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**From:** Simon Lawrence  
**Sent:** 24 October 2014 18:42  
**To:** Claire Williams  
**Cc:** David Gibson; philip.booth@uk.arteliagroup.com  
**Subject:** RE: Grenfell and windows

Hi Claire,

Due to the importance of this item and the potential implications I just wanted to confirm what we are being asked to do. Apologises if some of this has already been said.

- I will liaise with Amy to ascertain what impact altering the window widths at this stage will have on the current planning application. The view is that if it can be dealt with via a Non Material Amendment over the 28day notice period then KCTMO intend to proceed with the design change. My understanding from our conversation is that you would like the comment to the Planners to be based along the lines that *'At the inception of the scheme several years ago it was the intention to increase the window sizes so as to better the current daylight and ventilation conditions. In addition to this the original Planning Application showed a new external louvre which covered a section of each window opening thereby reducing the daylight to this glazed area. One of the reasons for increasing the window width would have been help compensate for this. In the current scheme the external louvres have been removed as now deemed unnecessary by KCTMO. The focus of the recently submitted Planning information was on the Cladding Materials and colours scheme rather than the window dimensions. On reflect the KCTMO team now feel that the disruption caused to the residents by having to make the major structural alterations to every window within their occupied homes does not outweigh the potential benefits by bettering their current daylight and ventilation slightly. It is felt that slight alteration to window width is unlikely to be noticed significantly against any drawings previously submitted. However as there has been some personnel changes within both the KCTMO and LPA teams so some of the history may no longer be known. Therefore it was felt by KCTMO best to highlight this matter prior to carrying out the works'* Your thoughts on this wording would be appreciated so nothing is submitted which you aren't in agreement with.
- Building Regs – From experience with refurbishment and having looked at the approved documents I don't feel that this area is a big risk. If you were carrying out a standard window replacement programme without Cladding then you would have no choice but fit new thicker frames within the existing aperture, thereby slightly decreasing the daylight. Building Control would feel the thermal benefits using modern materials would outweigh any negatives. Also the required background ventilation figures for replacement of existing windows are lower than what we've been asked to achieve here.
- Max Fordham's report on overheating and ventilation – Max Fordham carried out the studies based on the original larger window configuration and made the recommendations which formed the tendered scheme. I think it would be prudent for you to get them to run a new analysis on keeping the new windows the same width as existing. That way it will not only flag up any potential issues but there will also be an audit trail so it doesn't look like their original recommendations were ignored. I'm happy to assist and liaise with them on this but I'm guessing that they will need your instruction to proceed.

As you know I am on annual leave next week but I will continue to take calls and emails on this to help push it forward. Can I suggest we review this on the early part of the following week before we reach the current window order deadline.

Regards

Simon Lawrence, ACIOB, MInstLM  
Contracts Manager

T [REDACTED]

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**From:** Claire Williams [mailto:clwilliams@kctmo.org.uk]  
**Sent:** 24 October 2014 16:40  
**To:** Simon Lawrence  
**Cc:** David Gibson; philip.booth@uk.arteliagroup.com  
**Subject:** RE: Grenfell and windows

Simon

As discussed, the response from Studio E is not one I would forward to the planners.

I think that the comment should be along the lines that we would want to retain the current structural opening dimensions to reduce any disruption to the residents, while installing a window size to ensure resident comfort and also meeting building regulations standards for refurbishment. Will you please take the lead on this and communicate with Amy Peck, as you need to be managing the design and programme?

I found an M&E report from Max Fordham as above. It says Sept 2012, not August as the report that Bruce referred to. There are sections on overheating here, which refer to insulation standards, but it still refers to the old window format with purge window and pivot window. I believe that the new resident controlled heating systems will make an impact on the thermal capacity of the building. I suspect that some of these assumptions may have changed, but I am not conversant with the detailed design.

In relation to the below, the TMO would happily work with the middle option – but cannot entertain a full planning application as the last option.

Please ring me if you have any queries.

Claire Williams  
Project Manager



t: [REDACTED]  
m: [REDACTED]

a: The Network Hub, 292a Kensal Road, London, W10 5BE

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**From:** Simon Lawrence [mailto:slawrence@rydon.co.uk]  
**Sent:** 24 October 2014 13:06  
**To:** Claire Williams  
**Cc:** philip.booth@uk.arteliagroup.com; Nick Valente; Simon O'Connor  
**Subject:** RE: Grenfell and windows

Hi Claire,

Following our conversation and your email regarding planning response to Amy. I've been in contact with our Façade Contractor (Harley) over the last couple of days regarding window lead times and programme options. We haven't run every scenario exactly yet but I've laid out our early thoughts as below:-

- Based on the current design and cutting the reveal walls back - At the moment windows are on a 7 weeks lead time which means we need to place the finalised order w/c 3<sup>rd</sup> Nov in order to get some fitted ahead of time for the 12<sup>th</sup> Jan 2015 start inside the flats.



- If the change is a non-material amendment – Send NMA application Friday 7<sup>th</sup> Nov. Validated by LPA within 8 days. Decision or response with 28 days means that we are likely to know Mid December meaning the windows obviously won't be on site for the Jan start. Knock on affect of this is that the residents will have separate visits to the HIU install. However those visits will be a lot less disruptive. I was hoping that we could just re sequence the window install within the cladding period without affecting the overall duration. But we need still need to check the affect on the cladding grid work and cladding panel setting out. If we can get a solution for these elements then we can carry on full steam and slot the windows in later.
- If the change is a full Planning Application i.e. 12+ weeks – This will definitely have a negative programme and end date affect unless KCTMO are happy to proceed at risk.

Lets see what today's conversations bring.

Regards

Simon Lawrence, ACIOB, MInstLM

Contracts Manager

T [REDACTED]  
M [REDACTED]

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**From:** Claire Williams [<mailto:clwilliams@kctmo.org.uk>]

**Sent:** 23 October 2014 17:16

**To:** Simon Lawrence

**Cc:** [philip.booth@uk.arteliagroup.com](mailto:philip.booth@uk.arteliagroup.com)

**Subject:** Grenfell and windows

Simon

I spoke to Amy Peck this pm (planning consultant/Marc Watterson's replacement).

She is going to talk to Claire Shearing who is the new planning officer for RBKC. I asked her if she needed any information to take this forward, but she said no, that she wanted to start the discussion off just with a chat.

I will update you when I hear, hopefully tomorrow, how the ground lies.

However, you may want to consider what you would need to put in place if there is any chance of the planners looking at this favourably, and any implications on programme. I will keep you posted.

I am on site tomorrow morning to get info from your site team on what we need to put in the next newsletter, ie photos and text re works due in November.


Thanks

Claire Williams  
Project Manager



t: [REDACTED]  
m: [REDACTED]

a: The Network Hub, 292a Kensal Road, London, W10 5BE

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