

ROYAL BOROUGH OF KENSINGTON & CHELSEA

GRENFELL TOWER

LIFT REBURBISHMENT MEETING

HELD AT ROOM 249-1

THE TOWN HALL, HORNTON STREET, LONDON, W8

WEDNESDAY 9TH 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

	ACTION
1.0 INTRODUCTIONS, ROLES AND RESPONSIBILITIES	
1.1 All parties present introduced themselves and their roles; as in those present.	All
2.0 PROJECT OBJECTIVES AND SCOPE OF WORKS	
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.	ALL
3.0 GRENFELL TOWER FEASIBILITY STUDY	
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.	All
3.2 Option ‘3’ plus ‘A’ was discussed as the recommended option.	All
3.3 JR would review budget costings.	JR
4.0 SOCIAL SERVICES OFFICE FEASIBILITY STUDY	
4.1 IM presented finalised study outlining the 3 options for consideration.	All

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