



Artelia UK

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MEETING MINUTES

GRENFELL TOWER

PROGRESS MEETING #15

FROM Neil Reed *DATE* 18/09/2015
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SUBJECT **Progress Meeting #15 Minutes**

NAME	COMPANY	PRESENT	DISTRIBUTION
Peter Maddison	RKTMO	Y	Y
David Gibson (DG)	RKTMO	N	Y
Claire Williams (CW)	RKTMO	Y	Y
Steve Blake (SB)	Rydon	Y	Y
Jason North (JN)	Rydon	Y part	Y
Simon Lawrence (SL)	Rydon	N	Y
Zak Maynard (ZM)	Rydon	N	Y
James Clifton (JC)	Rydon	Y part	Y
Tony Batty (TB)	JRP	Y	Y
Jon White (JW)	JRP	N	Y
Chweecheen Lim (CL)	Artelia	N	Y
Michelle Lowe (ML)	Artelia	N	Y
Neil Reed (chair) (NR)	Artelia	Y	Y
Andrew Malcolm (AM)	Artelia	N	Y

NEIL Reed
Employers Agent

REF	NOTE / ACTION	WHO	DATE
1.	CONTRACTORS REPORT		
1.1.	<i>Full Contractors Report appended to minutes. The contractors report was tabled. A general discussion ensued - key discussion points recorded in the minutes below.</i>		
1.2.	Progress Report - Progress is recorded against the revised contract programme dated 22 nd January 2015 (Completion Friday 23 rd October 2015) with comments provided in relation to the Completion Programme dated 12 th June 2015 (Completion as per Revised Contract Programme).		
1.3.	Programme - In the period Rydon has issued a Revised Completion Programme dated 28 th August 2015 with Completion predicted on 22 nd January 2016. TB has used this programme to provide a drop line of progress from his own observations and many items still remain in delay.		
1.4.	Programme - NR was awaiting a response to his email queries to SL dated 7 th September 2015, following receipt and review of the Revised Completion Programme on 28 th August. The queries were discussed and the following response noted from SB: <ul style="list-style-type: none"> 1. Rydon will be seeking an Extension of Time with recovery of prolongation costs for 7 weeks. Provision had been made for his in Rydon's Valuation Report for the period 26th October to 11th December 2015. SB to request an Extension of Time 2. Rydon understand that they will need to suffer the consequences of the programme running a further 6 weeks (14th December to 22nd January 2016). 3. The programme prolongs into January as a consequence of Rydon's reprogramming of the main entrance works to accommodate delays e.g. the steelwork 4. Rydon will be focussing on completing works to the flats by Christmas and then completing the balance of the works post-Christmas. Cognisant of item 1 above, it was agreed that Rydon should report future progress against the Revised Completion Programme dated 28 th August 2015.	SB	w/c 21/09/15
1.5.	Agreements for Lease - CW noted that the Boxing Club tenant would need to vacate its temporary home by the end of December. For the Nursery tenant - no firm date had been agreed and discussion was ongoing. CW confirmed there are no contractual dates agreed with either tenant and that TMO would manage their expectations.	CW	N/A
1.6.	Boiler commissioning / HIU Transition - TB expressed concern that: <ul style="list-style-type: none"> 1. Rydon is not implementing the commissioning methodology discussed and agreed at the technical meeting held on 9th September 2015. The strategy determined with all parties is not being followed and the current procedure is not considered robust. TB believes the commissioning will need to be conducted three times as a consequence of the current approach. 2. Rydon is recommended to have its own Commissioning Engineer 		

