

**MINUTES OF MEETING ON GRENFELL PROGRAMME held on 27 August 2014**

Present: Rydon – Simon Lawrence; Artelia – Peter Blythe; TMO -Teresa Brown, David Gibson, Peter Maddison, Anthony Cheney, Claire Williams (minutes)

Apologies: Siobhan Rumble

Circulation: As above

		ACTION
1.0	<p><b>SL described areas of work:</b></p> <ul style="list-style-type: none"> <li>- Lower floors: being remodelling, no residential occupiers</li> <li>- External works: standalone, comprising the façade works- windows/insulation/cladding</li> <li>- Communal lobbies: services installations, new false ceiling and decoration, starting mid Sept</li> <li>- Within flats: 1 weeks work per flat, starting after Christmas</li> </ul>	
2.0	<p><b>Programme ( SoS 2 June 2014 – PC 4 Sept 2015)</b></p>	
2.1	<p>Before and over the Christmas period the main boiler plant will be commissioned and running in tandem with the existing boiler, to check it is functioning properly prior to connecting the any flat.</p>	
2.2	<p>In the new year, w/c 12 Jan 2015 work will start to connect flats to the new heating system. It is assumed that it will take one week to complete each floor (comprising 6 flats). The works are proposed to start from the top down over a 20 week period.</p>	
2.3	<p>Work within each flat is anticipated to take a week, comprising:</p> <p>Day 1 – install electrical spurs for HIU (heat interchange unit) and extractor fans, run internal pipework from front entrance door to kitchen and new central heating pipe work</p> <p>Day 2 –Install HIU and new radiators and commission</p> <p>Day 3 –Remove old and fit new windows and surrounding trims</p> <p>Day 4 –sub-contractor snag, Rydon snag</p> <p>Day 5 – CoW snagging and completion of all</p>	
3.0	<p><b>Noisy work:</b></p> <ul style="list-style-type: none"> <li>- Core drilling to communal lobbies, comprising approx. 3 no holes per floor. Works starting from 8 Sept, starting from the top down. This noise was described as a droning and continuous, and will only be heard by the immediate floor and possibly a couple either side. Work areas will be protected, and residents will have had face-to-face contact and letters to pre-warn them. This will be in the September newsletter.</li> <li>- External work where there will be approximately 50,000 holes being drilled as and when with percussive equipment. This is for the structural surveys, and fixing the grid which will support the insulation and cladding. This noise will last from approx. October for 6 weeks. This noise will reverberate throughout the structure and potentially cause complaint. This will be in the September newsletter.</li> </ul> <p>SL said that in his experience people preferred not to move out during works, but would prefer to be in the RLO area, or respite area with tea and tv. Rydon manage works by:</p>	

	<ul style="list-style-type: none"> <li>- Resident profiling</li> <li>- Respite areas</li> <li>- Key holding arrangements</li> </ul>	
4.0	<p>Rydon resident profiling:</p> <p>This has started, with 26 households having been seen to date. Individual letters and each newsletter prompts residents to give Rydon's RLO and site manager a chance to talk to them in their home, and understand their circumstances. The RLOs are hoping to get all these sessions complete by the end of Sept 2014. Feedback is being shared with SR, so that information can be included in the TMO data.</p> <p>Each Friday morning a session is held between Rydon/SR/CW to update on day to day matters and resident issues.</p>	SL
5.0	<p>Respite:</p>	
5.1	<p>Currently the new community rooms would be a useful resource during the day, as there is a kitchen and 2 toilets and potentially a tv point in the rear room. These rooms are not used during the day. The tender allowed for Rydon to provide soft furnishings in a respite area. SL to check that tv connection is possible here and look at temporary provision.</p>	SL
5.2	<p>Rydon are about to form a new staircase to give access to residents to the RLO area within Grenfell. Residents could sit here. SL to check the tv requirements etc.</p>	SL
5.3	<p>430 Hurstway has also been set aside in case there are night workers or others who need respite. By the end of September it should be clear if this is required.</p>	CW/SR
6.0	<p>Use of void flat 145</p> <p>It was discussed that flat 145 could be used for:</p> <ul style="list-style-type: none"> <li>- Installation of the HIUs – to determine routes and establish any constructional problems</li> <li>- Externally a grid will be fitted to allow a window installation, which can then be used for residents to see the arrangement of the new window framing and familiarise themselves with the opening and shutting mechanisms and locks</li> <li>- As an alternative location should anyone lose heat during the works, as this flat will have the HIU installed first</li> </ul> <p>This flat is currently used for coffee mornings and meet the contractor</p>	

	sessions.	
7.0	<b>Fire considerations</b>	
7.1	PM noted the Grenfell blog referred to the need for 2 exits. CW had spoken to Janice Wray, but to check that a robust response is sent from fire brigade.	CW
7.2	CW noted that the fire brigade had made familiarity visits with Rydon at the start of the project, and most recently when the new entrance at walkway level had been formed. As a result of a previous blog CW noted that the August newsletter included a section on the stay put policy, and notices reiterating this had also been put up in the Rydon noticeboard at the new entrance.	
7.3	No of fire exits: CW to put something in the Sept newsletter about the fire requirements.	CW
7.4	CW to check if there are 'do not use lifts in case of fire' are required.	CW
8.0	<b>Smoke dispersal system</b>	
	The existing system may or may not be in full working order. It was noted that this should be a priority for the M&E works, and that it would have to go through building control procedures including Fire Brigade approval. This needs to be prioritised because of the risks during works.	SL
9.0	<b>Planning issues:</b>	
9.1	29 August is the target date for the planners to confirm the cladding materials/colour choices.	
9.2	Application for the new offices to become flats is with RBKC. A KDR needs to go to Cabinet in September about this, so the TMO have asked that the planning application is 'held' until after this is signed off. It is understood that the planning officer has written a report recommending approval of the application – so the outcome is likely to be October. SL noted this was not critical to their programme at this stage, but would be an issue if the TMO revert back to tender drawings having the levels linked by a new internal staircase..	
10.0	<b>Risks to programme:</b>	
	SL noted that the landscaping had been put to the end of the programme so that the Bouygues work could be understood.	
	CW noted that the arrangement is that the Artelia teams (KALC and Grenfell) are to sit down to put together their list of any anticipated areas of concern – and if possible costed. It is anticipated that a meeting will be convened at the end of September with RBKC to understand how any 'fall out' from the Bouygues contract will be managed. Examples currently are that B are not doing planting under the Rydon mast climbers, and that the playground will be used by Rydon for materials storage.	
11.0	<b>Finger blocks</b>	
	A bulletin is due out to the blocks next week – CW awaiting for this to be 'tidied up/logo-ed' which will update the finger block residents on Grenfell works (currently newsletters in their notice boards), and also	CW



	HIUs. Any meters would need to be external to the flats for easy reading.	PB
14.4	CW to organise meeting to discuss heating service charges asap. At consultation had discussed with residents that they could manage their own heating and hot water so have appropriate bills – but some residents preferred to stay with existing proportioned system. AC would also attend, looking at possibility of remote metering etc.	CW/AC
	Door entry system: PB/SL to check if any work is due to the system.	PB/SL
14.5	<b>Basement ventilation:</b> CW had sent through £747 quote from Coffleys to Rydon for reinstating the fan where there was recent damage. SL said that this cost was accepted by Rydon, to be deducted from the monthly payments.	END