

ROYAL BOROUGH OF KENSINGTON & CHELSEA**GRENFELL TOWER****LIFT REBURBISHMENT PROJECT BRIEFING MEETING****HELD AT ROOM C, LEVEL B1****THE TOWN HALL, HORNTON STREET, LONDON, W8****THURSDAY 8TH MAY 2003 @ 2:00 PM**

Present: Mr J Rogers (JR) : Project Manager – RBKC
 Ms J Rhymes (JR²) : Consultancy Services Manager – RBKC
 Ms G Monicom (GM) : Resident Liaison Officer – RBKC
 Mr A Bowman (AB) : Health & Safety Officer – RBKC
 Mr D Steppel (DS) : Building Services Manager – 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 role in the project.	All
2.0 PROJECT OBJECTIVES AND SCOPE OF WORKS	
2.1 JR outlined the objective to initially have BYLCL undertake a feasibility study to evaluate options for the complete refurbishment of the duplex passenger lifts within Grenfell Tower and the single hydraulic lift in the Social Services Offices.	IM/SE
2.2 The feasibility study would address the full requirements of the brief and the following issues in particular: <ul style="list-style-type: none"> i. Future serviceability of the lifts for a minimum of 20 years. ii. Minimum disruption to the residents of paramount importance. iii. Compliance with current standards, energy efficiency and facilities for persons with a wide range of disabilities. iv. The possibility of enhancing car dimensions and lift speed. 	IM/SE
2.3 The study was to include a report on asbestos within the common areas of the Tower. Slough Thermal Insulation were recommended as the RBKC preferred specialist.	IM/SE

	ACTION
3.0 THE SITE & DWELLINGS	
3.1 The accommodation comprises 120 dwellings of which some 90% are tenanted.	All
3.2 Loss of any lift service causes particular hardship within the Tower.	All
4.0 BUDGET	
4.1 Budget costings together with programme implications will form part of each option considered in the feasibility study.	SE/IM
5.0 PROGRAMME	
5.1 The feasibility study will be complete 8 - 10 weeks from this meeting.	IM/SE
5.2 The contract programme will be identified as in 4.1 above.	IM/SE
6.0 RESIDENT CONSULTATION	
6.1 Resident consultation and presentation will take place following the feasibility study.	All
7.0 LEASEHOLDERS	
7.0 Leaseholders will be consulted on cost during 6.1 above.	All
8.0 HEALTH AND SAFETY	
8.1 BYLCL to name Planning Supervisor – Named as Steve Ellis.	All
9.0 ANY OTHER BUSINESS	
9.1 There being no other business the meeting was closed.	All
10.0 DATE OF NEXT MEETING	
10.1 Next meeting was scheduled for: Thursday 19 th June 2003 @ 2.00 pm (Now deferred until 9 th July 2003 @ 10.00am) Distribution: Those present: Plus Mr R Cahalarn – RBKC – TMO	