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	3. The revised Method Statement for these works is still awaited from SL. The original Method Statement was issued on Tuesday 8 th prior to the meeting on Wednesday 9 th . However the changes to the strategy agreed at the meeting have not been included in a revised Method Statement. SB believed this had been issued last Friday but neither Artelia nor TB has received it. Rydon to issue urgently.	SL	w/c 21/09/15
	4. TB believes the system has been over pressured to 10 bar. SB to confirm urgently that the boilers are gas interlocked while the boiler is running; so that it will shut down in the event of a leak. This is a serious safety issue.	SB	16/09/15
	5. TB concerned that Hoval Engineer attendance on Friday will require Cofely attendance too. SB to confirm both engineers are booked. (Risk Reg item)	SB	16/09/15
1.7.	Dates - SB to provide Flat Numbers for the first 'agreed' two weeks of the HIU Transition. PM needs a clear and robust audit trail of what has been agreed with who and when to inform any legal process that may need to be implemented in the event of future non access.	SB	18/09/15
1.8.	HIU - HIU installations to Kitchens will start in w/c 16 th October 2015. SB will arrange for Linda to send through addresses, etc. to CW. JW and TB to be copied in as firm dates required for their own inspection visits.	SB	18/09/15
1.9.	Pilot - SB to confirm when Flats 115 (pilot) and 136 (kitchen pilot) will be offered up for inspection by TB and JW and their approval as the benchmark for the works to be completed.	SB	18/09/15
	NR reminded all of an outstanding action arising from the last meeting in connection with Flat 136 (minute item 1.20) – where it was agreed a meeting would be held between CW,SL, TB and Max Fordham to discuss and explore the following: <ul style="list-style-type: none"> • Drawings and supporting information to be signed off – cognisant of need to coordinate BWIC, boxing arrangements and routes, etc. • To fundamentally understand and agree what 'good' looks like for and on completion of the work. • Decide and agree locations for items such as the heat meter and pipework insulation. • SL also to explore opportunity to have one pipe box ducting for the new flow and return in the 33 bathroom. (Risk Reg item)	CW/SL	TBC
1.10.	Kitchen extract fan to be proven.	SB	w/c 21/09/15
1.11.	Test Certificates - TB and JW to provide a schedule of their requirement for other tests, commissioning related outcomes and other such certifiable deliverables. SB offered to confirm what Rydon will be providing. NR suggested both parties communicate their intentions and requirements to facilitate swift agreement and to manage expectations.	TB/JW SB	w/c 21/09/15 w/c 21/09/15

REF	NOTE / ACTION	WHO	DATE
1.12.	AOV - AOV Route not agreed. Methodology not agreed. Rydons suffering from problems with their Engineer (Curtins was novated to Rydon). The evolution of a solution has been going on for some weeks now but has identified problems with constraints of the AOV Route and holes in the building that need coordinating. The route is agreed the problems relate solely to the capacity of the building to accommodate the route. This remains a critical path item. SB confirmed that if resolve this week the target completion date (22 nd January 2016) is robust. The need for the AOV extension has only come about as a consequence of adding 2 additional new flats to the lower floors earlier in the programme. SB to confirm if resolved. (Risk Reg item)	SB	18/09/15
1.13.	Steelwork – Rydon has purchased the remaining fabricated steelwork from the Liquidator and this is now on site. The installation contractor is currently framing up the lower floors.	NOTE	
1.14.	Cladding – Contractor has gone into liquidation. The remaining panels required are already manufactured and Rydon plan to purchase these directly from the liquidator and to supply a new installation sub-contractor. Rydon has arranged a legal novation of the contract from the old contractor to the new one for fixing only. No changes to the formalities of the warranty.	NOTE	
1.15.	Rydon H&S Visit last Friday – report to be provided.	SB	16/09/15
1.16.	Heating Season – PM indicated that temporary heating will need to be provided from 1 st October. A two week period envisaged for circa 40 properties.		
1.17.	Non Access – where access is not granted for an HIU Kitchen install Rydon will be instructed to revert to a hallway installation by default. TMO will need to issue notices and this is the reason the audit trail for dates noted previously in the meeting is so key. Rydon to keep all parties informed of non-access (Risk Reg item)	SL/SB	N/A
1.18.	EAs – AM to check EAs have been issued for 1) the historic decision to move HIUs from Kitchens to hallways and 2) the recent decision to install circa 36 No HIUs in Kitchens.	AM	18/09/15
	<i>PMN: EAs have been issues; reference EAI 23 & 24 issued on 07th September.</i>		
	With reference to the Risk and Issue Log (RAIL) issued by AM prior to the meeting – the following items require EAs:		
	<u>Provisional Sums</u>		
	<ul style="list-style-type: none"> Item e – Replacement of bathroom Extract Fans – AM to instruct surveys required by ERs. TB to provide extract of ERs which are understood to require Rydon's investigation of the condition in order to determine recommended action Re retain or replace. 	AM/TB	18/09/15
	<ul style="list-style-type: none"> Item f – Replacement of rubbish chute central extract fan – Ditto. Ditto. 	SL/SB/JC	18/09/15
	<ul style="list-style-type: none"> Item h – Attenuation of smoke system supply fan – design proposals and costs awaited from Rydon. 	SL/SB/JC	18/09/15
	<ul style="list-style-type: none"> Item i – provision of ventilation grille to gas risers for each flat. - ditto 	SL/JC	18/09/15

