

PROGRESS MEETING MINUTES NO.10

SUBJECT:		20:20 BUILDING ACM REMEDIATION WORKS – PROGRESS MEETING NO.10		
MEETING NO:		P10		
DATE OF MEETING:		05/05/2021	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
JM	James McCallan	Ballymore	Principal Contractor	James@ballymorecivils.com
AM	Anthony Marley	Ballymore	Principal Contractor	Anthony@ballymorecivils.com
RM	Rory McCallan	Ballymore	Principal Contractor	rory@ballymoreservices.com
CC	Conor Cusack	Ballymore	Principal Contractor	conor@ballymorecivils.com
AB	Alex Blenard	Rex Proctor	Quantity Surveyor	a.blenard@rpp.co.uk
ML	Marcia Lake	Bell Group	Principal Designer	m.lake@bellgroup.co.uk
LR	Lee Rhodes	Cardoe Martin	Employers Agent	l.rhodes@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
HB	Harvir Bansal	Wintech	Façade Engineer	h.bansal@wintech-group.com
VR	Vincent Rafferty	IFC	Fire Engineer	Vincent.Rafferty@ifcgroup.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
DG	David Gee	LABC	Building Control	David.gee@leeds.gov.uk
CB	Chris Briggs	Leeds Planning	Planner	Chris.briggs@leeds.gov.uk
TA	Tarfa Ahmad	Gowlings WLG	Solicitor	Tarfa.ahmad@gowlingwlg.com
SR	Scott Ripley	Tonia	Stakeholder Representative	
PT	Phil Timms	Habito Limited	Letting Agent	phil@habitoliving.co.uk
AH	Alex Hayward	Cardoe Martin	Employers Agent	a.hayward@cardoemartin.co.uk
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	<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 – Collateral Warranties – for all parties are outstanding and need to be actioned. The CW's are a condition of receiving funding - OUTSTANDING LR to Progress with HE and consultants/contractor.</p>	TA / IFC
3.2	<p>Outstanding Items Carried forward from the <u>Progress Meeting 9</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 has been issued to HE to detail additional costs and fees – LR advised and explained that any additional funding available from HE will be subject to state aid thresholds and deductions may be applied and hence will require possible contributions from leaseholders - TBC</i></p>	LR/HE
	<p>5.2.5 - VCL WORKS</p> <p><i>It is critical all stakeholders are aware of the mandatory requirement to complete VCL works and consequences if these works are not completed.</i></p> <p><i>At this stage it is unclear if all associated VCL costs are covered by Homes England funding.</i></p> <p><i>Clarification sought from HE for VCL works.</i></p>	ALL
4.0	PROGRAMME REVIEW	
4.1	<p>Currently external ACM works to complete end of July and internal VCL works end of September. An updated programme is to be issued by Ballymore.</p> <p>Phil Timms has requested VCL works are undertaken as associated apartments become available to avoid rehousing tenants where possible, this is a sensible approach. However this will likely have a knock on effect on costs and the programme.</p>	Ballymore

5.0	REVIEW OF WORKS	
5.1	<p>Works have slowed whilst VCL works are being clarified in terms of programming and who will pay for the works.</p> <p>LR confirmed costs for VCL works are circa £300k including prelims, VAT and rehousing tenants. HE have not yet approved the costs.</p>	
6.0	FAÇADE ENGINEERING	
6.1	<p>LR explained a Teams call had been scheduled later in the day with Wintech and IFC.</p> <p>ADDENDUM – Discussions were held in relation to the installation and fire stopping interfaces between the new installation and existing discussed – see below (Fire Engineering).</p>	Ballymore / Wintech / Cardoe Martin
7.0	FIRE ENGINEERING	
7.1	<p>LR explained a Teams call had been scheduled later in the day with Wintech and IFC.</p> <p>ADDENDUM – Fire stopping discussed and it has been identified no cavity closers are installed around window and door openings. IFC have confirmed this is a requirement and Ballymore to investigate, put forward a proposal for IFC to review and approve. The intention is to complete these works with the internal VCL works.</p>	
8.0	COST CONSULTANCY	
8.1	<p>LR confirmed valuation no. 5 has been paid and valuation no. 6 have been received from Ballymore and is being reviewed by AB.</p> <p>LR confirmed HE funding for ACM works has yet to be received until all funding conditions are fulfilled. Ballymore to provide forecasts of costs/valuations</p>	<p>AB</p> <p>Ballymore</p>
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	Ballymore confirmed there were no accidents or incidents to report.	

12.0	RESIDENTS MATTERS	
12.1	LR reiterated that Tonia as majority stakeholder are involved with the project in order that their tenants are updated.	
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 Tuesday 18 th May. Invites are to be issued in due course.	