

## NOTES FROM MEETING

Project: Grenfell Tower Refurbishment

File ref.: 1279-M1-003

### Minutes of Design Team Meeting held on Thursday 24 May 2012 at 14h00

#### Present:

|                |                         |
|----------------|-------------------------|
| M. Anderson    | RBKC TMO                |
| Paul Dunkerton | RBKC TMO                |
| Ricky Sams     | RBKC TMO                |
| Bill Watts     | Max Fordham LLP (MF)    |
| Niren Patel    | Curtins Consulting (CC) |
| Alun Dawson    | Appleyards (AY)         |
| Keith Bushell  | Appleyards              |
| David Hale     | Appleyards              |
| Chweechen Lim  | Appleyards              |
| B. Sounes      | Studio E LLP (SE)       |

#### Distribution:

As present

|                |                                |
|----------------|--------------------------------|
| Marc Watterson | Taylor Young                   |
| J. Lee         | Exova                          |
| C Childs       | Leadbitter                     |
| J Bannister    | Churchman Landscape Architects |

### 1.00 INTRODUCTIONS / GENERAL

#### Action

Alun Dawson is introduced as the Project Manager, assisted by David Hale

Keith Bushell is the Construction Design Management Coordinator (CDMC)

Chweechen Lim will be providing cost advice.

Contractor procurement options to be evaluated by Appleyards/Studio E. TMO board need to be persuaded that keeping with the IESE contractor under KALC is in the project and TMO's best interest.

AY/SE

Studio E will set up a project FTP site. Details as follows:

Hostname/IP Address: studioe-ftp1.iweb-ftp.co.uk

Username: studioe-grenfell

Password: 8c78ef93

Project Directory attached. Please could everyone update and add individuals if missing and return to Studio E?

ALL

### CONSULTATIONS

Residents Presentation 29 May. Studio E to present options under review.

TMO will prepare questionnaire for Residents.

## SURVEYS

|   |       |
|---|-------|
| Existing asbestos surveys to be circulated. Paul Dunkerton to procure asbestos survey by 01/06/12 utilising vacant units for intrusive survey.          | TMO   |
| R Sams will forward proposals for upgrading smoke extract to Grenfell tower. Including comments from LFB.   | TMO   |
| There is no existing fire strategy for the building. Exova will need to prepare one as part of the upgrade works.                                       | Exova |
| Group walk around to see void one and two bed flat proposed for Thursday 31 May at 14h00.   | ALL   |
| Curtins to procure structural surveys. Need to establish typical frame connections, feasibility for overcladding fixings, condition of frame generally. | CC    |
| Studio E to undertake window surveys to leaseholder flats over the next two weeks. TMO to provide contact details.                                      | TMO   |

## SERVICES

|   |       |
|---|-------|
| Bill Watts to circulate/upload surveys of existing to FTP.  | MF    |
| Max Fordham to prepare initial options appraisals: CCHP, Communal (retained or new), Individual heating (gas / electric / metered or unmetered). Argument for/against different heating options need to be prepared for client and community consultation. Indicative costings required for upgrade to infrastructure. MF to prepare initial appraisals for 8 June. | MF/AY |
| Design team need environmental design criteria: U-values, ventilation openings etc to progress cladding design. Options discussed: overcladding, internal lining, fixed windows with acoustic louvers,  | MF    |
| Planning / Building Control to be consulted on energy requirements/standards.   | SE/MF |

## COSTS

|   |    |
|---|----|
| Appleyards to prepare budget costings by w/c 4 June | AY |
|---|----|

Initial scope identified on drawings and prioritised as follows:

1. New windows and cladding to the whole tower.
2. New combi boilers to all flats, replacing the existing communal heating system.
3. Creation of new residential units at +15.874 (previously Family and Childrens' Services offices, now vacant)
4. Removal of stair on SE corner, creation of new floor plates at GF, Mezz,

Walkway and Walkway+1; enclosure to covered areas at Walkway to create new residential; new stair and lift on SW corner, new entrance and lobby; creation of new offices at GF and Mezzanine for TMO/EMB.

5. Transform 5no. garages opposite for boxing club. Upgrade lighting, and soffit treatment to deck; Transform existing boxing club to new nursery with new connections to the outside. This is likely to mean a complete strip out.
6. Removal of stepped ramp and consequent alterations to existing levels, new paving and new enclosure to secure garage area.
7. Creation of additional mezzanine space by flooring over double height space in existing boxing club.

## APPOINTMENTS

TMO propose to appoint consultants direct using each discipline's standard form. CC / MF /  
Novation under review. Architect and Engineers to prepare scope and fee SE  
proposals and forward to Studio E for coordination.

## NEXT MEETING

Design team meetings to be held fortnightly. Next meeting 7 June at the same AY  
time. Appleyards to confirm venue.