

# PROGRESS MEETING MINUTES NO.18

<b>SUBJECT:</b>	20:20 BUILDING ACM REMEDIATION WORKS – PROGRESS MEETING NO.18			
<b>MEETING NO:</b>	P18			
<b>DATE OF MEETING:</b>	01/09/2021	<b>REF:</b>	11741	
<b>VENUE AND TIME:</b>	SITE MEETING @ 10.30hrs			
<b>PRESENT:</b>				
Initials	Name	Company	Role	Email
NM	Nick Massingham	20:20 Residential Management	Client	<a href="mailto:nick@2020leeds.co.uk">nick@2020leeds.co.uk</a>
VR	Vincent Rafferty	IFC	Fire Engineer	<a href="mailto:Vincent.Rafferty@ifcgroup.com">Vincent.Rafferty@ifcgroup.com</a>
HH	Holly Hawksworth	IFC	Fire Engineer	<a href="mailto:Holly.hawksworth@ifcgroup.com">Holly.hawksworth@ifcgroup.com</a>
ML	Marcia Lake	Bell Group	Principal Designer	<a href="mailto:m.lake@bellgroup.co.uk">m.lake@bellgroup.co.uk</a>
AM	Anthony Marley	Ballymore	Principal Contractor	<a href="mailto:Anthony@ballymorecivils.com">Anthony@ballymorecivils.com</a>
BM	Brian McCallan	Ballymore	Site Manager	<a href="mailto:brian@ballymorecivils.com">brian@ballymorecivils.com</a>
HM	Hugh McCann	Ballymore	Site Manager	<a href="mailto:hugh@ballymorecivils.com">hugh@ballymorecivils.com</a>
LR	Lee Rhodes	Cardoe Martin	Employers Agent	<a href="mailto:l.rhodes@cardoemartin.co.uk">l.rhodes@cardoemartin.co.uk</a>
<b>DISTRIBUTION: ALL ABOVE PLUS</b>				
SR	Scott Ripley	Tonia	Stakeholder Representative	<a href="mailto:scott@sraconsult.co.uk">scott@sraconsult.co.uk</a>
PP	Philip Power	Homes England	Homes England	<a href="mailto:Philip.power@homesengland.gov.uk">Philip.power@homesengland.gov.uk</a>
MB	Martin Burke	Faithful & Gould	Home England Project Manager	<a href="mailto:Martin.Burke@fgould.com">Martin.Burke@fgould.com</a>
SH	Stuart Hailey	Cushman and Wakefield	Homes England technical advisor	<a href="mailto:stuart.hailey@cushwake.com">stuart.hailey@cushwake.com</a>
AB	Alex Blenard	Rex Proctor	Quantity Surveyor	<a href="mailto:a.blenard@rpp.co.uk">a.blenard@rpp.co.uk</a>
SB	Sam Berryman	Rex Proctor	Quantity Surveyor	<a href="mailto:S.Berryman@rpp.co.uk">S.Berryman@rpp.co.uk</a>
HB	Harvir Bansal	Wintech	Façade Engineer	<a href="mailto:h.bansal@wintech-group.com">h.bansal@wintech-group.com</a>
DG	David Gee	LABC	Building Control	<a href="mailto:David.gee@leeds.gov.uk">David.gee@leeds.gov.uk</a>
PB	Philip Baker	Bell Group	Principal Designer	<a href="mailto:p.baker@bellgroup.co.uk">p.baker@bellgroup.co.uk</a>
CB	Chris Briggs	Leeds Planning	Planner	<a href="mailto:Chris.briggs@leeds.gov.uk">Chris.briggs@leeds.gov.uk</a>
TA	Tarfa Ahmad	Gowlings WLG	Solicitor	<a href="mailto:Tarfa.ahmad@gowlingwlq.com">Tarfa.ahmad@gowlingwlq.com</a>
PT	Phil Timms	Habito Limited	Letting Agent	<a href="mailto:phil@habitoliving.co.uk">phil@habitoliving.co.uk</a>
JM	James McCallan	Ballymore	Principal Contractor	<a href="mailto:James@ballymorecivils.com">James@ballymorecivils.com</a>
JE	John Easton	AJ Cladding	Sub-Contractor	<a href="mailto:john@ajcladding.co.uk">john@ajcladding.co.uk</a>
RM	Rory McCallan	Ballymore	Principal Contractor	<a href="mailto:rory@ballymoreservices.com">rory@ballymoreservices.com</a>
JP	Jo Pearson	Cardoe Martin	Employers Agent	<a href="mailto:j.pearson@cardoemartin.co.uk">j.pearson@cardoemartin.co.uk</a>

