

Message

**From:** MALCOLM Andrew  
**Sent:** 06 November 2015 17:51  
**To:** Claire Williams  
**Cc:** REED Neil  
**Subject:** RE: Grenfell meeting minutes

Hi Claire

I can't put the latter (red) part of that in the minutes.... That is not an accurate account of the meeting... I will put it in as a PMN for discussion at the next meeting and we can minute it at the next meeting.

We did not agree that the Contractor pulls together the file in the meeting.

Kind regards

Andrew



**Andrew MALCOLM**  
Project Manager  
**ARTELIA UK**  
High Holborn House - 52-54 High Holborn • WC1V 6RL • Holborn • United Kingdom  
Tel [REDACTED] • [www.uk.arteliagroup.com](http://www.uk.arteliagroup.com)  
Artelia UK is accredited to ISO 9001, ISO 14001 and OHSAS 18001



This message and any attachments (the "message") is intended solely for the addressees and is confidential. If you receive this message in error, please delete it immediately and notify the sender. Any use not in accordance with its purpose, any dissemination or disclosure, either whole or partial, is prohibited except with explicit formal approval. The internet cannot guarantee the integrity of this message. ARTELIA (and its subsidiaries) shall not therefore be liable for the message if modified.

ARTELIA PROJECTS UK LTD - Registered Office : The Broadgate Tower 3rd Floor 20 Primrose Street London - EC2A 2RS - Trading as ARTELIA UK  
Registered in England and Wales under Company Number 03913368

APPLEYARDS LTD - Registered Office : High Holborn House 52-54 High Holborn London – WC1V 6RL - Trading as ARTELIA UK  
Registered in England and Wales under Company Number 03935522

**From:** Claire Williams [<mailto:clwilliams@kctmo.org.uk>]  
**Sent:** 06 November 2015 15:27  
**To:** MALCOLM Andrew <[andrew.malcolm@uk.arteliagroup.com](mailto:andrew.malcolm@uk.arteliagroup.com)>  
**Cc:** REED Neil <[neil.reed@uk.arteliagroup.com](mailto:neil.reed@uk.arteliagroup.com)>  
**Subject:** Grenfell meeting minutes

Andrew

I have just had a meeting with Paul Burrows. In terms of the minutes can you make sure you include:

The Project Team confirmed that the design is ‘fundamentally complete. Under the 2015 regulations if the PD appointment finishes before the end of the works then the Principal Contractor takes on the PD role. This means the Principal Contractor puts together the H&S file for the client.

There is no legal requirement for a CDM Advisor.

Ta

Claire Williams  
Project Manager



t: [REDACTED]  
m: [REDACTED]

a: The Network Hub, 292a Kensal Road, London, W10 5BE

Before printing, please think about the environment

---

This e-mail message has been scanned for Viruses and Content and cleared by **MailMarshal**

---

**DISCLAIMER:**

This E-mail and any files transmitted with are intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the System Administrator. This message may contain confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this email.

Please note that any views or opinions presented in this email are solely those of the author and do not necessarily represent those of Kensington & Chelsea TMO Ltd. Finally, the recipient should check this email and any attachments for the presence of viruses. Kensington & Chelsea TMO Ltd accepts no liability for any damage caused by any Virus transmitted by this email.