

PROGRESS MEETING MINUTES NO.11

SUBJECT:	20:20 BUILDING ACM REMEDIATION WORKS – PROGRESS MEETING NO.11			
MEETING NO:	P11			
DATE OF MEETING:	18/05/2021	REF:	11741	
VENUE AND TIME:	TEAMS MEETING @ 14.00hrs			
PRESENT:				
Initials	Name	Company	Role	Email
NM	Nick Massingham	20:20 Residential Management	Client	nick@2020leeds.co.uk
MB	Martin Burke	Faithful & Gould	Home England Project Manager	Martin.Burke@fgould.com
SR	Scott Ripley	Tonia	Stakeholder Representative	scott@sraconsult.co.uk
HB	Harvir Bansal	Wintech	Façade Engineer	h.bansal@wintech-group.com
DG	David Gee	LABC	Building Control	David.gee@leeds.gov.uk
JM	James McCallan	Ballymore	Principal Contractor	James@ballymorecivils.com
AM	Anthony Marley	Ballymore	Principal Contractor	Anthony@ballymorecivils.com
HM	Hugh McCann	Ballymore	Site Manager	hugh@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				
TB	Thomas Birch	Homes England	Home England Lead Project Manager	Thomas.Birch@homesengland.gov.uk
SH	Stuart Hailey	Cushman and Wakefield	Homes England technical advisor	stuart.hailey@cushwake.com
VR	Vincent Rafferty	IFC	Fire Engineer	Vincent.Rafferty@ifcgroup.com
SB	Sam Berryman	Rex Proctor	Quantity Surveyor	S.Berryman@rpp.co.uk
AB	Alex Blenard	Rex Proctor	Quantity Surveyor	a.blenard@rpp.co.uk
PB	Philip Baker	Bell Group	Principal Designer	p.baker@bellgroup.co.uk
ML	Marcia Lake	Bell Group	Principal Designer	m.lake@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
AH	Alex Hayward	Cardoe Martin	Employers Agent	a.hayward@cardoemartin.co.uk

		ACTIONS
1.0	GENERAL INTRODUCTIONS	
1.1	<p>General introductions by all were made.</p> <p>LR introduced SR to the group and SR explained he would be overseeing and representing the interests of Tonia (the majority stakeholder) and providing assistance to NM.</p>	
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>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"> • IFC have now agreed to the Homes England collateral warranty • HE are reviewing RPP collateral warranty • HE are reviewing Wintech collateral warranty • HE are reviewing Ballymore collateral warranty 	TA / IFC HE
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</i> – LR advised and explained that any additional funding available from HE will be subject to state aid thresholds and deductions may be applied and hence will require possible contributions from leaseholders - TBC</p>	LR/HE
	<p>5.2.5 - VCL WORKS</p> <p>At this stage it is unclear if all associated VCL costs are covered by Homes England funding and clarification is being sought from HE for VCL works.</p>	ALL
4.0	PROGRAMME REVIEW	
4.1	Currently external ACM works to complete end of July and internal VCL works end of September. An updated programme is to be issued by Ballymore.	Ballymore

5.0	REVIEW OF WORKS	
5.1	<p>Works have slowed whilst VCL works are being clarified in terms of programming and who will pay for the works.</p> <p>LR confirmed costs for VCL works are circa £300k including prelims, VAT and relocation of tenants. HE have not yet approved the costs.</p>	
6.0	FAÇADE ENGINEERING	
6.1	HB has received all onboarding information from Ballymore and is reviewing. It was agreed HB will attend site for a further inspection on Monday 24 th May at 10am.	
7.0	FIRE ENGINEERING	
7.1	<p>It has been identified no cavity closers are installed around window and door openings. IFC have confirmed this is a requirement and Ballymore to investigate, put forward a proposal for IFC to review and approve. The intention is to complete these works alongside the internal VCL works.</p> <p>Addendum: The proposal has been received and IFC are reviewing. The review needs to be completed as a matter of urgency as any delay will effect the programme. LR to update HE in relation to costs (once received from Ballymore)</p>	
8.0	COST CONSULTANCY	
8.1	LR confirmed valuation no. 5 has been paid and valuation no. 6 has been received from Ballymore and is being reviewed by AB.	AB
9.0	BUILDING CONTROL	
9.1	No BC issues were raised during the meeting.	
10.0	PLANNING	
10.1	Nothing to add.	
11.0	HEALTH AND SAFETY MATTERS	
11.1	Ballymore confirmed there were no accidents or incidents to report.	
12.0	RESIDENTS MATTERS	
12.1	LR reiterated the critical nature of landlords informing tenants of the requirement to adhere to the internal VCL works programme	
13.0	ANY OTHER BUSINESS	
13.1	No additional items raised.	
14.0	DATE OF NEXT MEETING	
14.1	The next progress meeting is proposed for Wednesday 2 nd June. Invites are to be issued in due course.	