

PROGRESS MEETING MINUTES NO.2

SUBJECT:		20:20 BUILDING ACM REMEDIATION WORKS – PROGRESS MEETING NO.2		
MEETING NO:		MINS003		
DATE OF MEETING:		14/01/2021	REF:	11741
VENUE AND TIME:		TEAMS MEETING @ 12.00hrs		
PRESENT:				
Initials	Name	Company	Role	Email
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
NM	Nick Massingham	20:20 Residential Management	Client	nick@2020leeds.co.uk
HB	Harvir Bansal	Wintech	Façade Engineer	h.bansal@wintech-group.com
ML	Marcia Lake	Bell Group	Principal Designer	m.lake@bellgroup.co.uk
JM	James McCallan	Ballymore	Principal contractor	James@ballymorecivils.com
AM	Anthony Marley	Ballymore	Principal Contractor	Anthony@ballymorecivils.com
CC	Conor Cusack	Ballymore	Principal Contractor	conor@ballymoreservices.com
DG	David Gee	LABC	Building Control	David.gee@leeds.gov.uk
LR	Lee Rhodes	Cardoe Martin	Employers Agent	l.rhodes@cardoemartin.co.uk
AH	Alex Hayward	Cardoe Martin	Employers Agent	a.hayward@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
TA	Tarfa Ahmad	Gowlings WLG	Solicitor	Tarfa.ahmad@gowlingwlg.com
VR	Vincent Rafferty	IFC	Fire Engineer	Vincent.Rafferty@ifcgroup.com
PB	Philip Baker	Bell Group	Principal Designer	p.baker@bellgroup.co.uk
CB	Chris Briggs	Leeds Planning	Planner	Chris.briggs@leeds.gov.uk
RM	Rory McCallan	Ballymore	Principal contractor	rory@ballymoreservices.com

		ACTIONS
1.0	GENERAL INTRODUCTIONS	
	General introductions by all were made.	
2.0	APOLOGIES	
	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	Outstanding Items Carried forward from the <u>Pre-Start Meeting</u> are as follows:	
	<p>LR provided a review of previous meeting minutes and matters arising as follows:</p> <p>ITEM 3.1.1 – Formal appointment documents are currently being prepared for Wintech, IFC, Rex Proctor and Bell Group by the solicitor – ITEM OUTSTANDING</p> <p>ITEM 3.3.1 – Collateral Warranties – IFC have accepted the collateral warranty. Wintech, Rex Proctor and Ballymore have raised comments which are under review by Homes England – ITEM OUTSTANDING</p> <p>ITEM 6.2.1 – Property manager to notify building insurers of impending works. NM advised he has emailed LR with some queries to review. -- ITEM OUTSTANDING</p> <p>ITEM 11.1 – LR requested a sample of the replacement product to be provided to ensure this meets planning approval – ITEM OUTSTANDING</p> <p>Addendum: Planning have now approved replacement material / sample</p> <p>ITEM 11.2 - LR confirmed full details need to be provided by the appointed Fire Engineer that the proposed materials and products meet fund requirements, including their fire classification in accordance with BS EN13501-1:2007+A1:2009 – ITEM OUTSTANDING</p> <p>ITEM 12.2.1 - LR confirmed a full plans building regulations application has been made to Leeds LABC. The project is D&B and therefore limited information has been submitted to BC for review. BC will need to be kept up to date with the plans as they're developed throughout the project – ITEM OUTSTANDING.</p> <p>ITEM 12.2.2 – We understand the funding agreement is dependent upon obtaining full plans approval. The position needs to be reviewed with HE – ITEM OUTSTANDING</p>	<p>TA</p> <p>HE</p> <p>LR/NM</p> <p>Ballymore</p> <p>Ballymore / VR</p> <p>Ballymore / HB / DG</p> <p>ALL</p>
3.2	Outstanding Items Carried forward from the <u>Progress Meeting 1</u> are as follows:	

