



**Artelia UK**

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**MEETING MINUTES**  
**GRENFELL TOWER**  
**PROGRESS MEETING #13**

*FROM* Andrew Malcolm *DATE* 24/07/2015  
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*SUBJECT* **Progress Meeting #13 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	Y	Y
Simon Lawrence (SL)	Rydon	Y	Y
Zak Maynard (ZM)	Rydon	N	Y
James Clifton (JC)	Rydon	Y	Y
Tony Batty (TB)	JRP	N	Y
Jon White (JW)	JRP	Y	Y
Chweecheen Lim (CL)	Artelia	Y	Y
Neil Reed (chair) (NR)	Artelia	Y	Y
Andrew Malcolm (AM)	Artelia	Y	Y

ANDREW Malcolm  
Project Manager

REF	NOTE / ACTION	WHO	DATE
<b>1.</b>	<b>CONTRACTORS REPORT</b>		
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.	SOC confirmed his departure from Rydon and with that, the project team.		
1.3.	CW thanked SOC for efforts on behalf of KCTMO.		
1.4.	SL confirmed he was now full time on site as Contracts Manager for Rydon.		
1.5.	SL to formally communicate Rydon's new team structure also noting revised roles of ZM and JC.	SL	24/07
1.6.	SL updated the group on the following progress headlines: <ul style="list-style-type: none"> <li>(15w) behind contract programme</li> <li>(2w) behind completion programme</li> </ul>		
1.7.	An issue with the current steelwork contractor was noted amid fears of possible financial troubles. SL advised that Rydon's continue to liaise daily with the supplier to ensure impact is minimal to progress at Grenfell Tower.		
1.8.	The next delivery of steelwork is anticipated to be 24/07/15. SL to confirm to NR and AM of status by COP 24/07/15. SL also to continue reporting tracked progress against subsequent steelwork deliveries	SL	24/07
1.9.	It was noted that SL is looking at alternative solutions as a contingency.		
1.10.	A further issue was reported in that the mast climbers are too close to the building by c.100mm preventing the column cladding install. SL confirmed that the issue was being addressed and the climbers re-calibrated accordingly.		
1.11.	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
1.12.	The following items were noted in respect of gas works: <ul style="list-style-type: none"> <li>Leak detected c. 6months ago – Cafely repaired the pipework</li> <li>Another leak has been discovered in the same location – Cafely mobilised to complete repairs</li> <li>Rydon to install their new section of pipework</li> <li>Cafely to isolate, purge etc. their existing pipework to allow Rydon connection</li> <li>Rydon to undertake connection (at current blanking plate point), fit an isolator and provide certificates for their new pipework to Cafely – Cafely to remain in attendance to witness</li> <li>Cafely can then re-prime, commission etc. their pipework</li> </ul> <p>The above works will cause disruption to the current heating network served by existing boilers. Disruption is expected to be a few hours. Scope, details and programme to be realised and communication to be delivered to residents accordingly.</p>	SL	TBC

REF	NOTE / ACTION	WHO	DATE
1.13.	SL confirmed works noted in 1.12 (above) will be complete by 07/08 including outstanding works to the new communal boiler. This will then allow for individual flat switch-overs onto the new HIU (where installed) post 10/08.		
1.14.	6 HIUs were installed in the period taking the total to 77.		
1.15.	43 occurrences of non-access were recorded in the period.		
1.16.	Of the 43 occurrences. 3 are booked.		
1.17.	SL raised concern of a vulnerable resident with <i>mental health needs</i> . It was agreed that KCTMO will intercede to ensure access.	CW	24/07
1.18.	SL raised concern of a <i>hoarding</i> resident. It was agreed that KCTMO will intercede to ensure a 1 metre concession around working areas is provided for. CW to confirm action has been taken.	CW	24/07
1.19.	CW confirmed resident letters had been drafted and would be issued to non-access residents this week advising to contact Rydon by Monday 27/07/2015 to arrange a date.		
1.20.	SL to update and circulate "non-access" paper after the response deadline (27/07/2015).	SL	25/07
1.21.	It was further discussed that the resident letter advised of legal action. DG to confirm timescales of the legal action.	DG	30/07
1.22.	It was agreed that lobby area finishes to be discussed offline with NR and CW.		
1.23.	<i>PMN: AM to confirm current scope of Builder's Clean to inform further discussions re lobby scope of work.</i>	AM	28/07
1.24.	Communal finishes in main lobby areas including signage etc. is to be reviewed at a meeting on the 30/07/2015.		
1.25.	SL to provide proposal for a CCTV drainage survey and report.	SL	24/07
1.26.	CW to provide existing drainage drawing information to SL.	CW	23/07
1.27.	<i>PMN: Drainage drawing details from KLC / KAA H&amp;S Files from Artelia, drawings not retained. Drawing registers available upon request to AM. Relevant drawing numbers are understood to comprise the following:</i>		
	<ul style="list-style-type: none"> <li>• LO1023_DR01 – Drainage Plan Academy Basement</li> <li>• LO1023_DR00 – Drainage General Notes</li> <li>• LO1023_DR03 – Drainage Plan Leisure Centre Basement</li> <li>• LO1023_DR38 – Proposed Sewer Diversion – MH0906</li> <li>• LO1023_DR33 – Proposed Sewer Diversion – MH C1/C4 Detail</li> <li>• LO1023_DR34 – Proposed Sewer Diversion – MH C2 Detail</li> <li>• LO1023_DR35 – Proposed Sewer Diversion – MH C3 Detail</li> <li>• LO1023_DR11/12/13 – Drainage Detail Sheet 1-3</li> </ul>		

