

## MINUTES

Issue Date: 27<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_00003762.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)
Chweecheen 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 over the project from Philip Booth.	Note	
<b>2</b>	<b><u>Minutes of Previous Meeting (actions b/f)</u></b>		

	NOTES/NEXT STEPS	😊	🕒
2.1	SL is waiting for 4 collateral warranties off the sub-contractors.	SL	
2.2	17.02.15 - 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	Ongoing  17/03
2.3	17.02.15 - 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.	Note	03/04
2.4	20.02.15 - Rydon have produced a resident pack explaining the works to each flat. This has been approved by the TMO.	Note	
<b>3</b>	<b><u>Contractor's Report</u></b>		
3.1	Reference the report (No.09 Dated 12/03/15). Rydon are reporting against their revised programme with a contract completion date of 23/10.  Report shows that RYD are currently 2 weeks behind (on top of the EOT of 7 weeks) 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> </ul>	Note  Note  Note  RYD	       26/03
3.2	KPI's to be updated and submitted by NV by next progress meeting.	NV	21/04
<b>4</b>	<b><u>Design Development</u></b>		
4.1	SL issued the kitchen drawings to CW. CW has provided comments to RYD on the layout/ cubic capacity in the flats which is considered inadequate in some flats. RYD to redesign and issue any cost implications.	RYD	W/C 30/03
<b>5</b>	<b><u>Scope of Works/Design Changes</u></b>		
5.1	It was noted that the coms room must have air conditioning. RYD are to produce the layout drawing for the coms room, including elevations.  RYD to include schedule of design deliverables in the monthly progress report. SOC to action in next progress report.	RYD  SOC	  W/C 30/03
<b>6</b>	<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 prior to RYD arranging APEX to progress their extensive lift works.	Note	19/03
6.2	Dry riser is left with the TMO maintenance team to repair before RYD start any works. RYD are waiting for certification before they begin any works, CW to action.	CW	W/C 30/03

	NOTES/NEXT STEPS	😊	🕒
<b>7</b>	<b><u>Building Control</u></b>		
7.1	<p>SL is meeting with building control on 17/03 for the sign off of the AOV system. There is a structural issue 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>	<p>SL</p> <p>RYD/TM O AM</p>	17/03
<b>8</b>	<b><u>Valuations/Certificates</u></b>		
8.1	<p>Valuation 10 received was received on 16/03. 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>AM/CL</p> <p>AM</p>	16/03
8.2	<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 amount up to as the forecasted cash flow.</p>	<p>RYD</p> <p>Note</p>	31/03
8.3	<p>Extent of the external works not agreed. RYD have priced some areas but are awaiting BYUK works to be completed</p>	Note	
<b>9</b>	<b><u>Key Risks</u></b>		
9.1	<p>Risk Register to be revisited and updated to include the following – action Artelia. Rydon encouraged to identify and log risks from their perspective in future progress reports.</p>	RYD	
9.2	<p>Potential delay to works due to prohibited access to the residents flats. RYD to use internal progress report to monitor each flat.</p>	RYD	
9.3	<p>AOV shaft may change due to building works, this could potentially cause delay. See risk register.</p>	Note	
9.4	<p>Windows may cause delay to the programme due to manufacturer poor performance. See risk register</p>	RYD	
9.5	<p>Future road works are happening on Bowmore Road in April. This could be problematic for deliveries to RYD's site. See risk register</p>	Note	
9.6	<p>Work that is scheduled in for the lifts could affect the residents when gaining access and egress to Grenfell Tower.</p>	Note	
9.7	<p>Waiting for planning approval from Amy Peck regarding the cladding colour on the lower 2 levels of Grenfell</p>	Note	
<b>10</b>	<b><u>Programme</u></b>		
10.1	<p>A 7 week EOT has been granted to RYD. CL waiting for CW to present the prolongation costs to DG and PM so that the EOT can be awarded to RYD.</p> <p>NV to issue when the prolongation costs have been agreed.</p>	<p>CW</p> <p>NV</p>	
<b>11</b>	<b><u>Any Other Business</u></b>		

	NOTES/NEXT STEPS	😊	🕒
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 is scheduled in to visit site to check the electrical capacity making sure they do not overload the supply. SOC to send contract forms to British Gas.	SOC	W/C 30/03
11.2	KB, NV and CW met on 16/03/15 to run through the H&S to be clear about what is needed for the H&S file. SOC and CW to bring together necessary information for the H&S 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. EA15 issued instruction keeping existing lobby lights. NV to refine +re-issue to be clear on wiring. RYD to cost saving.	NV	18/03/15
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	23/03
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 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.	Note  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 02/03/15 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.	NR	

	<b>NOTES/NEXT STEPS</b>	😊	🕒
	Also RYD require the visiting CoW to be accompanied going forward and for visits to be planned/ announced. This was supported by all.		