REF	NOTE / ACTION	WHO	DATE
	<ul style="list-style-type: none"> Item g – attenuation of boiler room supply fan – Rydon to submit costs as it is understood this ok has been undertaken with the boiler commissioning. <p><u>Other items</u></p> <p>EAI required for decoration to communal lobbies. Scope agreed as painting to existing walls (one consistent finish to all wall surfaces cognisant of the mix and match of matt and silk finishes), existing ceiling outside lift doors, refuse and fire escape doors (lobby face only – not the edges or lips). JC to provide confirmation on price noting the proposals put forward to date. PM agreed that TO would deal with cleaning the tiles and floors outside of the Rydon contract and using the TMO maintenance/ cleaning contractors.</p>	JC	18/09/15
1.19.	Door Entry – design closure required by Rydon, JS Wright and Max Fordham. Rydon to confirm status, info / decisions required of TMO.	SL/SB	w/c 21/09/15
1.20.	Design Issues – NR recommended TMO and Rydon hold a Design Team Meeting to resolve and conclude the remaining and outstanding design issues. These meetings are taking place with notes normally circulated by Max Fordham but Artelia appear to have been missed from recent circulation. SB agreed that Rydon should take custody of these meetings and lead the progress and conclusion of the design actions. SB to collate notes and manage actions going forward.	SB	w/c 21/09/15
2. SCOPE OF WORKS AND DESIGN CHANGES			
2.1.	<i>No items declared in addition those noted in section 1.</i>		
3. KPIS			
3.1.	<i>No items declared in addition those noted in section 1.</i>		
4. COMMERCIAL MATTERS AND VALUATION			
4.1.	JC and ML completing valuation today. JC to issue a revised cash flow programme to align with the Revised Completion Programme dated 28 th August 2015.	JC	w/c 21/09/15
5. KEY RISKS AND ISSUES			
5.1.	<i>No items declared in addition those noted in section 1. Please refer to Artelia Risk and Issue Log issued to attendees prior to meeting.</i>		
6. PREVIOUS MINUTES			
6.1.	<p><i>Item 6.3 carried forward</i></p> <p><i>SL to provide proposal for a CCTV drainage survey and report.</i></p> <p>SL confirmed that Rydon would expose the pipework to allow investigations to be undertaken and a scope of works developed. <i>Remains WIP</i></p>	SL	w/c 21/09/15
6.2.	<p><i>Item 6.4 Update</i></p> <p>SL to close out collateral warranties and forward signed copies upon receipt.</p>	SL	28/08
6.3.	<i>Items 6.5 Update</i>		

