

## MINUTES

Issue Date: 20<sup>th</sup> March 2015

<b>Project:</b>	<b>Grenfell Tower</b>			
<b>Meeting Title:</b>	<b>Progress Meeting No 9</b>			
<b>Objective:</b>	<b>Progress Update</b>			
<b>Venue:</b>	<b>On site</b>			
<b>Date &amp; Time:</b>	<b>17<sup>th</sup> March 2015</b>	<b>10:00 – 13:00am</b>		
<b>Project No.:</b>	<b>11833</b>			
<b>Version</b>	<b>1.0</b>			
<b>Issue:</b>				
<b>Location:</b>	<i>[PubEnq_00003710.DOCX]</i>			
<b>Quality:</b>				
<u>Author</u>	<u>Checked</u>			
Nick Valente	Neil Reed			
<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)
Neil Reed	(NR)	Artelia	Project Manager	(ART)
Chweechen Lim	(CL)	Artelia	Quantity Surveyor	(ART)
Nicholas Valente	(NV)	Artelia	Assistant PM	(ART)
Simon Lawrence	(SL)	Rydon	Contracts Manager	(RYD)
Simon O'Connor	(SO'C)	Rydon	Site Project Manager	(RYD)
Adam Marriot	(AM)	Rydon	Quantity Surveyor	(RYD)
<b>Apologies:</b>				
Peter Maddison	(PM)	RBKC TMO	Client	(TMO)
<b>For information:</b>				
Zak Maynard	(ZM)	Rydon	Managing surveyor	(RYD)

<b>1</b>	<b><u>Introductions</u></b>		
1.1	Neil Reed introduced himself too everyone as he will now be taking overthe projectfrom Philip Booth.		
<b>2</b>	<b><u>Minutes of Previous Meeting</u> see note 1 in cover email</b>		

	NOTES/NEXT STEPS	😊	🕒
2.1	SL is waiting for 4 collateral warranties off the sub-contractors.	SL	
2.2	TMO have given Cenergist a 5 year programme to see what grant they can come up with. SL has also put a pack together with all the relevant information to help with the grant. CW reported that Cynergist may have 100k to offer the project. CW to update next month.	Note CW	
3	<b><u>Contractor's Report</u></b>		
3.1	Reference the report (number, date and when it was issued – note that it is attached to the minutes). Nick – you make no reference to the fact that the programme includes for an Ext of Time of 7 weeks or that the EoT has not been awarded. We need to sort the EoT – is this something PB or CL was looking at?  Rydon are reporting against their revised programme with a contract completion date of 23/10. Works are reported as being on programme.  Report shows that RYD are currently 2 weeks behind schedule this is due to the window metsec manufacturing.  RYD report this delay is not on the critical path and will not affect the end deadline. RYD plan to recover the time in other areas. SL has organised a meeting with the contractor to resolve these delays.  RYD to produce : <ul style="list-style-type: none"> <li>• Updated Change tracker.</li> <li>• Updated programme</li> <li>• We need to see dates for everything!</li> </ul> what about my other observations, comments,actions????	Note Note Note RYD	
3.2	Rydon have produced a resident pack explaining the works to each flat. This has been approved by the TMO.	Note	
4	<b><u>Design Development</u></b>		
4.1	The TMO have ordered the Gerda H10 locks for the riser cupboards in the communal areas.	Note	
4.2	SL issued the kitchen drawings to who and when? CW has provided comments to who on the layout/ cubic capacity in the flats – considered inadequate in some flats . RYD to redesign and issue any cost implications. <b>Is this what was said? Either way – deadline?</b>	RYD	
5	<b><u>Scope of Works/Design Changes</u></b>		
5.1	<b>It was confirmed that the coms room would house the CCTV and door entry system.</b> This was from the last meeting. It was also noted that the coms room must have air conditioning. RYD are to produce the layout drawing for the coms room, including elevations. Who, when?  The fire panel would be in the lobby so the fire brigade can see in emergency.  Where are the other comments about Schedule of Design deliverables and status?	RYD Note	
6	<b><u>Health and Safety</u></b>		
6.1	CW has organised Calford Seaden (maintenance team) to visit site on the 19/03/15. This is to survey the lifts for any reliability repairs required	Note	19/03

