

MINUTES

Issue Date: 26th November 2012

Project: Grenfell Tower Regeneration Project
Meeting Title: Design Team Meeting No 11
Objective: Review Design and Stage D Submissions
Venue: Appleyards' Offices, Holborn
Date & Time: 22nd November 2012 14:00 – 16:30 pm
Project No.: 11833
Version: 1.0
Issue: Final
Location: [PubEnq_00000524.DOCX]

Quality:

<u>Author</u>	<u>Checked</u>
David Hale	Alun Dawson

Present:

<u>Name</u>	<u>Initials</u>	<u>Company</u>	<u>Function</u>	<u>Acronym</u>
Mark Anderson	(MA)	RBKC TMO	Client	(TMO)
Paul Dunkerton	(PD)	RBKC TMO	Client	(TMO)
Bruce Sounes	(BS)	Studio E	Architect	(SE)
Adrian Jess	(AJ)	Studio E	Architect	(SE)
Blaine Cagney	(BC)	Studio E	Architect	(SE)
Stefano Strazzullo	(SS)	Curtins Consulting	Structural Engineer	(CC)
Matt Smith	(MS)	Max Fordham	M&E	(MF)
Mark Palmer	(MP)	Max Fordham	M&E	(MF)
Alun Dawson	(AD)	Appleyards	Project Director	(APP)
Chweeche Lim	(CL)	Appleyards	QS	(APP)
David Hale	(DH)	Appleyards	Graduate PM	(APP)

Apologies:

Andrew McQuatt	(AM)	Max Fordham	M&E	(MF)
Marc Watterson	(MW)	Taylor Young	Planning Consultant	(TY)
Keith Bushell	(KB)	Appleyards	CDM-C	(APP)
Colin Chiles	(CC)	Leadbitter	Contractor	(LB)
Grant Starling	(GS)	Leadbitter	Contractor	(LB)
Constantine Tornaros	(CT)	Syntegra Consulting	BREEAM Assessor	(SC)
Chris Churchman	(CHC)	Churchman Landscapes	Landscape Architect	(CLA)

Attachments

	NOTES/NEXT STEPS	😊	🕒
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1	<u>INTRODUCTIONS</u>		
1.1	APP to take ownership of DTM going forwards as we approach the end of Stage D and novation of the Design Team.	NOTE	
2	<u>PROCUREMENT</u>		
2.1	<p><u>Pre-Construction Agreement</u></p> <p>MA noted that the Pre-Construction Agreement (PCA) has been approved to accommodate RIBA Stages D – F.1 for a total capped sum of £250,000 until Contract.</p> <p>AD noted that the Design Team will novate at the end of Stage D and therefore no more fees will be paid until novation terms are agreed between the consultants and LB.</p>	<p>Note</p> <p>Note</p>	Ongoing
2.2	<p><u>Contract Award</u></p> <p>MA noted that the Contract should be awarded on 8th January 2013 following certification from APP and 80% cost certainty.</p> <p>Following discussion over cost certainty it was agreed that a guaranteed maximum Contract Sum may enable Contract Award. MA to negotiate with CC.</p>	<p>Note</p> <p>MA</p>	Ongoing
2.3	<p><u>Stage C Sign-off</u></p> <p>Following TMO presentation to the Executive Board of the Stage C report MA confirmed that formal sign-off had been granted. MA to confirm via formal notice.</p>	MA	01/12/12
2.4	<p><u>Stage D Completion</u></p> <p>MA confirmed that formal Stage D sign-off will be via a Programme Board on 20th December 2012.</p> <p>To that end, and subject to ref 3.2 below concerning design changes, it was agreed that the Design Team Stage D report would be issued by 7th December 2012.</p>	<p>Note</p> <p>All</p>	07/12/12
3	<u>DESIGN – ARCHITECTURAL APPRAISAL PANEL</u>		
3.1	BS relayed feedback from the Architectural Appraisal Panel (AAP), where a 30 minutes presentation was made by SE with model presentation. The AAP was chaired by Will Alsop.	Note	
3.2	<p><u>Generally</u></p> <p>Following the AAP the below design changes were recommended and discussed. SE to issue a written report of the review and to encapsulate recommendations.</p> <p>The changes are to be incorporated into SE's Stage D submission, and therefore allow CL to produce the Stage D Cost Report.</p> <p>BS to discuss the changes with the Planning Officer to gain a steer as to how the changes will be received.</p>	<p>SE</p> <p>Note</p> <p>BS</p>	<p>30/11/12</p> <p>26/11/12</p>
3.3	<p><u>Façade Colour/ Material</u></p> <p>Concerns were raised over the colour and ratio of zinc specified for the façade. In response, SE drafted options for differing, more prominent, colours for the cladding.</p> <p>MA noted that feedback during resident consultations confirmed that</p>	<p>Note</p> <p>Note</p>	

