

MINUTES

Issue Date: 24th April 2015

Project: Grenfell Tower
Meeting Title: Progress Meeting No 10
Objective: Progress Update
Venue: On site
Date & Time: 21th April 2015 14:30 – 17:30am
Project No.: 11833
Version 1.0
Issue:
Location: [C:\Users\philip.booth\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\H0RA2R5\Progress Meeting Minutes 18th nov.docx]

Quality:

<u>Author</u>	<u>Checked</u>
Nick Valente	Neil Reed

Present:

<u>Name</u>	<u>Initials</u>	<u>Company</u>	<u>Function</u>	<u>Acronym</u>
Claire Williams	(CW)	RBKC TMO	Client	(TMO)
Neil Reed	(NR)	Artelia	Project Manager	(ART)
Chweecheen Lim	(CL)	Artelia	Quantity Surveyor	(ART)
Nicholas Valente	(NV)	Artelia	Assistant PM	(ART)
Simon Lawrence	(SL)	Rydon	Contracts Manager	(RYD)
Simon O'Connor	(SO'C)	Rydon	Site Project Manager	(RYD)
Adam Marriot	(AM)	Rydon	Quantity Surveyor	(RYD)

Apologies:

Peter Maddison	(PM)	RBKC TMO	Client	(TMO)
David Gibson	(DG)	RBKC TMO	Client	(TMO)

For information:

Zak Maynard	(ZM)	Rydon	Managing surveyor	(RYD)
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1	<u>Minutes of Previous Meeting (actions b/f)</u>		
1.1	SL is waiting for 4 collateral warranties off the sub-contractors.	SL	WIP
1.2	17.03.15 - It was noted that the comms room must have air conditioning. RYD are to produce the layout drawing for the comms room, including	RYD	

	NOTES/NEXT STEPS	😊	🕒
	elevations.		
1.3	17.03.15 - Dry riser is left with the TMO maintenance team to repair before RYD start any works. RYD are waiting for certification before they begin any works, CW to action.	CW	W/C 30/03
1.4	17.03.15 - RYD's electrical sub-contractor has been speaking to British Gas about installed meters for 9 additional flats, the nursery and the boxing club. British Gas is scheduled in to visit site to check the electrical capacity making sure they do not overload the supply. SOC to send contract forms to British Gas.	SOC	W/C 30/03
1.5	17.03.15 - KB, NV and CW met on 16/03/15 to run through the H&S File to be clear about what is needed for the H&S file. <i>Paul Burrows (PB) was not copied into the email, NV to liaise with PB about the H&S file.</i>	NV	W/C 27/04
1.6	17.03.15 - CW has received a cost from the artist for work to be done in the communal area. CW to speak to PM regarding this work. <i>CW mentioned that the artist is going to set up on the 25th of April and aim to start work on the 2nd of May.</i>	CW	25/4 – 02/5
1.7	17.03.15 - CW also looking for a grant for lockable stores as the original spec apparently only has £2k in it for Sheffield cycles. It is not clear if this is also a planning issue – RYD thought numbers not an issue.	CW	W/C 27/4
1.8	17.03.15 - SL issued the kitchen drawings to CW. CW has provided comments to RYD on the layout/ cubic capacity in the flats which is considered inadequate in some flats. RYD to redesign and issue any cost implications.	RYD	W/C 30/03
1.9	17.03.15 - TMO and RYD to keep the fire brigade informed about works on site. The passive system should be operational by May. Mechanical system will be operational by end of June. Bi monthly meetings are organised	TMO/R YD	
1.10	17.03.15 - Clerk of Works: NR noted that from reading the latest report dated 02/03/15 there appeared to be opportunity to improve the efficiency and effectiveness of the quality inspection controls and processes in place. NR to explore the concept of introducing 20-30 hold points for CoW inspection and sign off in lieu of a 'visit and report' approach. The concept was supported by all. Also RYD require the visiting CoW to be accompanied going forward and for visits to be planned/ announced. This was supported by all.	NR	
2	<u>Contractor's Report</u>		
2.1	Reference the Contractor's Progress Report (No.10 Dated 21/04/15). Rydon are reporting against their revised programme with a revised contract completion date of 23/10/15 Report shows that RYD are currently 5 weeks behind the revised programme incorporating the EOT of 7 weeks This was due to poor performance from the steel work contractor. RYD report this delay is not on the critical path and will not affect the end deadline. RYD aim to recover the time in other areas and stated that the revised contract completion date of 23/10/15 was not compromised. RYD to produce : <ul style="list-style-type: none"> Amend Summary page <ul style="list-style-type: none"> Period expired / Period remaining. 		17/05

