

MINUTES - CONFIDENTIAL

Issue Date: 15th May 2014

Project:	Grenfell Tower			
Meeting Title:	Meeting with RBKC Planners			
Objective:	Discuss materials and potential alterations to planning application			
Venue:	RBKC Town Hall, Customer Service Centre Room 8			
Date & Time:	8th May 2014	11:30 – 13:00pm		
Project No.:	11833			
Version	1.0			
Issue:	Draft			
Location:	<i>[https://sevintranet.appleyards.co.uk/bu/PPM/projects/grenfell/Meetings/RBKC Planners Meeting Minutes 8 May 14.docx]</i>			
Quality:				
<u>Author</u>			<u>Checked</u>	
Peter Blythe			Philip Booth	
Present:				
<u>Name</u>	<u>Initials</u>	<u>Company</u>	<u>Function</u>	<u>Acronym</u>
Sarah Scannell	(SS)	RBKC	Planning Officer	(RBKC)
Edward George	(EG)	RBKC	Previous Planning Officer	(RBKC)
Philip Booth	(PB)	Artelia	Project Manager	(ART)
Peter Blythe	(PHB)	Artelia	Assistant Project Manager	(ART)
Stephen Blake	(SB)	Rydon	Main Contractor	(RYD)
Claire Williams	(CL)	KCTMO	Client	(TMO)
Bruce Sounes	(BS)	Studio E	Architect	(SE)
Marc Watterson	(MW)	Taylor Young	Principal Town Planner	(TY)
For information:				
Simon Lawrence	(SL)	Rydon	Main Contractor	(RYD)

1	<u>Material to Facade</u>		
1.1	It was confirmed that the approved scheme is for a broadly monochrome design with some more colour around the entrances to the building. However, the condition does not state the specific material required. It was confirmed that cladding material and finish would be handled as a discharge of planning condition.	Note	
1.2	A flat panel ACM (Aluminium Composite Material) was proposed as the cladding material. It was confirmed that the life span for this product is similar to that of the product previously suggested. The elevation bays to the lower 4 floors are aluminium cassettes which have concealed fixings, or louvers or curtain wall (glass) The triangular pilasters are ACM all the way but for the lowest/first 4m a Fibre reinforced cement panel has been specified for robustness.	Note	

	NOTES/NEXT STEPS	😊	🕒
	At higher levels, it was proposed that the flat panel ACM is face fixed. There are windows that separate the two different materials and therefore the two different materials will not meet.		
1.3	It is proposed that the infill will start dark and become lighter up to "walkway + 1" and be white from there up to the crown in order to maintain the difference between the top, middle and bottom.	Note	
1.4	SS and EG were presented with a number of different colour options for the ACM. SS to check how they look outside and confirm RBKC's preference to all by 16 th May 2014. The cladding samples are: <ul style="list-style-type: none"> • Natural Aluminium Brushed Look Duragloss 5000 Satin • Champagne Metallic DG 5000 • Vintage Brushed Look DG 5000 • Smoke Silver Metallic DG 5000 • Stainless Steel Brushed Look DG 5000 EG and SS said their preference was for a slight texture and glossy panel.	SS	
1.5	RVD to provide an approx. half size sample panel showing the joint and fixings once the colours have been decided. RVD to also provide detailed drawings of the windows as well as a sample of the window, window frame and infill.	SB SB	
1.6	BS noted that the windows had been enlarged, in response to comments from RBKC planners and the AAP. The window frame is proposed to be dark but can be any colour. It was agreed that once the main colour is selected, the other colours can then be chosen to compliment.	Note	
1.7	EG suggested that CW contact RBKC counsellors to inform them that we are confirming the cladding choices.	CW	
1.8	SS to visit Rydon sites where similar cladding systems have been installed and can be reviewed - w/c 12 May 2014.	SS	16/5/14
2	<u>Crown Detail</u>		
2.1	The "radiator effect" crown was approved in the planning approval. Alternatives were presented by BS but it was agreed to proceed with the planning approved design. It was confirmed that there will be no change to the proposed height of the crown. This would be approved through the discharge of conditions.	Note	
3	<u>Louvres</u>		
3.1	The proposal is to remove the window louvres from the plan as EG had concerns over the quality and robustness, and CW noted that residents had raised concerns over these as shutting them in and making the room dark. It was confirmed that this is proposed to be a straight omit and the windows will be tilt and turn.	Note	
3.2	Kitchen extract systems are proposed to be installed by RBKC as part of these works. Internal bathrooms are ventilated by roof mounted extraction systems, but the kitchen proposal is for 'xpelair' fans or	Note	

	NOTES/NEXT STEPS	😊	🕒
	similar. SS noted that this can be approved through the discharge of condition 4.		
4	<u>Change office space to residential</u>		
4.1	<p>MW discussed with SS and EG the proposal to change from the approved offices to 2 more flats.</p> <p>SS noted that RBKC have a general policy to retain office space in the Borough which any application will need to overcome.</p> <p>MW to email SS with outline of works based upon rationalisation, housing need, management of space, ancillary to main use etc</p> <p>This would need a new planning application based upon the approved plans. The application will need to explain the move from current layout, the approved layout then the proposed layout.</p> <p>SS to respond within three weeks.</p>	<p>MW</p> <p>SS</p>	
5	<u>Any Other Business</u>		
5.1	BS to send electronic copies of all of the drawings that were discussed to SS.	BS	
5.2	<p>SB to confirm the deadline for ordering materials.</p> <p>PB to then inform MW of this deadline as the planning application will need to be submitted 10 weeks prior to this date.</p>	<p>SB</p> <p>PB</p>	