



Notes of Meeting

Institute of Immunology & Transplantation (IIT) Principal's Meeting

Royal Free NHS Hospital, London
19 April 2017 @ 4.00pm

Attendees:

Michael Bye (MB) Diocese of London
Michael Taylor (MT) St Stephen's Trust
Peter Owens (PO) Royal Free Charity
Keith Davies (KD) Buro Four

Apologies:

Phil Cracknell (PC) Wilmott Dixon

No.	Description	Actions
1.0	Trial Pit 1 completed on 12 March. Report from Southern Testing has been produced. MT to circulate.	MT
2.0	Trial Pit 2 was carried out over the weekend period 8/9 April. Analysis report is expected from Southern Testing in the coming days. PO queried why the boreholes to be drilled in this area; required to validate the condition of the soils adjacent to the trial pit, was not carried out. Reference was made to Soil Consultants specification dated 10 March and specification/sequence of works to be carried out following the walk around on 3 March 17. MT informed the meeting that Southern Testing did not have sufficient resources available to carry out the work during this window of opportunity.	MT
3.0	With reference to (2) above PO made reference to Soil Consultants specification and the outstanding matter of Southern Testing confirming an order of cost for carrying out the trial pit/borehole works. PO made reference to the Charity having already agreed to pay the costs for MT's consultants, Southern Testing, to carry out the 2 x trial pits.	MT
4.0	Notwithstanding Hampstead Hill School not allowing access for site investigations on school land until the Party Wall Notice has been engrossed KD updated the meeting advising that RFC had agreed to pay the cost of printing engineering drawings for onward transmittal to Ryan Bunce & Co.	Note

5.0	<p>Discussion revolved around access being granted to allow a further Condition Survey to be carried out to St Stephen's and Hampstead Hill School and the necessity to agree a revised benchmark prior to the construction works commencing. MB agreed to this but in advance it was important to agree the content of the additional survey to be carried out.</p> <p>PO made reference to the detailed survey carried out in 2015 by Ryan Bunce & Co which can form the basis of the new survey. With the aid of Ryan Bunce's input a specification can be agreed. PO confirmed that the cost of the further survey will be met by the Charity.</p>	<p>Note</p> <p>PO</p>
6.0	<p>Reference was made by PO to sight of the 7 x technical reports that remained outstanding in connection with stability of the St Stephen's Tower. This was referred to at the meeting of SSRPT & RFC's Technical Team earlier that afternoon. MT advised that they were in the process of being circulated to SSRPT's solicitors for forwarding onto RFC's solicitors</p>	MT
7.0	<p>PO made reference to technical meeting of Consultants earlier in the day in connection with review the DBCP following receipt of representations to the final draft from MT's technical team. Reference was made to a series of meetings to take place between both lots of technical consultants over the coming weeks in order to discuss matters in connection with the DBCP.</p>	Note
8.0	<p>PO made reference to the 'walk around' meeting in advance of the monitoring equipment installation which still remained outstanding despite numerous requests from the Charity and the Diocese of London. It had been recognised by all parties that installation of the equipment was fundamental in order to monitor St Stephen's and the School in advance of the main construction works commencing.</p>	MT
9.0	<p>PO confirmed he had arranged for the Principal's Meetings to be diarised.</p>	Note
10.0	<p>Date of Next Meeting. Wednesday 17 May @ 2.00pm</p>	All