

**Artelia UK**

High Holborn House  
52-54 High Holborn  
London WC1V 6RL

Tel. : [REDACTED]

Fax : [REDACTED]

## MEETING MINUTES

### GRENfell TOWER

### PROGRESS MEETING #20

FROM Andrew Malcolm

MEETING DATE 23<sup>rd</sup> February 2016

TEL [REDACTED]

REF. 11833

E-MAIL Andrew.malcolm@uk.arteliagroup.com

PAGES 1/7

SUBJECT **Progress Meeting #20 Minutes**

NAME	COMPANY	PRESENT	DISTRIBUTION
Peter Maddison	KCTMO	N	Y
David Gibson (DG)	KCTMO	N	Y
Claire Williams (CW)	KCTMO	Y	Y
Steve Blake (SB)	Rydon	Y	Y
David Hughes (DH)	Rydon	Y	Y
Gary Martin (GM)	Rydon	N	Y
Jason North (JN)	Rydon	N	Y
James Clifton (JC)	Rydon	N	Y
Jim Whaphan	Rydon	Y	Y
Tony Batty (TB)	JRP	Y	Y
Jon White (JW)	JRP	N	Y
Simon Cash (SC)	Artelia	N	Y
Michelle Lowe (ML)	Artelia	Y	Y
Neil Reed (chair) (NR)	Artelia	Y	Y
Andrew Malcolm (AM)	Artelia	Y	Y

ANDREW Malcolm  
Employers Agent

REF	NOTE / ACTION	WHO	DATE
<b>1.</b>	<b>ATTENDANCE / APOLOGIES</b>		
1.1.	<i>As noted on distribution sheet</i>		
<b>2.</b>	<b>COMMENTS AND CORRECTIONS / PREVIOUS MINUTES</b>		
2.1.	<p><b>Item 2.1 External Blocked Drain</b> – action c/f</p> <p>DH noted that design is still ongoing. The design will be available by the end of the week (26/2). Contractors cost to be available by the end of the next week(04/3). Risk items and spot items to be included.</p> <p>CW further confirmed that this needs to move along quicker to ensure that this is done this financial year.</p>	DH	ASAP
2.2.	<p><b>Item 2.2 Collateral Warranties</b></p> <p>Received by Artelia – thank you. ML to review and issue to CW for signatures and return.</p>	ML	01/03/16
2.3.	<p><b>Item 2.3 Response to Asbestos Email requests</b> – action complete item closed out</p> <p><i>“DH noted that he had located the 3no emails and was seeking a response from Rydon’s Asbestos Contractor, to be issued to the team upon receipt.”</i></p>	NOTE	
2.4.	<p><b>Item 2.4 CDM Regulations</b> – note c/f</p> <p><i>“It was agreed that Rydon are not the PD (Principal Designer) under the CDM Regulations 2015. The TMO as the client are to undertake this role. It was further agreed that Rydon would be responsible for collating and presenting the H&amp;S File information in accordance with the Employer’s Requirements and the PCI and present to the TMO as PD.”</i></p>	NOTE	
2.5.	<p><b>Item 2.5 Cofely Inventory in the Basement</b> – action complete</p> <p><i>“The TMO should review and audit the contents in the basement and seek to dispose of inventory not required. CW to investigate.</i></p> <p><i>It was agreed that TB would take photographs and issue to CW with recommendations. TB to be introduced to local Estates colleague by CW. CW to forward information to maintenance, colleague Anthony Cheeney.</i></p> <p><i>It was further agreed that once Rydon had finished works in the area a clean of the drains was required. TB also suggested that old existing pipework within the basement should be cut-back for tidiness. TB to review the ERs to establish if Rydon are due to action redundant pipework accordingly.”</i></p>		
2.6.	<p><b>Item 2.6 Extension of Time</b> - action c/f</p> <p>It was noted that Artelia have still not received substantiation with regard to the 2no. submitted EOT requests from Rydon. SB to action.</p>	SB	05/03/16
2.7.	<p><b>Item 2.7 Floor Screed to walkway+1 flats</b> – action update</p> <p>Rydon have trialled a glue which didn’t work. A different glue needs to be trialled. DH to progress.</p>	DH	04/03/16

