

MINUTES

Issue Date: 28th January 2015

Project: Grenfell Tower
Meeting Title: Progress Meeting No 7
Objective: Progress Update
Venue: On site
Date & Time: 20th January 2014 13:00 – 15:00am
Project No.: 11833
Version: 1.0
Issue: Draft
Location: [Progress Meeting Minutes 20th January MINUTES.docx]

Quality:

<u>Author</u>	<u>Checked</u>
Nick Valente	Philip Booth

Present:

<u>Name</u>	<u>Initials</u>	<u>Company</u>	<u>Function</u>	<u>Acronym</u>
Claire Williams	(CW)	RBKC TMO	Client	(TMO)
David Gibson	(DG)	RBKC TMO	Client	(TMO)
Philip Booth	(PB)	Artelia	Project Manager	(ART)
Nicholas Valente	(NV)	Artelia	Assistant PM	(ART)
Chweecheen Lim	(CL)	Artelia	Quantity Surveyor	(ART)
Simon O'Connor	(SO'C)	Rydon	Site Project Manager	(RYD)
Simon Lawrence	(SL)	Rydon	Contracts Manager	(RYD)

Apologies:

Peter Maddison	(PM)	RBKC TMO	Client	(TMO)
Adam Marriot	(AM)	Rydon	Quantity Surveyor	(RYD)

For information:

Zak Maynard	(ZM)	Rydon	Managing surveyor	(RYD)
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1	<u>Minutes of Previous Meeting</u>		
1.1	SL has now received the signed contract. SL to arrange preparing the warranties. Meeting has been arranged for Monday the 26/01 with Ryd legal team SL informed that the performance bond is being prepared RYD to issue a copy of the bond to ART.	SL SL	26/01

	NOTES/NEXT STEPS	😊	🕒
1.2	SL to erect the sign board in the playground. Out of the way of the drainage. (Size of the sign board should be around 2.5m x 4m). The sign board is being made up/ erected next week.	SL	
1.3	TMO have given Cenergist a 5 year programme to see what grant they can come up with. SL has also put a pack together with all the relevant information to help with the grant. CW to update progress at next month's meeting	CW	
2	<u>Contractor's Report</u>		
2.1	Report shows that RYD are currently 6 weeks behind schedule. RYD report this delay is not in the critical path and will not affect the end deadline. However a notice of delay has been issued for up to 9 weeks due to window change delaying ordering.	Note	
2.2	Rydon have now recruited new demolition contractors who are currently working on the existing staircase.	Note	
2.3	On the 22 nd of December a resident consultation was held. 5 people turned up to Flat 145. RYD to prepare a resident explanation paper detailing the works required in the flat, indicative date, how many visits are required and the options of pipe runs to choose from. CW can send the pack to the leaseholders of Grenfell. Residents alternative options to choose from: A. Low level in master bedroom in lieu of high level. B. Pipework to run in second bedroom rather than master either at high level or low.	SL Due 29/1	
3	<u>Design Development</u>		
3.1	NV to instruct the changes to the flats new 2 bed so they can accommodate 4 people (increasing size of second bed)	NV	Complete
3.2	Lock arrangements for the riser cupboards have been confirmed as Gurder H10 – NV to issue as a instruction	NV	Complete
3.3	SL to send out kitchen drawings, including power layout by the end of the week.	SL	
4	<u>Scope of Works/Design Changes</u>		
4.1	SOC stated that 100% of the CCTV cameras are up and running and moved into the basement. The fobs system has now been fixed to the front door CW has organise for the phone lines to be delivered and installed to the housing office. When installed the fob reader can be moved from the basement into the office.	Note CW	
4.2	Instruction has been issued to disconnect the finger block AOV's. When actioned the box plus the sign to be left in the office for TMO to collect.	Note SOC	
5	<u>Health and Safety</u>		
5.1	SL has presented the series of events regarding the gas being isolated at Grenfell Tower and noted the lesson learnt for future reference. CW to forward this to the TMO H&S officer.	CW	

