

## MINUTES

Issue Date: 1<sup>st</sup> October 2013

**Project:** Grenfell Tower Regeneration Project  
**Meeting Title:** Grenfell design team meeting  
**Objective:** Review Grenfell Tower design  
**Venue:** RBKC TMO Office, Network hub  
**Date & Time:** 24<sup>th</sup> September 2013 14:00 – 16:00 pm  
**Project No.:** 11833  
**Version** 1.0  
**Issue:** Draft  
**Location:** [MAX00023405.docx]

### Quality:

<u>Author</u>	<u>Checked</u>
Peter Blythe	Philip Booth

### Present:

<u>Name</u>	<u>Initials</u>	<u>Company</u>	<u>Function</u>	<u>Acronym</u>
Peter Maddison	(PM)	RBKC TMO	Client	(TMO)
David Gibson	(DG)	RBKC TMO	Client	(TMO)
Claire Williams	(CW)	RBKC TMO	Client	(TMO)
Duncan Campbell	(DC)	Max Fordham	M&E	(MF)
Matt Smith	(MS)	Max Fordham	M&E	(MF)
Bruce Sounes	(BS)	Studio E	Architect	(SE)
Tom Ashton	(TA)	Curtins	Structural Engineer	(CTN)
Chweecheen Lim	(CL)	Artelia	Cost Manager	(ART)
Philip Booth	(PB)	Artelia	Project Manager	(ART)
Peter Blythe	(PHB)	Artelia	Assistant Project Manager	(ART)

1	<b><u>REVIEW OF PREVIOUS NOTES</u></b>		
1.1	DG having talks w/c 30 September regarding the fingerblocks. This will allow DG to produce a brief for MS to price and scope.	DG	
1.2	MS to confirm options for back up boilers with cost estimates (3 v 6).	MS	
1.3	MS to provide BMS proposal for consideration	MS	
1.4	MS to provide sequence of works summary to be shared with residents	MS	

	NOTES/NEXT STEPS	😊	🕒
1.5	MS currently reviewing ventilation arrangements for the boiler room. He has received a drawing from BS.	MS	
1.6	MS, BS, TA and Stefano have spoken about alternate routes for the mechanical riser. CW to source maintenance assistance to help MS and BS survey the large ceiling voids in particular in vacant floors that could be left down.	CW/MS/BS	
1.7	The proposal to cool the common areas is to ventilate through the smoke extract system. Building control has been contacted on this and is seeking view from the fire brigade. MS to chase.	MS	
1.8	MS confirmed that there will be access arrangements to allow maintenance/repair to the HIU's.	Note	
1.9	CW to decide how much water storage is needed based on Max Fordham's 'Water Services Options' document. CL to cost the alternatives with the help of MS if required.	CW/CL	
1.10	MS to provide details regarding metering options to RBKC TMO within 2 weeks to fit in with another project that Max Fordham are working on.	MS	7/10
1.11	Different options regarding asbestos checks were discussed. PB to check the tests that need to be completed. RBKC TMO confirmed that they have the resources to get someone to complete the tests. CW to look out for flats becoming free in order to complete tests.	PB CW	4/10
1.12	It was agreed that air-conditioning will not be provided to the office space, or anywhere else.	Note	
1.13	CW to look into television options. It was noted that some tenants were concerned that they may lose certain channels as their individual dishes will be removed during cladding works.	CW	
1.14	Confirmed that the door entry system will remain in this project.	Note	
1.15	BS spoke to Exova and decided that we will stick with the current dry riser in its current position. BS to amend drawings before Exova can update that fire strategy.	BS	
1.16	BS confirmed that someone has done a window mock-up but he has not seen it. BS to chase up.	BS	
<b>2</b>	<b><u>M&amp;E STAGE D DESIGN</u></b>		
2.1	Everyone to look through Max Fordham's Stage D report and return comments to MS by 27/09/13.	ALL	27/9
2.2	CW brought up the fact that she wants radiators/towel rails included in bathrooms. CL advised this will cost approximately £90k.	Note	
<b>3</b>	<b><u>SURVEYS UPDATE</u></b>		
3.1	CW to provide certificates and results from previous tests. If not provided by CW by 4/10 then they need to survey.	CW	
3.2	Confirmed that all surveys are to be completed in time to be included in tender docs and warranties need to be provided to the contractor. Reminded that the deadline for tender docs is 1 November.	Note	1/11

	NOTES/NEXT STEPS	😊	🕒
3.3	CW to approve Max Fordham survey costs. Max Fordham to then complete Purchase Orders and bill RBKC TMO.	CW	
3.4	TA is getting pricing back from his surveys and is on course to have everything in time for the tender docs.	TA	
<b>4</b>	<b><u>PROGRAMME TO TENDER</u></b>		
4.1	Agreed that this forum will continue to be used as a method for RBKC TMO to approve design.	Note	
<b>5</b>	<b><u>COST PLAN UPDATE</u></b>		
5.1	CL advised that the project is over budget at £10.229 million which is £376k over budget.	Note	
<b>6</b>	<b><u>RESIDENT CONSULTATION</u></b>		
6.1	Then next meeting is due to take place in the show flat. Decided that MS should be present.	Note	
6.2	A fact sheet will be needed for this meeting and the process of getting one in place is under way.	MS/CW	
<b>7</b>	<b><u>VOID FLAT REFURBISHMENT</u></b>		
7.1	Agreed to keep one flat void until Easter for the contractor to use.	Note	
7.2	The process of preparing the void flat for dummy pipework to go in is underway. MS to provide drawing showing pipe runs within flat	TMO MS	
<b>8</b>	<b><u>BRITISH GAS CARBON FUNDING UPDATE</u></b>		
8.1	On-going, it was explained that the funding comes with a number of 'strings' attached.	TMO	
8.2	Funding is also being pursued through Carillion who offer funding only.	TMO	
8.3	Also discussed that the contractor could be asked to secure funding as part of their design stage. To be included in tender.	Note	
<b>9</b>	<b><u>RISK REGISTER REVIEW</u></b>		
9.1	PB to review and update.	PB	
<b>10</b>	<b><u>OTHER BUSINESS</u></b>		
10.1	It was noted that Leadbitter's KALC site needs to be defined as it could have an impact on the contractor's access and phasing. PB to review KALC contract docs.	PB	
10.2	CW advised they wish to review design for DDA using in house advisor.	Note	
10.3	CW to advise on legal adviser for section 106 agreement.	CW	
10.4	CW/ PB to proceed with building control application	CW/PB	
10.5	BS presented initial option for contractors site and residents escape	PB	

	<b>NOTES/NEXT STEPS</b>		
	routes. PB to review with CDMC		
<b>11</b>	<b><u>NEXT MEETING</u></b>		
11.1	CW to send invitations to the next meetings. The next design review meeting is Tuesday 8 October at 14h30.	CW	