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MEETING MINUTES
GRENFELL TOWER
PROGRESS MEETING #17

FROM Andrew Malcolm *MEETING DATE* 17th November 2015
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SUBJECT Progress Meeting #17 Minutes

NAME	COMPANY	PRESENT	DISTRIBUTION
Peter Maddison	RKTMO	Y	Y
David Gibson (DG)	RKTMO	N	Y
Claire Williams (CW)	RKTMO	Y	Y
Steve Blake (SB)	Rydon	Y	Y
David Hughes (DH)	Rydon	Y	N
Gary Martin (GM)	Rydon	N	Y
Jason North (JN)	Rydon	N	Y
Zak Maynard (ZM)	Rydon	N	Y
James Clifton (JC)	Rydon	N	Y
Tony Batty (TB)	JRP	Y	Y
Jon White (JW)	JRP	Y	Y
Chweecheen Lim (CL)	Artelia	N	N
Michelle Lowe (ML)	Artelia	Y	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.	PREVIOUS MINUTES		
2.1.	<i>Item 2.2: Boiler Commissioning – Moved to handover meeting.</i>		
2.2.	<i>Item 2.5.2: Flats for Inspection – Moved to handover meeting.</i>		
2.3.	<i>Item 2.6: Kitchen Extract Fans - Action Complete</i>		
2.4.	<i>Item 2.9: Rydon SHE Report – Action c/f – SB to issue report from site visit on 11/09/2015.</i> PMN: Action complete.		
2.5.	<i>Item 2.12: Door Entry System – CW to review with Alex Bosman and seek sign off. Items relating to this point include: CCTV camera locations, PAC Readers, new audio handsets and dial pads.</i>	CW	27/11/15
2.5.1.	<i>Item 2.13: Design Issues – Action c/f – SB to lead the design process between (a) the doorway and (b) the entrance area to ensure resolution.</i>	SB	04/12/15
2.5.2.	<i>Item 2.14: External Blocked Drain – DH reported a vacuum pump has been booked for 27/11/15. DH / JC to ensure costs are issued once known.</i>	DH	ONGOING
2.6.	<i>Item 2.15: Collateral Warranties – Action c/f – SB to chase and close out. NR stated that the certificate of PC (Practical Completion) would not be issued in absence of the warranties. For the avoidance of doubt the following warranties were expected, cognisant of section 6.1 in Rydon's progress report:</i> <ul style="list-style-type: none"> (a) Studio E Ltd – Architectural Design (b) Curtins Consulting – Structural Engineer (c) Harley Curtain Walling – Façade – Cladding and Windows (d) J S Wright – Mechanical and Electrical incl. AOV 	SB	04/12/15
2.7.	<i>Item 2.16: Rydon Response to Asbestos Email Request – Action c/f – SB noted that Asbestos information will be provided in-line with the handover tracker produced by Gary Martin. NR to review the email referred to in previous minutes (issued on 09/10/15, 08/10/15 and originally 16/07/2015) and clarify outcome.</i>	NR	27/11/15
2.8.	<i>Item 3.2: CDM Regulations 2015 – AM noted the PMN on previous minutes. Copied here for completeness:</i> <p>“PMN: 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. For discussion at the next progress meeting.”</p> <p>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</p>	NOTE	

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	presenting the H&S File information in accordance with the Employer's Requirements and the PCI and present to the TMO as PD.		
2.9.	<i>Item 3.4: Rydon Management Team</i> – Action c/f. SB to publish revised Rydon on-site Management Structure. SB noted that David Hughes role has expanded to pick-up anything not covered off by the other site managers.	SB	27/11/15
2.10.	<i>Item 3.5: Lightning Protection Design</i> – Action c/f. TB noted that as the works have now been installed, proof of the installation in the form of a test certificate is required to be provided. Gary Martin to arrange via handover tracker.	GM	27/11/15
2.11.	<i>Item 3.6: MPAN Numbers</i> – Action update. SB noted that these have been received and dates are awaited (due w/c 23/11) for installation of meters. NR further queried whether there was any further risk of delay from statutory suppliers or if these elements had now concluded. SB confirmed there was no risk of further delay from statutory suppliers.	NOTE	
2.12.	<i>Item 3.8: Resident Handover Documentation</i> – Action c/f. CW confirmed the literature is with the TMO comms team for review and sign off – expected imminently. CW to chase and confirm status.	CW	27/11/15
2.13.	<i>Item 5.2: COW Reports</i> – SB confirmed that Rydon had no comments on the issues being raised in the COW reports. TB noted that items will be reviewed at ultimate inspection at handover and if not resolved the certificate of PC will not be issued. NR supported the statement.	NOTE	
2.14.	<i>Item 7.1: Flooding to the Basement</i> – It was noted that this issue has now been resolved to satisfaction. SB did note that there was still residual water in the basement in areas which not directly affect Rydon on a day to day basis. SB further noted that the TMO should review and audit the contents in the basement and seek to dispose of inventory not required. CW to investigate.	CW	As REQUIRED
3. CONTRACTORS REPORT & PROGRAMME			
3.1.	The Contractors report was tabled (appended to minutes for completeness) and presented by DH.		
3.2.	Extension of Time ML 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. ML further explained that Rydon have still not responded to her letter dated 26/10/15 requesting substantiation relating to said claims. SB noted that the Rydon team are focusing on delivery of the remainder of the works at this time. No further information was recorded.	NOTE	
3.3.	Anticipated Contract Completion Date It was queried whether the nominated date of 18/03/2016 includes for the recently instructed External Works as the latest Rydon Completion programme dated 12/10/2015 shows line 206 as "Landscaping Contract – to be instructed" which runs from the 04/01/16 to 18/03/16. SB was unable	SB	04/12/15