REF	NOTE / ACTION	WHO	DATE
1.28.	SL to close out collateral warranties and forward signed copies upon receipt.	SL	31/07
1.29.	SL confirmed UKPN mobilise within 3 weeks on receipt of payment. SL further confirmed a quote was expected to be received by weekend (24/07/15). Anticipated installation date: end of August.		
<b>2. SCOPE OF WORKS AND DESIGN CHANGES</b>			
2.1.	<i>No items declared in addition those noted in section 1.</i>		
<b>3. KPIS</b>			
3.1.	NR and CW agreed to take offline.	NR	28/07
3.2.	It was further noted that the KPIs will be updated on receipt of Rydon's revised completion programme cash flow (expected 24/07/2015 from JC).	AM	UPON RECEIPT
<b>4. COMMERCIAL MATTERS AND VALUATION</b>			
4.1.	It was noted that cash flow for the completion programme is expected by weekend (24/07/2015) – as item 3.2 above.	JC	24/07
4.2.	JC and CL to discuss valuation post meeting. NR and AM to be kept informed.	CL	24/07
4.3.	NR advised of missing information requested by CL. CL to discuss with JC post meeting and inform NR and AM of outcome.	CL	24/07
4.4.	JC to append financial statement sheet to show previous/current period figures comparatively to the contractor's report. JC advised for the next progress meeting – this will be tabled at the meeting as the valuation would be undertaken post circulation of the contractor's report.	JC	ONGOING
<b>5. KEY RISKS AND ISSUES</b>			
5.1.	Issue: Steelwork Supplier – see item 1.7, 1.8 and 1.9.		
5.2.	Risk: Drainage – see items 1.25, 1.26 and 1.27.		
<b>6. PREVIOUS MINUTES</b>			
6.1.	SL to issue radiator proposal information incl. 'cost-neutral' details to AM.	SL	29/07
6.2.	AM to issue an EAI to instruct the radiator proposal as a formality.	AM	UPON RECEIPT
6.3.	AOV shaft location proposals are being reviewed by Rydon's structural engineer. Once signed off these can be issued to TMO for review.	SL	28/07
6.4.	Rydon to flag the residual risk of high-level windows in the new flats within the H&S File. Alternatively, SL advised that the window handles can be removed. In such an instance TMO would need to provide a solution for cleaning the windows. AM to liaise with CW for resolution.	AM	28/07
6.5.	AM to confirm Artelia are in receipt of asbestos details (certification,		



REF	NOTE / ACTION	WHO	DATE
	carriage notes, RAMS etc.).	AM	28/07
6.6.	Outstanding works from BYUK. ZM to provide cost details by month end (31/07/15). SL noted that a date for returning such information assists with priority planning.	ZM	31/07
6.7.	AM to progress outstanding planning consents from BYUK works, believed to be a Stage 3 Safety Audit.	AM	28/07
6.8.	CW to confirm cycle storage requirements. It has been noted that there is an allowance of £2k for these works.	CW	29/07
<b>7. ANY OTHER BUSINESS</b>			
7.1.	SL confirmed AOV dampers to be operational by week end – currently operating passively.		
7.2.	SL to ensure completion programme is presented fully expanded – i.e. no rolled up bars.	SL	ONGOING
7.3.	SL confirmed the new boiler will be functional on 07/08 including controls, testing, commissioning, ventilation etc. Switchovers to be undertaken on 10/08.		
7.4.	SL advised that no flats had been completely finished as no switchovers to the new HIU system had been undertaken.		
7.5.	SL to investigate noisy fans and ensure the louvres are fitted correctly.	SL	31/07
7.6.	SL confirmed access panels to the installation valves for pipework in the lobby areas will be fitted.		
7.7.	SL to respond to email regarding flexi pipework for gas installation.	SL	31/07
7.8.	JW noted concerns about finishing on time.		
7.9.	SL to address poor site housekeeping; tools, materials, barriers etc.	SL	ONGOING
7.10.	SL to copy email regarding Artex sills to NR. It was further noted that no further issues have been reported.	SL	28/07
<b>8. NEXT MEETINGS</b>			
8.1.	<b>18TH AUGUST 2015 – 10:00AM</b> 15TH SEPTEMBER 2015 – 10:00AM 20TH OCTOBER 2015 – 10:00AM 17TH NOVEMBER 2015 – 10:00AM		
<b>9. ATTACHMENTS</b>			
9.1.	<ul style="list-style-type: none"> <li>Grenfell Tower Meeting Agenda #13</li> <li>Contractors Progress Report #13</li> <li>Contractors Completion Programme</li> <li>Grenfell Tower – 'Non Access' Flat Schedule</li> </ul>		