

NOTES FROM MEETING 10

Project: Grenfell Tower Refurbishment

File ref.: 1279-M1-017

Notes from Project Meeting held on Thursday 18 October 2012 at 14h00 at Appleyards

Present:

Paul Dunkerton	RBKC TMO
Colin Chiles	Leadbitter (LB)
Grant Starling	Leadbitter (LB)
David Hale	Appleyards (AY)
Keith Bushell	Appleyards CDM
Alun Dawson	Appleyards
Chweecheen Lim	Appleyards
Stefano Strazzullo	Curtins Consulting (CC)
Andrew McQuatt	Max Fordham LLP
Matt Smith	Max Fordham LLP
C. Tornaros	Syntegra Consulting (SC)
Bruce Sounes	Studio E LLP (SE)
Adrian Jess	Studio E LLP
Blaine Cagney	Studio E LLP

Distribution:

As present

M. Anderson	RBKC TMO (TMO)
J. Caine	Curtins
Bill Watts	Max Fordham LLP
C Churchman	Churchman Landscape Architects (CLA)
Terry Ashton	Exova (Ex)
Jane Simpson	Jane Simpson Access
Marc Watterson	Taylor Young

CLIENT BUSINESS

Action

PD noted information on the potential length of time for a decant for the nursery (10 months beginning April)

PD awaiting feedback on a timetable for Boxing Club decant TMO

2 Bed void flat available but not vacated. TMO to advise when flat is vacated TMO

PD to investigate the need for public consultation over and above planning process consultation for revised application TMO

PD to investigate the possibility of additional respite / possible floor by floor decant space for residents into the finger blocks TMO

Stage C and D sign off required for novation. Stage D will form the client requirement document and therefore may represent Stage D+/E level of information. Design team to report back on timescales for completing Stages C & SE

D. End of September / early October proposed. - Ongoing

ARCHITECT

Studio E confirmed revised planning application had been submitted. Possible Committee date in Dec. Or possibly processed under delegated powers. Studio E to arrange meeting with planners (Edward George)	SE
Studio E noted that the RBKC Architectural Appraisal Panel was scheduled for Wed 14 th Nov. Studio E also requested sign off of the Stage C report to mark progress before completing visualisations and model alterations.	TMO
Studio E requested additional monies be made available to relocate the site model in advance of the Architectural Appraisal Panel.	TMO
CIL charge on the project to be reviewed for no commercial office use	TY
SE to liaise with window suppliers for full mock-up sample of an individual window. Location to be agreed - Walkway level discussed. LB to advise on 2 or 3 No. preferred suppliers	SE / LB
Studio E presented revised design options for walkway level boxing club, community office use and recycling centre options. Opt 1 Adjacent to front entrance (wall recess under link) Opt. 2 End of garages / baseline (existing external stair)	
MA requested removal / secure enclosure of external staircase to walkway level. Studio to consult Exova on Walkway existing fire fighting strategy	SE
MA requested design options for the management of the turning space adjacent to the Baseline entrance and out of hours vehicle access to the base of the tower	SE
MA requested design proposals for the enclosure of the garages following the removal of the existing ramp. - Possible green wall - Alternate panels of solid and mesh to provide daylighting to garage. - Proposals should address problem of pigeon access to garages	SE
MA requested design amendments to CGI's to better reflect baseline design, walkway soffit material & lighting and the new garage wall beyond.	SE
MA confirmed Stage C costs over budget but that there was sufficient scope for VE to proceed beyond Stage C. Studio E to issue Stage C report for sign off - ongoing	SE

SERVICES

MF liase with IRS contractor on the detail coordination of the works around the existing satellite cables.	MF
LB to arrange meeting between MF and their M&E sub-contractor (SPI or Npower) to discuss design. Proposed for next week.	MF

MF tabled expelair type vent for Kitchen extract to achieve Breeam mech. Vent points. SE to investigate visual impact on windows externally and internally SE

MF confirmed condition survey of existing pipework showed it should be condemned

MF to commission condition survey of existing electrical wiring within flats MF

MF noted external lighting scope still to be considered. SE to forward proposals for up-lighting of canopy and the underside of the walkway soffit adjacent to proposed baseline extension. Further external lighting (if required) to follow KALC public realm spec. SE

STRUCTURES

Concern raised as the complexity of the sequencing and structural work involved, particularly the new lift. LB requested build ability commentary as part of employers requirements (Stage D) SE

CC awaiting comments from LB on preliminary investigations LB

CONTRACTOR

Leadbitter awaiting feedback from asbestos subcontractor and work that may be required to clear the various areas of asbestos. Preliminary results expected in 2 weeks (1/11) LB

Leadbitter requested that extent of work / scope envisaged as part of the redevelopment be included as part of employers requirements (Stage D report) as far as practicable. (NB: extent of redecoration / kitchen mech vent provision dependent on condition survey) All

Programme of deliverables to be arrived at within next three weeks. (25/10) LB

Leadbitter will undertake a condition survey of the interior of all flats before commencing work. LB

Leadbitter requested clarification on the use of RBKC building control TMO

Leadbitter to prepare preliminary drawing mark up's for work phase access and egress to be coordinated with current design LB

Appleyards to organise workshop on logistics and sequencing AY

Leadbitter raised concerns regarding noise / vibration during works (heavy drilling) and asked TMO to consider decant of affected flats or possible respite in particular for shift work residents TMO

Leadbitter noted that EAG had been approached to advise on the cladding installation.

LB noted that access to EMB rooms would be restricted early on during the LB

works . LB to investigate possible alternative temporary access via car park / garages or direct access from station walk

COSTS

Cost plan 4 £8.9m. Budget is £8.0m, or £8.5m incl fees. Remains current cost plan

New Road base cost item to be removed AY

SE noted possible cost saving using Tilt & Turn windows in lieu of Central pivot. AY to investigate AY

TMO to confirm scope of existing satellite receiver system and whether further investment will be required. TMO

AY to include cost item for external lighting AY

AY to confirm cost inclusion for garage wall / mesh infill to area exposed by the removal of the existing ramp. AY

HEALTH AND SAFETY

All consultants are to prepare Risk Assessments and Hazard Management Schedules. All to note

AY to circulate CDM / Risk register from earlier risk workshop

BREEAM

SC presented commentary on revised BREEAM pre-assessment and noted that there were sufficient points to achieve 'very good' albeit without the mandatory points for water usage and ventilation. The target of 'Good' was also dependent on Mechanical Ventilation. SC noted that there may be scope to waive the mandatory points as they were outside the current scope of works. SC to investigate and report back SC

Syntegra / MF to prepare comments for planning on why 'very good' is not achievable. SC / MF

Studio E to liaise with Taylor Young on possible planning impact of 'good' target SE / TY

PREVIOUS ACTIONS

Draft programme of work has been prepared. (To be issued) Leadbitter Resident Liaison Officer (RLO) will be involved in negotiating access to tenants flats. There is a potential overlap with TMO resource which needs to be clarified. LB

Leadbitter to issue a revised programme. LB

Co-ordination of cladding, heating and seasons critical. Input required from LB

Leadbitter.

KB comment on asbestos register clarified: existing registers are several years old and make reference to reviewing condition. Has this been done? TMO

ANY OTHER BUSINESS

Novation – AY to circulate draft agreements for comment

Consultants to consider Deliverables for RIBA stage D (employers requirements) and issue programme to LB for comment All

Studio E to host consultant workshop next week to discuss coordination, Stage D / E deliverables

NEXT MEETING

Next Project Meeting to be confirmed