

PROGRESS MEETING MINUTES NO.3

SUBJECT:		20:20 BUILDING ACM REMEDIATION WORKS – PROGRESS MEETING NO.3		
MEETING NO:		P3		
DATE OF MEETING:		28/01/2021	REF:	11741
VENUE AND TIME:		SITE MEETING @ 13.30hrs		
PRESENT:				
Initials	Name	Company	Role	Email
NM	Nick Massingham	20:20 Residential Management	Client	nick@2020leeds.co.uk
HB	Harvir Bansal	Wintech	Façade Engineer	h.bansal@wintech-group.com
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@ballymorecivils.com
AB	Alex Blenard	Rex Proctor	Quantity Surveyor	a.blenard@rpp.co.uk
SB	Sam Berryman	Rex Proctor	Quantity Surveyor	S.Berryman@rpp.co.uk
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
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
TA	Tarfa Ahmad	Gowlings WLG	Solicitor	Tarfa.ahmad@gowlingwlq.com
VR	Vincent Rafferty	IFC	Fire Engineer	Vincent.Rafferty@ifcgroup.com
JY	Jasmine Young	Wintech	Façade Engineer	j.young@wintech-group.com
PB	Philip Baker	Bell Group	Principal Designer	p.baker@bellgroup.co.uk
ML	Marcia Lake	Bell Group	Principal Designer	m.lake@bellgroup.co.uk
DG	David Gee	LABC	Building Control	David.gee@leeds.gov.uk
CB	Chris Briggs	Leeds Planning	Planner	Chris.briggs@leeds.gov.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	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	<p>Outstanding Items Carried forward from the <u>Pre-Start Meeting</u> are as follows:</p> <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 CLOSED</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 and application no. has now been provided. – ITEM CLOSED</p> <p>ITEM 12.2.2 – We understand the funding agreement is dependent upon obtaining full building regulation plans approval. Application no. has now been provided to Homes England - ITEM CLOSED</p>	<p>TA</p> <p>HE</p> <p>Ballymore / VR</p>
3.2	<p>Outstanding Items Carried forward from the <u>Progress Meeting 2</u> are as follows:</p> <p>ITEMS 6.1-6.4 – Following review of design it was confirmed VCL needs to be installed to internal wall within apartments. Building Control have confirmed this is acceptable however the current proposed VCL does not meet fund requirements and an alternative is being investigated – ITEM OUTSTANDING</p> <p>ITEM 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. – ITEM CLOSED</p> <p>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. – ITEM CLOSED</p>	HB/ Ballymore

4.0	PROGRAMME REVIEW	
4.1	<p>AM confirmed works are progressing in line with the project programme issued at the start of the year at present. The key outstanding item of note however remains finalising of collateral warranties and formal appointment documents (noted in outstanding items above).</p> <p>It was confirmed phase 1 works will be complete by Wednesday 10th February and will be available for inspection on this date prior to removal of scaffolding the following day.</p>	
5.0	REVIEW OF WORKS	
5.1	<p>AM summarised the planned works for the benefit of AB who has joined the project team as of today as follows:</p> <ul style="list-style-type: none"> • Project comprises remediation of ACM cladding to penthouse apartments and columns to the front elevation. • An issue with condensation risk has been encountered based on the how the cladding panels are to be replaced and it has been determined the solution will require installation of a VCL from within the tenants' apartments. • VCL proposed is not compliant with EWS1 form, will not meet fund requirements and is being reviewed. • Remediation of non-ACM elements have also been identified as necessary. Costs for their completion have been provided and are being reviewed by Homes England. • Costs provided for non-ACM elements are currently subject to 15% month on month increase for powder coating and 55% for galvanised material as a result of COVID & Brexit. Fluctuation provisions will need to be allowed in any instructed works. • Additional costs of £8,000 per apartment will be incurred to install VCL internally (not inclusive of cost to temporarily re-home tenants) • Option of using 2no. void apartments on site will carry additional costs in the region of £800 per apartment per month for a period of 3 months. Approx. total of £4800. NM is to confirm the cost via the letting agents. 	NM
6.0	FAÇADE ENGINEERING	
6.1	<p>HB advised he's liaised with Ballymore and the project architect and is awaiting response on whether a Class A compliant VCL can be sourced and utilised in order to satisfy EWS1 form and funding requirements. Building Control have already confirmed the proposed VCL is acceptable.</p>	HB/ Ballymore
7.0	FIRE ENGINEERING	
7.1	<p>AM advised VR @ IFC reviewed the column detail at the front elevation via video call earlier today and has confirmed he is happy with the build-up of replacement cladding panels.</p> <p>It is advised that 20:20 building management undertake maintenance checks to the build-up internally within ground floor apartments.</p>	NM

8.0	COST CONSULTANCY	
8.1	LR confirmed that TB of Homes England is seeking whether funding of the non-ACM element of works can be funded by the ministry and will update in due course.	LR/TB
8.2	LR confirmed Valuation no. 1 has been received and payment has been made. Valuation no. 2 will be issued shortly and is to be reviewed by AB @ Rex Proctor who has now joined as the project QS. It was agreed that LR & Ballymore will provide all project details to AB in order to bring them up to speed on the works to date and associated costs.	LR/ Ballymore
9.0	BUILDING CONTROL	
9.1	LR confirmed full plans building regulation application has been logged and an application no. has been provided to satisfy funding requirements. Ballymore are to continue to liaise with Building Control as required as the project progresses.	
10.0	PLANNING	
10.1	A sample of the proposed new cladding material has now been provided to Leeds Planning Department by Ballymore and has been approved.	
11.0	HEALTH AND SAFETY MATTERS	
11.1	AM advised a site inspection was undertaken by ML of Bell Group earlier today who raised several items requiring action / clarification. Ballymore will be liaising directly with Bell Group resolve.	ML/ Ballymore
12.0	RESIDENTS MATTERS	
12.1	NM confirmed the main issue residents are facing is with reduced parking and proximity of spaces to scaffolding. Whilst the situation is being managed sufficiently at present it is far from ideal and requires additional alternative parking for contractors off-site to alleviate ASAP.	LR/ Ballymore
13.0	ANY OTHER BUSINESS	
13.1	AM advised limitations on parking and space to erect scaffolding remains a key issue. It was confirmed scaffold legs are currently positioned on adjacent land owned by the college without agreement although the college have been repeatedly contacted by LR to seek approval to position them there temporarily. AM confirmed they will be in place until end of the month. AM confirmed as works move into phase 2 & 3, between 8-16 residents car parking spaces will be out of use. Parking is available at the Hilton Hotel at £12 a day for contractors / residents but costs will need to reimburse by the employer. Additionally, space to site skips on site remains an issue. LR is liaising with Homes England re. covering of parking costs and to continue to contact the college re. the adjacent land.	LR
14.0	DATE OF NEXT MEETING	
14.1	The next meeting is to be held on site in 2 weeks' time. The date is to be confirmed and invites issued in due course.	LR