

## MINUTES

Issue Date: 15<sup>th</sup> September 2014

<b>Project:</b>	<b>Grenfell Tower</b>			
<b>Meeting Title:</b>	<b>Progress Meeting No 2</b>			
<b>Objective:</b>	<b>Progress Update</b>			
<b>Venue:</b>	<b>On site</b>			
<b>Date &amp; Time:</b>	<b>19<sup>th</sup> August 2014</b>	<b>10:00 – 11:30am</b>		
<b>Project No.:</b>	<b>11833</b>			
<b>Version</b>	<b>1.0</b>			
<b>Issue:</b>	<b>Draft</b>			
<b>Location:</b>	<i>[https://sevintranet.appleyards.co.uk/bu/PPM/projects/grenfell/Meetings/Progress Meeting Minutes 15 July 14.docx]</i>			
<b>Quality:</b>				
<u>Author</u>	<u>Checked</u>			
Peter Blythe	Philip Booth			
<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)
Philip Booth	(PB)	Artelia	Project Manager	(ART)
Peter Blythe	(PBly)	Artelia	Assistant PM	(ART)
Chweechen Lim	(CL)	Artelia	Quantity Surveyor	(ART)
Simon O'Connor	(SO'C)	Rydon	Site Project Manager	(RYD)
Zak Maynard	(ZM)	Rydon	Managing Surveyor	(RYD)
<b>For information:</b>				
Simon Lawrence	(SL)	Rydon	Contract Manager	(RYD)

<b>1</b>	<b><u>Minutes of Previous Meeting</u></b>		
1.1	CW stated that we will find out the decision regarding changing office areas into flats on the 21 <sup>st</sup> August. SL confirmed that the decision will have no implication on programme and is required by early October.	Note	
1.2	PB to complete the OJEU notice. PB stated that there are admin/IT issues and he is struggling to get online.	PB	
1.3	CW provided the TMO's Joint Names Policy.	Note	
1.4	Initial feedback on the cladding from the planners has been positive and we are awaiting their final comments.  It was confirmed that Mark Waterson is leaving his post at the beginning	Note	

	NOTES/NEXT STEPS	😊	🕒
	of September.		
1.5	SL to appoint other consultants (to include fire, DDA, acoustic, etc) after the main sub-contractors are on board.  SL confirmed that his M&E sub-contractors are on board and investigations are underway. A meeting has been held with Max Fordham.	SL  Note	
1.6	RYD provided a memory stick at the next meeting containing the record of existing condition (to include photographs).  PBly to upload and send a copy to CW.	Note PBly	
1.7	RYD to continue to record the supplies that they use for welfare and provide information to CW on request.	SO'C	
1.8	It was confirmed that Peter Griffiths, KCTMO communications, is finalising the requirements for the site signage. CW to chase as required. It was mentioned that the signage could be placed directly on the mast climbers.	CW	
1.9	CW to chase her contact at Capita regarding the new funding that may be available.  It was agreed that RYD will chase the £20k that is achievable for them.	CW  SL	
1.10	PBly to liaise with the KALC team to answer any further questions that Vernon has regarding the fan design to the North of the tower.	PBly	
1.11	RYD to provide cost for removal of asbestos and the drawing of what they are to remove.	RYD	
<b>2</b>	<b><u>Contractor's Report</u></b>		
2.1	RYD reported that they are slightly behind programme but none of the slips will cause a delay.	Note	
2.2	The climbers are in place on the North elevation but no work will commence until the fan is in place (once BYUK have completed the path to the North of the tower).	Note	
2.3	RYD confirmed that core hole drilling is due to start and that they will inform residents of the noise prior to starting.	Note	
<b>3</b>	<b><u>Design Development</u></b>		
3.1	CW to appoint a Client Design Adviser.  <u>Post Meeting Note:</u> CW advised that the TMO will perform the role of the CDA in house. They will therefore need to sign off all design.	CW Note	
3.2	It was confirmed that the design meetings are underway and are currently scheduled for every 2 weeks. RYD to forward the schedule to CW.	SL	
3.3	RYD confirmed that M&E surveys will be undertaken from 17 <sup>th</sup> July.	Note	
<b>4</b>	<b><u>Scope of Works/Design Changes</u></b>		
4.1	RYD to liaise with Silk and Mackman to come up with a solution for moving the fob reader. It was noted that the programming element for	RYD	



	NOTES/NEXT STEPS	😊	🕒
	the fobs is newer and in better condition than the rest of the door entry system.		
<b>5</b>	<b><u>Health and Safety</u></b>		
5.1	SL to update the construction phase H&S plan	SL	
5.2	It was confirmed that there will be a H&S site visit every three weeks. SL to send the reports to ART – specifically Keith Bushell	SL	
5.3	CW to organise a new FRA as the entrance to the tower is now upstairs.	CW	
5.4	CW to confirm fire escape policy to residents via a poster.	CW	
<b>6</b>	<b><u>Building Control</u></b>		
6.1	SL to confirm when he has appointed the building control regulator through the council.	SL	
<b>7</b>	<b><u>Valuations/Certificates</u></b>		
7.1	ZM to separate the costs for the boxing club in RYD's valuation. CL to then provide two separate certs.	ZM CL	
7.2	ZM to update the cash flow now that RYD have issued their contract programme.	ZM	
7.3	It was confirmed that partial possession certificates can be issued on agreed areas in order to start the defect liability period. However, it was agreed that certificates will not be issued for each flat.	Note	
7.4	The second valuation was paid without VAT. CW to ensure that VAT the VAT is paid and that this problem is resolved moving forwards.	CW	
<b>8</b>	<b><u>Key Risks</u></b>		
8.1	ART to update risk register prior to the next meeting.	PBly	
<b>9</b>	<b><u>Any Other Business</u></b>		
9.1	It was confirmed that if there are any flat infestations RYD should raise to Siobhan.	SO'C	
9.2	RYD to make sure that the site is completely secure during Notting Hill Carnival and ensure that no skips are accessible to the public.	SO'C	
9.3	ART to report to CW on potential external items that may be added to RYD's contract.	PBly	
9.4	CW to look into a solution for where to move the fob reader as there are access problems created by the housing office needing to programme fobs.	CW	
9.5	CW confirmed that the housing office have moved in and will share the PC certificate.	CW	
9.6	CL to send the contract to RYD for signing once their legal team have checked it.  RYD to sign and return to ART to check prior to handing it to TMO.	CL	

	NOTES/NEXT STEPS	😊	🕒
		SL	
9.7	CW has arranged a programming meeting to take place at TMO offices on 27 <sup>th</sup> August. PBly, SL, CW and DG are required.	Note	