	06	11	16	21	26	03	08	13	18	23	28	02	07	12	17	22
November 2021 December 2021 January 2022 February 2022 March 2022 April 2022 May 2022																																						

/10

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	Milestone		Inactive Milestone		Manual Summary Rollup		External Tasks		Manual Progress	
	Summary		Inactive Summary		Manual Summary		External Milestone			

