

NOTES FROM MEETING 8

Project: Grenfell Tower Refurbishment

File ref.: 1279-M1-015

Notes from Project Meeting held on Thursday 06 September 2012 at 14h00 at Appleyards**Present:**

M. Anderson	RBKC TMO (TMO)
Paul Dunkerton	RBKC TMO
Colin Chiles	Leadbitter (LB)
David Hale	Appleyards
Chweecheen Lim	Appleyards
Stefano Strazzullo	Curtins Consulting (CC)
Andrew McQuatt	Max Fordham LLP
C Churchman	Churchman Landscape Architects (CLA)
Terry Ashton	Exova (Ex)
Bruce Sounes	Studio E LLP (SE)
Adrian Jess	Studio E LLP
Blaine Cagney	Studio E LLP

Distribution:**As present**

Alun Dawson	Appleyards (AY)
Matt Smith	Max Fordham LLP
J. Caine	Curtins
Bill Watts	Max Fordham LLP
Keith Bushell	Appleyards
Jane Simpson	Jane Simpson Access
Marc Watterson	Taylor Young

CLIENT BUSINESS**Action**

2 Bed void flat available but not vacated. Design team to get access next Thursday.

It is proposed to use the two void flats as show flats and possible respite flats during construction.

SE to prepare Contract boundary drawing.

SE

Stage C and D sign off required for novation. Stage D will form the client requirement document and therefore may represent Stage D+/E level of information. Design team to report back on timescales for completing Stages C & D. End of September / early October proposed.

SE

ARCHITECT

Notice of validation of Planning Application received today. Studio E are still working on the visualizations and liaising with the model maker for delivery of the

SE

model 24 September.

Taylor Young will come back on possible CIL charge on the project.

A Planning Committee site visit will be arranged a week in advance of Committee date, as is proposed for the KALC project.

SE to liaise with window suppliers for full mock-up sample of an individual window. Location to be agreed - Walkway level discussed. SE

TMO suggest roller shutters would not be required on the ground floor elevations. Requirement for Nursery to be confirmed. SE to integrate. SE

SERVICES

MF tabled and talked through the proposed sequencing of the replacement of the heating system. This requires multiple visits to each property and will be disruptive. MF to investigate if there is an option to complete the works with temporary tenant decant, floor by floor.

MF liase with IRS contractor on the detail coordination of the works around the existing satellite cables. MF

LB to arrange meeting between MF and their M&E sub-contractor to discuss design. Proposed for next week. MF

The upgrade of the extracts to the bathrooms is now included. There needs to be some investigation on the fire separation between floors. MF

The TMO confirmed that there is no requirement for air-conditioning in the refurbished building.

FIRE

Exova need to understand the existing situation and whether LFB do test the system twice a year, and what was behind the proposed upgrade works to the smoke exhaust/fire. The statutory position on the design needs to be established as it is not possible for Building Control to insist on enhancements. Exova

Draft fire strategy needs detail interrogation and a meeting was arranged with SE early next week to review. SE/Exova

STRUCTURES

Concern raised as the complexity of the sequencing and structural work involved, particularly the new lift.

Concrete condition survey results very positive. Full report awaited.

CONTRACTOR

Leadbitter awaiting feedback from asbestos subcontractor and work that may be LB

required to clear the various areas of asbestos.

Leadbitter need to understand the extent of work envisaged as part of the redevelopment. Eg extent of redecoration.

Programme of deliverables to be arrived at within next three weeks. LB

Leadbitter will undertake a condition survey of the interior of all flats before commencing work. LB

John Munro named as Design Coordinator and Lloyd Beechey as project QS.

COSTS

Cost plan 3 tabled showing project spend close to £9.0m. Budget is £8.0m, or £8.5m incl fees.

AY to update cost plan following initial comments received: AY

Glass Specification; Option B2 heating; Allowance for spigot for kitchen extract; no new substation; Water meters to all new and leaseholder flats; replacement to cold water system; upgrade to bathroom extract; new CCTV system (+10 approx new cameras);

Design team to respond to any items so that AY can update.

TMO to confirm scope of existing satellite receiver system and whether further investment will be required. TMO

SE to provide updates measures for external cladding elements SE

Inflation through the life of the project does not need to be reflected cost plan – it is covered in the main contract terms.

HEALTH AND SAFETY

All consultants are to prepare Risk Assessments and Hazard Management Schedules. All to note

BREEAM

A meeting with Syntegra is required. After this all members of team will need to comment on the feasibility of achieving the points identified by Syntegra, and the cost.

PREVIOUS ACTIONS

Leadbitter request whole team makes use of 4Projects. Invites to be sent to TMO. LB

Draft programme of work has been prepared. (To be issued) Leadbitter Resident Liaison Officer (RLO) will be involved in negotiating access to tenants flats. There is a potential overlap with TMO resource which needs to be clarified. LB

Leadbitter believe the noise of fixings being drilled into the concrete facades might generate the most complaints. They propose to do some testing (percussive vs diamond drilling) over the next fortnight. The latter may be quieter but also slower, more expensive and possibly provide lower pull out strengths. Mast climbers are proposed for the overcladding works.

MF to review cold bridge details at ground. It will be difficult to avoid in the overclad situation. MF

MF to review proposal to remove vent on SW corner to permit views in/out of new stair MF

Leadbitter will prepare a draft programme. The outline proposal is : LB

- Planning submission: end of August
- Stage E/F & procurement: August/September/October
- Start on site: February 2013

Programme to consider need for decanting (eg Nursery, Boxing club) and phasing/sequencing work to individual flats.

Co-ordination of cladding, heating and seasons critical. Input required from Leadbitter. LB

KB comment on asbestos register clarified: existing registers are several years old and make reference to reviewing condition. Has this been done? TMO

NEXT MEETING

Next Project Meeting to be confirmed