



## HISTORIC ROYAL PALACES

### Minutes

**Meeting name:** Tower Education: Reveller JFA x Sykes Stage 4 Kick Off

**Time and date of meeting:** 13:30 – 14:30; 03.02.25

**Location:** Microsoft Teams

**Attendees:**

*Rose Blezard (RBL)*

*Hellen Siu (HS)*

*Morgan Williams Parnell (MWP)*

*Olivia Holt (OH)*

*Mark Chmielewski (MC)*

*Nick McLaughlin (NM)*

*Chris Ditton (CD)*

	Description/Action	Actioned by	Delivery
1.	<b>Introductions</b>		
	Introductions made to team.		
2.	<b>Project Summary</b>		
	MWP provides high level project summary.		
3.	<b>Stage 4 Design Programme</b>		
	RBL provides summary; MWP/HS have put together a design programme with key dates for Stage 4a and Stage 4b.		
	In order to achieve client sign off and reduce abortive work, we would like to split the stage and focus upon design and finishes during 4a and then tender information production at 4b. This will enable us to get a better idea of costings with regards to finishes earlier in the stage.		
	MWP keen to highlight possibility of opening-up works; this is more complex here due to use of space by events team.		
	MWP highlights 4a runs from now to Easter (17/04). They have staggered this with the consultant team to enable coordinated drawings.		



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	MWP keen to discuss how the information from Sykes will feed into this.		
	RBI highlights we are keen for Syke's input with regards to construction advice and how we mitigate construction risk without survey information.		
	CD confirms we could undertake some investigations now whilst using the space as welfare. RBI reiterates we cannot do anything invasive due to CoL ownership.		
	MC highlights that the CE contract lends itself to providing the contractor with a proposal; this is useful if you struggle with investigations, it does not change the margin and so therefore not as much of a significant risk. Therefore, good for this team to find 'a' solution/proposal that is put into the tender and therefore costed.		
	MC highlights structural investigations is another one under the same principle; this is integral in the process of prioritising that. RBI to liaise with H+D about 'ideal' list of investigations – this is where we would benefit from working with MC's relationships at CoL. RBI to circulate what H+D have put together previously to enable MWP to collate schedule of opening up works.	RBI/MWP	WC 10/02/2025
	MC keen to contribute to acoustic bleed in the main space of the Reveller; very keen to understand this process and how they can contribute to this effectively. MC thinks concentrating on key details such as this is a good priority to include.		
	HS states that would be extremely helpful; HS would be keen for Sykes to review the key design risks and raise for JFA team to discuss.		
	MC also highlights the ramp; might be worth engaging with some to go through this specialist design process. JFA team agree. They could also contribute to advice regarding procurement, shop drawing lead-in times etc. MC suggests it might even be worth getting to the Stage of naming the contractor. RBI will need to review internally as to whether this is possible under PCR 2015. MC suggests we can appoint them for a preliminary design process.	RBI	WC 10/02/2025
	RBI highlights the intent at the end of 4a is for QS to undertake cost audit; we are keen at that point to review any packages that do not meet budget and work with Sykes for alternative options. RBI to issue ridge cost plan to Sykes.	RBI	03/02/2025
	<b>Stage 4 Information Strategy</b>		



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	MC raises if we could use Procore; RBl to speak to BH if possible. Alternative option is that MC can share a SharePoint file link to us and we can drop information into it. Team agree to use SharePoint for coordination information and Procore for larger deliverable dates.	MC	03/02/2025
	MC requests if files could be named as accurately as possible on SharePoint to enable team at Sykes to review and find information quickly.		
	<b>Stage 4 Meeting Strategy</b>		
	RBl keen to understand how we could approach meeting to make the best of everyone's time. MWP believes a separate more focused time slot would be more helpful.		
	RBl queries whether JFA team intend to have other consultants present at these as finding time is always difficult; MWP proposes that if not able to find a separate we could 'borrow' time from the DTM.		
	JFA team to see availability of other consultants before and after DTM slot for 30mins to see if we can ask them to hold it as 'blank' in case we want their contribution to a Sykes meeting.	MWP	WC 10/02/2025
	MC keen to have some meetings on site; difficult to speak in theory and much easier to work through items on site when we have specific challenges.		
	NM queries what are the biggest outstanding risks on the project; team highlight sub floor structure, services routes, ground condition.		
	<b>Next Steps</b>		
	Action the above.		
	<b>AOB</b>		
	MC queries if MWP could circulate subcontractors for ramp that he intends to recommend.	MWP	WC 10/02/2025