	NOTES/NEXT STEPS	😊	🕒
	○ Total spend to date		
3	<u>Design Development</u>		
3.1	CW to comment on SL email dated 16/4/15 regarding the National Housing Federation requirements Re storage capacity sought.		
3.2	It was suggested that there should be a design meeting between CW and SL to resolve any outstanding issues on the design status (4.1).	CW/SL	W/C 27/04
3.3	SL to add samples of materials section into the design status.	SL	17/05
4	<u>Scope of Works/Design Changes</u>		
4.1	UKPN application form is being completed and sent off w/c 27/04 for the 9 new flats, nursery and the boxing club	SOC	27/4
4.2	Referring to the Design Tracker schedule issued with Rydon's progress report (copy appended): Item 6 – works are built and complete to upgraded spec. CL to agree cost and NV to instruct.	CL/NV	W/C 27/4
4.3	Item 9 – Rydon to provide cost implication for CW approval following QS comment. EAI to follow.	AM	W/C 27/4
4.4	Item 10 - to be revisited W/C 27/4 in the meeting between SL/CW	SL/CW	W/C 27/4
4.5	Item 11 – Rydon to provide cost implication for CW approval following QS comment. EAI to follow.	RYD/TM O/ART	W/C 27/4
4.6	Item 13 – Revisit prior to next meeting.	Note	17/5
4.7	Item 19 – SL + CW to discuss this week. Rydon to review implications. Re-visit + cost and advise.	SL/CW	W/C
4.8	Item 21 – Rydon and CW to have a walk around the boxing club.	RYD/CW	21/4
4.9	Item 22 – SL to provide proposal for cleaning the communal areas.	SL	W/C 27/4
4.10	Item 23 – CW to liaise with the occupational therapist, especially with flat 10 (mobility unit).	CW	W/C 27/4
5	<u>Health and Safety</u>		
5.1	CW to speak to her maintenance team (Cofely) in regard to the gas leak in the basement. Cofely to act immediately to fix this issue. Artelia highlighted that this was critical Health and Safety Issue for TMO to resolve.	CW	W/C 20/4
6	<u>Building Control</u>		
6.1	SL is meeting with building control on 17/04 to inspect the reinforcing to	SL	17/03

	NOTES/NEXT STEPS	😊	🕒
	the mezzanine prior to the concrete pour.		
7	<u>Valuations/Certificates</u>		
7.1	Valuation 11 received was received on 20/04. AM and CL to have a walk around site after the progress meeting to evaluate the progress on site.	AM/CL	
7.2	Extent of the external works not agreed. RYD have priced some areas but are awaiting BYUK works to be completed.	Note	
8	<u>Key Risks</u>		
8.1	AOV found not to be in working order – Summer 2014 – NV to add to risk register – Fire Brigade are aware and have a response plan.	NV	
8.2	It was mentioned that the TMO's dry riser test had failed – fire brigade are NOT aware. CW to speak to the maintenance team to determine resolution necessary.	CW	W/C 20/4
8.3	AOV shaft may change due to building works, this could potentially cause delay. See risk register.	Note	
8.4	Future road works are happening on Bowmore Road in April. This could be problematic for deliveries to RYD's site. See risk register	Note	
8.5	Work that is scheduled in for the lifts could affect the residents when gaining access and egress to Grenfell Tower.	Note	
8.6	Waiting for planning approval from Amy Peck regarding the cladding colour on the lower 2 levels of Grenfell. Rydon waiting for approval on the colour.	Note	
9	<u>Programme</u>		
9.1	A 7 week EOT has been granted to RYD. CL is waiting for CW, DG and PM to approve the prolongation costs.	CW	
9.2	It was noted in 3.1 of Rydon's progress report that the revised PC date is not compromised at this stage, with all the delay reported in a table 3.1. Rydon to clarify in the next month's report.	SOC	19/5
9.3	SOC noted that they have lost 1 day in the last period due to adverse weather. Rydon to include record of exceptionally adverse weather too.	RYD	
9.4	There are 4 matters that have affected progress in the last month: <ul style="list-style-type: none"> Walkway + 1 – window manufacturer produced windows out of sequence. HIU installations – slow start (SOC mentioned that they have a instigated a plan to recover the lost time). Steelwork – Poor performance from sub-contractor. Composite deck – installation date missed due to knock on effect from the steelwork. Rydon plan to recover time. 	Note	
10	<u>Any Other Business</u>		
10.1	SL mentioned that there are 2 clauses in the S106 document that require the 2 new flats not to be occupied until the nursery is complete. The nursery is scheduled for completion 24/7 and the flats for the 31/7. It was concluded this would not be an issue but warrants monitoring –	Note	

	NOTES/NEXT STEPS	😊	🕒
	Rydon to add milestone to programme.		
10.2	It was noted that Amy Peck from IBI Group (TMO's Planning Consultant) is fed information from Rydon via Studio E. Amy to update the tracker monthly.	Note	
10.3	NV to speak to Simon Britton to determine the scope of external work left over by BYUK once KALC intention is understood given boundary overlap anomaly. Revised price of the landscaping has been submitted to Artelia of £330K.	NV Note	
10.4	SL to include milestones on the programme in relation to the steps required to conclude the provision of collateral warranties for next month's meeting	SL	19/05
10.5	The planning approval for the colour of the cladding to the lower level on Grenfell Tower is to be confirmed on the 28 April 2015.	Note	28/04
11	<u>Next Meeting</u>		
11.1	The next progress meeting is on the 19 th May 2015. CW to decide on the venue (housing office meeting room or Grenfell site office)	Note	
11.2	Please see below list of progress meetings up to November 2015: 21 st April 2015 – 10:00am 19 th May 2015 – 10:00am 16 th June 2015 – 10:00am 21 st July 2015 – 10:00am 18 th August 2015 – 10:00am 15 th September 2015 – 10:00am 20 th October 2015 – 10:00am 17 th November 2015 – 10:00am NV to liaise with CW on the location of the following meetings.	Note NV	 W/C27/4
12	<u>Appendices</u>		
12.1	Attached documents: <ul style="list-style-type: none"> • Design Tracker • Progress Report • Programme • Next Month Agenda 		
13	<u>Distribution</u>		
13.1	This document will be distributed to the following: <ul style="list-style-type: none"> • Peter Maddison • Claire Williams • David Gibson • Neil Reed • Chweecheen Lim • Nicholas Valente • Simon Lawrence • Simon O'Connor • Adam Marriot • Zak Maynard 		