

PROGRESS MEETING MINUTES NO.16

SUBJECT:	20:20 BUILDING ACM REMEDIATION WORKS – PROGRESS MEETING NO.16			
MEETING NO:	P16			
DATE OF MEETING:	04/08/2021	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
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
JM	James McCallan	Ballymore	Principal Contractor	James@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
DG	David Gee	LABC	Building Control	David.gee@leeds.gov.uk
VR	Vincent Rafferty	IFC	Fire Engineer	Vincent.Rafferty@ifcgroup.com
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
HB	Harvir Bansal	Wintech	Façade Engineer	h.bansal@wintech-group.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
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@gowlingwlq.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	Outstanding Items Carried forward from the previous meeting are as follows:	
3.2	<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> <p>NM has received the following collateral warranties:</p> <ul style="list-style-type: none"> • RPP collateral warranty agreed and completed by RPP and issued to LR. LR to pass to NM at 9th August site meeting • IFC collateral warranty agreed and with IFC for completion <p>Update: Wintech and Ballymore CW's agreed and HE to check progress</p>	TA LR / IFC HE
3.3	<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</i> – 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.</p> <p>Update: HE have confirmed additional VCL costs and associated resident relocation costs have been approved subject to state aid thresholds. NM has not yet received formal confirmation. Still outstanding, LR to raise with HE.</p>	LR/HE HE/LR
3.4	<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

3.5	7.1 – VR to review outstanding fire matters Update: AM advised VR has verbally agreed outstanding matters but written confirmation required.	VR
4.0	PROGRAMME REVIEW	
4.1	JM advised works progressing in line with latest programme. External works due to complete by end of September and internal VCL works by 2 nd week in October. However, Genius Facades are advising potential longer lead times may delay delivery of remaining panels. JM/AM to update LR on this.	JM/AM
5.0	REVIEW OF WORKS	
5.1	Phase 1 scaffold to be struck within next 2 weeks (19 th August). JM advised it's critical that IFC and Wintech attend site and review installation to sign off before next fortnightly meeting on 18 th August. LR to raise interim meeting on 16 th August.	IFC/Wintech LR
5.2	On VCL works, 8 th apartment will be finalised next week. Apartment 126 where bathroom tiling to be removed for VCL installation will be scheduled last. Ballymore to confirm tiling variation cost to RPP.	Ballymore
5.3	VR has advised cavity barrier required to Apartment 239 under windowsill and to reveals. 239 was first VCL apartment completed and is now occupied. BM advised Ballymore can remediate whilst occupied if tenant agrees suitable access. Anticipate 4 days to complete. NM to liaise with tenant and advise.	NM
6.0	FAÇADE ENGINEERING	
6.1	HB issued apologies. Ballymore are awaiting receipt of latest report following inspection by IFC (carried out by James Smith in the absence of HB).	IFC
7.0	FIRE ENGINEERING	
7.1	VR issued apologies. AM advised some remaining issues for VR to close out.	VR
8.0	COST CONSULTANCY	
8.1	AB has issued Valuation no.8 and no.9. LR to certify. LR confirmed a 2 nd drawdown request is being raised to HE for payment of both Valuations and consultants' fees. Anticipate release of up to 80% of funding and hope NM should receive funds by end of week to process payment of Valuations 8 & 9.	
8.2	JM to issue projected final account to LR to assist with drawdown request.	JM

8.3	RPP have queried some variation costs in Valuation no.8 which require LR review/approval.	LR
8.4	LR requested NM provide updated costings for resident off site accommodation, parking and associated costs for VCL works to include in drawdown request.	NM
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	Nothing to raise from ML. No accidents or incidents to report. ML requested meeting with HM RE: H&S File.	HM
12.0	RESIDENTS MATTERS	
12.1	Nothing to add.	
13.0	ANY OTHER BUSINESS	
13.1	Nothing raised.	
14.0	DATE OF NEXT MEETING	
14.1	The next progress meeting is proposed for Wednesday 18 th August 2021. Invites have been issued.	