

**ROYAL BOROUGH OF KENSINGTON & CHELSEA**

**GRENFELL TOWER**

**MINUTES OF**

**PROJECT START MEETING**

**HELD AT ROOM G**

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

**TUESDAY 16<sup>TH</sup> MARCH 2004 @ 10.00 AM**

		ACTION
<b>1.0</b>	<b>INTRODUCTION ROLES AND RESPONSIBILITIES</b>	
1.1	All those present introduced themselves and their roles in the project.	<b>All</b>
1.2	Mr J Rogers (JR) : RBKC - TMO - Project Manager Ms J Wray (JW) : RBKC - TMO - Safety Officer Ms G Manicom (GM) : RBKC - TMO - Resident Liaison Officer Mr R Cahalan (RC) : RBKC - TMO - Senior Lift Engineer Mr K Miles (KM) : Grenfell Tower Residents' - Representative Mr I Moorhouse (IM) : BYLCL - Director Mr S Ellis (SE) : BYLCL - Associate	
<b>2.0</b>	<b>THE CONTRACT AND SCOPE OF THE WORKS</b>	
2.1	The contract would proceed on the basis of Option 3A of the BYLCL feasibility study, which was designated as Option 2 in the letter to all residents.	<b>All</b>
2.2	The selected scheme would provide increased lift car and entrance dimensions together with an increase in contract speed of 30%.	<b>IM/SE</b>
2.3	The social services lift would be completely replaced and would incorporate a new pump room at the ground floor on the present site of the bicycle sheds. BYA had prepared outline schemes for planning purposes.	
<b>3.0</b>	<b>INFORMATION REQUIRED - TECHNICAL QUERIES</b>	
3.1	BYLCL had obtained the original lift drawings from TMO which had proved most useful but no other records were available relative to the building at the Town Hall.	<b>IM</b>

	ACTION
3.2 In the absence of any record structural details, certain informed assumptions of structural integrity were required to be made. Jim Bryce of BYA had evaluated the requirements and established the basis of the alteration works required.	All
<b>4.0 RESIDENT AND LEASEHOLDER ISSUES</b>	
4.1 GM advised a high percentage of positive responses to the residents' letter.	All
4.2 The lease holder constituent was advised as: <ul style="list-style-type: none"> <li>- 11 leaseholders</li> <li>- 12 right to buys</li> </ul>	All
4.3 JR confirmed that the first stage leaseholder consultation was complete.	All
<b>5.0 PLANNING AND BUILDING CONTROL</b>	
5.1 Mike Flynn of BYA had held preliminary discussions with the planners reference the new machine room and was advised that his initial proposals were acceptable.	
<b>6.0 CDM</b>	
6.1 BYLCL had been appointed Planning Supervisor. This role being undertaken by another member of the practice not involved with the project.	All
6.2 Risk Assessments were to highlight the risks to residents having only one lift or, in the event of breakdown, no lifts at all, any standby provisions and storage of redundant parts from the first lift removal.	SE
<b>7.0 PROGRAMME</b>	
7.1 JR presented a draft programme as a discussion tool.	All
7.2 IM agreed it would be modified as the project progressed and would prefer a 6 week tender period.	IM/SE
7.3 IM proposed contained storage at Walkway level with a consolidated delivery of large items of equipment being craned in to reduce the use of the main lobby as much as possible.	SE
7.4 JR would meet social services to establish their needs both during the refurbishment of the tower lifts and the refurbishment of their own lift.	JR

		ACTION
7.5	Noisy works are at present limited to 9.30 am - 4.30 pm but would need to be reviewed with due deference to the programme duration and resident requirements.	All
7.6	Thermic lance and diamond drilling would be evaluated for building fabric demolition elements.	IM/SE
7.7	The specialist refurbishment engineers would utilise the remaining lift for passenger transport only.	SE
7.8	It was agreed that if possible a 1 <sup>st</sup> week in January 2005 start was ideal, with the intention that the two lifts be complete between two Christmas breaks, with a week's proving between lifts.	All
7.9	BYA would produce working drawings for tender of social services lift at the same time as planning drawings.	SE
7.10	The planning period of 12-14 weeks, would be timed to coincide with RBKC tender approval stage.	SE
7.11	The bicycle sheds would be moved through 90° to the corner of the present area.	All
7.12	The new social services lift pump room could be constructed early and thus provide additional storage.	All
7.13	In car cameras were to be carefully removed, stored and re-commissioned by the RBKC specialist contractor. TMO to advise name of specialist.	SE/RC
7.14	IM confirmed that due to maintaining structural integrity, surface mounted landing fixtures would be incorporated, back fixed from within the shaft. RC confirmed this would be acceptable.	SE
7.15	RBKC specialists would remove asbestos from the equipment trap.	All
<b>8.0</b>	<b>BUDGET</b>	
8.1	The budget was confirmed as £672,000.00, to stand until tender returns received.	All
<b>9.0</b>	<b>ANY OTHER BUSINESS</b>	
9.1	It was agreed that only competing contractors would be interviewed as necessary, post tender.	All

	ACTION
9.2 IM would design a questionnaire to contractors responding to the OJEC advertisement, with emphasis on the constraints within the building and would establish a short list from the responses.	IM
9.3 IM advised that the machine room access ladder would be canted. RC suggested locked a gate and fully screened weldmesh enclosure to the staircase. All agreed, as this would replace the existing upper door permanently.	SE
9.4 Preparation of all specification and tender documents would take 6 weeks at which point draft copies would be issued at that time for comment by relevant parties.	SE
10.0 DATE OF NEXT MEETING	
10.1 The next meeting was scheduled for:  Wednesday 28 <sup>th</sup> April 2004 @ 10:00 AM  Distribution: Those present, (all electronically) plus:  Damian Donnelly Esq. - RBKC Mike Flynn - BYA Jim Bryce - BYA	All