

# PROGRESS MEETING MINUTES NO.11

<b>SUBJECT:</b>		20:20 BUILDING ACM REMEDIATION WORKS – PROGRESS MEETING NO.11		
<b>MEETING NO:</b>		P11		
<b>DATE OF MEETING:</b>		18/05/2021	<b>REF:</b>	11741
<b>VENUE AND TIME:</b>		TEAMS MEETING @ 14.00hrs		
<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>
SR	Scott Ripley	Tonia	Stakeholder Representative	<a href="mailto:scott@sraconsult.co.uk">scott@sraconsult.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>
JM	James McCallan	Ballymore	Principal Contractor	<a href="mailto:James@ballymorecivils.com">James@ballymorecivils.com</a>
AM	Anthony Marley	Ballymore	Principal Contractor	<a href="mailto:Anthony@ballymorecivils.com">Anthony@ballymorecivils.com</a>
HM	Hugh McCann	Ballymore	Site Manager	<a href="mailto:hugh@ballymorecivils.com">hugh@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>
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VR	Vincent Rafferty	IFC	Fire Engineer	<a href="mailto:Vincent.Rafferty@ifcgroup.com">Vincent.Rafferty@ifcgroup.com</a>
SB	Sam Berryman	Rex Proctor	Quantity Surveyor	<a href="mailto:S.Berryman@rpp.co.uk">S.Berryman@rpp.co.uk</a>
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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>
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	<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	<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	<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"> <li>• IFC have now agreed to the Homes England collateral warranty</li> <li>• HE are reviewing RPP collateral warranty</li> <li>• HE are reviewing Wintech collateral warranty</li> <li>• HE are reviewing Ballymore collateral warranty</li> </ul>	<p>TA / IFC</p> <p>HE</p>
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 – 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</i></p>	LR/HE
	<p>5.2.5 - <b>VCL WORKS</b></p> <p><i>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.</i></p>	ALL
4.0	<b>PROGRAMME REVIEW</b>	
4.1	<p>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.</p>	Ballymore

<b>5.0</b>	<b>REVIEW OF WORKS</b>	
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>	
<b>6.0</b>	<b>FAÇADE ENGINEERING</b>	
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 <sup>th</sup> May at 10am.	
<b>7.0</b>	<b>FIRE ENGINEERING</b>	
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>	
<b>8.0</b>	<b>COST CONSULTANCY</b>	
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.	<b>AB</b>
<b>9.0</b>	<b>BUILDING CONTROL</b>	
9.1	No BC issues were raised during the meeting.	
<b>10.0</b>	<b>PLANNING</b>	
10.1	Nothing to add.	
<b>11.0</b>	<b>HEALTH AND SAFETY MATTERS</b>	
11.1	Ballymore confirmed there were no accidents or incidents to report.	
<b>12.0</b>	<b>RESIDENTS MATTERS</b>	
12.1	LR reiterated the critical nature of landlords informing tenants of the requirement to adhere to the internal VCL works programme	
<b>13.0</b>	<b>ANY OTHER BUSINESS</b>	
13.1	No additional items raised.	
<b>14.0</b>	<b>DATE OF NEXT MEETING</b>	
14.1	The next progress meeting is proposed for Wednesday 2 <sup>nd</sup> June. Invites are to be issued in due course.	