

# PROGRESS MEETING MINUTES NO.13

<b>SUBJECT:</b>	20:20 BUILDING ACM REMEDIATION WORKS – PROGRESS MEETING NO.13			
<b>MEETING NO:</b>	P13			
<b>DATE OF MEETING:</b>	16/06/2021	<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>
SR	Scott Ripley	Tonia	Stakeholder Representative	<a href="mailto:scott@sraconsult.co.uk">scott@sraconsult.co.uk</a>
DG	David Gee	LABC	Building Control	<a href="mailto:David.gee@leeds.gov.uk">David.gee@leeds.gov.uk</a>
VR	Vincent Rafferty	IFC	Fire Engineer	<a href="mailto:Vincent.Rafferty@ifcgroup.com">Vincent.Rafferty@ifcgroup.com</a>
AB	Alex Blenard	Rex Proctor	Quantity Surveyor	<a href="mailto:a.blenard@rpp.co.uk">a.blenard@rpp.co.uk</a>
ML	Marcia Lake	Bell Group	Principal Designer	<a href="mailto:m.lake@bellgroup.co.uk">m.lake@bellgroup.co.uk</a>
JM	James McCallan	Ballymore	Principal Contractor	<a href="mailto:James@ballymorecivils.com">James@ballymorecivils.com</a>
AM	Anthony Marley	Ballymore	Principal Contractor	<a href="mailto:Anthony@ballymorecivils.com">Anthony@ballymorecivils.com</a>
HM	Hugh McCann	Ballymore	Site Manager	<a href="mailto:hugh@ballymorecivils.com">hugh@ballymorecivils.com</a>
BM	Brian McCallan	Ballymore	Site Manager	<a href="mailto:brian@ballymorecivils.com">brian@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>				
TB	Thomas Birch	Homes England	Home England Lead Project Manager	<a href="mailto:Thomas.Birch@homesengland.gov.uk">Thomas.Birch@homesengland.gov.uk</a>
SH	Stuart Hailey	Cushman and Wakefield	Homes England technical advisor	<a href="mailto:stuart.hailey@cushwake.com">stuart.hailey@cushwake.com</a>
MB	Martin Burke	Faithful & Gould	Home England Project Manager	<a href="mailto:Martin.Burke@fgould.com">Martin.Burke@fgould.com</a>
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SB	Sam Berryman	Rex Proctor	Quantity Surveyor	<a href="mailto:S.Berryman@rpp.co.uk">S.Berryman@rpp.co.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>
RM	Rory McCallan	Ballymore	Principal Contractor	<a href="mailto:rory@ballymoreservices.com">rory@ballymoreservices.com</a>
AH	Alex Hayward	Cardoe Martin	Employers Agent	<a href="mailto:a.hayward@cardoemartin.co.uk">a.hayward@cardoemartin.co.uk</a>
JP	Jo Pearson	Cardoe Martin	Employers Agent	<a href="mailto:j.pearson@cardoemartin.co.uk">j.pearson@cardoemartin.co.uk</a>

		ACTIONS
<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	<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> <ul style="list-style-type: none"> <li>• IFC have now agreed to the Homes England collateral warranty</li> <li>• HE are reviewing RPP collateral warranty</li> <li>• HE are reviewing Wintech collateral warranty</li> <li>• HE are reviewing Ballymore collateral warranty</li> </ul> <p><b>Update:</b> The above remain outstanding</p>	<b>TA / IFC</b> <b>HE</b>
3.2	<p>Outstanding Items Carried forward from the previous meeting 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 a request for additional funding has been approved from HE subject to state aid thresholds and deductions. We are awaiting formal confirmation.</i></p> <p><b>Update:</b> HE have confirmed additional VCL costs and associated resident relocation costs have been approved subject to state aid thresholds. Formal confirmation to be provided by HE.</p>	<b>LR/HE</b>
3.3	<p><b>5.2.5 - VCL WORKS</b></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><b>Update:</b> This matter is being progressed</p>	<b>ALL</b>
3.4	7.1 – VR to review outstanding fire matters	<b>VR</b>
3.5	8.1 – LR to issue certificate for payment No. 6 and progress payment No. 7	<b>LR</b>

<b>4.0</b>	<b>PROGRAMME REVIEW</b>	
4.1	Currently external ACM works to complete end of August and internal VCL works 8 <sup>th</sup> October. An updated programme is to be issued by Ballymore.	Ballymore
<b>5.0</b>	<b>REVIEW OF WORKS</b>	
5.1	Works are now progressing and phase 2 scaffolding should be installed by 21 <sup>st</sup> July.	
<b>6.0</b>	<b>FAÇADE ENGINEERING</b>	
6.1	No one from Wintech was at the meeting, although Ballymore have reiterated HB has raised questions for VR to comment. VR to review following the meeting.	VR
<b>7.0</b>	<b>FIRE ENGINEERING</b>	
7.1	VR to review all outstanding matters following the meeting.	VR
<b>8.0</b>	<b>COST CONSULTANCY</b>	
8.1	LR confirmed valuation no. 6 has been received and approved and certificate for payment is to follow. No.7 to be processed.	LR
<b>9.0</b>	<b>BUILDING CONTROL</b>	
9.1	Nothing to add.	
<b>10.0</b>	<b>PLANNING</b>	
10.1	Nothing to add.	
<b>11.0</b>	<b>HEALTH AND SAFETY MATTERS</b>	
11.1	No comments from ML and Ballymore confirmed there were no accidents or incidents to report.	
<b>12.0</b>	<b>RESIDENTS MATTERS</b>	
12.1	Nothing to add.	
<b>13.0</b>	<b>ANY OTHER BUSINESS</b>	
13.1	No additional items raised.	
<b>14.0</b>	<b>DATE OF NEXT MEETING</b>	
14.1	The next progress meeting is proposed for Wednesday 30 <sup>th</sup> June. Invites are to be issued in due course.	