REF	NOTE / ACTION	WHO	DATE
2.8.	<b>Item 2.8 Extension of Time</b> note c/f <i>"NR confirmed that Artelia (the Employer's Agent) have not agreed to the 2no Extension of Time requests as detailed in the Contractors Report. Namely, the +10 week extension of time and the +20 week extension of time relating to the HIU location change and the AOV design change respectively. As per item 2.10 above, Rydon have still not provided substantiation to ML letter dated 26/10/15. DH noted that the Rydon team are focusing on delivery of the remainder of the works at this time."</i>	NOTE	
2.9.	<b>Item 2.9 AOV and Fire Alarm Design</b> - action update DH confirmed that they have been submitted and have been commented on by MS from Max Fordham, although email confirmation and approval is required. NR confirmed that MS would need to issue a statement confirming that all areas and works satisfy and comply with the ERs. Discussion required with MS by Rydon.	DH	05/03/16
2.10.	<b>Item 2.12 Letter Box Design</b> – action update CW confirmed instruction to be issued. AM to issue instruction.	AM	01/03/16
2.11.	<b>Item 2.12 Remote HIU Monitoring fused spur instruction</b> - action update EAI has been issued.	NOTE	
2.12.	<b>Item 3.6.3 Canopy to main Entrance</b> - action complete <i>"DH to issue canopy detail for the main entrance to CW for review, comment and approval."</i>	NOTE	
2.13.	<b>Item 3.6.4 Nursery Pergola</b> - action c/f DH to issue nursery pergola detail to CW for review, comment and sign off.	DH	04/03/16
2.14.	<b>Item 3.6.7 Entrance Lobby/Atrium Area</b> - action complete <i>"Rydon to forward proposal for new suspended ceiling and lighting details to this area."</i>		
2.15.	<b>Item 3.6.8 AOV System</b> - action c/f AOV system has been commissioned from floor 4 up. Lower floors to be scheduled. <i>"A pre-commissioning session has been booked for 03/02/2016. Rydon to ensure the commissioning schedule has been issued <b>ahead</b> of this date."</i>	DH	04/03/16
2.16.	<b>Item 3.6.10 Noisy Extract Fans</b> - action c/f DH tabled an email from Nuaire indicating that a new prototype back-draft shutter is being developed with a rubber seal which will dampen/remove the "chatter" nuisance noise. To be tested and installed if appropriate.	DH	04/03/16
2.17.	<b>Item 3.6.11 Key Milestone Programme</b> as per Steve Blake's email dated 05-02-16 – action complete Existing flats – to be complete by 26/2 – GM Existing lobbies – inspections start 8/2, complete by 26/2 – GM/JS		



REF	NOTE / ACTION	WHO	DATE
	New Build – Level 3 – inspections 15/2 - JN Lobby – Level 3 – inspections 22/2 - JN New Build – Level 1 – inspections 22/2 - JN Lobby – Level 1 – inspections 29/2 – JN Boxing Club – inspection 22/2 – JN Community Room – inspection 29/2 – JN Entrance Area – inspection 29/2 – DH – OPEN TO PUBLIC 10/3 Nursery – inspection 21/3 – JN		
2.18.	<b>Item 3.7.2 Entrance Lobby Door Tiles - action complete</b> <i>"It was also discussed that a decision was required from CW regarding design choice of the main Entrance Lobby floor tiles. CW to liaise with DH."</i>	NOTE	
2.19.	<b>Item 3.8.2 Personal Injury Note - action c/f</b> <i>"DH confirmed that a resident complaint had been escalated to Rydon's Legal Team as it involves a personal injury claim. Rydon are leading resolution of the claim"</i>	NOTE	
2.20.	<b>Item 3.10.2 Fire Compartmentation – action update</b> SB met with Carl Stokes (TMO Fire Risk Assessor) – advised Rydon not to introduce or alter any further works and nothing further is to be progressed. CW to liaise with Carl and confirm. Carl Stokes will produce a report in the form of the Fire Risk Assessment identifying any shortfalls which will be submitted to CW on or near completion.	CW	04/03/16
2.21.	<b>Item 5.2 – Temperature at the Water at Outlets – action update</b> <ul style="list-style-type: none"> <li>- Rydon have identified and remedied cause of large discrepancy (+/- 20 deg C) in conjunction and agreement with Cofely</li> <li>- Rydon to now identify why the temperature is lower than expected and put forward a proposal for agreement and implementation</li> </ul>	DH	04/03/16
2.22.	<b>Item 5.3 – Gas Riser Vents – action update</b> AM confirmed that an EAI for the defined provisional sum had been issued. The meeting discussed the necessity of the installation of the gas riser vents. The reasons for not installing are set out below: <ul style="list-style-type: none"> <li>- The BCO has verbally confirmed that if this element of work is not implemented that it will not affect sign off</li> <li>- The upgrade could be considered a maintenance improvement project rather than a capital works project and as such should be dealt with accordingly – it is envisaged that the reason for including it within the scope of this project is because access into individual flats is problematic. The situation is now such that access and a separate visit will need to be negotiated for each individual flat again to install the vents; as the other works are nearing completion</li> <li>- There is potentially a future kitchen replacement project where this</li> </ul>		

