

**Artelia UK**

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MEETING MINUTES

GRENfell TOWER**PROGRESS MEETING #14**

FROM Andrew Malcolm *DATE* 21/08/2015
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SUBJECT **Progress Meeting #14 Minutes**

NAME	COMPANY	PRESENT	DISTRIBUTION
Peter Maddison	RKTMO	N	Y
David Gibson (DG)	RKTMO	Y	Y
Claire Williams (CW)	RKTMO	Y	Y
Simon O'Connor (SOC)	Rydon	N	N
Simon Lawrence (SL)	Rydon	Y	Y
Zak Maynard (ZM)	Rydon	N	Y
James Clifton (JC)	Rydon	Y	Y
Tony Batty (TB)	JRP	Y	Y
Jon White (JW)	JRP	N	Y
Chweecheen Lim (CL)	Artelia	N	Y
Neil Reed (chair) (NR)	Artelia	Y	Y
Andrew Malcolm (AM)	Artelia	Y	Y

ANDREW Malcolm
Project Manager

REF	NOTE / ACTION	WHO	DATE
1.	CONTRACTORS REPORT		
1.1.	<i>Full Contractors Report appended to minutes. The contractors report was tabled and a page turn was undertaken by SL in the meeting with key discussion points recorded in the minutes below.</i>		
1.2.	NR re-requested that the Contractors Report should be issued 1 day prior to the Progress Meeting allowing parties to review the content ahead of the meeting.	SL	ONGOING
1.3.	SL updated the group on the following progress headlines: <ul style="list-style-type: none"> • (18w) behind contract programme • (5w) behind completion programme 		
1.4.	SL highlighted the following two key issues causing delay: <ul style="list-style-type: none"> • Steel work supplier has gone into involuntary liquidation • Mast climbers set-up has been addressed within the period 		
1.5.	It is understood that orders for the steelwork have been processed and the material has been fabricated and is available off-site. Rydon are in discussion with alternative suppliers to collect and deliver the material to site and install. SL to provide an update on the progress.	SL	26/07/15
1.6.	TB reported concerns about progress on installation of the external façade. SL explained that recalibrating the mast climbers had taken longer than anticipated due to a shortage in labour. SL further confirmed that whilst tight, it was still achievable to complete the external façade works; the limitation being logistical and the ability to take delivery of enough material.		
1.7.	It is the intention of SL to have the mast climbers manned 100% (16 persons) to ensure the programme is recovered. JW to monitor and report progress weekly.	JW	ONGOING
1.8.	NR also expressed concern about general completion by the contract date. SL to issue dropline programmes (contract and completion). NR explained that the client team should be assisting to support with delivery by advocating a proactive approach to risks and issues, responding to contractor queries and by working collaboratively to achieve the completion date.		
1.9.	JC tabled Rydon's financial summary statement for the period and explained the detail key details include: <ul style="list-style-type: none"> • Unusual for a discrepancy of c. £400k between previous valuation and previous certified value JC also tabled Rydon's revised cashflow aligning with the completion programme.		
1.10.	JC to ensure details are issued electronically. PMN: Information received.	JC	20/08
1.11.	AM to update EVA KPI. It was noted in the meeting that the current	AM	25/08

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	valuation is in accordance with a predicted linear cashflow in the absence of a revised cashflow.		
1.12.	NR to arrange an Artelia valuation visit to review, confirm and certify the current application.	NR	21/08
1.13.	It was reported that no H&S visits had been undertaken in the period, a visit is expected 20/08. It was however noted that EDF grant funders have visited the site. The report has not yet been issued but it was recorded that early feedback indicated that the inspector was happy with the site management and satisfied with Rydon's general Health and Safety. SL to ensure H&S reports are circulated to the aforementioned distribution group upon receipt as well as appended to future Progress Reports.	SL	ONGOING
1.14.	SL reported that installation works to the communal boiler and associated pipework had been undertaken and completed in conjunction with Cofely.		
1.15.	SL reported that the boiler commissioning had not been signed off due to the current ventilation being insufficient. <ul style="list-style-type: none"> Temporary fans were sourced but this was unacceptable as no interlock mechanisms were present Suspicion around current proposed fans duty are oversized Rydon's MEP engineers are working with the fan manufacture to confirm status Installation expected to be completed including re-commissioning of the new boiler and all associated plant by 26/08 System to be primed and prepared etc. for a HIU changeover to commence on 01/09 		
1.16.	SL confirmed that only 3no. flats remained non-access for HIU. CW advised that legal action was proceeding and that injunctions are expected to be issued imminently to concerned parties. It timescale and programme for the legal action was still not known. Although, CW advised that the TMO anticipated resident compliance upon being served an injunction notice.		
1.17.	TB advised that additional teams should be called upon to ensure change-over delivery of existing hallway installations is met. SL agreed.		
1.18.	The meeting discussed 33 "kitchen-install" flats: <ul style="list-style-type: none"> Flat 136 was subject to flooding when removing the old heating system <ul style="list-style-type: none"> Total damage still being investigated but it was reported that the event has affected 6 floors down Pipework to heater flow snapped in the process of removal Pipework to heater return heavily corroded It was agreed by all parties that the heating system would be totally isolated and drained per riser for flats needing kitchen installations 		