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	<p>to give a definitive answer and will revert in due course although it was noted that the exact scope of the works was still not clear. ML confirmed a meeting is in the process of being arranged for w/c 23/11/15 to confirm scope with JC.</p> <p>PMN: Meeting confirmed for 27/11/15.</p> <p>PM noted concern about further programme slippage. Both COWs reported a 4 – 5 week delay against the same programme on items due to be completed in the period. AM noted that this does not mean that no progress has been made in the period, moreover that the programme itself is not credible and not enough time has been allowed to undertake in the period tasks. PM explained that politically the progress of the project remains sensitive and should the project ultimately extend into the new financial year (01/04/16) this would be extremely problematic. SB took on board concerns and explained that the site team are focusing on the short term goal; to have the entrance open and complete by Christmas in accordance with previous statements to alleviate political pressures.</p>		
3.4.	<p>New Flat's Scope of Works</p> <p>NR reported that further to an earlier visit – some of the new flats had been assumingly snagged by Rydon; yet the floor in one in particular, is not envisaged to be suitable as a finished product. The exact details could not be verified within the meeting. DH to investigate and report back including what the original scope calls for. NR advised that further remedial works to the floor may need to be instructed in order for the TMO to be in receipt of a product that they are happy with.</p>	DH	27/11/15
3.5.	<p>Design Issues</p> <p>NR queried why this section was blank in the progress report. DH to ensure this section is accurate in future repots.</p>	DH	ONGOING
3.5.1.	<p>Nursery Radiators</p> <p>SB to arrange for a drawing showing location of the radiators in the Nursery for approval and sign off, noting that the occupants may wish to use areas for storage.</p>	SB	04/12/15
3.5.2.	<p>Nursery Laundry</p> <p>It was agreed that the location of this lends itself to the small store area. SB to mark this on the same drawing as item 3.5 above (radiators) for approval and sign off.</p>	SB	04/12/15
3.5.3.	<p>Nursery Floor Finish</p> <p>CW to forward details of the carpet to be installed in the Nursery to Rydon for consideration.</p>	CW	27/11/15
3.5.4.	<p>Letter Box Design</p> <p>To be dealt with a post meeting discussion. CW to update EA of outcomes are residual instruction required.</p>	CW	18/11/15
3.6.	<p>HIU Update</p> <p>SB reported that there are 17 outstanding HIU installations.</p>		

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	13 are booked to be changed over and the team are progressing. 4 are non-access which the TMO are aware of and are undertaking legal proceedings.		
3.7.	Contractor Key Risks SB reported that Rydon are focussed on two imminent risks: (a) Completion of Entrance Works cognisant of item 3.3 above. (b) UKPN visit on Thursday (19/11/15) and the resulting power down It was noted that in the event of a power down/failure at Grenfell Tower, sometimes issues arise with the operation of the lifts. CW to contact Lift Maintenance Team to pre-warn them of planned activities in the event that they need to be called out to attend non-functioning lifts.	CW	18/11/15
3.8.	NR requested assistance from CW regarding Curtin's reported poor performance and to resolve outstanding issues experienced by Rydon.	CW	27/11/15
4. COMMERCIAL MATTERS AND VALUATION			
4.1.	ML confirmed receipt of Rydon's Valuation. ML to review and issue payment certificate by weekend. PMN: Action Complete.		
4.2.	ML further noted a meeting is to be arranged with JC to discuss matters outstanding as per above (item3.3).		
5. QUALITY CONTROL – COW REPORTS / COMMENTS			
5.1.	No further business declared. Particular attention is drawn to item 2.13 above.		
6. PREVIOUS MINUTES			
6.1.	Detailed above in section 1.		
7. AOB			
7.1.	Un-switched Fuse Spur relating to HIU monitoring CW to forward additional details to EA for instruction as required.	CW	27/11/15
8. NEXT MEETINGS			
8.1.	15TH DECEMBER 2015 – 14:00PM Further meetings for the new year to be agreed at this meeting.	AM	15/12/15
9. ATTACHMENTS			
9.1.	<ul style="list-style-type: none"> • Grenfell Tower Meeting Agenda #17 • Contractors Progress Report #17 • Contractors Programmes • Contractors SHE Report 28/10/15 		