

**MINUTES**

Issue Date: 19<sup>th</sup> September 2014

<b>Project:</b>	<b>Grenfell Tower</b>			
Meeting Title:	<b>Progress Meeting No 3</b>			
Objective:	<b>Progress Update</b>			
Venue:	<b>On site</b>			
Date & Time:	<b>16<sup>th</sup> September 2014</b>	<b>10:00 – 12:30am</b>		
Project No.:	<b>11833</b>			
Version	<b>1.0</b>			
Issue:	<b>Draft</b>			
Location:	<i>[PubEnq_00002788.DOCX]</i>			
<b>Quality:</b>				
<u>Author</u>	<u>Checked</u>			
Peter Blythe	Philip Booth			
<b>Present:</b>				
<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	(PBly)	Artelia	Assistant PM	(ART)
Nicholas Valente	(NV)	Artelia	Assistant PM	(ART)
Chweechen Lim	(CL)	Artelia	Quantity Surveyor	(ART)
Simon O'Connor	(SO'C)	Rydon	Site Project Manager	(RYD)
Simon Lawrence	(SL)	Rydon	Managing Surveyor	(RYD)
Adam Marriot	(AM)	Rydon	Quantity Surveyor	(RYD)
<b>For information:</b>				
Zak Maynard	(ZM)	Rydon	Contract Manager	(RYD)

1	<b><u>Minutes of Previous Meeting</u></b>		
1.1	CW stated that we will find out the decision regarding changing office areas into flats on the 21 <sup>st</sup> August. SL confirmed that the decision will have no implication on programme and is required by early October.	Note	
1.2	PB to complete the OJEU notice. PB stated that there are admin/IT issues and he is struggling to get online.	PB	Complete

	NOTES/NEXT STEPS	😊	🕒
	Post meeting – OJEU notice has now been completed on 16 <sup>th</sup> September to announce the award of the contract		
1.3	Initial feedback on the cladding from the planners has been positive and we are awaiting their final comments.  Mark Waterson has left his post and Amy Peck is the new contact at Taylor Young.	Note	
1.4	SL to appoint other consultants (to include fire, DDA, acoustic, etc) after the main sub-contractors are on board.  SL confirmed that his M&E and façade sub-contractors are on board and investigations are underway.  Official contract will be finalised once the contract has been signed.	SL  Note	
1.5	RYD to continue to record the supplies that they use for welfare and provide information to CW on request.	SO'C	
1.6	It was confirmed that Peter Griffiths, KCTMO communications, is finalising the requirements for the site signage. CW to chase as required. It was mentioned that the signage could be placed directly on the mast climbers.  CW has been speaking to Peter Griffiths about the signage and should hopefully be resolved soon.	CW	
1.7	SL has spoken to capita who informed that the large funding will not be available for this scheme. SL to liaise with Matt Cotton at Capita to see if they can achieve a grant > 20k.	CW  SL	
1.8	PBly to inform Vernon when the fan is going up.  Rydon to inform us of the impact to design due to the tree to the North of the tower. It was mentioned that the fan may have to move further North SL to then circulate plan layout to the North of the tower.  The new trees will probably not last due to the fan blocking the sun light and also may get damage with all the building work happening around the area.	PBly SL  NOTE	
1.9	RYD to provide cost for removal of asbestos and the drawing of what they are to remove.  SO'C has received 2 valuations for the removal of all the asbestos. SO'C said he will send the scope of works to CL. Further surveys will need to be undertaken.	RYD	
<b>2</b>	<b><u>Contractor's Report</u></b>		
2.1	Report shows that they are 4 weeks behind schedule; this should not affect the end deadline of the project.	Note	
2.2	The climbers are in place on the North elevation but no work will commence until the fan is in place (once BYUK have completed the path to the North of the tower).	Note	

	NOTES/NEXT STEPS	😊	🕒
	The walkway demolition has been completed ready to progress with further works.		
2.3	RYD are currently behind schedule on the scaffolding protection works and site set up due to the handover of the play area and the north elevation.	Note	
<b>3</b>	<b><u>Design Development</u></b>		
3.1	It was confirmed that the design meetings are underway and are currently scheduled for every 2 weeks. RYD to forward the schedule to CW.  SL mentioned that for the design meetings, what will happen from now on is that each division (example M&E), will come in for a meeting separately instead of having everyone at once. Saves wasting a whole day.	SL	
<b>4</b>	<b><u>Scope of Works/Design Changes</u></b>		
4.1	RYD to liaise with Silk and Mackman to come up with a solution for moving the fob reader. It was noted that the programming element for the fobs is newer and in better condition than the rest of the door entry system.  It was agreed to leave the fob machine in situ and RYD will continue to provide access. RYD to move it to the new controls room when programme allows	RYD	
<b>5</b>	<b><u>Health and Safety</u></b>		
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. There is nothing to report so far.	SL	
5.3	CW confirmed that the FRA is being updated on the 16 <sup>th</sup> September.	CW	
<b>6</b>	<b><u>Building Control</u></b>		
6.1	SL confirmed that John Holborn and Paul Hanson have been appointed from the local body to get a faster response.	Note	
<b>7</b>	<b><u>Valuations/Certificates</u></b>		
7.1	AM to add costs for additional works to boxing club into the valuation and provide one complete valuation for the boxing club to CW	CL	
<b>8</b>	<b><u>Key Risks</u></b>		

	NOTES/NEXT STEPS	😊	🕒
8.1	Setting up RYD's external site hoarding. SL want to ensure that they are not exposed to the school	TMO	
8.2	SO'C to look at existing services & prevent Impact on finger blocks.	SO'C	
8.3	The AOV's not working. CW to ensure fire brigade are up to date.	CW	
<b>9</b>	<b><u>Any Other Business</u></b>		
9.1	CL to update and circulate change tracker to include budget costs.	SL	
9.2	The AOV's are currently not working. RYD to try to bring up to contracted spec ASAP. If not possible, they will return to the original spec.	SL	
9.3	CW to keep fire brigade aware of the works to the AOV's	CW	
9.4	CW to organise a meeting with the KALC team to talk about handover and funding arrangements.		
9.5	CL passed the contract to CW. CW to organise TMO signing and send one copy back to RYD.	CW	
9.6	RYD and ART to report monthly on KPI's to CW. PB to review best way to do so.	PB	
9.7	AM to update the price for pre-painting the stairwell. Note this will not include railings.	AM	
9.8	PBly signed for external play equipment on behalf of the TMO. SL to look into a price to insure the equipment and compare with a price to provide a safe storage container.	SL	
9.9	CW to tell RYD which electricity supplier will be used for the new flats.		
9.10	SL to update insurance, warranties & performance bond once in contract.		