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**From:** BOOTH Philip <philip.booth@uk.arteliagroup.com>  
**Sent:** 26 November 2014 10:06  
**To:** Claire Williams; dgibson@kctmo.org.uk; Claire Williams; David Gibson  
**Cc:** VALENTE Nick; LIM Chweechee; CASH Simon  
**Subject:** Grenfell windows decision required [Filed 01 Dec 2014 11:47]  
**Attachments:** image001.jpg; image002.png; image003.jpg; 55b425.png; imagefbae55.JPG

**Follow Up Flag:** Follow up  
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Claire,

I wanted to put in writing what we discussed at our progress meeting on Tuesday 18th Nov and yesterday again on the phone.

At the 22nd Oct design meeting the team reviewed the planning approved window sizes and concern was raised that the increase in size, compared to existing, would cause significant disruption to residents and making good in flats. There was also a considerable client risk that residents would claim for new curtains/ blinds and considerable additional making good over and above what is included in the Rydon contract.

On site that day we agreed that if, following advice from Taylor Young, the risk of planners refusing the change in window size to match existing opening was low, then we would proceed with applying for this change. Installing windows into the existing opening will be less disruptive to residents and would dramatically reduce the risk to TMO of residents claiming for curtains etc. I understand that Amy Peck advised that they planners would be happy to consider the alteration in the window size as a non material amendment and the risk of them refusing this amendment was low. Following this advice it was agreed to not order the larger size windows and to proceed with applying for a planning change.

Rydon advised that the windows needed to be ordered by 7th Nov to maintain their current programme.

At our progress meeting on 18th Nov we instructed Rydon to get the amended window drawings to Taylor Young asap for a non material amendment application to be submitted asap. I understand Taylor Young have the drawings but have yet to submit the application. I recommend this happens asap as the longer this application is held the longer the delay incurred to the programme.

At the 18th Nov we also confirmed the cill and head heights so Rydon could proceed with setting out of some of the cladding and fixings.

Currently the change in windows has led to a 3 week delay in ordering the windows. As discussed on 18th Nov TMO has 2 options to decide between:

1. Wait until the non material amendment to the windows is approved and then order the windows. This will incur a delay to programme of roughly 8-10 weeks (we are already 3 weeks since the windows should have been ordered). The full effect of this is difficult to ascertain but if this were to translate into an extension of time for this period (and I certain it will delay the end date and therefore be subject to an extension of time but perhaps not for this full period) the additional prelims costs would be £10,210 per week. Rydon could claim for other knock on effects to this delay but I think it fair to say you will be looking at a significant delay costs of £100,000 +. However there would be no risk of abortive orders on the windows.
2. Instruct Rydon to proceed with ordering the windows at risk assuming the planners will approve the NMA. This would limit the programme delay but there is a risk that if the planners do not approve the alteration then windows will have been ordered that will now not meet planning approval. This is a client risk as it is TMO that have requested the change in window size from tender and the planning application submitted. However I understand that the risk of planners not accepting the alteration, as advised by Taylor Young, is very low. The proposal is to replace the existing window opening with windows in the same opening so our view is the planning risk is low too.

The reason for this email was to give you something in writing to assist TMO with making the decision on when to order the windows. I had understood at the progress meeting on 18th Nov, following advice from all in attendance, that TMO were minded to proceed with option 2 above. I hope this email helps. If there is anything further I can provide please do get in touch.

Kind regards

Philip

Philip BOOTH

Associate Project Manager

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From: Claire Williams [mailto:clwilliams@kctmo.org.uk]  
Sent: 25 November 2014 12:05  
To: slawrence@rydon.co.uk; Neil Crawford (Neil@studioe.co.uk); BOOTH Philip  
Subject: FW: RBKC Planners Meeting Minutes 8 May 14

For information.

Claire Williams

Project Manager

<<http://www.kctmo.org.uk/>>

t: [REDACTED]  
m: [REDACTED]  
a: The Network Hub, 292a Kensal Road, London, W10 5BE  
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From: Amy Peck [mailto:amy.peck@ibigroup.com]  
Sent: 25 November 2014 12:04  
To: Claire Williams  
Subject: RE: RBKC Planners Meeting Minutes 8 May 14

I will look into this. It may be quicker to do it through the NMA (28 days).

I am out of the office now until Thursday, so I will look at it then.

Amy

Amy Peck

Town Planner - Studio Associate

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From: Claire Williams [mailto:clwilliams@kctmo.org.uk]

Sent: 25 November 2014 11:56

To: Amy Peck

Cc: slawrence@rydon.co.uk; Neil Crawford (Neil@studioe.co.uk); philip.booth@uk.arteliagroup.com

Subject: RBKC Planners Meeting Minutes 8 May 14

Amy

I have just found the notes from our planners meeting, it looks as if the kitchen xpelairs and crown detail were conditions to be discharged, rather than non-material amends. My mistake. Whew.

This should mean it all happens quicker.

Thanks

Claire Williams

Project Manager

<<http://www.kctmo.org.uk/>>

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