

GRENFELL TOWER (3482) MINUTES OF DESIGN TEAM MEETING No.1

Held on site at Grenfell Tower 13th August 2014. 10am

Present:

Name

| | | | |
|--------------------|-------|-------------------------|----------------|
| Simon Lawrence | (SL) | Contracts Manager | Rydon (RML) |
| Simon O'Connor | (SOC) | Project Manager | Rydon (RML) |
| Bruce Sounes | (BS) | Lead Architect | Studio E (STE) |
| Neil Crawford | (NC) | Project Architect | Studio E (STE) |
| Suleyman Ekingen | (SE) | Project Engineer | Curtins (CC) |
| Terence McLaughlin | (TM) | Design Assc. Director | JSWright(JSW) |
| Dave Bradbury | (DB) | Senior Designer M&E | JSWright(JSW) |
| Andy Bridges | (AB) | Electrical Engineer | JSWright(JSW) |
| Dan Moody | (DM) | Electrical Engineer | JSWright(JSW) |
| Dan Anketell-Jones | (DAJ) | Façade Design Manager | Harley (HCW) |
| Kevin Lamb | (KL) | Façade Project Designer | Harley (HCW) |

Apologies: Ray Bailey (HCW)

Distribution:

All those above, plus: Ray Bailey (HCW) and Robin Thorne (JSW)

Minutes taken by: Simon Lawrence

| | | ACTION |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| 1.00 | Introductions | |
| | <p>Team member introductions made. PMN - Project Directory attached to minutes</p> <p>Also for reference. KCTMO (Kensington and Chelsea Tenant Management Organisation) is our Client. RBKC (Royal Borough of Kensington & Chelsea) is the local authority</p> | Note |

| | | |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| 1.10 | Previous minutes | |
| | None | |
| 2.00 | Consultants appointments, warranties and Schedules of services | |
| | Ongoing. Currently with RML legal department for comment | SL |
| 3.00 | Facade Works – Harley Curtain Walling Ltd | |
| 3.10 | Report from HCW – progress/design/programme/procurement/key risks | |
| | No progress report from HCW as first meeting. HCW confirmed that their initial design and programme risks are in connection with the head & cill details around the windows and the cassette support rails. These will be bespoke extruded aluminium sections so long lead times. HCW to confirm lead times and design programme. | HCW |
| | SL discussed programme with the team and asked for their input with regards to procurement and design times. <i>SL confirmed that the critical date for all is Christmas shutdown 2014. The internal works within the flats must start on 12th Jan 2014 as planned otherwise the completion date is at risk.</i> | SL |
| 3.11 | Architects report | |
| | NC confirmed that he will issue a full set of cad drawings to the team via We Transfer, an external weblink like Dropbox. | NC |
| 3.12 | Structural Engineers report | |
| | None currently required. | |
| 3.20 | Review RFI tracker | |
| | None at present | |
| 3.30 | Design areas | |
| 3.31 | Windows – external | |
| | SL requested sample window as a mock-up is required for resident viewing in Flat 145. Ideally if we can fix a window externally in position around Flat 145 asap then RML can carry out sample internal trimming. DAJ to look into this. | DAJ |

| | | |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| | SL stated that particular attention should be paid to the trickle vents installed to the windows to ensure that they are fit for purpose on tower block use. No whistling or vibrating from wind. | Note |
| | PMN – Following inspection of Flat 145 after the meeting BC highlighted potential overlap between window frame and internal kitchen partition wall to lounge in 2 Bed Flats. This is a design area which will need some investigation works to solve. | SiE&HCW |
| 3.32 | Windows - internal | |
| | SL confirmed that if possible he would like to leave the existing outer window frame in place to reduce damage to residents window reveals. | Note |
| 3.33 | Cladding (insulation, fixings, panels, etc) | |
| | KL highlighted future programme risk at the end if cladding panels to the ground floor entrance canopy are to be measured following structural frame install. | Note |
| 3.40 | Information Required | |
| 3.50 | CDM - safety | |
| | BC suggested asbestos will be a risk for all works. SL confirmed that he has asbestos information from KCTMO on a register and will issue this before the construction works are carried out. The main risk areas in connection with the Façade works is around the artex ceiling within the flats and any fixing required for internal trims. Another contractor will be carrying out internal trims. | SL |
| 3.60 | Value Engineering | |
| 3.70 | Maintenance | |
| 4.00 | M&E Works – JS Wright & Co Ltd | |
| 4.10 | Report from JSW – progress/design programme/procurement | |

