



Artelia UK

High Holborn House
52-54 High Holborn
London WC1V 6RL

Tel : [REDACTED]
Fax : [REDACTED]

MEETING MINUTES

GRENFELL TOWER

PROGRESS MEETING #19

FROM Andrew Malcolm *MEETING DATE* 26th January 2016
TEL [REDACTED] *REF.* 11833
E-MAIL Andrew.malcolm@uk.arteliagroup.com *PAGES* 1/9
SUBJECT Progress Meeting #19 Minutes

NAME	COMPANY	PRESENT	DISTRIBUTION
Peter Maddison	KCTMO	Y	Y
David Gibson (DG)	KCTMO	N	Y
Claire Williams (CW)	KCTMO	Y	Y
Steve Blake (SB)	Rydon	Y	Y
David Hughes (DH)	Rydon	Y	Y
Gary Martin (GM)	Rydon	N	Y
Jason North (JN)	Rydon	N	Y
James Clifton (JC)	Rydon	N	Y
Tony Batty (TB)	JRP	Y	Y
Jon White (JW)	JRP	Y	Y
Simon Cash (SC)	Artelia	N	Y
Michelle Lowe (ML)	Artelia	N	Y
Neil Reed (chair) (NR)	Artelia	Y	Y
Andrew Malcolm (AM)	Artelia	Y	Y

ANDREW Malcolm
Employers Agent

REF	NOTE / ACTION	WHO	DATE
1.	ATTENDANCE / APOLOGIES		
1.1.	<i>As noted on distribution sheet</i>		
2.	COMMENTS AND CORRECTIONS / PREVIOUS MINUTES		
2.1.	<i>Item 2.1 External Blocked Drain</i> – DH confirmed that the contractor had been back to site to re-survey the area in order for a design to progress and costs and scope of works to be known. DH to issue the scope and costs when available.	DH	WHEN AVAILABLE
2.2.	<i>Item 2.2 Collateral Warranties</i> SB advised the following regarding the warranties: <ul style="list-style-type: none"> - Harleys - have signed and returned – SB to issue to team - JSW – will be signed by 27/01/16 – SB to issue on receipt - Curtains – discussions are still pending – SB to issue on receipt - Studio E – discussions are still pending – SB to issue on receipt 	SB	ON RECEIPT
2.3.	<i>Item 2.3 Response to Asbestos Email requests</i> – action c/f. DH noted that he had located the 3no emails and was seeking a response from Rydon’s Asbestos Contractor, to be issued to the team upon receipt.	DH	ON RECEIPT
2.4.	<i>Item 2.4 CDM Regulations</i> – Note c/f. “It was agreed that Rydon are not the PD (Principal Designer) under the CDM Regulations 2015. The TMO as the client are to undertake this role. It was further agreed that Rydon would be responsible for collating and presenting the H&S File information in accordance with the Employer’s Requirements and the PCI and present to the TMO as PD.”	NOTE	
2.5.	<i>Item 2.9 Cofely Inventory in the Basement</i> – action c/f. The TMO should review and audit the contents in the basement and seek to dispose of inventory not required. CW to investigate. It was agreed that TB would take photographs and issue to CW with recommendations. TB to be introduced to local Estates colleague by CW. CW to forward information to maintenance, colleague Anthony Cheeney. It was further agreed that once Rydon had finished works in the area a clean of the drains was required. TB also suggested that old existing pipework within the basement should be cut-back for tidiness. TB to review the ERs to establish if Rydon are due to action redundant pipework accordingly.	TB CW	05/02/16 UPON RECEIPT
2.6.	<i>Item 2.10 Extension of Time</i> - action c/f. It was noted that Artelia have still not received substantiation with regard to the 2no. submitted EOT requests from Rydon. SB to action.	SB	05/02/16
2.7.	<i>Item 2.12 Floor Screed to walkway+1 flats</i> It was agreed that Rydon would forward a proposal for review to deal with uneven screen in walkway+1 flats following a site visit with TB.	DH	03/02/16