	NOTES/NEXT STEPS	😊	🕒
	<p>prior to RYD arranging APEX to progress their extensive lift works.</p> <p>The lift will be out of action for 17 days per lift. One lift will be worked on whilst the other is operational, visa-versa. When the lifts are being worked on deliveries for Grenfell should be minimised to reduce congestion in the building. Works should take around 34 days with a week in-between for teething problems. Some of this is a repeat?</p> <p>Dry riser is left with the TMO maintenance to repair before RYD start any works. RYD are waiting for certification before they begin any works. So who does what and when by?</p>	Note  CW	
7	<b><u>Building Control</u></b>		
7.1	<p>SL has submitted a detailed design of the AOV's to building control. Max Fordham has approved the equipment. Changes have been made to the drawings. AOV extending to additional floor for the new flats an increased flow rate in required by building control increasing the size of the fans. This is all a repeat?</p> <p>SL is meeting with building control on 17/03 for the sign off of the AOV system. There <b>is a structural issues</b> with the AOV system that need addressing. SL to report back on findings.</p> <p>TMO and RYD to keep the fire brigade informed about works on site. The passive system should be operational by May. Mechanical system will be operational by end of June</p> <p>AM to has variation cost 11/02, total cost impact £199,278.65 for AOV</p>	SL  SL  RYD/TM O AM	
8	<b><u>Valuations/Certificates</u></b>		
8.1	<p>Valuation 10 received???. AM and CL to have a walk around site after the progress meeting to evaluate the progress on site.</p> <p>AM send valuation 10 to CL</p> <p><b>ART express their disappointment for not receiving all cost information in time for ART to review and for TMO to make their decisions. Some costs have now been outstanding for several months. This is not acceptable and so is impacting on the project. This is all repeat.</b></p>	AM/CL  AM  Note	
8.2	ZM to send outstanding valuation for external works and office/ concierge to CL by the end of the month. repeat?	ZM	
8.3	<p>CL to advise on procedure for paying for materials off site for Feb/March valuations.</p> <p>AM to provide an interim valuation for the 31/3. CW asked if RYD could value the onsite material. RYD mentioned that the material would not ????? incomplete.</p>	RYD	
8.4	Extent of the external works not agreed. RYD have priced some areas but are awaiting BYUK works to be completed	Note	
9	<b><u>Key Risks</u></b>		
9.1	<p>Risk Register to be revisited and update to include the following – action Artelia. Rydon encouraged to identify risks from their perspective in future progress report.</p> <p>Potential delay to works due to prohibited access to the residents flats. RYD to use progress report to monitor?</p>	RYD	

	NOTES/NEXT STEPS	😊	🕒
9.2	AOV shaft may change due to building works this could potentially cause delay.> Mitigation	Note	
9.3	Windows may cause delay to the programme due to manufacturer poor performance.??? Mitigation.	RYD	
9.4	Future road works are happening on Bowmore Road in April. This could be problematic for deliveries to RYD's site.?? Mitigation?	Note	
9.5	Work that is scheduled in for the lifts could slow down future work to the residents flats.?? Mitigation?	Note	
<b>10</b>	<b><u>Programme</u></b>		
10.1	CL waiting for CW to present the prolongation costs to DG and PM to be agreed.?? NV to issue extension of time extending to the 23/10 end date. Issue or consider? I will need to approve all and any certs for this project.	CW NV	
<b>11</b>	<b><u>Any Other Business</u></b>		
11.1	RYD's electrical sub-contractor has been speaking to British gas about installed meters for 9 additional flats, the nursery and the boxing club. British Gas are scheduled in to visit site to check the electrical capacity making sure they do not overload the supply. Contract established, forms next week?	SOC	
11.2	KB, NV and CW have met when? during the last period to run through the H&S. ? H&S what and why? SOC and CW to bring together necessary information for the file – what file?	Note SOC/ART	
11.3	CW to advise boxing club anticipated cost of additional power is £2k and additional beam £5k. CW instructed to proceed with the 7 additional power sockets, NV to send RYD the instruction.	NV	Complete
11.4	CW has received a cost from the artist for work to be done in the communal area. CW to speak to PM regarding this work. Date to be confirmed. (looking around the Easter holiday)	CW	
11.5	NV to speak to Max Fordham regarding the wiring to the communal areas for the lighting. Who, when, ation required? EA15 issued instruction keeping existing lobby lights. NV to refine +re-issue to be clear on wiring. RYD to cost saving.	NV	
11.6	The planning approval for the colour of the cladding to the lower level on Grenfell Tower is to be confirmed on the 28 April 2015.	Note	28/04
11.7	ART and RYD to meet W/C 23/03 for a design review. NV to organise.	NV	
11.8	CW stated that this put together by Max Fordham, and is due back on 30 March 2015. This is for equipment to allow remote billing.		
11.9	Discussion took place over getting the bike stores in place prior to a lift being taken out of action, to reduce usage. RYD said they had stored the old lockers in a garage ready for re-use. CW asked how many there were, and could they be moved asap. CW also looking for grant for lockable stores as the original spec	Note	

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	apparently only has £2k in it for Sheffield cycles. It is not clear if this is also a planning issue – RYD thought numbers not an issue.	CW	
11.10	CW noted that the S106 had a condition that the nursery should be ready to occupy, before the flats are occupied. SL to check if this impacts on programme, but no sectional completion allowed for. CW to provide s106 agreement for ART to issue with mins!	SL	
11.11	CW noted that TMO's asbestos contractor, Express, due to return to flats 201 and 202 where they did making safe works. Flat 203 due to have second visit from Express after ceiling mounted equipment removed. RYD said they had certification for this flat. CW to update on flats 201 and 202 at next meeting.	CW	
11.12	Kitchen samples: CW had chosen from Rixonway samples presented by RYD. Subsequently CW established this was a superseded spec, and that Howden were the preferred supplier. RYD to have available for CW to choose prior to next site meeting.	Note	
11.13	Clerk of works: NR noted that from reading the latest report dated xx/xx/xx there appeared to be opportunity to improve the efficiency and effectiveness of the quality inspection controls and processes in place. NR to explore the concept of introducing 20-30 hold points for CoW inspection and sign off in lieu of a 'visit and report' approach. The concept was supported by all. Also RYD require the visiting CoW to be accompanied going forward and for visits to be planned/ announced. This was supported by all.	NR	