		<b>ACTIONS</b>
<b>1.0</b>	<b>GENERAL INTRODUCTIONS</b>	
1.1	General introductions by all were made.	
<b>2.0</b>	<b>APOLOGIES</b>	
2.1	Apologies were received from those unable to attend and a copy of the meeting minutes will be provided to all.	
<b>3.0</b>	<b>MINUTES FROM PREVIOUS MEETING AND MATTERS ARISING</b>	
3.1	Previous meeting minutes discussed and matters arising detailed below.	
3.2	<p>Contract and Collateral Warranties - update</p> <p>Formal appointment documents have now been agreed but cannot be executed until outstanding collateral warranty matters are agreed.</p> <p>MHGLC Collateral warranty update</p> <ul style="list-style-type: none"> <li>• RPP CW agreed and completed by RPP and issued to LR,</li> <li>• IFC CW agreed and with IFC for completion</li> <li>• Wintech CW agreed and to be engrossed</li> <li>• Ballymore CW's – Revised template issued and Ballymore to review and comment</li> </ul>	<b>HE / BALLYMORE</b>
<b>4.0</b>	<b>REVIEW OF WORKS</b>	
<b>4.1</b>	<b>PROGRAMME REVIEW</b>	
4.1.2	East Block now practically complete and awaiting new aluminium soffits. All East Block scaffold now removed.	
4.1.1	Ballymore have been advised 2-week delay of aluminium cladding panels, which will impact the overall programme and a revised programme will follow (anticipated completion date now 1 <sup>st</sup> November). No change to internal VCL works completion (8 <sup>th</sup> October) <b>LR requested Ballymore obtain written documentation from the supply chain to support and verify the position.</b>  <b>Addendum: Revised programme provided and attached along with supply chain documentation.</b>	
4.1.2	Internal VCL works progressing in accordance with the current programme with a completion date of 8 <sup>th</sup> September.	
<b>4.2</b>	<b>FAÇADE ENGINEERING</b>	
4.2.1	HB visited site Tuesday 31 <sup>st</sup> August and Ballymore confirmed all was in order.  <b>Addendum: HB has issued several emails clarifying matters outstanding and information required, in order to close out. Ballymore to progress all information outstanding and requested by HB,</b>	<b>BALLYMORE</b>

<b>4.3</b>	<b>FIRE ENGINEERING</b>	
4.3.1	VR requested Ballymore update the materials register and provide all supporting certification / data sheets.	<b>BALLYMORE</b>
4.3.2	VR raised queries in relation to the non-ACM works. LR confirmed the contractor and professional team had been asked to stand-down (request from Tonia Investment) from this phase of the works.	
4.3.3	VR confirmed at completion of the ACM works the building will receive a B2 - EWS rating	
4.3.4	Following the meeting VR and HH inspected the works and were generally comfortable with the works completed to date. The glazed spandrel panels positioned adjacent to party walls were inspected / removed (East Block). Although VR was comfortable with the arrangement, he highlighted that the client must ensure any required internal compartmentation works are completed (this would have been highlighted within the clients FRA and any internal compartmentation survey).	
<b>4.4</b>	<b>INTERNAL VCL WORKS</b>	
4.1.1	Additional bathroom tiling works are required at apartment 126. Tiling finishes have now been agreed and variation cost provided.	
<b>5.0</b>	<b>COST CONSULTANCY</b>	
5.1	AH confirmed valuation / invoice no. 9 had been paid. LR confirmed Valuation No.10 is currently under review by RPP and will be processed in due course.	
5.2	LR requested NM provide an updated in respect of latest residential off site accommodation costs and other associated VCL costs.	<b>NM</b>
<b>6.0</b>	<b>BUILDING CONTROL</b>	
6.1	No matters raised	
<b>7.0</b>	<b>PLANNING</b>	
7.1	Nothing to raise.	
<b>8.0</b>	<b>HEALTH AND SAFETY MATTERS</b>	
8.1	Nothing to raise.	
<b>9.0</b>	<b>RESIDENTS MATTERS</b>	
9.1	LR requested Ballymore reduce the number of allocated off- site parking. Additional on-site parking now available following removal of East Block scaffold. Ballymore to liaise with NM.	<b>BALLYMORE / NM</b>
<b>10.0</b>	<b>ANY OTHER BUSINESS</b>	
10.1	None	
<b>11.0</b>	<b>DATE OF NEXT MEETING</b>	

11.1

The next progress meeting is proposed for Wednesday 15<sup>th</sup> September 2021 on site at 10.30am.  
Invites have been issued.