REF	NOTE / ACTION	WHO	DATE
	SL to issue radiator proposal information incl. 'cost-neutral' details to AM - <i>pending</i>	SL	28/08
	AM to issue an EAI to instruct the radiator proposal as a formality - <i>pending</i>	AM	UPON RECEIPT
6.4.	<i>Item 6.7 Update</i> Rydon to flag the residual risk of high-level windows in the new flats within the H&S File – <i>AM carry forward to RAIL.</i>	AM	w/c 21/09/15
6.5.	<i>Item 6.8 Update</i> It was agreed that asbestos details (certification, carriage notes, RAMS etc.) would be contained in the H&S File at handover - <i>ditto</i>	AM	w/c 21/09/15
6.6.	<i>Item 6.9 Update</i> Outstanding works from BYUK. JC to provide cost details – <i>due Tuesday 22/09/15</i>	JC	22/09/15
6.7.	<i>Item 6.11 Update</i> CW to confirm cycle storage requirements. It has been noted that there is an allowance of £2k for these works - <i>pending</i>	CW	28/08
6.8.	<i>Item 6.12 Update</i> <i>SL to investigate noisy fans and ensure the louvres are fitted correctly.</i> SL advised that that the installation is correct although further investigation works are in hand to confirm to TB that the type of fan installed is suitable for the application. <i>Action pending</i>	SL	04/09
6.9.	<i>Item 7.1 carried forward</i> CW advised that that heating pipework had been installed next to the bathroom light pull cord. SL advised that vertical pipework should be boxed in. CW to issue details and SL to investigate – <i>pending outcome of Pilot 115</i>	CW	28/08
6.10.	<i>Item 7.4 carried forward</i> CW advised that the Nursery are requesting a move-in date. SL advised that the Nursery shouldn't take occupancy until the external works had been completed also. CW to review and confirm Heads of Terms details and report back.	CW	04/09
6.11.	<i>Item 7.5 carried forward</i> TB noted that some of the installed pipework to date had noted defects against it suggesting RML's quality control measures may not be working TB to provide details of flat numbers and photos if available (these have been included in TB's reports). SL to comment and remedy issues as required and confirm the QC regime in place.	TB SL	28/08 UPON RECEIPT
7. AOB			
7.1.	Handover Meeting/ Plan – NR and SB agreed to meet next Thursday to mobilise a framework for managing the Handover Completion Process. This	NR/SB	24/09/15

REF	NOTE / ACTION	WHO	DATE
	would be a precursor to meeting with all Stakeholders to the Completion process e.g. CW, TB, JW, etc.		
7.2.	Pilot Flats – 115 and 136 - SB to confirm date for inspection and sign off.	SB	w/c 21/09/15
7.3.	CDM2015 – CW to appoint a Principal Designer from the TMO's new Consultancy Framework.	CW	PRIOR TO 06/10/15
7.4.	Quality Control – Rydon is not responding to the CoW's observations and comments Re quality, etc. Issues are not being resolved and responses are not being provided. Rydon to remedy as part of the Design Meeting process covered off earlier in the meeting.	SL	w/c 21/09/15
7.5.	Rydon team structure – SL will remain on site until he leaves Rydon, SB plans to be on site 2 days per week, the 4 site managers - Jason, Gary, Chris and Jack will remain with the project until completion. JW expressed concern that the team is too stretched with the challenges and scale of work still to do on site. Both JC and TB expect all the administrative requirements associated with completion, testing, commissioning and particularly Rydon's own snagging to be completed prior to their inspections. SB acknowledged that Rydon will complete its own snagging before areas are offered up for inspection.	SB	N/A
7.6.	Artelia Financial Report – PM requested that Artelia ensure adequate provision has been allowed for the financial implications arising from current changes and risks.	CL/ML	w/c 21/09/15
8. NEXT MEETINGS			
8.1.	20TH OCTOBER 2015 – 14:00PM 17TH NOVEMBER 2015 – 14:00PM Thursday 24 th September – Artelia and Rydon to meet to discuss a framework for Handover prior to meeting with all stakeholders to the Completion process in w/c 28 th Sept – date to be advised.	NR/AM/SB	24/09/15
9. ATTACHMENTS			
9.1.	<ul style="list-style-type: none"> Grenfell Tower Meeting Agenda #15 Contractors Progress Report #15 Contractors Programmes Artelia's Risk and Issue Log 		