



	NOTES/NEXT STEPS	😊	🕒
	<i>cost report from ART on the window delay.</i>		
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&amp;S file. NV to action in the next 2 weeks.</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 25<sup>th</sup> of April and aim to start work on the 2<sup>nd</sup> of May. Artist has started will be around until August.</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. <i>CW to plan what to do with the cycle stores.</i>	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. <i>Passive system will be operational at the end of May.</i>	TMO/RY D	
<b>2</b>	<b><u>Contractor's Report</u></b>		
2.1	Reference the Contractor's Progress Report (No.11 Dated 18/05/15).  Rydon are reporting against their revised programme with a revised contract completion date of 23/10/15  Report shows that RYD are currently 7 weeks behind the revised programme incorporating the EOT of 7 weeks – so 2 weeks lost in the period.. This was due to windows being manufactured and delivered out of sequence. This is holding back walkway +1 and boxing club.  RYD report this delay is not on the critical path and is only target delay which will not affect the contractual completion date.	Note	
2.2	Internal work is being held up by issues which SOC has stated in the report, at the moment:  The asbestos issues – certification for flat no 34 has been received.  Flats 76, 73, 184, 25 and 154 have either been ordered or just awaiting the certification.  The issue with hoarders :  96 – Social services are dealing with the tenant as she has [REDACTED] [REDACTED] Legal advice may have to be sort.  181 – Is [REDACTED] lady who has been a hoarder her whole life. So generally needs help moving stuff etc.	Note	



	NOTES/NEXT STEPS	😊	🕒
5	<b><u>Health and Safety</u></b>		
5.1	Building control visited site on the 15 <sup>th</sup> of May to inspect the top 3 floors for insulation, fire break and window installation on three elevations and had no adverse comments.	Note	
5.2	SOC to send the health and safety report to Art. This should be presented before the meeting so it can be distributed with the meeting pack.	SOC	W/C 18/5
5.3	There was a near miss in the last month with an item falling off the mask climbers in high winds. SOC has double checked the netting and conducted toolbox talks to discuss the near miss as part of the efforts to ensure this is not repeated.	Note	
5.4	Health and Safety issues - Item 2.4.1 – have been completed Rydon received this from CW on the 18/5.	Note	
6	<b><u>Building Control</u></b>		
6.1	SL is meeting with building control on 17/04 to inspect the reinforcing to the mezzanine prior to the concrete pour.	SL	17/03
7	<b><u>Valuations/Certificates</u></b>		
7.1	AM was not present at the meeting CW to liaise with AM on valuation 11.	AM/CL	
7.2	SL mentioned that Rydon's last invoice has not been paid on time (circa £600K). CL mentioned that there has been new payment software implemented recently and it has been problematic. CL mentioned this will soon be rectified and payment will follow.	CL	
8	<b><u>Key Risks</u></b>		
8.1	There are 3 main risks at the moment that the project is facing : <ul style="list-style-type: none"> <li>• Access into flats – see previous minutes above</li> <li>• HIU positions in the flats – discussion ongoing</li> <li>• Radiator sizes in the flats – SL to respond with a proposal</li> </ul>		
9	<b><u>Programme</u></b>		
9.1	SOC mentioned that the boxing club is ready up to a point, until the windows are installed making it water tight he cannot progress any further.  Once water tight Rydon can increase labour internally and try to catch up on time lost.  SOC said that the windows for walkway +1 should be delivered on Wednesday 20/5 and the windows for the boxing club should be delivered W/C 25/5	Note          SL	
9.2	SOC mentioned that the 1 <sup>st</sup> fix HIU system is booked up to the 25 <sup>th</sup> of May.  Works are progressing well with a good team of subcontract plumbers.  Rydon are concerned about running out of work for the current plumbing team as they don't think they will be able to get them back if they leave.  It was suggested that the same team could move onto 2 <sup>nd</sup> fix plumbing	Note	

