

MINUTES

Issue Date: 25th October 2013

Project:	Grenfell Tower Regeneration Project			
Meeting Title:	Grenfell design team meeting			
Objective:	Review Grenfell Tower design			
Venue:	RBKC TMO Office, Network hub			
Date & Time:	22nd October 2013	14:00 – 16:00 pm		
Project No.:	11833			
Version	1.0			
Issue:	Draft			
Quality:				
<u>Author</u>	<u>Checked</u>			
Peter Blythe	Philip Booth			
Present:				
<u>Name</u>	<u>Initials</u>	<u>Company</u>	<u>Function</u>	<u>Acronym</u>
David Gibson	(DG)	RBKC TMO	Client	(TMO)
Claire Williams	(CW)	RBKC TMO	Client	(TMO)
Duncan Campbell	(DC)	Max Fordham	M&E	(MF)
Matt Smith	(MS)	Max Fordham	M&E	(MF)
Bruce Sounes	(BS)	Studio E	Architect	(SE)
Tom Ashton	(TA)	Curtins	Structural Engineer	(CTN)
Chweecheen Lim	(CL)	Artelia	Cost Manager	(ART)
Philip Booth	(PB)	Artelia	Project Manager	(ART)
Peter Blythe	(PHB)	Artelia	Assistant Project Manager	(ART)

1	REVIEW OF PREVIOUS NOTES		
1.1	Anthony of TMO to have a meeting with DG and MS to discuss a brief for the fingerblocks this week. Decided to put this on the back-burner while we concentrate on getting this project out to tender.	DG/MS	
1.2	BS confirmed that David Bonnet Associates are on board as DDA adviser.	Note	
1.3	Noted that the search for a mock-up window to show the residents is ongoing but is not the priority at the moment.	BS	
1.4	CW confirmed that no flats have become free since the last meeting. CW is looking for residents to volunteer their flats for asbestos surveys.	CW	
1.5	Design team to send information to KB in order to complete the pre-construction information before sending it on.	MS/BS	01/11/13

NOTES/NEXT STEPS		😊	🕒
1.6	CW is still pursuing Section 106 agreement but stated that the planning officer is minded to approve the application once this has been achieved.	CW	
2	<u>M&E STAGE D DESIGN</u>		
2.1	Confirmed that MF's Stage D report has been approved following previous comments.	Note	
2.2	See attached Employer's Requirements document for the answers given to MF in the first part of the meeting.	Note	
3	<u>SURVEYS UPDATE</u>		
3.1	Noted that it is critical for MF to take down the social services ceiling in order to complete their outstanding surveys. CW to organise.	CW	
3.2	MF are waiting to hear back regarding a CCTV survey but lightning protection, boiler flue, and dry riser survey results are due back imminently.	Note	
3.3	The outstanding survey to the nursery will take place during half term.	Note	
3.4	Confirmed that access to the boxing club is available during the day. MS to organise a visit with CW so that he can trace pipes down to the boiler room.	MS	
4	<u>PROGRAMME TO TENDER</u>		
4.1	Agreed that MF and CTN's tender package will be ready by 1 Nov. SE are not on track to meet that deadline as they require time to coordinate the design. Will complete in advance of ART-TMO tender review meeting on 12 Nov.	MS/TA BS	01/11/13 12/11/13
4.2	PB expressed deep concern that the agreed tender documentation delivery date is not going to be met.	Note	
5	<u>COST PLAN UPDATE</u>		
5.1	No further update.	Note	
5.2	Everyone to go through CL's prelims questions and respond with answers by 1 Nov.	ALL	01/11/13
5.3	Agreed to retain the existing water storage tanks and shut down one of two of them to increase turnover. MS to confirm so that CL can price.	MS	
6	<u>PHASING OF CONTRACT WORKS – Coordination with KALC</u>		
6.1	Discussed the idea that Bouygues could do the landscaping work once the external work to Grenfell Tower is complete. BS to add dates/idea of programme to his site delineation plan and send to CW. CW to present to Sue from KALC.	BS/CW	ASAP
6.2	BS to indicate lights for KALC to install to avoid overlap.	BS	
7	<u>RESIDENT CONSULTATION</u>		
7.1	The fact sheet for the resident consultation is ongoing. Noted that it	MS/CW	01/11/13

NOTES/NEXT STEPS		😊	🕒
	needs to be completed in time for the consultation in early November.		
8	<u>VOID FLAT REFURBISHMENT</u>		
8.1	MS to send radiator and pipe sizes to CW. BS to also send information that CW needs so that she can obtain a price for fitting out the void flat.	MS/BS CW	ASAP
9	<u>BRITISH GAS CARBON FUNDING UPDATE</u>		
9.1	No further update.	Note	
10	<u>OTHER BUSINESS</u>		
10.1	Agreed to proceed on the basis that the boxing club will keep the same external stairs subject to fire safety approval. BS to progress as potential cost saving.	BS	
11	<u>NEXT MEETING</u>		
11.1	CW has sent invitations to the next meetings. The next design review meeting is Tuesday 5 November at 14h00 in the same room. This meeting will be a chance for BS to give a progress update on coordination.	Note	