

**ROYAL BOROUGH OF KENSINGTON & CHELSEA**

**TENANT MANAGEMENT ORGANISATION LTD**

**GRENFELL TOWER LIFT REFURBISHMENT**

**CONTRACT PROGRESS MEETING**

**HELD AT GRENFELL TOWER ESTATE OFFICE**

**MONDAY 19<sup>TH</sup> DECEMBER 2005 @ 10.00 AM**

**MINUTES**

	<b>ACTION</b>
<b>1.0 INTRODUCTIONS / APOLOGIES</b>	
1.1 Those Present:	<b>All</b>
Sarah Everson (SE) : Brodie Plant Goddard	
Gina Manicom (GM) : Royal Borough of Kensington & Chelsea - TMO	
Janice Jones (JJ) : Royal Borough of Kensington & Chelsea - TMO	
Robin Cahalarn (RC) : Royal Borough of Kensington & Chelsea - TMO	
Steve Ellis (SBE) : Butler & Young Lift Consultants Ltd	
1.2 Apologies:	
Damian Donnelly (DD) : Royal Borough of Kensington & Chelsea - TMO	
Janice Wray (JW) : Royal Borough of Kensington & Chelsea - TMO	
Keith Stevenson (KS) : Royal Borough of Kensington & Chelsea - TMO	
1.3 No representative of Apex was present.	
<b>2.0 CONTRACTORS PROGRAMME HYDRAULIC LIFT - PROGRESS / WALKWAY ENTRANCE WORKS / RESTORATION OF DAMIAN'S OFFICE</b>	
2.1 Social Services Lift had not been completed and would not now be witness tested until w/c 9 <sup>th</sup> January 2006.	<b>SBE</b>
2.2 Tower Lifts were still on target to complete prior to end of January 2006.	<b>SBE</b>
2.3 SBE to write to Apex and issue certificate of non completion.	<b>SBE</b>
2.4 Damian's office now restored and ready for re-occupation.	<b>RA/SBE</b>

	ACTION
<b>3.0 SITE ARRANGEMENTS / MAINTENANCE VISITS / FIRE ALARM RECALL WORKS BY OTHERS / CHRISTMAS COVERAGE</b>	
3.1 Roger Green of TMO would contact SBE re Fire Alarm Recall details.	
3.2 Apex had report Gerda keys stolen from their maintenance operative. Richard Braxton would advise more detail.	<b>SBE</b>
<b>4.0 QUALITY CONTROL / NEW LIFT PERFORMANCE / MIRROR</b>	
4.1 Costs for mirror still not received despite SBE receiving confirmation from Propbrook's that these had been provided.	
4.2 New Tower lift still performing satisfactorily.	<b>All</b>
<b>5.0 COMMUNICATION AND PROCEDURES</b>	
5.1 No discussion took place.	<b>All</b>
<b>6.0 FINANCIAL MATTERS / OUTSTANDING COSTS / PUMP ROOM ACOUSTICS / FIRE ALARM RECALL / MIRROR TO LIFT CAR</b>	
6.1 SBE had passed November application.	<b>SBE</b>
6.2 Additional costs for acoustics to Social Services lift still not formally received despite numerous requests.	
<b>7.0 CDM AND PLANNING SUPERVISOR MATTERS / ANY CHANGES TO METHODOLOGY</b>	
7.1 No discussions.	
<b>8.0 SITE MEETINGS</b>	
8.1 No discussions.	
<b>9.0 ANY OTHER BUSINESS</b>	
9.1 JJ had organised repairs to LMR roof.	<b>All</b>
<b>10.0 DATE AND TIME OF NEXT MEETING</b>	
10.1 The next meeting scheduled for:	<b>All</b>
Wednesday 18 <sup>th</sup> January 2006 @ 2.00 PM	
Distribution - All on project directory - electronically Plus Warren Jenchner - Apex Roger Green - Royal Borough of Kensington & Chelsea, TMO	

