

## PROGRESS MEETING MINUTES NO.8

<b>SUBJECT:</b>		20:20 BUILDING ACM REMEDIATION WORKS – PROGRESS MEETING NO.8		
<b>MEETING NO:</b>		P8		
<b>DATE OF MEETING:</b>		07/04/2021	<b>REF:</b>	11741
<b>VENUE AND TIME:</b>		SITE MEETING @ 10.30hrs		
<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>
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>
CC	Conor Cusack	Ballymore	Principal Contractor	<a href="mailto:conor@ballymorecivils.com">conor@ballymorecivils.com</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>
JP	Jo Pearson	Cardoe Martin	Employers Agent	<a href="mailto:j.pearson@cardoemartin.co.uk">j.pearson@cardoemartin.co.uk</a>
<b>DISTRIBUTION: ALL ABOVE PLUS</b>				
MB	Martin Burke	Faithful & Gould	Home England Project Manager	<a href="mailto:Martin.Burke@fgould.com">Martin.Burke@fgould.com</a>
TB	Thomas Birch	Homes England	Home England Lead Project Manager	<a href="mailto:Thomas.Birch@homesengland.gov.uk">Thomas.Birch@homesengland.gov.uk</a>
SH	Stuart Hailey	Cushman and Wakefield	Homes England technical advisor	<a href="mailto:stuart.hailey@cushwake.com">stuart.hailey@cushwake.com</a>
RM	Rory McCallan	Ballymore	Principal contractor	<a href="mailto:rory@ballymoreservices.com">rory@ballymoreservices.com</a>
SB	Sam Berryman	Rex Proctor	Quantity Surveyor	<a href="mailto:S.Berryman@rpp.co.uk">S.Berryman@rpp.co.uk</a>
AB	Alex Blenard	Rex Proctor	Quantity Surveyor	<a href="mailto:a.blenard@rpp.co.uk">a.blenard@rpp.co.uk</a>
TA	Tarfa Ahmad	Gowlings WLG	Solicitor	<a href="mailto:Tarfa.ahmad@gowlingwlq.com">Tarfa.ahmad@gowlingwlq.com</a>
VR	Vincent Rafferty	IFC	Fire Engineer	<a href="mailto:Vincent.Rafferty@ifcgroup.com">Vincent.Rafferty@ifcgroup.com</a>
PB	Philip Baker	Bell Group	Principal Designer	<a href="mailto:p.baker@bellgroup.co.uk">p.baker@bellgroup.co.uk</a>
ML	Marcia Lake	Bell Group	Principal Designer	<a href="mailto:m.lake@bellgroup.co.uk">m.lake@bellgroup.co.uk</a>
CB	Chris Briggs	Leeds Planning	Planner	<a href="mailto:Chris.briggs@leeds.gov.uk">Chris.briggs@leeds.gov.uk</a>
AH	Alex Hayward	Cardoe Martin	Employers Agent	<a href="mailto:a.hayward@cardoemartin.co.uk">a.hayward@cardoemartin.co.uk</a>
LR	Lee Rhodes	Cardoe Martin	Employers Agent	<a href="mailto:l.rhodes@cardoemartin.co.uk">l.rhodes@cardoemartin.co.uk</a>
PT	Phil Timms	Habito Limited	Letting Agent	<a href="mailto:phil@habitoliving.co.uk">phil@habitoliving.co.uk</a>

		ACTIONS
<b>1.0</b>	<b>GENERAL INTRODUCTIONS</b>	
1.1	General introductions by all were made.	
<b>2.0</b>	<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.	
<b>3.0</b>	<b>MINUTES FROM PREVIOUS MEETING AND MATTERS ARISING</b>	
3.1	<p>Outstanding Items Carried forward from the <u>Pre-Start Meeting</u> are as follows:</p> <p>ITEM 3.1.1 – Formal appointment documents have now been agreed by Rex Proctor, Wintech and Bell Group. Formal appointment documents for IFC is out for engrossment – <b>IFC OUTSTANDING</b></p> <p>ITEM 3.3.1 – Collateral Warranties – for all parties are outstanding and are to be actioned as they are a condition of funding - OUTSTANDING – HE require appointment dates of all parties prior to issuing collateral warranties for engrossment. – <b>Addendum – Now actioned</b></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 – <b>Addendum – Now actioned</b></p>	<p><b>TA / IFC</b></p> <p><b>VR</b></p>
3.2	<p>Outstanding Items Carried forward from the <u>Progress Meeting 6</u> 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 is to be issued to HE to detail additional costs and fees</i> – <b>ITEM OUTSTANDING – see below</b></p>	<b>LR/HE</b>
<b>4.0</b>	<b>PROGRAMME REVIEW</b>	
4.1	<p>JM advised that a revised programme was issued on Friday 19<sup>th</sup> March considering the delays to the project whilst VCL works were approved. The new revised key project dates are as follows:</p> <p>All ACM removed by 26<sup>th</sup> April  All ACM works complete by 14<sup>th</sup> June  All internal VCL works completed by 20<sup>th</sup> August</p> <p>JM advised Ballymore anticipating delivery of cladding panels very soon but have been advised by manufacturer of supply delays. Ballymore to continue to chase / monitor for delivery date and provide an update.</p>	<b>Ballymore</b>

