

PROGRESS MEETING MINUTES NO.24 – PRACTICAL COMPLETION

SUBJECT:	20:20 BUILDING ACM REMEDIATION WORKS – PROGRESS MEETING NO.24			
MEETING NO:	P24			
DATE OF MEETING:	17/11/2021	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
HB	Harvir Bansal	Wintech	Façade Engineer	h.bansal@wintech-group.com
AM	Anthony Marley	Ballymore	Principal Contractor	Anthony@ballymorecivils.com
BM	Brian McCallan	Ballymore	Site Manager	brian@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				
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
VR	Vincent Rafferty	IFC	Fire Engineer	Vincent.Rafferty@ifcgroup.com
HH	Holly Hawksworth	IFC	Fire Engineer	Holly.hawksworth@ifcgroup.com
ML	Marcia Lake	Bell Group	Principal Designer	m.lake@bellgroup.co.uk
AB	Alex Blenard	Rex Proctor	Quantity Surveyor	a.blenard@rpp.co.uk
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@gowlingswlg.com
PT	Phil Timms	Habito Limited	Letting Agent	phil@habitoliving.co.uk
JM	James McCallan	Ballymore	Principal Contractor	James@ballymorecivils.com
HM	Hugh McCann	Ballymore	Site Manager	hugh@ballymorecivils.com
JE	John Easton	AJ Cladding	Sub-Contractor	john@ajcladding.co.uk
RM	Rory McCallan	Ballymore	Principal Contractor	rory@ballymoreservices.com

		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	Previous meeting minutes discussed and matters arising reviewed	
3.1.1	<p>Item 4.1.3 - NM queried the impact of the above on available car parking bays and in turn the letting of apartment. LR is to review LAD's position, period to which they apply and cost.</p> <p>Update: LR concluded review of LAD's position in relation to non-completion by 1st November and confirmed to NM. LR advised LAD's likely to be charged for loss of parking for the period beyond 1st November.</p> <p>JM advised Ballymore will contest and confirmed they won't be claiming additional costs beyond 1st November. Also summarised Ballymore expenditure in relation to adjacent land, loss of spaces to contractor compound and other items which haven't been raised or billed to the Client.</p> <p>Update: This matter was discussed. It was agreed prior to the meeting no LAD's would be charged for failure to complete the works by 1st November on the basis works were completed no later than 18th November. A non-completion notice has been issued to Ballymore to this effect. Item closed.</p>	
3.1.2	<p>Item 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. IFC to review and comment.</p> <p>Update: HH advised VR currently out of the business and requested BM forward materials register to her in VR's absence. BM will forward.</p> <p>Update: LR advised VR has returned and reviewed the materials register and will provide an update in the coming days. It was confirmed an IFC will provide an EWS1 form at completion of the phase 1 ACM remediation works, albeit the rating will be B2.</p>	VR
3.1.3	<p>JM advised works are on course to complete ahead of the previously advised date of 10th December. It's expected remaining panel installation and detailing will be completed by 17th November and the site will be fully clear by 26th November.</p> <p>It was agreed that LR/JP will attend site to inspect on 17th November with the intention of issuing PC.</p> <p>Addendum: Following the meeting, JM confirmed the site will be fully cleared by 18th November.</p> <p>Update: AM confirmed all works are complete as of today, 17th November. LR advised the site will be reviewed following the meeting and a PC certificate will be issued which is subject to closing out remaining snags.</p> <p>Addendum: A PC certificate dated 17th November and snagging list was issued following the meeting. Item closed</p>	

3.1.4	LR queried if all Building Control invoices have been paid. DG to check and confirm. Update: DG advised payment is up to date for all invoices. Item closed	
4.0	REVIEW OF WORKS	
4.1	Programme Review	
4.1.1	AM confirmed all works are complete other than removal of remaining scaffold being dismantled during the meeting. Contractors compound will be removed tomorrow and site it is to be cleaned and cleared of all remaining items. It was agreed by all that Practical Completion is to be issued following the meeting. Addendum: JP issued Practical Completion certificate dated 17 th November and appended snagging list following the meeting.	
4.2	Façade Engineering	
4.2.1	HB advised everything is in hand. Several items of information have been requested from Ballymore which are the only items to remain outstanding. BM confirmed remaining items are being actioned and information requested from AJ Cladding.	BM
4.2.2	LR requested HB undertake his final inspection and issue subsequent report following the meeting. HB agreed	HB
4.2.3	LR advised all information concerning outstanding items and handover of site would be provided to NM following the meeting.	LR/JP
4.3	Fire Engineering	
4.3.1	VR issued apologies. LR confirmed VR will be responding on the materials register in the coming days and an EWS1 is to be issued for the phase 1 ACM remediation works, albeit the rating will be B2 as the non-ACM works have not been completed and are to be undertaken by a different project team / contractor.	VR
5.0	CONTRACT AND COMPLETION INFORMATION	
5.1	Contract and Warranties	
5.1.1	LR confirmed all items are in hand. The contract is agreed and was signed and witnessed by both parties at today's meeting. All collateral warranties have been agreed and signed by necessary parties. AM provided the signed BGP and AJ Cladding warranties to NM during the meeting.	

5.2	Completion Reports	
5.2.1	<ul style="list-style-type: none"> • Building Control <ul style="list-style-type: none"> ○ DG advised the completed works satisfy Building Regulations and a completion certificate will be issued following the meeting. • IFC – EWS1 Form <ul style="list-style-type: none"> ○ LR advised VR has confirmed the EWS1 form will be issued within the next 2 weeks. • Wintech <ul style="list-style-type: none"> ○ HB advised everything raised in the site monitoring tracker has been answered by Ballymore notwithstanding 2 items which BM has confirmed are in hand. The final Wintech report will follow in the coming days. • Siderise <ul style="list-style-type: none"> ○ LR queried if Ballymore have received sign off from Siderise for the cavity barrier installation. AM confirmed this information will form part of the O&M manuals. 	
5.3	Rectification Period	
5.3.1	LR confirmed the 12 month rectification period would commence from today until 17 th November 2022 following which Ballymore will be able to claim the 2.5% retention sum pending resolution of all defects.	
6.0	OPERATION & MAINTENANCE MANUAL AND HEALTH & SAFETY FILE	
6.1	AM advised all project information including as-built drawings is being compiled and will be provided in the O&M manual within the next 2 weeks. The H&S file is being prepared by ML and which is also to be provided within the next 2 weeks.	
7.0	COST CONSULTANCY AND FINANCIAL REVIEW	
7.1	LR advised he is compiling a tracker detailing all project costs and funding, invoices paid and any outstanding and will provide to NM within the coming days.	
7.2	LR advised Ballymore's final account, once submitted will be review by AB who will then provide a valuation to be certified for payment by LR. The retention amount in the final invoice will reduce from 5% to 2.5% for the 12 month rectification period.	
7.3	LR queried if all invoices received by NM to date have been paid. NM confirmed they have apart from valuation no. 12 which is due for payment by the end of the month and pending receipt of £280k drawdown request from Homes England.	
9.0	ANY OTHER BUSINESS	
9.1	Nothing raised.	

11.0	DATE OF NEXT MEETING	
11.1	A final meeting and review of the site is to be held on Wednesday 24 th November at 2.00pm. Invites will be issued in due course.	