## GRENFELL TOWER - PROJECT CONTACT LIST

Name & Telephone	Title	Address
John Rogers Tel: [REDACTED] Fax: [REDACTED]	Project Manager Email: John.Rogers@rbkc.gov.uk	RBKC Room 249 The Town Hall Hornton Street London W8 7NX
Janet Rhymes Tel: [REDACTED] Fax: [REDACTED]	Consultancy Services Manager Email: Janet.Rhymes@rbkc.gov.uk	RBKC Room 249 The Town Hall Hornton Street London W8 7NX
Damian Donnelly Tel: [REDACTED] Mob: [REDACTED]	Neighbourhood Manager Email: donnelly@tmo.org.uk	TMO The Town Hall Hornton Street London W8 7NX
Robin Cahalarn Tel: [REDACTED]	TMO Lift Engineer Email: robin.cahalarn@kandc-tmo.org.uk	TMO 2 Allen Street London W8
Gina Manicom Tel: [REDACTED] Mob: [REDACTED] Fax: [REDACTED]	Residents' Liaison Officer Email: Gmanicom@kctmo.org.uk	RBKC Room 249 The Town Hall Hornton Street London W8 7NX
Adrian Bowman Tel: [REDACTED] Fax: [REDACTED]	Assistant Safety Advisor (Asbestos) Email: abowman@tmo.org.uk	TMO The Town Hall Hornton Street London W8 7NX
Janice Wray Tel: [REDACTED] Mob: [REDACTED]	Health & Safety Advisor Email: jwray@kctmo.org.uk	TMO The Town Hall Hornton Street London W8 7NX
Keith Stevenson Tel: [REDACTED] Mob: [REDACTED]	Lancaster West Estate Email: kstevens@kctmo.org.uk	TMO The Town Hall Hornton Street London W8 7NX
Keith Miles Tel: [REDACTED] Mob: [REDACTED]	Residents' Representative Email: TeresaKMiles@aol.com	50 Verity Close London W11 4HE
Jan Jones Tel: [REDACTED] Fax: [REDACTED]	RBKC - TMO Estate Office JJones@tmo.org.uk	Lancaster West Estate Grenfell Tower London W11
Edward Studd Tel: [REDACTED]	Email: escopartners@hotmail.com	

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Name & Telephone	Title	Address
<b>Robin Goddard</b> Tel: [REDACTED] Mob: [REDACTED] Fax: [REDACTED]	Email: robin.goddard@bpg.co.uk   	Brodie Plant Goddard Holmbury Dorking Business Park Station Road Dorking Surrey
<b>Sarah Everson</b> Tel: [REDACTED] Mob: [REDACTED] Fax: [REDACTED]	Project Manager  Email: sarah.everson@bpg.co.uk	Brodie Plant Goddard Holmbury Dorking Business Park Station Road Dorking Surrey
<b>Steve Ellis</b> Tel: [REDACTED] Mob: [REDACTED] Fax: [REDACTED]	Planning Supervisor Contract Administrator  Email: liftconserv@btinternet.com	Butler & Young Lift Consultants Ltd Timber Hall, 21 Timber Lane Caterham Surrey CR3 6LZ
<b>Jim Bryce</b> Tel: [REDACTED] Mob: [REDACTED] Fax: [REDACTED]	Structural Engineer  Email: liftconserv@btinternet.com	Butler & Young Associates Timber Hall, 21 Timber Lane Caterham Surrey CR3 6LZ
<b>Gary Poynter</b> Tel: [REDACTED] Mob: [REDACTED] Fax: [REDACTED]	Email: gary.poynter@apex-lifts.co.uk	Apex Lift & Escalators Ltd Apex House LEFA Business Park Edgington Way Sidcup Kent DA14 5BH
<b>Roger Anthony</b> Tel: [REDACTED] Mob: [REDACTED] Fax: [REDACTED]	Email: roger.anthony@apex-lifts.co.uk	Apex Lift & Escalators Ltd Apex House LEFA Business Park Edgington Way Sidcup Kent DA14 5BH
<b>Steve Thomas</b> Tel: [REDACTED] Mob: [REDACTED] Fax: [REDACTED]	Maintenance Supervisor  Email: steve.thomas@apex-lifts.co.uk	Apex Lift & Escalators Ltd Apex House LEFA Business Park Edgington Way Sidcup Kent DA14 5BH
<b>Richard Braxton</b> Tel: [REDACTED] Mob: [REDACTED] Fax: [REDACTED]	Service Manager  Email: richard.braxton@apex-lifts.co.uk	Apex Lift & Escalators Ltd Apex House LEFA Business Park Edgington Way Sidcup Kent DA14 5BH