

# PROGRESS MEETING MINUTES NO.15

<b>SUBJECT:</b>		20:20 BUILDING ACM REMEDIATION WORKS – PROGRESS MEETING NO.15		
<b>MEETING NO:</b>		P15		
<b>DATE OF MEETING:</b>		21/07/2021	<b>REF:</b>	11741
<b>VENUE AND TIME:</b>		SITE MEETING @ 10.30hrs		
<b>PRESENT:</b>				
<b>Initials</b>	<b>Name</b>	<b>Company</b>	<b>Role</b>	<b>Email</b>
NM	Nick Massingham	20:20 Residential Management	Client	<a href="mailto:nick@2020leeds.co.uk">nick@2020leeds.co.uk</a>
MB	Martin Burke	Faithful & Gould	Home England Project Manager	<a href="mailto:Martin.Burke@fgould.com">Martin.Burke@fgould.com</a>
ML	Marcia Lake	Bell Group	Principal Designer	<a href="mailto:m.lake@bellgroup.co.uk">m.lake@bellgroup.co.uk</a>
AB	Alex Blenard	Rex Proctor	Quantity Surveyor	<a href="mailto:a.blenard@rpp.co.uk">a.blenard@rpp.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>
LR	Lee Rhodes	Cardoe Martin	Employers Agent	<a href="mailto:l.rhodes@cardoemartin.co.uk">l.rhodes@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>
<b>DISTRIBUTION: ALL ABOVE PLUS</b>				
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>
PP	Philip Power	Homes England	Homes England	<a href="mailto:Philip.power@homesengland.gov.uk">Philip.power@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>
HB	Harvir Bansal	Wintech	Façade Engineer	<a href="mailto:h.bansal@wintech-group.com">h.bansal@wintech-group.com</a>
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@gowlingwlg.com">Tarfa.ahmad@gowlingwlg.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>
HM	Hugh McCann	Ballymore	Site Manager	<a href="mailto:hugh@ballymorecivils.com">hugh@ballymorecivils.com</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>

		ACTIONS
1.0	<b>GENERAL INTRODUCTIONS</b>	
1.1	General introductions by all were made.	
2.0	<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.	
3.0	<b>MINUTES FROM PREVIOUS MEETING AND MATTERS ARISING</b>	
3.1	Outstanding Items Carried forward from the previous meeting are as follows:	
3.2	<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> <p>NM has received the following collateral warranties:</p> <ul style="list-style-type: none"> <li>RPP collateral warranty agreed and with RPP for completion</li> <li>IFC collateral warranty agreed and with IFC for completion</li> </ul> <p>Update: Wintech and Ballymore CW's remain outstanding and are with HE.</p>	<p>TA</p> <p>RPP / IFC</p> <p>HE</p>
3.3	<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>Update: HE have confirmed additional VCL costs and associated resident relocation costs have been approved subject to state aid thresholds. NM has not yet received formal confirmation. HB will follow up with MB.</p>	<p>LR/HE</p> <p>HE</p>
3.4	<p>5.2.5 - <b>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>Update: This matter is being progressed in line with latest VCL programme.</p>	ALL
3.5	<p>7.1 – VR to review outstanding fire matters</p> <p>Update: This matter remains outstanding.</p>	VR

<b>4.0</b>	<b>PROGRAMME REVIEW</b>	
4.1	Works are progressing in line with the latest programme. It has been identified additional bathroom tiling works are required to flat 126. Ballymore to provide details of additional cost.	
<b>5.0</b>	<b>REVIEW OF WORKS</b>	
5.1	<p>AM advised phase 1 works nearly complete, just soffits and some isolated panels to address. Potential to complete phase 1 by 6<sup>th</sup> August and scaffold removed thereafter.</p> <p>Phase 2 cantilever scaffold to be constructed W/C 26<sup>th</sup> July.</p> <p>All ACM will be stripped from the building by 13<sup>th</sup> August.</p>	
<b>6.0</b>	<b>FAÇADE ENGINEERING</b>	
6.1	HB issued apologies. Façade engineering site visits and communications are ongoing.	
<b>7.0</b>	<b>FIRE ENGINEERING</b>	
7.1	<p>VR issued apologies. AM advised VR needs to attend site and inspect phase 1 works before scaffold removed.</p> <p>AM suggested arranging for both VR and HB to inspect before next meeting in 2 weeks time.</p>	<b>VR/HB</b>
<b>8.0</b>	<b>COST CONSULTANCY</b>	
8.1	<p>AB has issued latest cost report to LR with some queries on validity of variations to review. LR to respond.</p> <p>Valuation no.8 (approximately £63,600) outstanding and LR to progress</p> <p>Valuation no.9 (approximately £118,000) due 29<sup>th</sup> August</p>	<b>LR</b>
<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	Nothing to raise from ML. No accidents or incidents to report.	

<b>12.0</b>	<b>RESIDENTS MATTERS</b>	
12.1	NM advised update required on availability of parking for residents. A number of spaces have been off-hired to Hilton Hotel car park and residents advised 2 weeks but has already been 4. Need a firm date for their return.	<b>Ballymore</b>
12.2	LR asked NM to provide a cost update on resident off site accommodation costs and other additions for review.	
<b>13.0</b>	<b>ANY OTHER BUSINESS</b>	
13.1	MB requested written confirmation is obtained from Building Control once all ACM is removed.	
<b>14.0</b>	<b>DATE OF NEXT MEETING</b>	
14.1	The next progress meeting is proposed for Wednesday 4 <sup>th</sup> August 2021. Invites are to be issued in due course.	