

PROGRESS MEETING MINUTES NO.17

SUBJECT:	20:20 BUILDING ACM REMEDIATION WORKS – PROGRESS MEETING NO.17			
MEETING NO:	P17			
DATE OF MEETING:	18/08/2021	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
DG	David Gee	LABC	Building Control	David.gee@leeds.gov.uk
ML	Marcia Lake	Bell Group	Principal Designer	m.lake@bellgroup.co.uk
AB	Alex Blenard	Rex Proctor	Quantity Surveyor	a.blenard@rpp.co.uk
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
DISTRIBUTION: ALL ABOVE PLUS				
SR	Scott Ripley	Tonia	Stakeholder Representative	scott@sraconsult.co.uk
VR	Vincent Rafferty	IFC	Fire Engineer	Vincent.Rafferty@ifcgroup.com
PP	Philip Power	Homes England	Homes England	Philip.power@homesengland.gov.uk
MB	Martin Burke	Faithful & Gould	Home England Project Manager	Martin.Burke@fgould.com
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
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
RM	Rory McCallan	Ballymore	Principal Contractor	rory@ballymoreservices.com
AM	Anthony Marley	Ballymore	Principal Contractor	Anthony@ballymorecivils.com
HM	Hugh McCann	Ballymore	Site Manager	hugh@ballymorecivils.com
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>Outstanding Items Carried forward from the previous meeting are as follows:</p> <p>3.1.1 – Formal appointment documents have now been agreed but cannot be executed until outstanding collateral warranty matters are agreed.</p> <p>3.3.1 - NM has received the following collateral warranties:</p> <ul style="list-style-type: none"> • RPP collateral warranty agreed and completed by RPP and issued to LR • IFC collateral warranty agreed and with IFC for completion • Wintech and Ballymore CW's agreed and due to be issued in final within days <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</i> – 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.</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. Still outstanding, LR to raise with HE.</p> <p>Update: Letter received, matter now closed</p> <p>5.2.5 - VCL WORKS</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> <p>Update: Matter now closed</p>	HE

	<p>7.1 – VR to review outstanding fire matters</p> <p>Update: AM advised VR has verbally agreed outstanding matters but written confirmation required.</p> <p>Update: Still ongoing</p> <p>4.1 – JM advised works progressing in line with latest programme. External works due to complete by end of September and internal VCL works by 2nd week in October. However, Genius Facades are advising potential longer lead times may delay delivery of remaining panels. JM/AM to update LR on this.</p> <p>Update: No change to programme at this stage</p> <p>5.1 – Phase 1 scaffold to be struck within next 2 weeks (19th August). JM advised it's critical that IFC and Wintech attend site and review installation to sign off before next fortnightly meeting on 18th August. LR to raise interim meeting on 16th August.</p> <p>Update: Phase 1 practically complete. Scaffold struck Monday 31st August and complete Friday 3rd September.</p> <p>5.2 – On VCL works, 8th apartment will be finalised next week. Apartment 126 where bathroom tiling to be removed for VCL installation will be scheduled last. Ballymore to confirm tiling variation cost to RPP.</p> <p>Update: Costs to follow.</p> <p>5.3 – VR has advised cavity barrier required to Apartment 239 under windowsill and to reveals. 239 was first VCL apartment completed and is now occupied. BM advised Ballymore can remediate whilst occupied if tenant agrees suitable access. Anticipate 4 days to complete. NM to liaise with tenant and advise.</p> <p>Update: Programmed and ongoing, matter now closed</p> <p>6.1 – HB issued apologies. Ballymore are awaiting receipt of latest report following inspection by IFC (carried out by James Smith in the absence of HB).</p> <p>Update: No issued raised and no comments in relation to ACM works</p> <p>7.1 – VR issued apologies. AM advised some remaining issued for VR to close out.</p> <p>Update: It is anticipated IFC to be in attendance for the next progress meeting.</p>	VR
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	<p>8.2 – JM to issue projected final account to LR to assist with drawdown request.</p> <p>Update: Now received</p> <p>8.3 – RPP have queried some variation costs in Valuation no.8 which require LR review/approval.</p> <p>Update: Ongoing</p> <p>8.4 – LR requested NM provide updated costings for resident off site accommodation, parking and associated costs for VCL works to include in drawdown request.</p> <p>Update: Ongoing</p> <p>11.1 – ML requested meeting with HM RE: H&S File.</p> <p>Update: Complete</p>	LR NM
4.0	PROGRAMME REVIEW	
4.1	Works are progressing in accordance with the latest programme. At this stage there isn't any delay anticipated. JM to obtain clarification from supplies in relation to firm fixed delivery dates.	JM
5.0	REVIEW OF WORKS	
5.1	Works progressing well and all façade and fire engineering queries finalised	
6.0	FAÇADE ENGINEERING	
6.1	HB visited site Monday 16 th August and did not raise any comments/concerns.	
7.0	FIRE ENGINEERING	
7.1	<p>VR was not in attendance and has confirmed foam filler packer identified within sections of curtain walling can remain and will not have to be removed.</p> <p>It was agreed IFC should be in attendance for the next progress meeting to inspect the spandrel panel and internal compartmentation query previously raised.</p> <p>LR reiterated to NM that at completion of the works (ACM remediation) and on the basis the project team and contractor will not be engaged in Non-ACM works; the building will only achieve a B2 EWS1 rating. NM is aware of this and taking instruction from the majority stakeholder (Tonia Investments)</p>	VR

8.0	COST CONSULTANCY	
8.1	<p>LR confirmed a revised Summary (Variations) Report will be issued to Homes England detailing the additional increase in costs since the last Variations Report.</p> <p>LR requested NM clarify expenditure to date and expected in relation to residents relocation costs.</p> <p>Contractor costs to be claimed up to PC are in the region of £400k.</p>	LR NM
9.0	BUILDING CONTROL	
9.1	<p>DG to provide letter to confirm Phase 1 – (columns to front of building) and Phase 2 – (East wing ACM remediation) works are complete.</p> <p>On completion of Phase 3 – (West wind ACM remediation) a final Building Control Completion Certificate will be issued.</p>	DG
10.0	PLANNING	
10.1	Nothing to raise.	
11.0	HEALTH AND SAFETY MATTERS	
11.1	Nothing to raise.	
12.0	RESIDENTS MATTERS	
12.1	Nothing to raise.	
13.0	ANY OTHER BUSINESS	
13.1	None.	
14.0	DATE OF NEXT MEETING	
14.1	The next progress meeting is proposed for Wednesday 1 st September 2021 on site at 10.30am. Invites have been issued.	