

# PROGRESS MEETING MINUTES NO.20

<b>SUBJECT:</b>	20:20 BUILDING ACM REMEDIATION WORKS – PROGRESS MEETING NO.20			
<b>MEETING NO:</b>	P20			
<b>DATE OF MEETING:</b>	29/09/2021	<b>REF:</b>	11741	
<b>VENUE AND TIME:</b>	SITE MEETING @ 10.30hrs			
<b>PRESENT:</b>				
Initials	Name	Company	Role	Email
ML	Marcia Lake	Bell Group	Principal Designer	<a href="mailto:m.lake@bellgroup.co.uk">m.lake@bellgroup.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>
JM	James McCallan	Ballymore	Principal Contractor	<a href="mailto:James@ballymorecivils.com">James@ballymorecivils.com</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>				
NM	Nick Massingham	20:20 Residential Management	Client	<a href="mailto:nick@2020leeds.co.uk">nick@2020leeds.co.uk</a>
AB	Alex Blenard	Rex Proctor	Quantity Surveyor	<a href="mailto:a.blenard@rpp.co.uk">a.blenard@rpp.co.uk</a>
DG	David Gee	LABC	Building Control	<a href="mailto:David.gee@leeds.gov.uk">David.gee@leeds.gov.uk</a>
SR	Scott Ripley	Tonia	Stakeholder Representative	<a href="mailto:scott@sraconsult.co.uk">scott@sraconsult.co.uk</a>
PP	Philip Power	Homes England	Homes England	<a href="mailto:Philip.power@homesengland.gov.uk">Philip.power@homesengland.gov.uk</a>
MB	Martin Burke	Faithful & Gould	Home England Project Manager	<a href="mailto:Martin.Burke@fgould.com">Martin.Burke@fgould.com</a>
SH	Stuart Hailey	Cushman and Wakefield	Homes England technical advisor	<a href="mailto:stuart.hailey@cushwake.com">stuart.hailey@cushwake.com</a>
VR	Vincent Rafferty	IFC	Fire Engineer	<a href="mailto:Vincent.Rafferty@ifcgroup.com">Vincent.Rafferty@ifcgroup.com</a>
HH	Holly Hawksworth	IFC	Fire Engineer	<a href="mailto:Holly.hawksworth@ifcgroup.com">Holly.hawksworth@ifcgroup.com</a>
AB	Alex Blenard	Rex Proctor	Quantity Surveyor	<a href="mailto:a.blenard@rpp.co.uk">a.blenard@rpp.co.uk</a>
SB	Sam Berryman	Rex Proctor	Quantity Surveyor	<a href="mailto:S.Berryman@rpp.co.uk">S.Berryman@rpp.co.uk</a>
HB	Harvir Bansal	Wintech	Façade Engineer	<a href="mailto:h.bansal@wintech-group.com">h.bansal@wintech-group.com</a>
DG	David Gee	LABC	Building Control	<a href="mailto:David.gee@leeds.gov.uk">David.gee@leeds.gov.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>
HM	Hugh McCann	Ballymore	Site Manager	<a href="mailto:hugh@ballymorecivils.com">hugh@ballymorecivils.com</a>
JE	John Easton	AJ Cladding	Sub-Contractor	<a href="mailto:john@ajcladding.co.uk">john@ajcladding.co.uk</a>
RM	Rory McCallan	Ballymore	Principal Contractor	<a href="mailto:rory@ballymoreservices.com">rory@ballymoreservices.com</a>
LR	Lee Rhodes	Cardoe Martin	Employers Agent	<a href="mailto:l.rhodes@cardoemartin.co.uk">l.rhodes@cardoemartin.co.uk</a>

		<b>ACTIONS</b>
<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	Previous meeting minutes discussed and matters arising reviewed	
<b>4.0</b>	<b>REVIEW OF WORKS</b>	
<b>4.1</b>	<b>Programme Review</b>	
4.1.1	<p>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. <b>The panels are not fit for purpose and cannot be used.</b> 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>	<b>JM/ BALLYMORE</b>
4.1.2	VCL works remain on course to complete by 8 <sup>th</sup> October as per latest programme.	
4.1.3	The possibility of dropping the remaining scaffold before the project completion will not be possible in light of the fabrication error.	
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.	<b>BALLYMORE</b>
<b>4.2</b>	<b>Façade Engineering</b>	
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.	<b>HB/AM/ BALLYMORE</b>
<b>4.3</b>	<b>Fire Engineering</b>	
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	<b>VR/HH/AM/ BALLYMORE</b>

<b>5.0</b>	<b>COST CONSULTANCY</b>	
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.	<b>LR/NM/ HOMES ENGLAND</b>
5.2	AB queried if LR has written confirmation from Tonia on their contribution for the works. LR is to review and update. <b>UPDATE: LR is dealing with this and will provide an update in due course.</b>	<b>LR</b>
5.3	Final Account meeting was held with LR/RP/JP/JM on 17 <sup>th</sup> September. Variation No.2 and Final Account have subsequently been approved in principal by HE. LR is awaiting written confirmation of this.	
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.	<b>ALL PARTIES</b>
<b>6.0</b>	<b>BUILDING CONTROL</b>	
6.1	DG issued apologies. AM confirmed flashing details to soffits issue raise by DG has been rectified. Item is now closed.	
<b>7.0</b>	<b>PLANNING</b>	
7.1	Nothing to raise.	
<b>8.0</b>	<b>HEALTH AND SAFETY MATTERS</b>	
8.1	ML confirmed a further meeting was held with Ballymore to discuss the Health & Safety File and the matter is in hand.	
8.2	AM advised there are no accidents or incidents to report.	
<b>9.0</b>	<b>RESIDENTS MATTERS</b>	
9.1	Residents off site parking was discussed and it was agreed off site spaces are no longer required. BM is to liaise with Hilton Hotel to confirm. <b>UPDATE 29/09/21: BM confirmed actioned and final costs have been provided. Item now closed.</b>	
<b>10.0</b>	<b>ANY OTHER BUSINESS</b>	
10.1	<p>JP advised;</p> <ul style="list-style-type: none"> <li>• TA at Gowlings has issued revised agreed warranty to Ballymore, BGP and AJ Cladding. These need finalising ASAP (holding payment up).</li> <li>• MHCLG warranty (Ballymore to complete) – final version should be issued to NM this week. NM to then issue to Ballymore for signing.</li> <li>• IFC (MHCLG) warranty – out with IFC to sign.</li> <li>• Wintech (MHCLG) warranty – out with Wintech to sign.</li> <li>• RPP (MHCLG) warranty – signed and returned to HE.</li> </ul>	

10.2	JP advised warranties link to the contract and <u><b>the contract must be finalised in the next 2 weeks or this will delay payment.</b></u>	<b>ALL PARTIES</b>
11.0	<b>DATE OF NEXT MEETING</b>	
11.1	The next progress meeting is proposed for Wednesday 13 <sup>th</sup> October 2021 on site at 10.30am. Invites have been issued.	