	NOTES/NEXT STEPS	😊	🕒
	Janice Wray is going to the national grid for the report on the gas incident.		Complete
5.2	<p>Start-up meeting between Cofely and J S Wright went well. Meetings between both of them will occur on a regular basis. CW organise the next meeting for 11 Feb.</p> <p>SL to focus the next meeting on the lift details other areas that will require case and coordination are M&E/ boiler/ dry riser and AOV.</p>	<p>CW</p> <p>SL</p>	15/01
6	<u>Building Control</u>		
6.1	<p>SL has submitted a detailed design of the AOV's to building control. Max Fordham has approved the equipment. Changes have been made to the drawings. AOV extending to additional floor for the new flats an increased flow rate is required by building control increasing the size of the fans.</p> <p>Rydon have proceeded to procure items that are necessary for the AOV to reduce risk on delivery time.</p> <p>CW to update fire brigade that works are due to start. March with passive system operational by May. Mechanical system will be operational by end of June</p> <p>AM to advise of cost impact of changes to AOV</p>	<p>SL</p> <p>Note</p> <p>CW</p> <p>AM</p>	
7	<u>Valuations/Certificates</u>		
7.1	<p>Valuation 8 received CL to review + report. CL to send out valuation W/C 26/01</p> <p>ART express their disappointment for not receiving all cost information in time for ART to review and for TMO to make their decisions. Some costs have now been outstanding for several months. This is not acceptable and so is impacting on the project.</p>	<p>CL</p> <p>Note</p>	
7.2	Boxing club final invoice to be sent next week to CW addressed to RBKC.	AM	15/2
7.3	CL to organise meetings with Zak to drive forward delayed and outstanding costs.	CL/Zak	
7.4	AM to present the cost of the fire door in the basement for ART to review.	AM	
7.5	<p>RYD to investigate vesting certificate for material off-site, such as:</p> <ul style="list-style-type: none"> Boiler Cladding Windows <p>CL to advise on procedure for paying for materials off site for Feb/March valuations.</p>	RYD	
7.6	AM to send over the updated cash flow w/c 26/01 now new programme is in place.	AM	
7.7	AM to present to ART detailed external costs for the landscaping work.	AM	
8	<u>Key Risks</u>		

	NOTES/NEXT STEPS	😊	🕒
8.1	Material offsite, papers will need to all be in place before proceeding. CL to liaise with SL.	CL	
9	<u>Programme</u>		
10	<p>SL presented draft programme, will issue the final draft at the end of the week.</p> <p>RYD to produce a leaflet to the residents explanation of work visits and rough timelines.</p> <p>SL to advise on the sectional completion options</p> <p>PCB to issue extension of time extending to the 23/10 end date. Any prolongation costs to be agreed. SL to prepare costs application for additional weeks. Current expectation is that RYD will take financial responsibility for some week delay due to current programme delay and the remaining will be TMO cost due to the window delay.</p>	<p>SL</p> <p>SOC</p> <p>SL</p>	Complete
11	<u>Any Other Business</u>		
11.1	SOC to provide forms for the new electrical supply from British Gas by W/C 19/1	SOC	
11.2	CW has now passed the drainage for the playground area issue to Peter Maddison to deal with. Peter and Vernon are in discussion.	Note	
11.3	<p>Windows;</p> <p>The window manufacture slot has been booked 12/1 with a delivery of 23/2. A non-material amendment application has been approved. Cost adjustment will take into account saving due to the change of the window size.</p> <p>Artelia to report to TMO their programme + cost assessment of the delay. Rydon report a 7 week programme delay due to delay in ordering.</p> <p>The sample windows has been delivered to site. RYD must fit by next Thursday 29/1 when the next resident meeting is to be arranged.</p>	<p>CL/PB</p> <p>SOC</p>	
11.4	KB to provide H&S file format.	KB	
11.5	CW to advise boxing club anticipated cost of additional power is £2k and additional beam £5k. CW instructed to proceed with the 7 additional power sockets, NV to send RYD the instruction.	NV	
11.6	CW to agree to either instruct air conditioning units quote as to arrange separately.	CW	
11.7	CW advised investigating whether artist working with residents can provide art work for tall entrance wall.	CW	