

**ROYAL BOROUGH OF KENSINGTON & CHELSEA**

**GRENFELL TOWER**

**LIFT REBURBISHMENT MEETING**

**HELD AT ROOM 249-1**

**THE TOWN HALL, HORNTON STREET, LONDON, W8**

**WEDNESDAY 9<sup>TH</sup> 2003 @ 2:00 PM**

**MINUTES OF MEETING**

Present: Mr J Rogers (JR) : Project Manager – RBKC  
Ms J Wray (JW) : TMO Safety Officer - RBKC  
Ms G Manicom (GM) : Resident Liaison Officer – RBKC  
Mr R Cahalan (RC) : TMO Senior Lift Engineer - RBKC  
Mr K Miles (KM) : Grenfell Residents' Representative  
Mr I Moorhouse (IM) : Partner – BYLCL  
Mr S Ellis (SE) : Associate - BYLCL

	<b>ACTION</b>
<b>1.0 INTRODUCTIONS, ROLES AND RESPONSIBILITIES</b>	
1.1 All parties present introduced themselves and their roles; as in those present.	<b>All</b>
<b>2.0 PROJECT OBJECTIVES AND SCOPE OF WORKS</b>	
2.1 JR confirmed the brief as achieving Feasibility Studies on the three lifts at Grenfell Tower with options for refurbishment all in accordance with RBKC specification requirements.	<b>ALL</b>
<b>3.0 GRENFELL TOWER FEASIBILITY STUDY</b>	
3.1 IM outlined the 3 approaches to refurbishment and residents concerns particularly with regard to the inability to enter cars when answering a landing call due to the car filling up with buggies etc, but not becoming loaded sufficiently to initiate landing call by pass.	<b>All</b>
3.2 Option '3' plus 'A' was discussed as the recommended option.	<b>All</b>
3.3 JR would review budget costings.	<b>JR</b>
<b>4.0 SOCIAL SERVICES OFFICE FEASIBILITY STUDY</b>	
4.1 IM presented finalised study outlining the 3 options for consideration.	<b>All</b>

	<b>ACTION</b>
4.2 IM briefly outlined the content of the report.	<b>All</b>
4.3 RC requested BYLCL investigate the option of locating a new pump room at Ground Floor level.	<b>IM/SE</b>
4.4 BYLCL to check location of security cameras in proposed new pump room location.	<b>IM/SE</b>
4.5 RBKC would consider temporary alternative access to the social services offices via the 1 <sup>st</sup> floor.	<b>GM</b>
<b>5.0 RESIDENT CONSULTATION</b>	
5.1 Consultation with residents would be based upon a choice of options.	<b>JR</b>
<b>6.0 LEASEHOLDERS</b>	
6.1 GM reported 11 leaseholders plus a number of rights to buy tenants proceeding.	<b>All</b>
6.2 Calculation would need to be prepared based upon the selected options.	<b>GM</b>
<b>7.0 HEALTH AND SAFETY</b>	
7.1 If BYLCL were appointed Planning Supervisor, preferable with lift knowledge, Jim Bryce would be named.	<b>All</b>
<b>8.0 ANY OTHER BUSINESS</b>	
8.1 IM reported no asbestos had been discovered apart from that in lift machine room access trap.	<b>All</b>
8.2 Slough Thermal Insulations had provided a report and IM complemented their responsiveness.	<b>All</b>
8.3 BYLCL would send three further copies of each report, with amendments to the hydraulic lift options.	<b>IM/SE</b>
<b>9.0 DATE OF NEXT MEETING</b>	
9.1 The date of the next meeting was left to be confirmed.	
Distribution: Those present:	