| | | |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|
| | SL discussed programme with the team and asked for their input with regards to procurement and design times. <u>SL confirmed that the critical date for all is Christmas shutdown 2014. The internal works within the flats must start on 12th Jan 2014 as planned otherwise the completion date is at risk.</u> | Note |
| 4.11 | Architects report | |
| 4.12 | Structural Engineering | |
| 4.20 | Review RFI tracker | |
| 4.30 | Design areas | |
| 4.31 | Mechanical | |
| | DB highlighted concerns around the Dry Riser alterations and whether building Control would enforce the system to be upgraded to a Wet Riser. Communication with the building Control Officer required asap. | Note |
| | DB confirmed that they will be needing U-Values in order to design and size the Heating system correctly. | Note |
| | SL confirmed that he was introducing JSW to clients consultant Matt Smith of Max Fordham that afternoon. | Note |
| 4.32 | Electrical | |
| 4.33 | AOV system | |
| | BC stated that any works around the AOV system would need LFB approval, so early engagement is essential. This will also be relevant if the change of office use to flats on the Walkway and Mezzanine goes ahead. | Note |
| 4.40 | Information required | |
| 4.50 | CDM - safety See Item 3.50. | |
| 4.60 | Value Engineering | |

| | | |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|
| 4.70 | Maintenance | |
| 5.00 | Lower floor area - various | |
| 6.00 | Acoustic Engineer | |
| 7.00 | Planning | |
| 7.01 | <p>An overview of the Planning Application and discharge was given by BC & SL to bring everyone up to speed. Following several months of discussions, mock-ups and negotiations the final material submission was forwarded to Planners at the end of July. Formal sign off is anticipated 29/8/14. Our feelings are that the risk around planning sign off is now low as the design to date is now in line with the Planners requests. SL confirmed that we are to proceed design based on the following criteria.</p> <ul style="list-style-type: none"> • Champagne coloured Cladding panels for the main part of the building, existing residential floors. • Rainscreen cladding to be cassette (hidden fixing) type. • Low level cladding (around ground up to 3.1m) to be GRC panels around columns and brick work around the vents. • Joints to column cladding to be closed, two panels abutting rather than open 'Birdsmouth' feature. • No external louvres to windows | Note |
| 7.02 | <p>SL confirmed that KCTMO has put in planning application for change of use to the proposed office areas on the mezzanine and walkway levels. These are now likely to become 2no. additional flats. If these changes go ahead they will have impact to the structural openings on the lower floors, AOV system and fire strategy of the building. SL to chase client progress and formal decision on the change.</p> | SL |
| 7.03 | <p>SL confirmed that KCTMO are also looking at changing the proposed ground floor concierge area into a community room. Initial designs have been issued by StE for Client comment. SL to chase client progress and formal decision on the change.</p> | SL |

| | | |
|-------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|
| 8.00 | Statutory Services | |
| 9.00 | Building Control | |
| | BC confirmed that Building Control application has been made. RML to issue payment once invoice received. BC also highlighted that the RBKC Building Control have been an issue on a neighbouring project he is involved in due to their slow response. PMN – John Hoban is the RBKC Building Control Surveyor assigned to this project. His contact no. is [REDACTED] | Note |
| 10.00 | SAP calculations | |
| 11.00 | Samples | |
| | See HCW window comment. Item 3.31 | Note |
| 12.00 | Value Engineering | |
| 13.00 | Code / BREEAM / Energy | |
| | SL confirmed the John Milner from Baily Garner is the BREEAM consultant employed by RML for this project. SL has had initial meetings with John to review the tender BREEAM assessment. SL will invite John to a DTM in the near future for his input. | SL |
| | SL to send Tender BREEAM assessment out to team. | SL |
| 14.00 | Contractual / Client matters | |
| | SL stated that the full contract is being checked by KCTMO and RML at the moment with the anticipation that it will be signed by the end of August. This in turn will allow RML to enter into full contract with their supply chain and designers. | SL |
| 15.00 | Maintenance | |
| 16.00 | Any Other Business | |
| | It was agreed by the table that future DTM's will be held on a Tuesday. It will be held in two sessions the first will be from 9am-10.15am for M&E works and the second will be from | Note |

| | | |
|-------|----------------------------------------------------------------------------------------------------------------------|--|
| | 10am-11am for Façade works. There is to be an overlap of 15mins as required to discuss co-ordination between trades. | |
| 17.00 | Date of next meeting | |
| | Tuesday 2 nd September 2014 | |