



HISTORIC ROYAL PALACES

Minutes

Meeting name: Tower Education DTM

Time and date of meeting: 10:00 – 11:30; 16.07.25

Location: Microsoft Teams

Attendees:

Historic Royal Palaces

Rose Blezard (RB)
Mia Bundfuss-Taylor (MBT)
Ben Howard (BH)
Sara Nabulsi (SN)
Janet McDougall (JMc)

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)

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).

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)

PJC Light Studio: Phil Caton (PC).



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Apologies (cont):

Biodiversity By Design: Mike Wells (MW)

Grant Associates: James Clarke (JC)

	Description/Action	Actioned by	Delivery
1.	Introduction		
1.1	MWP advised there is no strict agenda for this meeting due to the impending 18/07/2025 Stage 4 deadline so this meeting is more of a Q+A session for the team to iron out last minute coordination before submissions.	To Note	
2.0	Coordination Matters		
2.1	KSH noted the door hardware specifications are resolved.	To Note	
2.2	MWP is to send demo draft drawings to KSH for further coordination.	To Note	
2.3	JR noted there is to be no Manhole Cover to Manhole 01 and it is proposed to be screeded over. RB questioned this as access may in future be required and cutting insulation around the cover on site is dangerous. It was clarified that access was not required and access to runs could be obtained from other manholes. RB requested runs to Manhole Cover 01 to be capped and JR will specify this.	JR	For Stage 4 Information 18/07/2025
2.4	JRh asked if the portrait screen signage at the reception and the totem scheme were acceptable. RB confirmed.	To Note	
2.5	JRh noted the track system speakers are to be finalised with 100v connection in coordination with AL. AL advised they are to be on one channel with a cable linking back to the AV cabinet.	JRh + AL	For Stage 4 Information 18/07/2025



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2.5	JRh queried the specification of the blinds. MWP confirmed they are to be motorised and MWP will share the product specification with JRh to incorporate in his information.	JRh + AL	For Stage 4 Information 18/07/2025
2.6	JH noted floorboxes may be required for the communal table room otherwise no power to the table may be possible. RB confirmed not acceptable.	To Note	
2.7	Cold water supply point for a water fountain / filter tap has to be explored in the community room for children to fill up their bottles. If this can not be secured in the community room or more ideally in the toilets as RB suggests, then a solution requiring no plumbing (ie a Water Cooler) may be required.	JH	For Stage 4 Information 18/07/2025
2.8	AB raised whether for soft strip demolition, as screeds are to be removed to slab, whether permissions from statutory authorities may be required. RB advised that Jane Lidell from SMC can be informed of this aspect of the works.	To Note	
3.0	Client checks		
3.1	RB queried whether the balustrade design was to be ready for Stage 4 submission and this was confirmed.	To Note	
3.2	RB queried whether the BWIC audit of existing elevations vs. proposed box frames had been performed and this was confirmed.	To Note	
3.3	RB queried whether the movable wall design had been coordinated and this was confirmed.	To Note	



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3.4	RB queried whether the crack markup on the arches had been done. A survey is yet to occur for this and for MWP to map.	MWP	ASAP
3.5	RB queried whether the geolocation of anchor ties in drawings is to be completed – MWP has said he is in the process of mapping them.	MWP	ASAP
3.6	RB questioned whether the currently costly inter-grills have been looked into with an alternative specification. KSH confirmed by Stage 4 submission this would be completed.	KSH	For Stage 4 Information 18/07/2025
3.7	RB queried if the ductwork in the ceilings and resolution of ceiling heights had been coordinated and this was confirmed.	To Note	
3.8	RB queried whether the BREEAM summary had been completed and this was confirmed.	To Note	
3.9	RB queried whether the plans for a vinyl top and metal grating on top of the ASHPs had been specified. MWP said whilst he can not confirm if wholly necessary as the viewing angle hasn't been tested, it should be included to avoid a cost addition post Stage 4. This was confirmed.	MWP + JH	For Stage 4 Information 18/07/2025
3.10	AB queried whether the emergency lighting strategy had been coordinated – it was confirmed it was with lights having their own battery packs and additional lights in lifts, toilets and tracks in the breakout space.	MWP + JRh + AL	For Stage 4 Information 18/07/2025
3.11	AB queried whether the Moat Arch heaters strategy had been coordinated and this was confirmed.	To note	



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3.12	AB questioned whether the high level duct from the Main Reveller building to the 'old building' (under the glass skylight lantern) had been taken to low level below the floor. This had not yet been totally coordinated.	MWP + JH	For Stage 4 Information 18/07/2025
3.13	AB Questioned whether the moat house doors access control panels and CCTV strategy has been confirmed, Further coordination may be required with 'Option 2' of access control being put onto a totem being confirmed.	MWP + JH	For Stage 4 Information 18/07/2025
4.0	AOB		
4.1	MWP queried mortar sampling for the arches. RB advised that for the City of London this is required to determine structural issues but that care should be taken to visually match the mortar, not to create a mix that is more costly. Structural issues, not aesthetic ones, are the priority.	To note	
4.2	MWP queried the 10 week 'Preparation of Tender Information' post Stage 4 submission in the programme. RB explained that this is a period of time where items such as responding to Stage 4 cost plan with value engineering and so forth may be required. RB noted a workshop with MWP and AB to map out and programme the ten weeks will be forthcoming next week.	MWP + RB + AB to workshop the ten week period post Stage 4	23/08/2025
4.3	RB noted that consultants must flag and highlight spec items for specialist contractors.	To note	For Stage 4 Information 18/07/2025



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4.4	RB noted that CDM Risk Registers must be completed ASAP after Stage 4 submission.	MWP to coordinate with Design Team	ASAP
4.5	SA + MWP + CW to meet for running through information for HRP + Ridge QS teams.	SA+MWP+CW	Meeting 21/07/2025
4.6	It was confirmed that waterproofing specifications will remain as previous.	To note	