

**To:** Claire Williams[clwilliams@kctmo.org.uk]  
**Cc:** LIM Chweechen[Chweechen.Lim@uk.arteliagroup.com]; VALENTE Nick[nick.valente@uk.arteliagroup.com]; CASH Simon[simon.cash@uk.arteliagroup.com]  
**From:** REED Neil  
**Sent:** Thur 4/9/2015 11:09:09 AM  
**Subject:** Grenfell

Claire,

Thanks for your email of yesterday suggesting a meeting to discuss Artelia's fee account. I agree we should meet.

I would like to propose a broader meeting objective and agenda for the following reasons.

With my limited involvement to date I hold a perception that:

1. The scope of the work that Rydon is doing is not as well understood as it could be – there is significant email traffic of what is considered to be in the contract.
2. The roles and responsibilities of all parties do not appear as clear to me as they could be – processes for resident liaison, CoW scope, Architectural compliance monitoring for example.
3. New risks and issues are arising that need managing, mitigating and for which financial provision is required in terms of build cost and consultant fee implications

What I would like to propose is meeting on Monday 20<sup>th</sup> 2pm and 5pm at our Holborn Office.

**Meeting Objective:** To review the contact documents and scope of works.

**Desired Outcome:** Clarity on what is and is not included in the contract and the implications arising.

This would include Chweechen Lim and I Simon from Rydon, both are available should you agree.

We can then add some time at the end of the meeting to discuss the Artelia fee account issues.

Happy to discuss but I thought I would email my thinking first.

Warm Regards

Neil REED

Head of Project Delivery

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