REF	NOTE / ACTION	WHO	DATE
	could be factored into the scope of works – it is noted that not all kitchens will be replaced.  The residual action is for CW to discuss with MS to realise if MS would be happy to sign off the works as compliant without the vents fitted should they be instructed out of the project scope.		
2.23.	<b>Item 5.5 – Boiler Commissioning Schedule and Timetable - action c/f</b>  Schedule to be issued by DH on Friday 26/2/16.	DH	26/02/16
2.24.	<b>Item 5.6 – Boiler Control Alarms - action c/f</b>  DH confirmed that there are some issues relating to the Boiler Control Alarms but the frequency has been greatly reduced. The issue is a result that although the old and new systems are not linked but they do share a safety cut-out. DH to continue to investigate and seek resolution/close-out to the issue.	DH	04/03/16
2.25.	<b>Item 7.1 – HIU and Shelfe Dims in 1 Bed Flats - action complete</b>  “PM requested details on HIU and shelfe dims in 1 bed flats. It was thought that this information is detailed within a Rydon tracker. DH to investigate and issue required information to PM.”	NOTE	
2.26.	<b>Item 7.2 – Hot Water Pipework - minute to be amended</b>  “DH confirmed that all pipework within the Nursery was to be boxed in. Additionally all the radiators are to be the low surface temperature (LST) type. DH also confirmed that the hand driers proposed are suitable for installation in a nursey environment.”  DH confirmed that the Radiators are not the LST type but are boxed in so are compliant.	NOTE	
2.27.	<b>Item 7.3 – TV Masts – action update</b>  DH confirmed that this did not form part of the contract works as the masts have been left from a legacy project which was started and completed earlier within the contract.  AM to instruct for the 2no. redundant TV masts to be removed and disposed.	AM	01/03/16
2.28.	<b>Item 7.5 - Roof Extract Fans for Rubbish Chute and Kitchen – action c/f</b>  SB confirmed costs for fans would be forthcoming within 2 days (26/02/16).  SB and DH to arrange narrative for each option and cost breakdown to be presented to the TMO for review and sign off.	DH	26/02/16
2.29.	<b>Item 7.7 – External Works Queries - action c/f</b>  DH noted that following information received from AM in order to acquire the information required as per his email issued on 26/01/16, he had been unsuccessful in locating the information – status per item as below:  - Utility & Service Drawings – AM to confirm with KALC team of details <b>Not received</b>		