	NOTES/NEXT STEPS	😊	🕒
	(e.g. radiator installs) if the radiation matter was resolved expediently.		
9.3	There are 4 matters that have affected progress in the last month: <ul style="list-style-type: none"> <li>Walkway + 1 – window manufacturer produced windows out of sequence.</li> <li>HIU installations – Slower start than expected and as per item 2.4 and the no access situation Rydon are now struggling to fill appointments 2 weeks in advance.</li> </ul>	Note	
9.4	CW mentioned that the boilers and radiators are due to be turned off w/c 18/5.  This will produce more workload for Rydon, helping them retain the current plumbing team.	CW  Note	18/5
9.5	SOC mentioned that lift 1 is complete and lift 2 has both doors installed and has been backfilled. Lift 2 should be completed on the 20/5.  CW has a consultant ready to check that all the certification is ready to sign off the lifts.  CW mentioned that she will thank the residents in the next newsletter for being so patient using the lifts.	SOC  CW  CW	20/5
9.6	SOC to put together a table showing the progress on activities and the access into the flats. This will help decipher the progress in Grenfell.  SOC to produce something before the next progress meeting so that the format can be agreed before incorporation into future reports..	SOC  SOC	Before next progress meeting
9.7	The dampers to the AOV system have been removed down to the 2 <sup>nd</sup> floor. New dampers are due for delivery.  SL mentioned that the structural solution is still causing Rydon a problem on the ground floor. SL needs to talk to his engineers Re possible solution.	Note  SL	
10	<u>Any Other Business</u>		
10.1	NV to get a formal response from Simon Britton regarding the outstanding external works.	NV	NM
10.2	SOC to gather the names of the hostel residents at the last meeting for PM.	SOC	W/C 18/5
10.3	SOC to finish the show flat in readiness for TMO open day meeting with residents w/c 2/6/15.	SOC	07/6
10.4	SL to send out the radiator costs in the next couple of days to help inform TMO decisions about how to progress. Aim is for cost neutral outcome.	SL	W/C 18/5
10.5	NV to add an additional section in the agenda to review the financial situation at the end of the progress meeting.	NV	Next progress meeting
10.6	SL to provide what was described as more 'intel' in relation to non-access i.e what is the resident's circumstances. TMO need to understand the conversations that have been held to provide insight into the issues for each individual flat.	SL	Next progress meeting
10.7	Meetings required between SL and CW and Boxing club and Nursery – June re client choice/ finishes – colour choices	Note	



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	Meeting require with clerk of Works, NR, NV, CW and SL/ SO in early June to discuss expectations and success going forward re quality compliance.		
<b>11</b>	<b><u>Next Meeting</u></b>		
11.1	The next progress meeting is on the 18 <sup>th</sup> June 2015 – 14:00pm	Note	
11.2	Please see below list of progress meetings up to November 2015: 21 <sup>st</sup> April 2015 – 10:00am 19 <sup>th</sup> May 2015 – 10:00am 18 <sup>th</sup> June 2015 – 14:00pm 21 <sup>st</sup> July 2015 – 10:00am 18 <sup>th</sup> August 2015 – 10:00am 15 <sup>th</sup> September 2015 – 10:00am 20 <sup>th</sup> October 2015 – 10:00am 17 <sup>th</sup> November 2015 – 10:00am	Note	
<b>12</b>	<b><u>Appendices</u></b>		
12.1	Attached documents: <ul style="list-style-type: none"> <li>• Design Tracker</li> <li>• Progress Report</li> <li>• Programme</li> <li>• Next Month Agenda</li> </ul>		
<b>13</b>	<b><u>Distribution</u></b>		
13.1	This document will be distributed to the following: <ul style="list-style-type: none"> <li>• Peter Maddison</li> <li>• Claire Williams</li> <li>• David Gibson</li> <li>• Neil Reed</li> <li>• Chweecheen Lim</li> <li>• Nicholas Valente</li> <li>• Simon Lawrence</li> <li>• Simon O'Connor</li> <li>• Adam Marriot</li> <li>• Zak Maynard</li> </ul>		