

PROGRESS MEETING MINUTES NO.23

SUBJECT:		20:20 BUILDING ACM REMEDIATION WORKS – PROGRESS MEETING NO.23		
MEETING NO:		P23		
DATE OF MEETING:		10/11/2021	REF:	11741
VENUE AND TIME:		SITE MEETING @ 10.30hrs		
PRESENT:				
Initials	Name	Company	Role	Email
DG	David Gee	LABC	Building Control	David.gee@leeds.gov.uk
HB	Harvir Bansal	Wintech	Façade Engineer	h.bansal@wintech-group.com
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
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				
NM	Nick Massingham	20:20 Residential Management	Client	nick@2020leeds.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@fqould.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
ML	Marcia Lake	Bell Group	Principal Designer	m.lake@bellgroup.co.uk
AB	Alex Blenard	Rex Proctor	Quantity Surveyor	a.blenard@rpp.co.uk
SB	Sam Berryman	Rex Proctor	Quantity Surveyor	S.Berryman@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
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

		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 4.1.2 - 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 10th December 2021. PC date is to be monitored.</p> <p>Update: JM advised scaffolding continues to be struck where works complete and there is potential to be complete next week with a view to PC on 26th November. Discussed further in section 4.1</p>	ALL
3.1.2	<p>Item 4.1.3 - NM queried the impact of the above on available car parking bays and in turn the letting of apartment. LR is to review LAD's position, period to which they apply and cost.</p> <p>Update: LR concluded review of LAD's position in relation to non-completion by 1st November and confirmed to NM. LR advised LAD's likely to be charged for loss of parking for the period beyond 1st November.</p> <p>JM advised Ballymore will contest and confirmed they won't be claiming additional costs beyond 1st November. Also summarised Ballymore expenditure in relation to adjacent land, loss of spaces to contractor compound and other items which haven't been raised or billed to the Client.</p>	
3.1.5	<p>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.</p> <p>Update: HH advised VR currently out of the business and requested BM forward materials register to her in VR's absence. BM will forward. – LR to contact VR/HH for update</p>	VR/HH/AM LR
3.1.6	<p>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.</p> <p>Update: LR confirmed now resolved. Tonia contribution received by NM of circa £120k and HE payment of £280k due to be paid to NM shortly.</p>	 LR

3.1.9	<p>Item 10.2 - JP advised warranties link to the contract. <u>The contract must be finalised in the next 2 week's or this will delay payment.</u></p> <p>Update: LR confirmed IFC appointment has now been finalised. JP compiled and issued the final contract document in hard copy at the meeting. An electronic copy has also been provided.</p>	
4.0	REVIEW OF WORKS	
4.1	Programme Review	
4.1.1	<p>JM advised works are on course to complete ahead of the previously advised date of 10th December. It's expected remaining panel installation and detailing will be completed by 17th November and the site will be fully clear by 26th November.</p> <p>It was agreed that LR/JP will attend site to inspect on 17th November with the intention of issuing PC.</p> <p>Addendum: Following the meeting, JM confirmed the site will be fully cleared by 18th November.</p>	
4.2	Façade Engineering	
4.2.1	HB advise no items to raise. All issues identified in Wintech inspection reports have been actioned and no issues foreseen in advance of 17 th November completion.	
4.3	Fire Engineering	
4.3.1	<p>VR/HH issued apologies.</p> <p>BM advised still no response received from VR/HH on IFC approval of materials register and data sheets which is needed ASAP.</p> <p>LR to follow up with VR after the meeting for update.</p> <p>Addendum: AM confirmed discussed with HH after the meeting who advised task is in hand and would respond to Ballymore by Monday 15th November latest.</p>	HH
5.0	COST CONSULTANCY	
5.1	LR advised all funding now agreed with HE and Tonia contribution received follow previous advice Tonia not willing to contribute. HE payment of £280k due to NM and Tonia contribution of £120k already made.	
5.2	<p>LR advised payment certificate no. 12 has been issued to NM for payment with the Ballymore invoice.</p> <p>JM advised that penultimate valuation is due 19th November will include claim for 2.5% of the total 5% retention.</p>	

5.3	LR clarified that following PC, the 2.5% retention will remain with Homes England until the end of the 12 month defect liability period has been confirmed by Cardoe Martin. The final date of the retention period will be 17th November 2022.	
6.0	BUILDING CONTROL	
6.1	Nothing to raise from DG. LR queried if all Building Control invoices have been paid. DG to check and confirm.	DG
6.2	DG confirmed will attend the final meeting. LR queried how soon following PC the Building Control certificate will be issued. DG advised same day.	
7.0	PLANNING	
7.1	Nothing to raise.	
8.0	HEALTH AND SAFETY MATTERS	
8.1	ML issued apologies. BM confirmed ML previously advised H&S file will be provided 2 weeks following PC.	
9.0	RESIDENTS MATTERS	
9.1	NM issued apologies. No items raised in his absence.	
10.0	ANY OTHER BUSINESS	
10.2	No items raised.	
11.0	DATE OF NEXT MEETING	
11.1	The next progress meeting is proposed for Wednesday 24 th November 2021 on site at 10.30am. Invites have been issued with an inspection also to be held on Wednesday 17 th November with a view to issuing PC.	