

MINUTES

Issue Date: 25th July 2014

Project:	Grenfell Tower			
Meeting Title:	Progress Meeting No 1			
Objective:	Progress Update			
Venue:	On site			
Date & Time:	15th July 2014	10:00 – 11:30am		
Project No.:	11833			
Version	1.0			
Issue:	Draft			
Location:	<i>[PubEnq_00002614.DOCX]</i>			
Quality:				
<u>Author</u>	<u>Checked</u>			
Peter Blythe	Philip Booth			
Present:				
<u>Name</u>	<u>Initials</u>	<u>Company</u>	<u>Function</u>	<u>Acronym</u>
Claire Williams	(CW)	RBKC TMO	Client	(TMO)
David Gibson	(DG)	RBKC TMO	Client	(TMO)
Peter Maddison	(PM)	RBKC TMO	Client	(TMO)
Philip Booth	(PB)	Artelia	Project Manager	(ART)
Peter Blythe	(PHB)	Artelia	Assistant PM	(ART)
Chweecheen Lim	(CL)	Artelia	Quantity Surveyor	(ART)
Simon Lawrence	(SL)	Rydon	Contract Manager	(RYD)
Simon O'Connor	(SO'C)	Rydon	Site Project Manager	(RYD)
Zak Maynard	(ZM)	Rydon	Managing Surveyor	(RYD)
For information:				

1	<u>Minutes of Previous Meeting</u>		
1.1	CW confirmed that TMO have appointed a Clerk of Works.	Note	
1.2	CW stated that we will find out the decision regarding changing office areas into flats on the 21 st August. SL confirmed that the decision will have no implication on programme and is required by early October.	Note	
1.3	PB to complete the OJEU notice.	PB	
1.4	The contract will be produced with the works to the concierge in and a post contract variation will be used if there is any change. SL informed that if it is a major design change then the decision is required in mid-August as the works are due to start 8 th September.	Note	

	NOTES/NEXT STEPS	😊	🕒
	CW to provide RYD with a scope of works for a CCTV survey. She will then ask RYD for a price.	CW	
1.5	CW has had confirmation of the joint names policy but she has not seen the document. CW to circulate the document when she has it.	CW	
1.6	RYD have completed the mock up for the cladding and it was confirmed that the planners are viewing the colours and fixing detail on 17 th July. SL stated that he needs answers by the 1 st September. The initial feedback on the cladding, following a walk around prior to the meeting, is that the vertical sections need design work. Councillor Fielding <u>Post-meeting note:</u> the initial feedback from the planners is that they would probably prefer the champagne to brushed aluminium and they were not that keen on the face fix.	Note	
1.7	SL confirmed that the discharge for the planning conditions was sent on the 3 rd July.	Note	
1.8	SL to appoint other consultants (to include fire, DDA, acoustic, etc) after the main sub-contractors are on board.	SL	
1.9	SL to produce and circulate a planning tracker.	SL	
1.10	RYD to provide a memory stick at the next meeting containing the record of existing condition (to include photographs).	SL	19/08/14
1.11	It was confirmed that the contract will just include the external works that were in the original contract boundary. CW instructed ART to not include a provisional sum for the additional scope of external works. CW stated that a formal instruction would be required from RBKC before doing any additional externals.	Note	
1.12	SO'C to put check meters on their supplies used for welfare.	SO'C	
1.13	It was confirmed that Peter Griffiths, KCTMO communications, is finalising the requirements for the site signage. CW to chase as required.	CW	
1.14	SL to organise a meeting with the energy consultant to bottom out what level of grant is available. It was mentioned that there is a new green deal that could be available.	SL	
1.15	SL confirmed that he now plans to only scaffold the south elevation and use mast climbers from the floor on the other elevations. SL to show this on a drawing. It was confirmed that this will come at no extra cost. SL also raised that the lack of scaffold to the North means that a scaffold tunnel is required to protect the walkway.	SL	
1.16	It was confirmed that RYD have held regular coffee mornings with the residents.	Note	
2	<u>Contractor's Report</u>		
2.1	RYD reported that they are on programme. The next main item is the strip out of the social services.	Note	
3	<u>Design Development</u>		
3.1	CW to appoint a Client Design Adviser.	CW	

	NOTES/NEXT STEPS	😊	🕒
3.2	SL confirmed that their M&E designers are on board.	Note	
3.3	It was noted that the TMO (or their adviser when appointed) needs to sign off all design.	Note	
3.4	SL to produce a design programme and meeting schedule to show when design meetings are required.	SL	
4	<u>Scope of Works/Design Changes</u>		
4.1	It was confirmed that the services in the concierge need to be moved. The fire alarm panel feeds all of the finger blocks – CW to inform the requirements. <u>Post-meeting note:</u> CW stated that the AOV controls need to be moved to each individual block. It was noted that this was within RYD's scope of works as it was included as a tender clarification.	CW Note	Complete
5	<u>Health and Safety</u>		
5.1	SL to update the construction phase H&S plan	SL	
5.2	It was confirmed that there will be a H&S site visit every three weeks. SL to send the reports to ART – specifically Keith Bushell	SL	
6	<u>Building Control</u>		
6.1	SL to confirm when he has appointed the building control regulator through the council.	SL	
7	<u>Valuations/Certificates</u>		
7.1	It was confirmed that valuation 1 has been completed and valuation 2 is due on the 15 th July.	Note	
7.2	ZM to separate the costs for the boxing club in RYD's valuation.	ZM	
7.3	ZM to update the cash flow now that RYD have issued their contract programme.	ZM	
7.4	It was confirmed that partial possession certificates can be issued on agreed areas in order to start the defect liability period. However, it was agreed that certificates will not be issued for each flat.	Note	
8	<u>Key Risks</u>		
8.1	ART to circulate an updated risk register for comment prior to the next meeting.	PHB	
9	<u>Any Other Business</u>		
9.1	SO'C raised that there have been issues with rubbish being thrown out the windows. It was confirmed that Siobhan is sending letters to residents.	Note	
9.2	SL to circulate RFI schedule.	SL	Complete
9.3	<u>Contract Update</u>		
9.3.1	It was noted that ART have produced a draft contract which Jenny	CW	

	NOTES/NEXT STEPS	😊	🕒
	Jackson will review. CW to inform ART of any changes.		
9.3.2	ART to produce 2 No. reports for the TMO. One report will explain the implications of RYD's proposed contract programme and the other will explain the costs included in the programme. The cost report should include the different options for fixing the cladding.	PHB	Complete
9.3.3	CL to share the contract sum with RYD. It was agreed that the external works should remain as paving.	CL	
9.3.4	CL explained that once TMO have approved the contract it will take one week to get the final contract documents together, ready to be signed.	Note	
9.4	PB noted that he is on holiday from 23 rd July to the 5 th August. PHB and CL will cover for him while he is away.	Note	
9.5	CW informed that she is on holiday from the 25 th July. DG will cover for her in her absence.	Note	