

## MINUTES

Issue Date: 14<sup>th</sup> October 2013

|                         |  |                         |                           |                |
|-------------------------|--|-------------------------|---------------------------|----------------|
| <b>Project:</b>         | <b>Grenfell Tower Regeneration Project</b> |                         |                           |                |
| <b>Meeting Title:</b>   | <b>Grenfell design team meeting</b>        |                         |                           |                |
| <b>Objective:</b>       | <b>Review Grenfell Tower design</b>        |                         |                           |                |
| <b>Venue:</b>           | <b>RBKC TMO Office, Network hub</b>        |                         |                           |                |
| <b>Date &amp; Time:</b> | <b>8<sup>th</sup> October 2013</b>         | <b>14:30 – 16:30 pm</b> |                           |                |
| <b>Project No.:</b>     | <b>11833</b>                               |                         |                           |                |
| <b>Version</b>          | <b>1.0</b>                                 |                         |                           |                |
| <b>Issue:</b>           | <b>Draft</b>                               |                         |                           |                |
| <b>Location:</b>        | <i>[MAX00023850.docx]</i>                  |                         |                           |                |
| <b>Quality:</b>         |  |                         |                           |                |
| <u>Author</u>           | <u>Checked</u>                             |                         |                           |                |
| Peter Blythe            | Philip Booth                               |                         |                           |                |
| <b>Present:</b>         |  |                         |                           |                |
| <u>Name</u>             | <u>Initials</u>                            | <u>Company</u>          | <u>Function</u>           | <u>Acronym</u> |
| 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)          |
| Keith Bushell           | (KB)                                       | Artelia                 | CDM Manager               | (ART)          |
| Chweecheen Lim          | (CL)                                       | Artelia                 | Cost Manager              | (ART)          |
| Philip Booth            | (PB)                                       | Artelia                 | Project Manager           | (ART)          |
| Peter Blythe            | (PHB)                                      | Artelia                 | Assistant Project Manager | (ART)          |

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|----------|--|-------|----------|
| <b>1</b> | <b><u>REVIEW OF PREVIOUS NOTES</u></b>   |       |          |
| 1.1      | Anthony of TMO to have a meeting with DG and MS to discuss a brief for the fingerblocks this week.   | DG/MS | 11/10/13 |
| 1.2      | Agreed that BMS is to be included at an 'identified option' in the tender documents.   | Note  |          |
| 1.3      | MS stated that the cooling of common areas assumes using the smoke extract system. This is still with Building Control for fire approval. MS to prepare proposal and chase approval. MS to advise on ventilation to the boiler room. | MS    |          |
| 1.4      | CL to cost alternative water storage options by 17/10/13. Noted that MS may be able to reduce the number of alternatives once he has had results from the survey.  | CL    | 17/10/13 |

|          | NOTES/NEXT STEPS  | 😊        | 🕒    |
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| 1.5      | CW confirmed that no flats have become free since the last meeting.   | Note     |      |
| 1.6      | Noted that there have been very few problems with the television service over the past few years. CW to organise somebody to check which channels are currently available to residents.   | CW       |      |
| 1.7      | <b>Correction to previous notes:</b> BS explained that there has not been a full mock-up of a window and that only one corner has been produced. BS to pass to CW if he can find the corner and a full mock-up still needs to be created to show to residents post appointment of contractor.   | BS       |      |
| 1.8      | CW approved BS' suggested DDA adviser - David Bonnet Associates. BS to make contact.  | BS       |      |
| <b>2</b> | <b><u>M&amp;E STAGE D DESIGN</u></b>  |          |      |
| 2.1      | MF have re-issued their Stage D reports having taken any comments into account. This is now ready for approval. Comments to MS ASAP.  | ALL      | ASAP |
| <b>3</b> | <b><u>SURVEYS UPDATE</u></b>  |          |      |
| 3.1      | TA presented survey area drawings. TA to update with details of asbestos risk areas. CW to use updated drawing to procure asbestos survey to these areas and advise on how to manage asbestos works in occupied flats. KB advised that destructive asbestos surveys cannot be carried out in occupied flats but is needed prior to works carried out on site. | TA<br>CW |      |
| 3.2      | CW to forward the results from electrical tests on the void flats to MF. Noted that all of the other surveys need to be completed as no other results have been found.  | CW       |      |
| 3.3      | CW to continue approving survey costs and to liaise with TA about this.   | CW       |      |
| 3.4      | CW to provide certificates and results from previous tests. If not provided by CW by 4/10 then they need to survey.   | CW       |      |
| 3.5      | 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 |
| 3.6      | CW to approve Max Fordham survey costs. Max Fordham to then complete Purchase Orders and bill RBKC TMO.   | CW       |      |
| 3.7      | 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      | No further update. At the last meeting it was noted that the project is over budget at £10.229 million which is £376k over budget.  | Note     |      |
| <b>6</b> | <b><u>PHASING OF CONTRACT WORKS – Coordination with KALC</u></b>  |          |      |