<b>5.0</b>	<b>REVIEW OF WORKS</b>	
5.1	<p>Phase 1 ACM works now complete</p> <p>Phase 2 ACM works progressing at speed with majority of ACM removed and Siniat board installed.</p> <p>JM confirmed Ballymore now need to erect scaffolding to Phase 3 area within the car park which will result in circa 7no residents parking spaces being out of use. Ballymore are to confirm parking bay nos. and LR / NM are to liaise to confirm alternative arrangements for tenants. The impact of the above is additional prelim costs, which need to be discussed with HE.</p>	<b>Ballymore / LR / NM</b>
5.2	<b>VCL Works</b>	
5.2.1	<p>JM / AM advised VCL works to apartment 239 are now complete.</p> <p>Proposed programme has been issued to install VCL to 16no. remaining occupied apartments commencing 10<sup>th</sup> May and allowing 2 weeks for each 2 apartments.</p>	
5.2.2	Summary report no.3 has been issued to all stakeholders and details the additional cost and programme impact.	
5.2.3	Letters have been issued to stakeholders detailing the requirement to undertake VCL works.	
5.2.4	Serviced accommodation providers have been contacted and costs obtained.	
5.2.5	<p><b>ADDENDUM - VCL WORKS</b></p> <p>It is critical all stakeholders are aware of the mandatory requirement to complete VCL works and consequences if these works are not completed.</p> <p>At this stage it is unclear if all associated VCL costs are covered by Homes England funding (not withstanding stakeholders breaching state aid funding requirements).</p> <p>Clarification required as to who will fund the VCL works.</p>	<b>ALL</b>
<b>6.0</b>	<b>FAÇADE ENGINEERING</b>	
6.1	HB had no comments other than it is critical design drawings and details are provided for Wintech review and approval. LR reiterated the fact it is imperative the performance specification is followed and there is no deviation, unless agreed with Wintech.	

<b>7.0</b>	<b>FIRE ENGINEERING</b>	
7.1	<p>VR issued apologies and was unable to attend the meeting.</p> <p>Addendum: IFC require a materials register (this should be a full list of every item being added to the external wall with documents linked to them showing the reaction to fire properties (i.e. A1 or A2, s1, d0 when tested to EN13501-1:2007+A1:2009)) ensuring all materials being added to the external wall of a building to be either A1 or A2, s1, d0 when tested to EN13501-1:2007+A1:2009.</p>	
<b>8.0</b>	<b>COST CONSULTANCY</b>	
8.1	<p>AB had nothing to add other than requesting Ballymore provide the weekly preliminary costs and drawdown forecast for the remainder of the project.</p> <p>JM confirmed Valuation no. 4 has been processed.</p>	<b>Ballymore</b>
<b>9.0</b>	<b>BUILDING CONTROL</b>	
9.1	DG had no comments to raise or add and would review the works completed to date.	
<b>10.0</b>	<b>PLANNING</b>	
10.1	Nothing to add.	
<b>11.0</b>	<b>HEALTH AND SAFETY MATTERS</b>	
11.1	<p>Bell Group were unable to attend.</p> <p>Ballymore confirmed they were no accidents or incidents to report.</p>	
<b>12.0</b>	<b>RESIDENTS MATTERS</b>	
12.1	<p><b>ADDENDUM - VCL WORKS</b></p> <p>It is critical all stakeholders are aware of the mandatory requirement to complete VCL works and consequences if these works are not completed.</p> <p>At this stage it is unclear if all associated VCL costs are covered by Homes England funding (not withstanding stakeholders breaching state aid funding requirements).</p> <p>Clarification required as to who will fund the VCL works.</p>	<b>Cardoe Martin</b>

<b>13.0</b>	<b>ANY OTHER BUSINESS</b>	
13.1	<p><b>Collateral Warranties</b></p> <p>It has been brought to our attention that the following collateral warranties are not in the agreed form.</p> <ol style="list-style-type: none"> <li>1. Ballymore – PI clause remains, and it was agreed to be removed</li> <li>2. Rex Proctor - The differences are as follows:-</li> </ol> <p>Page 3 BACKGROUND Item A – The reference to “(with no responsibility for design)” has been deleted</p> <p>Clause 1.1 - Reference is made to a deed of appointment dated 25 January 2021. No Deed of Appointment has yet been entered into.</p> <p>Clause 5.1 – additional words added “... for any one occurrence or series of occurrences arising out of any one event to cover any claims made under this Deed against the Consultant in relation to the Remedial Works.” This is additional wording/obligation. Given the insurance market at present we cannot commit to being able to obtain this cover in the future or at the very least reasonable rates.</p> <p>Clause 10.1 – additional wording added but we confirm this is acceptable.</p> <p>In addition, RPP registered address on Page 3 will also need updating to First Floor, Riverside West, Whitehall Road, Leeds LS1 4AW</p>	
<b>14.0</b>	<b>DATE OF NEXT MEETING</b>	
14.1	<p>The next progress meeting is proposed for Wednesday 21<sup>st</sup> April. Invites are to be issued in due course.</p>	