

**MINUTES**

Issue Date: 13<sup>th</sup> November

<b>Project:</b>	<b>Grenfell Tower</b>			
Meeting Title:	<b>Progress Meeting No 4</b>			
Objective:	<b>Progress Update</b>			
Venue:	<b>On site</b>			
Date & Time:	<b>21st October 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_00003068.DOCX]</i>			
<b>Quality:</b>				
<u>Author</u>			<u>Checked</u>	
Nick Valente			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)
Philip Booth	(PB)	Artelia	Project Manager	(ART)
Nicholas Valente	(NV)	Artelia	Assistant PM	(ART)
Chweecheen Lim	(CL)	Artelia	Quantity Surveyor	(ART)
Simon O'Connor	(SO'C)	Rydon	Site Project Manager	(RYD)
Simon Lawrence	(SL)	Rydon	Contracts Manager	(RYD)
Adam Marriot	(AM)	Rydon	Quantity Surveyor	(RYD)
<b>For information:</b>				
Zak Maynard	(ZM)	Rydon	Managing surveyor	(RYD)
Peter Maddison	(PM)	RBKC TMO	Client	(TMO)

<b>1</b>	<b><u>Minutes of Previous Meeting</u></b>		
1.1	CW stated that we are awaiting confirmation that the Key Decision Report (KDR) presented to RBKC Housing and Regeneration Board was accepted on 11 September. The planning application will then be	Note	

	NOTES/NEXT STEPS	😊	🕒
	revived. CW advised final approval to be expected 17/11.		
1.2	<p>SL to appoint other consultants (to include fire, DDA, acoustic, etc) after the main sub-contractors are on board.</p> <p>SL advised that the sub-contractors will not be formally appointed until the contract is signed.</p> <p>CW to arrange for the contract to be signed. SL to provide bonds/warranties.</p>	SL  Note	
1.3	<p>Peter Griffiths has a new employee who has taken over so Handi Khalif is now in control of the site signage. This will be resolved soon.</p> <p>Artelia are to send Rydon site signage to.</p>	CW  ART	
1.4	<p>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 &gt; 20k.</p> <p>Simon is waiting for Synergy to get back to him with a proposal from David Brisbon. SL to chase this for next month.</p> <p>SL to present funding options at the next meeting for the TMO to decide which to proceed with SL</p>	SL	
1.5	The fan has been built around the trees to the North of the building. This means that the trees will stay as they are for the meanwhile.	NOTE	
1.6	<p>RYD have removed all the asbestos from the nursery and the old boxing club.</p> <p>RYD reported they have no further surveys to carry out. Proposal in flats in to leave known asbestos in + manage</p> <p>SL to provide methodology of how RYD will manage this process to CDMC.</p>	RYD  NOTE  SL	
2	<b><u>Contractor's Report</u></b>		
2.1	Report shows that they are 5 weeks behind schedule. Rydon ensure this is not in the critical path and will not affect the end deadline of the project.	Note	
2.2	Sub-contractors progress has been slower than anticipated. Meeting have been arranged to increase labour resource.	Note	
2.3	Internal works have been affected by the slow demolition works.	Note	
3	<b><u>Design Development</u></b>		
3.1	Meeting arranged for 22 <sup>nd</sup> October to review our next design, proposed changes and process for managing.	SL	
4	<b><u>Scope of Works/Design Changes</u></b>		

	NOTES/NEXT STEPS	😊	🕒
4.1	Silk and Mackmanqq have come up with a solution to wireless move the control into the housing office. SOC is waiting for a cost for this to forward for consideration.	SOC	
4.2	SL to provide proposal for moving CCTV to housing office.		
4.3	Max Fordham are to specify for moving the finger AOV's into the finger blocks. This is a separate project.		
<b>5</b>	<b><u>Health and Safety</u></b>		
5.1	SL has updated the construction phase H&S plan and send to NV	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. No incidents or accidents to report so far.	SL	
5.3	<p>Carl Stokes has been to site to look at the fire system.</p> <p>SL mentioned that RYD are working on a design for the fire system ensuring that it is in working order by Christmas. Ideally this design will be the full tender specification rather than an interim arrangement. SL to advise on design.</p> <p>CW will be speaking to Janice Wray from estate services to consider fire panel review procedure. At the moment when the fire system detects smoke, the control panel sounds a local alarm. Unfortunately the control panel is not being monitored. This was previously done by the concierge during the working hours.</p> <p>The fire brigade are aware that the fire alarm system does not work.</p> <p>It was agreed that Rydon cannot accept full responsibility for the fire safety of the tower. This responsibility remains with TMO. Rydon are responsible for the fire safety of their sectioned off site compound only.</p>	<p>CW</p> <p>SL</p> <p>NOTE</p> <p>CW</p> <p>NOTE</p>	
<b>6</b>	<b><u>Building Control</u></b>		
6.1	SL confirmed that John Holborn and Paul Hanson have been appointed and discussions are ongoing regarding the smoke extract system. Rydon are working on maximising flow rate through existing shaft. SL to report at next meeting or before.	Note	
6.2	<p>RYD have started to set up the hoarding 21/10/14.</p> <p>SL clarify what the end finish on the hoarding is to be.</p>	SL	
<b>7</b>	<b><u>Valuations/Certificates</u></b>		
7.1	<p>Application for valuation 5 to be issued by AM.</p> <p>Payment certificate will be issued w/c 27/10/14.</p> <p>AM to issue variation costs to CL stated in emails.</p>	<p>AM</p> <p>CL</p> <p>AM</p>	Complete

	NOTES/NEXT STEPS	😊	🕒
7.2	Final cost for the boxing club to be issued.	AM	
7.3	AM to provide cost for the external additional works	AM	31/10
<b>8</b>	<b><u>Key Risks</u></b>		
8.1	PB review risk register. Please see attached updated register.	PB	
<b>9</b>	<b><u>Any Other Business</u></b>		
9.1	SL to update and circulate change tracker to include budget costs.	SL	
9.2	CL to review the price of painting the stairwell and pass to CW.	CL	
9.3	CW to inform RYD which electricity supplier will be used for the new flats.	CW	
9.4	SOC advise the respite facility will be available from 31/10.		
9.5	PCB forward drainage survey to KALC team as PCB identify defect to playground area.		
9.6	NV to draft KPI table as required for TMO reporting.	NV	