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| 6.1       | After reviewing KALC contract docs, it was noted that works will be ongoing adjacent to the sight for a long time.   | Note         |          |
| 6.2       | The concern was raised that there is currently not enough room to raise mast climbers on the North side of the tower. BS and CW to update after their meeting with RBKC.   | BS/CW        |          |
| 6.3       | <b>Post-meeting note:</b> PB/BS/CW to prepare drawing with required site from KALC project for escalation through PM.  | PB/BS/<br>CW |          |
| 6.4       | KB requested information from the design team to complete the pre-construction information and design risk assessment. BS to forward drawing.  | BS           |          |
| 6.5       | Agreed that the best way to phase works is to complete the cladding independently to internal works.   | Note         |          |
| 6.6       | Agreed that it would reduce the impact on residents if the removal of the old window and glazing of the new window occurred at the same time as the pipe work in each flat.  | Note         |          |
| <b>7</b>  | <b><u>RESIDENT CONSULTATION</u></b>  |              |          |
| 7.1       | CW has received details of metering options from MS and has started speaking to residents about it. Discussions are ongoing and CW wants to think about including the fingerblocks to create a cost saving. MS to forward metering options to PB.  | CW<br>MS     | Complete |
| 7.2       | The fact sheet for the resident consultation is ongoing. Noted that it needs to be completed in time for the consultation in early November.   | MS/CW        | 01/11/13 |
| <b>8</b>  | <b><u>VOID FLAT REFURBISHMENT</u></b>  |              |          |
| 8.1       | Agreed that dummy pipework is only needed in the void 2 bed flat and that this flat will remain void until Easter to allow the contractor to use it.   | Note         |          |
| <b>9</b>  | <b><u>BRITISH GAS CARBON FUNDING UPDATE</u></b>  |              |          |
| 9.1       | DG has received a carbon funding proposal from British Gas. Agreed to ask contractor to finalise funding as part of the tender process.  | Note         |          |
| <b>10</b> | <b><u>RISK REGISTER REVIEW</u></b>   |              |          |
| 10.1      | PB to continue updating the risk register.   | PB           |          |
| <b>11</b> | <b><u>OTHER BUSINESS</u></b>   |              |          |
| 11.1      | CW has started pursuing a section 106 agreement which is required for planning permission. It was noted that it may take up to 8 weeks for a section 106 agreement to be finalised.  | CW           |          |
| 11.2      | TMO to have a look through the questions sent by BS and MS. They should be answered ASAP.  | CW           | ASAP     |
| 11.3      | CW confirmed that the new flats will be provided vinyl in the wet rooms, but no laminate flooring, carpet, appliances or blinds. CW to talk to Housing Management about gas vs. electric hobs (it was noted that there is currently no provision to provide gas). CW to also check whether one of the flats needs to be wheelchair accessible. | CW           |          |

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| 11.4 | CW to circulate the specification for the new flats once the above is confirmed.  | CW   |   |
| 12   | <b><u>NEXT MEETING</u></b>  |      |   |
| 12.1 | CW has sent invitations to the next meetings. The next design review meeting is Tuesday 22 October at 14h00 in the same room. | Note |   |