



## HISTORIC ROYAL PALACES

### Minutes

Meeting name: Tower Education DTM

Time and date of meeting: 10:00 – 11:30; 02.07.25

Location: Microsoft Teams

### Attendees:

#### **Historic Royal Palaces**

Rose Blezard (RBl)

Sara Nabulsi (SN)

#### **Jamie Fobert Architects**

Olivia Holt (OH)

Morgan Williams Parnell (MWP) (Chair)

Toby Prest (TP)

#### **Hockley & Dawson**

Clive Dawson (CD)

#### **Harley Haddow**

James Harding (JH)

James Rathband (JR)

#### **Eckersley O'Callaghan**

Oliver Rigg (OR)

#### **Ridge & Partners (PM)**

Akhil Bakhda (AB)

Holly Miller (HM)

Philip Roberts (PR)

#### **Ridge & Partners (QS)**

Sabrina Angelini (SA)

#### **Purcell**

Kit Stiby Harris (KSH)

#### **Sykes & Son**

Nick McLaughlin (NM)

#### **PJC Lighting**

Alan Lam (AL)

#### **Chris Lewis**

Justin Rhodes (JRh)

### Apologies:

Historic Royal Palaces: Rhiannon Goddard (RG), Mark Rees (MR), Sahar Tousi (ST), Christopher Warwick (CW), Janet McDougall (JMc), Mia Bundfuss-Taylor (MBT), Ben Howard (BH).

Jamie Fobert Architects: Tara Alizadeh Irani (TAI), Tom Clark (TC), Jamie Fobert (JF), Nicholas Ivanov (NI), Hellen Siu (HS)

Harley Haddow: Craig Boubert (CB), Joshua Green (JG)

Purcell: Elizabeth Smith (ES)

Hockley & Dawson: Kate Buxton (KB)

Ridge & Partners (QS): Lucy Reed (LR)

Sweco: Michael Wadood (MWa)

The Planning Lab: Lindsay Egner (LE), Vicky Cartwright (VC)

EEC: David Fernleigh (DF)



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PJC Light Studio: Phil Caton (PC).

### **Apologies (cont):**

Biodiversity By Design: Mike Wells (MW)

Grant Associates: James Clarke (JC)

	Description/Action	Actioned by	Delivery
<b>1.</b>	<b>Strip Out Scope</b>		
1.1	MWP confirmed that possession of The Reveller building will occur from the beginning of October 2025 and the soft strip will commence immediately upon possession as RBL confirmed.	To Note	
1.2	<p>MWP confirmed that, together with KSH, they will:</p> <ol style="list-style-type: none"><li>1) Delineate their scopes of soft strip and demolition respectively (Soft Strip and Primary Demolition).</li><li>2) Agree drawing methodology to ensure drawn information leads to accurate costings at Soft strip ('Stage 4' issue in July 2025) and later Primary Demolition ('For Tender' issue in October 2025). RBL suggested a test sheet example to be drawn and issued to SA showing Soft Strip scope and Primary Demolition scope so she can understand if accurate costings can be determined or if it not clear enough to be ascertained, leading to further amendment and review of drawing methodology.</li><li>3) RBL noted that if is determined after review that separate drawing packs for Soft Strip and Primary Demolition are</li></ol>	MWP+KSH	End of W/C 20 <sup>th</sup> July 2025



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	required, further consultation is required with RBL and AB to ensure any risks on programme, particularly the tender process, are mitigated to an acceptable degree.		
1.3	MWP noted that if the soft strip scope were to include extensive stripping back to structure (for instance floor finishes and screed back to slab) that may allow a measured building survey to be performed immediately after the soft strip, providing more accurate 'as existing' information, potentially revealing unknown information to the design team as they finalise information for tender. RBL noted further review with MWP to occur due to potential implications on programme.	MWP+RBL to agree extent of soft strip	End of W/C 7 <sup>th</sup> July 2025
1.4	MWP suggested that for 'Stage 4' issue drawings design team members should maintain their revision codes they have been using to date. For the 'For Tender' issue of drawings in October, the revision shall be 'T1'. MWP to confirm via email this strategy to design team members.	MWP	ASAP
1.5	JH noted that for MEP drawings, the as built information is very detailed and therefore suitable to be 'rebadged' and amended for use as soft strip demolition drawings. RBL agreed in principle to this.	JH in coordination with MWP	End of W/C 7 <sup>th</sup> July 2025
<b>2.0</b>	<b>Design Matters</b>		
2.1a	<u>AV Update:</u> JR offered the following options for projections in the education room:	MWP+JH+KH+AL	End of W/C 31 <sup>st</sup> June 2025



