

PROGRESS MEETING MINUTES NO.9

SUBJECT:	20:20 BUILDING ACM REMEDIATION WORKS – PROGRESS MEETING NO.9			
MEETING NO:	P9			
DATE OF MEETING:	21/04/2021	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
AM	Anthony Marley	Ballymore	Principal Contractor	Anthony@ballymorecivils.com
HB	Harvir Bansal	Wintech	Façade Engineer	h.bansal@wintech-group.com
ML	Marcia Lake	Bell Group	Principal Designer	m.lake@bellgroup.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				
MB	Martin Burke	Faithful & Gould	Home England Project Manager	Martin.Burke@fgould.com
TB	Thomas Birch	Homes England	Home England Lead Project Manager	Thomas.Birch@homesengland.gov.uk
SH	Stuart Hailey	Cushman and Wakefield	Homes England technical advisor	stuart.hailey@cushwake.com
RM	Rory McCallan	Ballymore	Principal contractor	rory@ballymoreservices.com
JM	James McCallan	Ballymore	Principal contractor	James@ballymorecivils.com
CC	Conor Cusack	Ballymore	Principal Contractor	conor@ballymorecivils.com
SB	Sam Berryman	Rex Proctor	Quantity Surveyor	S.Berryman@rpp.co.uk
AB	Alex Blenard	Rex Proctor	Quantity Surveyor	a.blenard@rpp.co.uk
TA	Tarfa Ahmad	Gowlings WLG	Solicitor	Tarfa.ahmad@gowlingwlq.com
VR	Vincent Rafferty	IFC	Fire Engineer	Vincent.Rafferty@ifcgroup.com
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
AH	Alex Hayward	Cardoe Martin	Employers Agent	a.hayward@cardoemartin.co.uk
PT	Phil Timms	Habito Limited	Letting Agent	phil@habitoliving.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 have now been agreed by Rex Proctor, Wintech and Bell Group. Formal appointment documents for IFC is out for engrossment – IFC OUTSTANDING – LR advised a called is to be held with IFC to try and finalise.</p> <p>ITEM 3.3.1 – Collateral Warranties – for all parties are outstanding and are to be actioned as they are a condition of funding - OUTSTANDING – HE require appointment dates of all parties prior to issuing collateral warranties for engrossment. – LR advised final copies received by NM from HE but all contain errors / revisions which need to be made by HE.</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 – Addendum – Now actioned – AM queried IFC's remit for the project which LR clarified is review of fire design drawings from Ballymore, site visits and review of materials and specification.</p>	TA / IFC HE
3.2	<p>Outstanding Items Carried forward from the <u>Progress Meeting 6</u> 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 is to be issued to HE to detail additional costs and fees – ITEM OUTSTANDING – LR advised a summary report has been issued to HE detailing additional costs and explained to all that funding available from HE will be subject to state aid thresholds for apartments owners and hence will require contributions from leaseholders.</i></p> <p>Outstanding Items Carried forward from the <u>Progress Meeting 8</u> are as follows:</p> <p>5.1 Ballymore need to erect scaffold to Phase 3 area withing car park which will result in 7no tenant car parking spaces being unavailable. – ITEM OUTSTANDING – LR requested revised programme from Ballymore</p>	LR/HE Ballymore

	<p>5.2.5 - ADDENDUM - VCL WORKS</p> <p>It is critical all stakeholders are aware of the mandatory requirement to complete VCL works and consequences if these works are not completed.</p> <p>At this stage it is unclear if all associated VCL costs are covered by Homes England funding (not notwithstanding stakeholders breaching state aid funding requirements).</p> <p>Clarification required as to who will fund the VCL works.</p> <p>7.1 - IFC require a materials register (this should be a full list of every item being added to the external wall with documents linked to them showing the reaction to fire properties (i.e. A1 or A2, s1, d0 when tested to EN13501-1:2007+A1:2009)) ensuring all materials being added to the external wall of a building to be either A1 or A2, s1, d0 when tested to EN13501-1:2007+A1:2009.</p> <p>13.1 Collateral warranties remain outstanding</p>	ALL Ballymore
4.0	PROGRAMME REVIEW	
4.1	<p>AM advised original completion date was 26th April, but this will need to be revised based on ongoing delays due to VCL works and other matters to clarify façade build up and compliance with Wintech performance spec. An updated programme is to be issued by Ballymore.</p> <p>VCL works are intended to commence on 10th May to apartment 125.</p> <p>NM advised apartment 126 may also be available and requested VCL works are completed to 126 concurrently with 125.</p> <p>Phil Timms has requested VCL works are undertaken as associated apartments become available to avoid rehousing tenants where possible which it was agreed is a sensible approach.</p> <p>PT to advise as / when other apartments will be becoming vacant so works can be coordinated.</p>	 Ballymore
5.0	REVIEW OF WORKS	
5.1	<p>Works have been on hold whilst VCL works are being clarified in terms of programming but also who will pay for the works.</p> <p>LR confirmed costs for VCL works are circa £250k including prelims and rehousing tenants and HE have not yet approved the costs. It may be that leaseholders have to cover the costs of rehousing tenants.</p>	
6.0	FAÇADE ENGINEERING	
6.1	<p>A full review of the façade and several items requiring clarification was held after the meeting with AJ Cladding, Wintech, Ballymore and Cardoe Martin.</p> <p>Issues remain around:</p> <ol style="list-style-type: none"> 1. Use of galvanised steel in the new façade build up not in accordance with Wintech's performance specification 2. Ongoing logistical and financial complexities posed by need for VCL to be installed internally. Option of mechanical ventilation revisited although this was previously reviewed and was agreed to not be possible. <p>Separate calls were held following the meeting and addendum is to be issued in due course.</p>	 Ballymore / Wintech / Cardoe Martin

7.0	FIRE ENGINEERING	
7.1	<p>VR issued apologies and was unable to attend the meeting.</p> <p>LR reiterated IFC's input is required in relation to fire engineering items mentioned above and their outstanding appointment.</p>	
8.0	COST CONSULTANCY	
8.1	LR confirmed valuation no. 4 has been paid and valuation no. 5 have been received from Ballymore and is being reviewed by AB.	AB
9.0	BUILDING CONTROL	
9.1	DG issued apologies. No BC issues were raised during the meeting.	
10.0	PLANNING	
10.1	Nothing to add.	
11.0	HEALTH AND SAFETY MATTERS	
11.1	<p>ML advised HSE completed their site inspection w/c 12th April. No major issues were raised with just some minor actions being highlighted which have since been addressed by Ballymore.</p> <p>Ballymore confirmed they were no accidents or incidents to report.</p>	
12.0	RESIDENTS MATTERS	
12.1	LR confirmed letters have been issued to all leaseholders to distribute to their tenants outlining the requirements for VCL and temporary rehousing along with an indicative programme. LR confirmed it will be up to leaseholders to organise temporary off-site accommodation where required.	
13.0	ANY OTHER BUSINESS	
13.1	No additional items raised.	
14.0	DATE OF NEXT MEETING	
14.1	The next progress meeting is proposed for Wednesday 5 th May. Invites are to be issued in due course.	