	<p>ITEM 4.1 – Ballymore intend to issue a draft programme on Friday 18th December. A further updated programme will be required after the Christmas period pending the outcome of condensation risk analysis in the proposed new cladding design. – ITEM CLOSED</p> <p>ITEM 6.1 – Installation of a VCL will result in non-compliance with EWS1 requirements unless the VCL is installed to the internal face of the wall system from within tenants' apartments. However, avoiding works within tenants' apartments would be preferred. Ballymore to liaise with Wintech / IFC to determine alternative proposal. – ITEM OUTSTANDING</p> <p>ITEM 8.1 – LR to liaise with Building Control to confirm whether works are deemed repair / replacement as this will determine required minimum u-value under the Building Regulations. – ITEM CLOSED (during meeting)</p> <p>ITEM 10.1- Bell Group raised queries re. the Construction Phase H&S Plan which require clarification from Ballymore and are to be reviewed on site. – ITEM CLOSED</p> <p>ITEM 12.1 – Limited parking on site and limited space for positioning of scaffolding remains a key issue. Neighbouring tenants have been approached for permission to use their land but are unable to assist. Ballymore to approach other neighbouring commercial tenants and LR to chase up Leeds College re. adjacent derelict land. – ITEM OUTSTANDING</p>	<p>Ballymore</p> <p>Ballymore/ LR</p>
4.0	PROGRAMME REVIEW	
4.1	AM confirmed works are currently progressing in line with the draft project programme. To date this has focussed on site set-up inclusive of on-site welfare facilities and erection of scaffolding etc. A revised programme may be required depending upon the final design of new cladding panels (in particular impact of any requirement for internal VCL) and will be issued as / when required.	
5.0	REVIEW OF WORKS	
5.1	<p>AM advised as above, limited works have been undertaken to date as the focus is on site-set up and finalising cladding design / installation method. Currently, scaffold is being erected on Skinner Lane and will be complete w/c 18th January.</p> <p>Following this, the intention is to start replacing panels as of w/c 25th January and commence erection of scaffold to other elevations assuming that design can be finalised and approved and issues relating to parking and positioning of scaffolding can be resolved.</p> <p>JM advised all ACM elements will have been removed from the building by 31st March.</p>	
6.0	FAÇADE ENGINEERING	
6.1	LR asked DG if he foresees any issues with the current cladding design and use of a VCL from a Building Control perspective at this stage. DG confirmed he's liaised with Ballymore and foresees no issues at this stage.	

6.2	AM advised the current design proposal involves installation of a VCL from within tenants' apartments to overcome the condensation risk in the new cladding build up. LR requested Ballymore liaise with IFC to confirm that materials and products meet fund requirements, including their fire classification in accordance with BS EN13501-1:2007+A1:2009	Ballymore / VR
6.3	<p>Additional costs associated with the internal install of the VCL were discussed. NM noted that costs to rehouse tenants whilst work is undertaken in their apartments needs to be factored in. There are 2no. void apartments which could be used to rehome tenants temporarily on a rotational basis though the owners would need to be contacted to confirm costs. AM suggested a local hotel provides another option.</p> <p>MB advised the unlikelihood of the Ministry agreeing to cover costs for temporary rehoming of tenants as this has been declined for other projects and an alternative solution should be sought.</p> <p>SH also commented that undertaking works within the tenants' apartments while tenants are in occupation poses additional H&S risks in terms of maintaining social distancing during the COVID pandemic and should be avoided where possible.</p> <p>Following review of the design it was confirmed by DG that the current proposal massively exceeds the u-Value requirement under Building Regulations and reducing the amount of insulation within the build up may negate the need for a VCL to be installed. It was agreed that Ballymore are to revert to their architect and liaise with Wintech and IFC to consider alternative proposal.</p>	Ballymore / Wintech / IFC
6.4	HB requested copy of the condensation risk analysis from Ballymore and datasheet of the proposed VCL. It was suggested u-Value calculations are re-checked against CWTC standards based on amended temperatures / reduced quantity of insulation.	Ballymore / Wintech
7.0	FIRE ENGINEERING	
7.1	Apologies were received from VR who was unable to attend the meeting. LR requested Ballymore / Wintech continue to liaise with VR on design proposals to ensure required EWS1 rating is achieved. Ballymore advised they are awaiting a response from VR on several queries.	VR / Ballymore
8.0	COST CONSULTANCY	
8.1	LR confirmed the first valuation of approx. £50k has been received from Ballymore and is being reviewed. Ballymore confirmed payment is due on 17 th January.	LR
9.0	BUILDING CONTROL	
9.1	<p>LR asked DG if the works must comply with the current Building Regulations or those in force at the time the site was originally built.</p> <p>DG confirmed that in essence, as long as the performance of the building once this work is complete, is no worse than the Building Regulations in force at the time of the original development required, then only Part L (Conservation of Fuel & Power) of the current regulations apply. However, the current performance should be improved upon where there is opportunity to do so within the realms of technical feasibility and payback benefits.</p>	

10.0	PLANNING	
10.1	<p>A sample of the proposed new cladding is to be provided to Leeds Planning Department and all other parties by Ballymore as soon as available. This is to ensure the new cladding is similar enough to the existing and therefore planning permission will not be required.</p> <p>Addendum: Planning have now approved replacement material / sample</p>	Ballymore
11.0	HEALTH AND SAFETY MATTERS	
11.1	ML advised all initial queries re. the Construction Phase H&S Plan raised to Ballymore have been satisfactorily resolved. A site inspection is to be undertaken within the next 2 weeks by ML to review site H&S.	ML
12.0	RESIDENTS MATTERS	
12.1	NM requested notices detailing the works and any restricted areas are displayed within communal areas of the site so residents are aware. Additionally, GF tenants should be liaised with in relation to access and positioning of hoardings.	Ballymore
13.0	ANY OTHER BUSINESS	
13.1	LR requested costs for non-ACM elements of works and any costs relating to the novation of VR from IFC to Ballymore for the duration of the project are provided.	Ballymore
14.0	DATE OF NEXT MEETING	
14.1	<p>LR suggested an informal site meeting w/c 18th January, given todays site inspection was postponed due to the snow.</p> <p>A formal meeting will be scheduled for 2 weeks' time (Thursday 28th January) and invites will be issued in due course.</p>	LR