

PROGRESS MEETING MINUTES NO.21

SUBJECT:		20:20 BUILDING ACM REMEDIATION WORKS – PROGRESS MEETING NO.21		
MEETING NO:		P21		
DATE OF MEETING:		13/10/2021	REF:	11741
VENUE AND TIME:		SITE MEETING @ 11.00hrs		
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
ML	Marcia Lake	Bell Group	Principal Designer	m.lake@bellgroup.co.uk
DG	David Gee	LABC	Building Control	David.gee@leeds.gov.uk
AM	Anthony Marley	Ballymore	Principal Contractor	Anthony@ballymorecivils.com
BM	Brian McCallan	Ballymore	Site Manager	brian@ballymorecivils.com
LR	Lee Rhodes	Cardoe Martin	Employers Agent	l.rhodes@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@gowlingwlq.com
PT	Phil Timms	Habito Limited	Letting Agent	phil@habitoliving.co.uk
JM	James McCallan	Ballymore	Principal Contractor	James@ballymorecivils.com
HM	Hugh McCann	Ballymore	Site Manager	hugh@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	
3.1.1	<p>Item 4.1.1 - JM advised a fabrication error has been discovered to all panels received from Genius Façades (manufacturer) for the phase 3 installation. The detailing at the rear base of each panel has been fabricated in an 'L' shape as opposed to the 'C' shape required. The panels are not fit for purpose and cannot be used. New panels for phase 3 are required.</p> <p>This poses a significant risk to the project programme.</p> <p>JM to confirm lead time for replacement panels to be delivered, impact to the programme, associated additional preliminary costs and who the costs will be borne by ASAP.</p> <p>Matter now resolved – panels returned to fabricator for modification. There is however an impact to programme (see below)</p>	
3.1.2	Item 4.1.4 - JP queried whether panels have been replaced to the East block where gaps were identified and reviewed by LR at the last meeting. AM confirmed this is yet to be done. Panels are ordered and will be installed before PC.	
3.1.3	Item 4.2.1 - HB issued apologies. AM confirmed Ballymore are providing required information to HB following his inspections of which there remains some minor items to close out – notwithstanding the fabrication error to phase 3 panels. AM/HB to confirm when complete. HB has issued site monitoring report no.22 (attached). There remain several items / actions which require closing out. Ballymore to action ASAP.	HB/IFC BALLYMORE
3.1.4	Item 4.3.1 - AM advised materials register and data sheets have been issued to VR. HH is reviewing. VR/HH and AM to confirm when complete. IFC to review and comment.	VR/HH/AM
3.1.5	Item 5.1 - Certificate for payment No.10 has been issued with invoice to NM for payment. NM is currently on leave and payment is overdue. Receipt of further HE funds is anticipated shortly to enable payment. LR to liaise with NM and HE to progress. JM confirmed valuation No.11 has been issued to RPP for review. LR confirmed HE Drawdown request has been approved and funds should be with the client shortly. AB reviewed and approved valuation no.11 and LR to process certificate for payment.	
3.1.6	Item 5.2 - AB queried if LR has written confirmation from Tonia on their contribution for the works. LR is to review and update. UPDATE: LR is dealing with this and will provide an update in due course. LR confirmed HE have approved variation no.1 and no.2. HE to clarify Tonia contribution / split.	

3.1.7	Item 5.4 - JP advised it is critical that contractors warranties are finalised within the next 2 weeks to enable release of all funding for settlement of final account and finalising of the contracts. MHCLG collateral warranty (along with all consultants) now with WBD	
3.1.8	Item 10.2 - JP advised warranties link to the contract and <u>the contract must be finalised in the next 2 weeks or this will delay payment.</u> LR confirmed the formal IFC appointment (linked to the above) is complete and will be incorporated into the building contract – due to be completed within the next few weeks.	
4.0	REVIEW OF WORKS	
4.1	Programme Review	
4.1.1	All Internal VCL works are now complete.	
4.1.2	The knock-on effect of (3.1.1) panel fabrication issues has impacted programme and the completion date. Based on current panel delivery dates the completion date is 10 th December 2021. PC date is to be monitored.	ALL
4.1.3	NM queried the impact of the above on available car parking bays and in turn the letting of apartment. Letting of apartments is limited due to loss of car parking because of scaffolding taking up car parking bays. See cost consultancy below.	
4.1.3	There is a possibility of striking the cantilevered scaffold before the PC date. This should be monitored.	
4.2	Façade Engineering	
4.2.1	HB has issued site monitoring report no.22 (attached). There remain several items / actions which require closing out. Ballymore to action ASAP.	BALLYMORE
4.3	Fire Engineering	
4.3.1	Materials register and data sheets have been issued to VR. IFC to review and comment.	IFC
4.3.2	It is imperative IFC attend the next site progress meeting (scheduled 27 th October 2021)	IFC
5.0	COST CONSULTANCY	
5.1	Valuation no.11 received and reviewed by AB. LR to process certificate for payment.	LR
5.2	Final Account meeting was held with LR/RP/JP/JM on 17 th September. Variation No.2 and Final Account have subsequently been approved in principal by HE. LR is awaiting written confirmation from HE to clarify Tonia additional contribution.	HE
5.3	LR has requested Ballymore provide clarification of any cost impact in relation to the revised PC date of 10 th December 2021.	BALLYMORE

5.4	NM has requested Ballymore review the impact of the extended programme (because of panel fabrication issues) and claim for reimbursement.	BALLYMORE
6.0	BUILDING CONTROL	
6.1	No issues or concerns raised by DG. Building Control certificate will issued at PC.	
7.0	PLANNING	
7.1	Nothing to raise.	
8.0	HEALTH AND SAFETY MATTERS	
8.1	Nothing to raise.	
8.2	AM advised there are no accidents or incidents to report.	
9.0	RESIDENTS MATTERS	
9.1	No other matters raised other than programme extending to 10 th December and impact of loss of residents car parking bays (see item 4.1.3 and 5.4).	
10.0	ANY OTHER BUSINESS	
10.1	No other business	
11.0	DATE OF NEXT MEETING	
11.1	The next progress meeting is proposed for Wednesday 27 th October 2021 on site at 10.30am. Invites have been issued.	