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

		ACTIO N
1.0	SL described areas of work:	
	- Lower floors: being remodelling, no residential occupiers	
	 External works: standalone, comprising the façade works- windows/insulation/cladding 	
	- Communal lobbies: services installations, new false ceiling and	
	decoration, starting mid Sept	
	- Within flats: 1 weeks work per flat, starting after Christmas	
2.0	Programme (SoS 2 June 2014 – PC 4 Sept 2015)	
2.1	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.	
2.2	In the new year, w/c 12, Ian 2015 work will start to connect flats to the	
2.2	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.	
	10 p	
	Work within each flat is anticipated to take a week, comprising:	
2.3		
	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	
	Day 2 –Install HIU and new radiators and commission Day 3 –Remove old and fit new windows and surrounding trims	
	Day 4 –sub-contractor snag, Rydon snag	
	Day 5 – CoW snagging and completion of all	
3.0	Noisy work:	
	- 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.	
	- 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.	
	Cl. acid that in his experience people professed not to make and distinct	
	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:	
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	Pacidant profiling	
	Resident profilingRespite areas	
	- Key holding arrangements	
	Trey heraling arrangements	
4.0	Rydon resident profiling:	
	This has started with 00 have already having have again to date	
	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	SL
	understand their circumstances. The RLOs are hoping to get all these	SL
	sessions complete by the end of Sept 2014. Feedback is being shared	
	with SR, so that information can be included in the TMO data.	
	Each Friday morning a session is held between Rydon/SR/CW to	
	update on day to day matters and resident issues.	
5.0	Doonito	
5.0	Respite:	
5.1	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	SL
	provision.	
5.2	Rydon are about to form a new staircase to give access to residents to	SL
	the RLO area within Grenfell. Residents could sit here. SL to check the	
	tv requirements etc.	
5.3	430 Huretway has also been set aside in sees there are night workers	
0.3	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	CW/SR
	if this is required.	CVV/SR
6.0	Use of void flat 145	
5.5		
	It was discussed that flat 145 could be used for:	
	 Installation of the HIUs – to determine routes and establish any 	
	constructional problems	
	 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	
	- As an alternative location should anyone lose heat during the	
	works, as this flat will have the HIU installed first	
	This flat is currently used for coffee mornings and meet the contractor	
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	sessions.	
7.0	Fire considerations	
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. No of fire exits: CW to put something in the Sept newsletter about the	CW
	fire requirements.	
7.4	CW to check if there are 'do not use lifts in case of fire' are required.	CW
8.0	Smoke dispersal system	
	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	Planning issues:	
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	Risks to programme:	
	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	Finger blocks	
	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

	cover the survey due to go out to them re the future planning of any block works. CW to make sure PM and TB see prior to publication.	
	The survey anticipated for general publication is to be revised to cover ramp removal and understand any pedestrian access issues. PM thought these surveys could be done by staff – assuming only surveying the ends of the block nearest Grenfell.	CW/DG/PM SR
12.0	Community room in lieu of concierge at ground floor	
	The new plan is for a community room with ancillary facilities. This was agreed to, but on the basis that the cctv room was appropriate for the current equipment. Calford Seadon consultants are due to review the TMO provision across the borough, but as an interim it is assumed that the existing equipment will stay but be relocated to suit the regeneration works. PB to instruct once the new plan showing kitchen, cctv, wc amended as necessary.	РВ
13.0	Electrical outage – from pmThursday 21 Aug/early Friday 22 am Electrical phase in basement – 400 amps blew. No Rydon works in the area. UK Power Networks report due, they replaced fuse 'as a favour'. CW put in Sept newsletter, saying will feedback when report received.	CW
14.0	Services issues	
14.1	Lifts: AC said that he could possibly offer an isolation key for Rydon to use. SL said that he would prefer not to use the isolation key as many men will use the lifts and also work on different floors so would want to test their current approach before looking at this offer which would mean having a lift marshall etc.	SL
	Currently lifts have signs reminding residents to go to the correct floor for the main entrance, and the existing gf area is cordoned off with digital lock so residents cannot enter Rydon's working space.	
	A meeting to be arranged later in the year to co-ordinate how to deal with forming new openings for lift at mezzanine and walkway level 1, as well as the floor indicators, push button controls, doors etc. Apex pricing for Rydon.	SL/CW/AC
14.2	Communal heating:	
	A meeting to be organised in October to look at how the existing plant will be managed and the commissioning of the new, in relation to responsibility and failures. AC noted that when Rydon put new flats on new system, they need to produce weekly update charts for CW to circulate to Customer Service Centre, Pinnacle servicing etc. AC noted that the boiler switch on date was 1 October 2014.	SL
14.3	Individual heating:	
	AC asked about isolation to flats. SL said anticipated valves at each communal landing to allow the TMO to control the water in case of an emergency without needing access within the flat	
	PB to check whether heat meters were included in the tender for the	

	HIUs. Any meters would need to be external to the flats for easy reading.	PB
	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
14.	Door entry system: PB/SL to check if any work is due to the system.	PB/SL
14.	Basement ventilation: 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