

ROYAL BOROUGH OF KENSINGTON & CHELSEA

GRENFELL TOWER

MINUTES OF

PROJECT PROGRESS MEETING

HELD AT ROOM G

THE TOWN HALL, HORNTON STREET, LONDON, W8

WEDNESDAY 28TH APRIL 2004 @ 10.00 AM

Those Present: Mr J Rogers (JR) : RBKC - TMO - Project Manager
Ms J Wray (JW) : RBKC - TMO - Safety Officer
Ms G Manicom (GM) : RBKC - TMO - Resident Liaison Officer
Mr R Cahalan (RC) : RBKC - TMO - Senior Lift Engineer
Mr S Ellis (SE) : BYLCL - Associate

Apologies: Mr K Miles : Grenfell Tower Residents' - Representative
Mr I Moorhouse : BYLCL - Director

	ACTION
1.0 INTRODUCTION ROLES AND RESPONSIBILITIES	
1.1 No introductions were necessary.	All
1.2 Apologies were received from Ian Moorhouse and Keith Miles.	
2.0 THE CONTRACT AND SCOPE OF THE WORKS	
2.1 The scope of works was agreed broadly as recorded in the previous minutes.	All
2.2 It was agreed to install the complete entrance at Walkway Level to the Social Services lift and screen off by means of studwork and plasterboard. SE would include in the draft specification. The approximate cost would be £3,000.00	SE
2.3 The whole of the lobby area at Ground level of the Social Services lift could be used as a hoarding. SE would incorporate in the draft specification.	SE
3.0 INFORMATION REQUIRED - TECHNICAL QUERIES	
3.1 Jim Bryce of Butler & Young Ltd had provided structural details for inclusion in the specification document by SE.	SE

	ACTION
4.0 RESIDENT AND LEASEHOLDER ISSUES	
4.1 The number of Leaseholders was re-confirmed as 12.	All
4.2 GM would confirm the current numbers of right to buy and ascertain the level of consultation.	GM
4.3 It was confirmed that costs for the Social Services lift would not affect Leaseholders.	All
5.0 PLANNING AND BUILDING CONTROL	
5.1 The planning application date was registered as 27 th April 2004.	All
5.2 GM advised she had not received the information to be posted at the Grenfell Tower reception. SE would obtain a further copy from BYA and have sent to GM, addressed to Room 249.	SE
5.3 The Building Control application would be submitted w/c 3 rd May 2004.	SE
6.0 CDM	
6.1 The Planning Supervisor had included risks to resident's with lack of lift service during the contract within the Pre-Tender Health and Safety Plan, plus means to mitigate the effect which could be achieved within the contract.	All
6.2 TMO to investigate "soft issue" methods to mitigate the effect of loss of lift service including disaster recover plans.	JR/JW
6.3 BYLCL would include optional costs for permanent attendance 8.00 am - 8.00 pm, seven days, on a weekly cost basis within tender return schedules.	SE
7.0 PROGRAMME	
7.1 SE advised draft specification almost complete. SE would send by E-mail week commencing 3 rd May 2004 to: John Rogers Damian Donnelly Janice Wray Robin Cahalarn	SE
7.2 Comments on specification to be back to BYLCL by 14 th May 2004.	All

	ACTION
7.3 Questionnaires to be sent out to potential tendering contractors week commencing 3 rd May 2004 with a subsequent meeting with JR and RC arranged for 20 th May 2004 at 9.30 am to evaluate contractors responses and select the final list and go to tender.	All
7.4 Possible 5-6 week tender period envisaged.	All
7.5 TMO would require 10 sets of documents including Bona Fide and Form of Tender.	SE
7.6 It was planned to build up contract documentation during July / August 2004 and to be prepared to sign contracts circa 3 rd September 2004.	SE/JR
7.7 Site start would be early January 2005 albeit retesting of second lift followed by witness testing by BYLCL would be undertaken during early December 2004.	SE
8.0 BUDGET	
8.1 As previous minutes £672,000.00	All
9.0 ANY OTHER BUSINESS	
9.1 RC would advise on 1 st lift to be refurbished based upon problems being experienced.	RC/SE
9.2 SE to E-mail list of questioned contractors to RC.	SE
9.3 SE to review use of ILE - VG5 safety gear.	SE
10.0 DATE OF NEXT MEETING	
10.1 The next meeting was scheduled for: Wednesday 14 th July 2004 @ 10:00 AM Distribution: Those present, (all electronically) plus: Damian Donnelly - RBKC Gary MacDonnell - RBKC Keith Miles - Residents' Representative Ian Moorhouse - BYLCL Jim Bryce - B&Y Ltd Mike Flynn - BYA	All