REF	NOTE / ACTION	WHO	DATE
2.8.	Item 3.1 Nursery Ceiling update It was confirmed that the Nursery Ceiling would remain as a suspended ceiling and that an instruction to change to MF was not required.	NOTE	
2.9.	Item 3.2 Extension of Time note c/f. "NR confirmed that Artelia (the Employer's Agent) have not agreed to the 2no Extension of Time requests as detailed in the Contractors Report. Namely, the +10 week extension of time and the +20 week extension of time relating to the HIU location change and the AOV design change respectively. As per item 2.10 above, Rydon have still not provided substantiation to ML letter dated 26/10/15. DH noted that the Rydon team are focusing on delivery of the remainder of the works at this time."	NOTE	
2.10.	Items 3.4.1 and 3.4.2 AOV and Fire Alarm Design action update. DH confirmed that they have been submitted and approved by MS from Max Fordham, although email confirmation was required. PMN: Following discussion with MS it is understood that these designs have not been approved by Max Fordham. Rydon to submit to Max Fordham for approval.	DH	ASAP
2.11.	Item 3.4.2 Nursery Floor Finish action complete A floor finish has been confirmed by CW.	NOTE	
2.12.	Item 3.4.4 Letter Box Design Rydon has order but Artelia has not instructed. Requires further discussion between Rydon and CW.	DH	ASAP
2.13.	Item 6.1 Remote HIU Monitoring fused spur instruction action update AM confirmed that the EAI had been drafted and was with ML for review and approval ahead of issue. AM to chase.	AM	ASAP
3. CONTRACTORS REPORT & PROGRAMME			
3.1.	The Contractors report was tabled (appended to minutes for completeness). <i>The items detailed below are discussions and actions recorded resulting from reviewing the tabled information. The below also contains any amendments and/or comments noted within the meeting.</i>		
3.2.	Section 1 - Summary		
3.2.1.	Following a review of the summary page, the meeting confirmed that Rydon believes the overall project position is 14.5 weeks in delay. This is comparable to the original contract period and certified EOT. This statement does not take into the two uncertified EOTs – see item 2.9 for further detail.	NOTE	
3.3.	Section 2 - Financial		
3.3.1.	Commercial team not represented at this meeting. Please see attendances table on cover page.	NOTE	
3.4.	Section 3 – Health and Safety		

REF	NOTE / ACTION	WHO	DATE
3.4.1.	DH confirmed that issues raised following Rydon Safety Team inspection on 11/01/2016 have been actioned.	NOTE	
3.4.2.	SB confirmed that a four weekly safety review was being undertaken by the Rydon Safety Team on 27/01/2016 – additional attendees welcome as required.	NOTE	
3.4.3.	It was brought to the attention of the table that the CDM F10 will need amending prior to April to reflect the planned completion date.	CW	31/03/16
3.5.	Section 4 - Progress		
3.6.	68 Flats have been handed over where final snags have been signed off by the COW.	NOTE	
3.6.1.	DH confirmed that within the next two weeks all mast climbers and associated scaffold should be removed from the site. Remaining works and inspections would be undertaken using a cherry picker.	NOTE	
3.6.2.	SB confirmed that window curtain walling to the lower floors is nearing completion with only water proofing being undertaken, this is delayed a result of having to break out the slab. Once these works have been complete roller shutter doors are expected to be installed next week. SB confirmed that these are 'grey' in colour.	NOTE	
3.6.3.	DH to issue canopy detail for the main entrance to CW for review, comment and comment.	DH	05/02/16
3.6.4.	DH to issue nursery pergola detail to CW for review, comment and sign off.	DH	05/02/16
3.6.5.	SB also confirmed that he expected high level louvres for ventilation and the AOV systems to be installed by next Friday (05/02/16)	NOTE	
3.6.6.	New Community Room It was confirmed that whilst Rydon were undertaking external access works that this area can be utilised as a site office.	NOTE	
3.6.7.	Entrance Lobby Area Rydon to forward proposal for new suspended ceiling and lighting details to this area.	DH	05/02/16
3.6.8.	AOV System A pre-commissioning session has been booked for 03/02/2016. Rydon to ensure the commissioning schedule has been issued ahead of this date.	DH	02/02/16
3.6.9.	Communal Lobbies SB reported that he expected signage to be due on site tomorrow (27/01/16) to allow the start of 'completion' of these areas.	NOTE	
3.6.10.	Outstanding works to Resident's Flats		