REF	NOTE / ACTION	WHO	DATE
	<ul style="list-style-type: none"> <li>- Drainage Drawings – AM to confirm with KALC team of details <b>Not received</b></li> <li>- Bouygues record drawings – e.g. drainage, ductwork for lighting – AM to confirm with KALC team of details <b>Not received</b></li> <li>- Bouygues O+M information – did they follow NBS or use approved similar? – AM to confirm with KALC team of details <b>Not received</b></li> <li>- List of play equipment – including installation instructions - CW to issue this information <b>Received</b></li> <li>- Highways liaison contact details – AM to confirm with KALC team of details <b>Received</b></li> <li>- Details for access requirements to the garages &amp; business centre stakeholders &amp; emergency services– Rydon estimate access will be compromised for about 4 weeks – DH and TB/JW to walk the area to confirm implications and access compromises. <b>Outstanding work on the kerbs is required to tie in levels.</b></li> <li>- Areas outside existing Rydon scope where extra works may need to be done to tie in with levels indicated on the drawings i.e. kerb lines and road levels to be agreed with the COW. – DH and TB/JW to walk the area to confirm implications. <b>Outstanding work on the kerbs.</b></li> </ul>		
	<p>It was agreed that ML would chase up BYUK contacts to locate the information.</p> <p>SB noted that as the designer, Rydon may need to alter the design for this element as the current design isn't consistent with what has been built by BYUK. SB to ensure as-built records are updated accordingly and detailed within the handover material.</p> <p>NR advised that Rydon should trace the information required in the event that information will not be forthcoming as advised above.</p>	ML	ASAP
2.30.	<p><b>Item 7.8 – HIU User Guide - action complete</b></p> <p>HIU guides are now being distributed to residents and signed for.</p>	NOTE	
<b>3. - CONTRACTORS REPORT &amp; PROGRAMME</b>			
3.1.	The Contractors report was tabled (appended to minutes for completeness). <i>The items detailed below are discussions and actions recorded resulting from reviewing the tabled information. The below also contains any amendments and/or comments noted within the meeting.</i>		
3.2.	<b>Section 1 - Summary</b>		
3.2.1.	Following a review of the summary page, the meeting confirmed that Rydon believes the overall project position is 17 weeks in delay. This is comparable to the original contract period and certified EOT. This statement does not take into the two uncertified EOTs – see item 2.9 for further detail. SB advised a further 8 week EOT was imminent. DH noted that a new completion programme would be issued by week-end. The current completion programme issued on 21/12/15 is considered obsolete and the milestones dates given in item 2.17 (above) are the timescales to which Rydon are now working towards. Both Rydon and the COW believe that the project is 4-5 weeks behind the “current” completion programme	NOTE	



REF	NOTE / ACTION	WHO	DATE
	(21/12/15).		
3.3.	<b>Section 3 – Health and Safety</b>		
3.4.	F10 – DH to update to detail revised completion date and PD details. AM advised this may not be possible without Artelia assistance as the original originator of the F10 notice. DH to report any issues to AM for resolution.	DH	31/3/16
3.4.1.	DH confirmed that issues raised following Rydon Safety Team inspection on 27/01/2016 have been actioned.	NOTE	
3.4.2.	DH confirmed that issues raised following Rydon Safety Team inspection on 22/02/2016 that required immediate or 1 day action, have been actioned – other items requiring longer intervention timescales are being addressed.	NOTE	
3.5.	<b>Section 4 - Progress</b>		
3.5.1.	The meeting agreed that following non-access attempts to the identified flats; by the end of next week (04/03/16) Rydon will focus on completing the new flats and below L4 levels. This relates to 8 remaining flats with works still required to be undertaken – GM/DH to ensure details of non-access flats are issued CW for a letter to be drafted to the residents (KCTMO intervention).	GM/DH	
3.5.2.	EAI required for new automatic air vent at the top of the dry riser outlet.	AM	01/03/16
4.	<b>COMMERCIAL MATTERS AND VALUATION</b>		
4.1.	ML confirmed the valuation and financial statement details would be with CW by the week-end.	ML	26/02/16
5.	<b>QUALITY CONTROL – COW REPORTS / COMMENTS</b>		
5.1.	<b>External “Riser/Bench” Vents</b> CW to write to MS to seek his recommendation “could we separately vent the gas intake room into the existing rear vent stack to ventilate the room; currently the area is running under a positive pressure regime”. MS to confirm.	CW	26/02/16
6.	<b>PREVIOUS MINUTES</b>		
6.1.	<i>Detailed above in section 1.</i>		
7.	<b>AOB</b>		
7.1.	<b>External Works</b> SB tabled a phased plan detailing how the external works will be delivered. DH to send the plans electronically for comment.	DH	26/02/16

REF	NOTE / ACTION	WHO	DATE
<b>8.</b>	<b>NEXT MEETINGS</b>		
8.1.	<p>22<sup>ND</sup> MARCH 2016 – 14:00PM</p> <p><b>PMN: TB suggested a mid-period progress meeting should be held. AM to circulate agenda and diary invites as required.</b></p>	AM	IF REQUIRED
<b>9.</b>	<b>ATTACHMENTS</b>		
9.1.	<ul style="list-style-type: none"> <li>Grenfell Tower Meeting Agenda #20</li> <li>Contractors Progress Report #20</li> <li>Contractors Programmes</li> <li>Contractors SHE Report</li> </ul>		