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	<p>there is no appetite amongst residents for a bright colour to be specified.</p> <p>SE to explore possible compromises to satisfy both resident and Architectural Review Panel requirements with a replacement material in lieu of grey zinc rain screening.</p> <p>3D visuals drafted in response to show context of KALC scheme with realistic colouring of facades.</p>	SE SE	27/11/12
3.4	<p><u>Façade Detail, Windows</u></p> <p>Concerns were raised by the AAP over the dimensions of windows proposed.</p> <p>In response SE to enlarge the windows proposed by way of lateral extension. Changes to be incorporated into Stage D submissions.</p>	SE	27/11/12
3.5	<p><u>Tower 'Crown'</u></p> <p>The AAP recommended that the treatment of the top of the tower be revised to provide visual interest by way of a 'crown'.</p> <p>In response SE to revise the proposed top storey to incorporate a method of visual impact by way of colour or material specification. Changes to be incorporated into Stage D submissions.</p>	Note SE	27/11/12
3.6	<p><u>Canopy</u></p> <p>The AAP had strong reservations over the canopy that has been retained despite assurance from SE that it is required as a security measure.</p> <p>It was agreed that the canopy will be omitted from the new planning substitution and Stage D submission and will need to be picked up as a separate application at a later date.</p> <p>SE to revise the design and produce a more integrated solution to improve the aesthetic.</p>	Note Note SE	14/12/12
3.7	<p><u>Defensible Space</u></p> <p>Concerns were raised over the following landscaping design details:</p> <ul style="list-style-type: none"> Playground does not have sufficient border to create defensible space The gates adjacent to the garages to be moved through 90 degrees to create a defensible area immediately in front of the new offices in this location. <p>SE and CHC to co-ordinate and incorporate changes with requested input from CC re: turning circles and structural changes as a consequence of road layout.</p>	Note SE / CHC	27/11/12
4	<u>DESIGN – PLANNERS</u>		
4.1	<p><u>Feedback from Planners</u></p> <p>BS relayed initial feedback from planning re: the substituted submission. It was noted that there is not sufficient ceiling height within the proposed new units for family units – and therefore the units are not compliant with Design Standards.</p> <p>Therefore SE to revise the GA.s to accommodate 1-2 bed units in lieu of 3-4 bed family units. Changes to be incorporated into Stage D submissions.</p> <p>MA confirmed that this is acceptable to TMO.</p>	Note SE Note	01/12/12