REF	NOTE / ACTION	WHO	DATE
	<p>It was agreed that three areas of work were still required to every resident flat, even though 68 flats have been confirmed as complete in terms of HIU and window works. The items of works that remain are:</p> <ul style="list-style-type: none"> - Door Entry handsets - Gas Riser Vents - Extract Fan noise issue <p>It was agreed that all elements of remaining work should be done in one visit and a team should be pulled together in order to minimise disruption to the residents.</p> <p>SB further tabled a proposal from Nuaire and gave a demonstration of the proposal to remove the back-draft shutter and increase constant run speed to 20l/s to counter-act the issues experienced on site. TB confirmed that he did not feel this proposal was suitable. SB to investigate running costs of the fans at 20l/s and to implement this strategy within a test flat for TB/JW to review. TB ultimately confirmed that if Max Fordham were happy to accept this proposal then he would sign off on the works.</p> <p>SB noted that there is still some choices required for the door entry system. SB to publish options and choices for the table. SB noted that a letter needs to be sent out to the residents so that it can be communicated in good time.</p>	SB	02/02/16
3.6.11.	SB mentioned that he planned to issue a milestone schedule to aid understanding around the completion of key activities.	SB	03/02/16
3.7.	Section 5 - Design		
3.7.1.	Attention to items 3.5.3 to 3.5.5 above and those stated in the document (appended).	NOTE	
3.7.2.	It was also discussed that a decision was required from CW regarding design choice of the main Entrance Lobby floor tiles. CW to liaise with DH.	CW	01/02/16
3.8.	Section 6 - Legal		
3.8.1.	Update on collateral warranties can be found in item 2.2 above.	NOTE	
3.8.2.	DH confirmed that a resident complaint had been escalated to Rydon's Legal Team as it involves a personal injury claim. Rydon are leading resolution of the claim.	NOTE	
3.9.	Section 7 - Planning		
3.9.1.	DH to issue detail on planning condition 13 – legacy from BYUK scheme.	DH	02/02/16
3.10.	Section 8 – Building Control		
3.10.1.	DH confirmed that the Approved Building Control Inspector had confirmed in writings details found with Building Control Meeting Minutes issued on 08/01/16.	NOTE	
3.10.2.	SB noted that the Inspector had identified areas of existing Fire Compartmentation which needed addressing. It was discussed and agreed that although these works are not required under the current contract it may be beneficial to the TMO to carry out these works to improve the condition of the building. SB to draw up a proposal identifying scope, cost and	SB	05/02/16

REF	NOTE / ACTION	WHO	DATE
	programme implications of undertaking this additional work to be issued to CW and Artelia. CW will then review the necessity of these works with TMO Fire Risk Assessor and instruct accordingly.		
3.10.3.	Rydon to provide BCO certification for the discharge of all building regulations conditions as a pre-requisite of completion.	DH	UPON RECEIPT
3.11.	Section 9 – Statutory Authorities		
3.11.1.	No further comments recorded.	NOTE	
3.12.	Section 10 – RLO Matters		
3.12.1.	DH to issue a report to CW identifying “troublesome” residents which are not allowing access for snagging.	DH	02/02/16
4. COMMERCIAL MATTERS AND VALUATION			
4.1.	Not represented within this meeting. AM confirmed the valuation was happening outside of this meeting as per discussions with ML.		
5. QUALITY CONTROL – COW REPORTS / COMMENTS			
5.1.	Following a report review meeting on the 12/01/16, DH confirmed that all matters raised either have been address or are being addressed. Appended to the minutes are Rydon’s status regarding points discussed within the meeting against each report.	NOTE	
5.2.	Water Temperature TB noted that the maximum water temperature achieved on the morning of the cold snap was only 44 deg C on maximum demand. 48-50 deg C is the design criteria. DH to investigate this issue and confirm proposals to remedy with COW and Max Fordham for approval. TB indicated that the dynamic pressure needed looking at. PM suggested that this information should go into the newsletter indicating that the TMO and Rydon were aware of the issue and are looking into it. It was further noted that the issue may be resolved in a matter of days but nevertheless should still be reported to the residents.	DH CW	ASAP As REQUIRED
5.3.	Gas Riser Vents AM confirmed that the EAI had been drafted and was with ML for review and approval ahead of issue. AM to chase ML.	AM	ASAP
5.4.	Rydon Progress Report TB noted that generally he did agree with Rydon’s reported position in section 4.0 of their report. TB believed Rydon are up to 17 days in delay in some areas. TB COW report highlights the following M&E related items below (position as of 25/01/16 against programme dated 21/12/2015): <ul style="list-style-type: none"> • Item 10 is now running 7 days behind programme • Item 17 is now running 7 days behind programme • Item 24 is now running 7 days behind programme 	NOTE	