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	<ul style="list-style-type: none"> It was therefore accepted that residents associated with any given riser would be affected and disruption to their services interrupted 		
1.19.	SL to devise installation and changeover mini-programme for kitchen HIU installs seeking to minimise disruption to other residents on shared risers including conducting an assessment of the risers and taking into consideration those flats which may have already been switched over onto the new system post 01/09.	SL	25/08
1.20.	Works to Flat 136 to be complete by week-end (21/08) to facilitate a meeting to be arranged by CW. Purpose of the meeting is to: <ul style="list-style-type: none"> Drawings and supporting information to be signed off Understand what 'good' looks like Decide and agree locations for items such as the heat meter and pipework insulations 	CW	21/08
1.21.	SL to digest and confirm status of the AOV system noting a recent report received.	SL	24/08
1.22.	SL reported that the following works to the AOV system were outstanding: <ul style="list-style-type: none"> Control Units Modules Ductwork to lower floors <i>Status unreported – roof fans</i> 		
1.23.	It was agreed that when meeting with London Fire Brigade, they should be advised that the building AOV system is not operational.		
1.24.	SL and CW to liaise offline about design proposals for the Nursery and the Boxing Club. CW to arrange a meeting with SL to review at Rydon site office with drawings and colour charts.	CW	24/08
1.25.	The following three items of design are still outstanding and have provisional sums allocated: <ul style="list-style-type: none"> Gas riser ventilation Central bathroom/kitchen extract fan Central waste riser fan SL to investigate extent of works required and report back findings.	SL	28/08
1.26.	SL confirmed UKPN quote had been received and was awaiting client signature prior to be sent off with the cheque. It is then anticipated that once the cheque clears – UKPN will mobilise within 3 weeks on receipt of payment.		
2. SCOPE OF WORKS AND DESIGN CHANGES			
2.1.	<i>No items declared in addition those noted in section 1.</i>		

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3.	KPIS		
3.1.	<i>No items declared in addition those noted in section 1.</i>		
4.	COMMERCIAL MATTERS AND VALUATION		
4.1.	NR to liaise with JC and CL (upon return from sick-leave) to confirm valuation date offline.	NR	21/08
5.	KEY RISKS AND ISSUES		
5.1.	<i>No items declared in addition those noted in section 1.</i>		
6.	PREVIOUS MINUTES		
6.1.	<i>Item 1.5 Carried Forward</i> SL to formally communicate Rydon's new team structure. Action to be undertaken prior to meeting with Steve Blake scheduled for 25/08.	SL	28/08
6.2.	<i>Item 1.22 Update</i> <i>It was agreed that lobby area finishes to be discussed offline with NR and CW.</i> It has been agreed that tiles have been omitted and Class A Paint added. JC to confirm, if any, cost implications.	JC	28/08
6.3.	<i>Item 1.25 Update</i> SL to provide proposal for a CCTV drainage survey and report. SL confirmed that Rydon would expose the pipework to allow investigations to be undertaken and a scope of works developed.		
6.4.	<i>Item 1.28 Carried Forward</i> SL to close out collateral warranties and forward signed copies upon receipt.	SL	28/08
6.5.	<i>Items 6.1 & 6.2 Carried Forward</i> SL to issue radiator proposal information incl. 'cost-neutral' details to AM. AM to issue an EAI to instruct the radiator proposal as a formality.	SL AM	28/08 UPON RECEIPT
6.6.	<i>Item 6.3 Carried Forward</i> AOV shaft location proposals are being reviewed by Rydon's structural engineer. Once signed off these can be issued to TMO for review.	SL	28/08
6.7.	<i>Item 6.4 Update</i> Rydon to flag the residual risk of high-level windows in the new flats within the H&S File.		
6.8.	<i>Item 6.5 Update</i> It was agreed that asbestos details (certification, carriage notes, RAMS etc.) would be contained in the H&S File at handover.		

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6.9.	<i>Item 6.6 Carried Forward</i> Outstanding works from BYUK. JC to provide cost details.	JC	31/07
6.10.	<i>Item 6.7 Update</i> CW advised the planning consultants had submitted an application regarding outstanding planning conditions. The meeting was advised that no further action is to be taken unless otherwise advised by the planning consultants.	CW	28/08
6.11.	<i>Item 6.8 Carried Forward</i> CW to confirm cycle storage requirements. It has been noted that there is an allowance of £2k for these works.	CW	28/08
6.12.	<i>Item 7.5 Update and Carried Forward</i> SL to investigate noisy fans and ensure the louvres are fitted correctly. SL advised that the installation is correct although further investigation works are in hand to confirm the type of fan installed is suitable for the application.	SL	04/09
6.13.	<i>Item 7.9 Update and Carried Forward</i> SL to address poor site housekeeping; tools, materials, barriers etc. NR advised that another 'tool-box talk' was required. SL to action.	SL	ONGOING
7. ANY OTHER BUSINESS			
7.1.	The meeting was informed that that works areas had been left unlocked when not in use. SL reported that Rydon Management team believe the areas were secure prior to leaving them unattended.		
7.2.	CW informed the group that the Councillor is lined up for a photoshoot when the cladding and external façade works are complete. The south elevation is the preference.		
7.3.	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.	CW	28/08
7.4.	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
7.5.	TB noted that some of the installed pipework to date had noted defects against it. TB to provide details of flat numbers and photos if available. SL to comment and remedy issues as required.	TB SL	28/08 UPON RECEIPT
8. NEXT MEETINGS			
8.1.	15TH SEPTEMBER 2015 – 14:00PM (NOTE UPDATED TIME) 20TH OCTOBER 2015 – 14:00PM		

REF	NOTE / ACTION	WHO	DATE
	17TH NOVEMBER 2015 – 14:00PM		
9.	ATTACHMENTS		
9.1.	<ul style="list-style-type: none">Grenfell Tower Meeting Agenda #14Contractors Progress Report #14Contractors Completion Programme		