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4.2	<p><u>Public Consultation Strategy</u></p> <p>Given the large amount of design changes proposed following the Architectural Review and feedback from Planners it was noted that further public consultations will be required.</p> <p>TMO to continue with revised newsletters for residents and public consultation 'drop-in' sessions.</p>	Note TMO	 Ongoing
4.3	<p><u>Offices in Garages</u></p> <p>It was noted that the planners questioned the specification of office spaces within the old garages to the South of Grenfell tower. SE to respond appropriately in Stage D design/ report.</p>	SE	01/12/12
5	<u>COSTS</u>		
5.1	<p><u>Stage D Cost Report</u></p> <p>It was agreed that the Stage D cost report will be issued by 07/12/12 subject to revised layouts being issued by SE by Wednesday 28th November.</p>	CL	07/12/12
5.2	<p><u>Additional Costs</u></p> <p>The following items were discussed as a consequence of MF's stage D report and highlighted as to be included in the Stage D Cost Report:</p> <ul style="list-style-type: none"> • New high-level smoke extract fans • External lighting to be allowed along the length of the 'graffiti' wall to the south-east of Grenfell Tower • 120no new internal lights in communal flat entrances where the ceiling will be replaced with suspended 		
6	<u>M&E</u>		
6.1	MP of MF presented the M&E Stage D report in detail. It was agreed that although significant design changes will be required, at this stage the effect on the M&E will be negligible and therefore the Stage D report does not need revision.	Note	
6.2	<p><u>PVR Specification</u></p> <p>MF to explore the specification of PVR valves and the efficiency of having one PVR per floor or one PVR per unit.</p>	MF	27/11/12
6.3	<p><u>Trace Heating</u></p> <p>It was agreed that trace heating would be retained for all communal area pipe work. MF to confirm how the trace heating is to be powered (number, location, and maintenance strategy of power points required).</p>	MF	01/12/12
6.4	<p><u>Smoke Extract Fans – Replacement</u></p> <p>It was agreed that the existing high-level extract fans are to be replaced as part of the works. MF to specify to allow CL to include within Stage D costs.</p>	MF	27/11/12
6.5	<p><u>Smoke Extract Fans – Flow</u></p> <p>It was noted that the current smoke extract system has not been interrogated. MP commented that MF's fire engineer will approach Building Control and ascertain what level of evidence of flow rate is required.</p> <p>MF to produce report detailing method of calculation required and</p>	MF MF	27/11/12 01/12/12

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	subsequent comment on system capacity.		
6.6	<p><u>External Lighting</u></p> <p>Following discussion per lux levels allowed for external lighting (both immediately around Grenfell Tower and a greater distance away) it was agreed that MF would conduct a lighting study to show current and proposed lux levels as a comparison.</p> <p>Study to be incorporated into Stage D submission.</p>	MF	01/12/12
6.7	<p><u>Existing Elson Cylinders</u></p> <p>It was agreed that the existing cylinders will be removed as part of the works and so increased storage space will be provided in each dwelling.</p>	Note	
6.8	<u>Satellite</u>		
7	<u>RISK</u>		
7.1	<p><u>Risk Register</u></p> <p>MF Stage D report assumptions to be included onto Risk Register to maintain visibility and importance.</p>	APP	01/12/12
8	<u>PROGRAMME</u>		
8.1	<p><u>Nursery Decant</u></p> <p>PD to update on nursery decants and any costs involved in such.</p> <p>MA noted that the nursery have a maximum of 6 months to have decanted before works must start.</p>	PD Note	01/12/12
8.2	<p><u>Tenant Liaison</u></p> <p>SE and PD to arrange design review meeting with the nursery and boxing club to achieve latest design buy-in and confirm timescale for decant/ revised lease sign-off.</p>	PD / SE	27/11/12
9	<u>CONTRACTOR</u>		
9.1	<p><u>Programme / Logistics</u></p> <p>LB to attend logistics and organisation workshop to sequence works and therefore give a steer for TMO on possible decant required.</p>	LB	27/11/12
9.2	<p><u>Asbestos</u></p> <p>LB to publish results from asbestos sub-contractor re: scope of works required to clear the various areas of asbestos.</p>	LB	27/11/12
9.3	<p><u>Condition Surveys</u></p> <p>LB to conduct condition surveys of the interior of all flats prior to works commencing.</p>	LB	Ongoing
10	<u>NEXT MEETING</u>		
10.1	<p>Design Team Meeting No 12 to be held at Appleyards' office in Holborn at 2pm on Thursday 13th December.</p>	ALL	13/12/12