REF	NOTE / ACTION	WHO	DATE
	<ul style="list-style-type: none"> Item 31 is now running 7 days behind programme Item 36 is now running 7 days behind programme Item 72 is now running 5 days behind programme Item 80 is now running 5 days behind programme Item 88 is now running 5 days behind programme Item 104 is now running 2 days behind programme Item 113 is now running 5 days behind programme Item 114 is now running 1 day behind programme Item 135 is now running 2 days behind programme Item 136 is now running 2 days behind programme Item 175 is now running 17 days behind programme Item 176 is now running 17 days behind programme Item 177 is now running 17 days behind programme Item 178 is now running 17 days behind programme Item 200 is now running 5 days behind programme 		
5.5.	<p>Boiler Commissioning Schedule and Timetable</p> <p>TB confirmed that this was still outstanding. DH to issue.</p>	DH	05/02/16
5.6.	<p>Boiler Control Alarms</p> <p>TB confirmed that these are fluctuating and needs investigation. 22 last week. Today 38 alarms. Response from JSW to be forwarded to the COW.</p>	DH	02/02/16
5.7.	<p>Access to Resident Flats</p> <p>TB thanked Linda for arranging for handovers etc. Stuart et al are working well and JSW are responding really quickly. Really good service from Rydon in this respect.</p>	NOTE	
6. PREVIOUS MINUTES			
6.1.	<i>Detailed above in section 1.</i>		
7. AOB			
7.1.	<p>HIU and Shelve dims in 1 bed flats</p> <p>PM requested details on HIU and shelve dims in 1 bed flats. It was thought that this information is detailed within a Rydon tracker. DH to investigate and issue required information to PM.</p>	DH	02/02/16
7.2.	<p>Hot Water pipework in the Nursey</p> <p>DH confirmed that all pipework within the Nursery was to be boxed in. Additionally all the radiators are to be the low surface temperature (LST) type. DH also confirmed that the hand driers proposed are suitable for installation in a nursely environment.</p>	NOTE	
7.3.	<p>TV Masts on the Roof</p> <p>TB reported that these still require removal. DH to action as required.</p>	DH	05/02/16
7.4.	<p>Cowls for S&V pipes at roof level</p> <p>DH to arrange for cowls/caps to be fitted to all S&V on the roof.</p>		

REF	NOTE / ACTION	WHO	DATE
7.5.	Roof extract fans for rubbish chute and kitchen DH to chase prices for extract fans for rubbish chute and bathrooms. JC to provide prices for new alongside the already submitted refurb costs.	DH	28/01/16
7.6.	External Blocked Drainage Cognisant of item 2.1 above, CW re-iterated that costs for remedying the blocked external drainage to be known ASAP as these are going back to RKBC. These costs are to be spent this financial year.	NOTE	
7.7.	External Works Queries DH further confirmed information required as per his email issued on 26/01:		
	- Utility & Service Drawings – AM to confirm with KALC team of details	AM	02/02/16
	- Drainage Drawings – AM to confirm with KALC team of details	AM	02/02/16
	- Bouygues record drawings – e.g. drainage, ductwork for lighting – AM to confirm with KALC team of details	AM	02/02/16
	- Bouygues O+M information – did they follow NBS or use approved similar? – AM to confirm with KALC team of details	AM	02/02/16
	- List of play equipment – including installation instructions - CW to issue this information	CW	02/02/16
	- Highways liaison contact details – AM to confirm with KALC team of details	AM	02/02/16
	- Details for access requirements to the garages & business centre stakeholders & emergency services– Rydon estimate access will be compromised for about 4 weeks – DH and TB/JW to walk the area to confirm implications and access compromises.	DH/TB/JW	02/02/16
	- Areas outside existing Rydon scope where extra works may need to be done to tie in with levels indicated on the drawings i.e. kerb lines and road levels to be agreed with the COW. – DH and TB/JW to walk the area to confirm implications.	DH/TB/JW	02/02/16
	NR confirmed that Artelia will not hold record information from the previous project, endeavours would be made with the KALC team to ascertain details of where or who will hold this information within the client KALC team.		
7.8.	HIU Residents User Guide HIU user guide (WIP and unissued) doesn't address how to control water temperature. CW and SB to revisit content prior to issue. NR suggested video presentation of how to use heating. CW to consider benefits.	CW	ASAP
8. NEXT MEETINGS			
8.1.	23 RD FEBRUARY 2016 – 14:00PM 22 ND MARCH 2016 – 14:00PM		
9. ATTACHMENTS			
9.1.	<ul style="list-style-type: none"> Contractors Progress Report #19 Contractors Programmes 		

REF	NOTE / ACTION	WHO	DATE
	<ul style="list-style-type: none">Contractors SHE ReportCOW Meeting Minutes 12/01/2016 with Rydon comments		