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	<p>1) Utilise 3 projectors and a mirror system, horizontal mounting on ceiling. Can only do 1 pinpoint character animation.</p> <p>2) Utilise 5 projectors, vertically mounted and more visual protrusion from the ceiling. Can do multiple character animations.</p> <p>RBL chose Option 1 as two character animations is not a priority (one is fine) and the visual protrusions of the projectors from Option B are not preferable.</p> <p>JR to issue DWG drawings to design team members (principally MWP, JH and AL) of Option 1 so that MEP coordination can occur including avoidance of light, MEP track items and light beam clashes, shadowplay.</p>		
2.1b	<p><u>Projection Screen, TV and Cabinetry Options</u></p> <p>Regarding a wall in the education room, MWP presented an option for a projection screen to go down and cover a TV and low-level cabinetry as well as another option regarding telescopically retracted cabinetry to hide the TV, aligned with the top of the adjacent door frames.</p> <p>It was decided that full height telescopic cabinetry was not preferred and instead the former option preferred.</p> <p>Understanding that the TV, cabinetry and blind box would sit in a 350mm</p>	MWP+JH	End of W/C 31 <sup>st</sup> June 2025



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	<p>recess provoked conversation regarding:</p> <ul style="list-style-type: none"> <li>- How the blind would be affixed to rails to prevent it swaying</li> <li>- Would it be fixed to the floor in front of the cabinetry or on top of the cabinetry?</li> <li>- Would the cabinetry be flush with the adjacent walls or would it have to protrude to accommodate MEP items.</li> <li>- Should the blind be motorised which may not be ideal in the event of failure.</li> <li>- Pull down cords are not allowed due to child safety issues, instead a side winding clip is required.</li> </ul> <p>MWP and JH will workshop this item further and propose solutions to RBL.</p>		
2.2	<p><u>Speakers on Track:</u></p> <p>Regarding speakers on meeting room on track it still needs to be ascertained whether the speakers or to be DALI controlled or wireless. PJC to advise further.</p>	PJC	End of W/C 31 <sup>st</sup> June 2025
2.3	<p><u>Emergency Lighting:</u></p> <p>It was discussed whether the emergency lights should be 'doubled up' for some of the normal lights or whether there should be extra lights on a standalone system which would require further design coordination to ensure they fit on tracks and so forth. Should there be a central battery system or localised battery pack to each emergency light fitting? What are the implications on space utilisation of MEP cupboards and so forth? For lifts,</p>	MWP+JH+KH+AL	End of W/C 31 <sup>st</sup> June 2025



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	will the separate power supply for them be used for the emergency lights as well? MWP, JR, KH + AL to liaise and run through fittings and design coordination.		
2.4	<p><u>ASHP Enclosure:</u></p> <p>JH discussed the requirement for a top duct to the ASHPs to prevent hot air being recirculated due to limited separation distances.</p> <p>Though a mesh will be put on top of the ASHP plant enclosure, MWP raised the concern that from certain viewing angles above, the ASHP plant may be visible and therefore it may be preferable for it to be painted. Between RBL, JH and MWP a decision was reached to apply a vinyl film to the top of the ASHPs to mitigate potential visual incoherence. MWP and JH to agree product and RAL colour.</p>	JH + MWP	End of W/C 31 <sup>st</sup> June 2025
2.5	<p><u>Moat Arches Heating</u></p> <p>MWP and JH to finalise the floor mounted radiator products for Moat Arches 1 and 2 where visual impact is most essential to be considered. In other arches, the currently proposed radiators would most likely suffice though specifications are to be confirmed by JH.</p> <p>MWP to propose products to JH and product specifications to be finalised.</p>	JH + MWP	End of W/C 31 <sup>st</sup> June 2025
3.0	<b>Client Queries</b>		
3.1	<p><u>Moat Stair and Ramp</u></p> <p>MWP and CD have reviewed the updated design together. RBL</p>	CD+SA+MWP	End of W/C 31 <sup>st</sup>



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	confirmed that the design has been well received internally. However, while CD has indicated that the thickness of the metal means there are no structural implications, the quantity of steel from the Stage 3 design has increased as well fabrication details. Therefore CD should send SA as much information (probably best through bullet points as understandably finalised drawn information would not have been produced yet) so that SA can have a high level understanding of cost implications. SA to then review cost implications.  MWP to further review finish quality of design through liaison with CD.		June 2025
3.2	<u>Approach to Fire Stopping in Existing Fabric</u>  MWP advised this is ongoing in discussion with design team and HRP	To note	
4.0	<u>CDM/Project Risks</u>  CDM meeting to be arranged W/C 7 <sup>th</sup> or 14 <sup>th</sup> July	MWP	W/C 7 <sup>th</sup> or 14 <sup>th</sup> July
<b>5.0</b>	<b>AOB</b>		
5.1	AB confirmed Stage 4 submission required by 18 <sup>th</sup> July 2025	All Design Team	18 <sup>th</sup> July 2025
5.2	<u>Moat House Doors and Access Control</u>  The Moat House doors proposed by Purcell have been confirmed as accepted by HRP. However, door contacts and access control strategy including positioning of fixtures and fittings is to be further workshopped and discussed with HRP.	RBL+JH+MWP+KSH Workshop	End of W/C 31 <sup>st</sup> June 2025
5.3	SA asked MWP whether there was an update on the inter-grill query.	MWP	ASAP



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	<p>MWP advised that the costs that came in for Inter-grill were exceptionally high so has been talking to other manufacturers to find an alternative. MWP is confident that the cost should therefore be significantly reduced.</p> <p>Samples from other manufacturers to be provided.</p>		