



## HISTORIC ROYAL PALACES

### Minutes

Meeting name: Tower Education DTM

Time and date of meeting: 10:30 – 11:30; 04.06.25

Location: Microsoft Teams

### Attendees:

#### **Historic Royal Palaces**

Rose Blezard (RBI)  
Mia Bundfuss-Taylor (MBT)  
Ben Howard (BH)  
Sara Nabulsi (SN)

#### **Jamie Fobert Architects**

Olivia Holt (OH)  
Toby Prest (TP)  
Morgan Williams Parnell (MWP) (Chair)

#### **Hockley & Dawson**

Clive Dawson (CD)

#### **Goss Consulting**

David Owen (DO)

#### **Harley Haddow**

James Harding (JH)

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

Lucy Reed (LR)

#### **Purcell**

Kit Stiby Harris (KSH)

#### **Sykes & Son**

Nick McLaughlin (NM)

#### **Chris Lewis**

Justin Rhodes (JRh)  
Richard Boodell (RBo)

### Apologies:

Historic Royal Palaces: Rhiannon Goddard (RG), Janet McDougall (JMc), 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)

Toby Prest (TP), Hellen Siu (HS)

Harley Haddow: Craig Boubert (CB), Joshua Green (JG), James Rathband (JR).

Purcell: Elizabeth Smith (ES)

Hockley & Dawson: Kate Buxton (KB)

Ridge & Partners: Sabrina Angelini (SA)

Sweco: Michael Wadood (MWa)

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

EEC: David Fernleigh (DF)

PJC Light Studio: Phil Caton (PC), Alan Lam (AL).

Biodiversity By Design: Mike Wells (MW)

Grant Associates: James Clarke (JC)



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	Description/Action	Actioned by	Delivery
<b>1.</b>	<b>External PMs</b>		
1.1	<p>RB informed the team that there will be new external (to HRP) Project / Programme managers joining the project – provided by Ridge &amp; Partners. This is to support the HRP in-house project management team, and they will be:</p> <ol style="list-style-type: none"> <li>1) Providing day to day project management services– to support Rose &amp; Sara on the project.</li> <li>2) Providing Programme Management services– to the overall Tower programme. They will be helping to coordinate at high level, delivery of the 15 projects within the programme as well as deconflicting them.</li> </ol> <p>They will be fully embedded within the HRP team and the project.</p> <p>RB requested that for the time being, RB &amp; SN are copied into all emails whilst they are getting onboarded.</p> <p>The PMs will be working 3 days a week – once these days are established, they will let you know.</p>	ALL	On-going
<b>2.0</b>	<b>Design Matters</b>		
<b>2.1</b>	<b><i>Waterproofing</i></b>		
2.1.1	<p>MWP advised that the water proofing consultants came to site on Friday to look at the Reveller and arches.</p> <p>They have come up with a potential solution (MWP stressed that JFA are working on a better mark-up of the proposals for formal consideration by HRP).</p>	<p>To Note</p> <p>To Note</p>	11/06/25



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	<b>Description/Action</b>	<b>Actioned by</b>	<b>Delivery</b>
	<p>MWP advised that currently the space above the WCs and community room has a type-c cavity membrane system.</p> <p>JFA are proposing, that given the age and the level of construction works taking place, the system should be replaced. As such, they are proposing with Newton to extend the system through to the community room.</p> <p>MWP advised that upon inspecting other areas that have previously been flagged as requiring waterproofing – don't show any sign of water ingress. Therefore, they are not proposing to install a system in these areas.</p> <p>MWP advised that Newton have recommended the installation of an access hatch as these areas will not be easy to monitor otherwise.</p> <p>In addition, JFA are proposing a Type-C system in Moat arches 3,4,5,6 – as these are becoming occupied spaces.</p> <p>However, 7,8,9,10 – won't require waterproofing as they are not being occupied / not needed for plant equipment (confirmed by Harley Haddow).</p> <p>MWP advised that the contractor Newton informs them that it is a relatively standard system and that they have experience of working in historic properties in the past (such as St. Pauls Cathedral).</p>	<p>To Note</p> <p>To Note</p> <p>To Note</p> <p>To Note</p> <p>To Note</p> <p>To Note</p>	
2.1.2	MWP advised that they require guidance from HRP on whether to extend waterproofing beyond the areas highlighted above depending on the use of those spaces.	RB	17/06/25
2.1.3	MWP flagged that they are unsure of the benefit of stopping the system half-way down the wall vs. the benefit of a full system that runs all the way down the wall.	To Note	



**TOWER OF LONDON - HAMPTON COURT PALACE - BANQUETING HOUSE  
KENSINGTON PALACE - KEW PALACE - HILLSBOROUGH CASTLE AND GARDENS**



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2.1.7	<p>SN asked about the condition of the space as the weather changes and whether that has been considered in their observations.</p> <p>MWP – advised that they have been attending site for some time so have a relatively good spread of observation conditions.</p> <p>MWP advised that in the community &amp; quiet room areas – there was little sign of water ingress (when removing the ceiling tiles). In addition, the drip tray within the space showed no sign of water being present. This was despite the heavy rainfall a couple of days before.</p> <p>MWP advised that the only way to know for sure is to have someone come in and take damp readings – but we have a high level of confidence based on their observations.</p>		
<b>2.2</b>	<b><i>Tower Bridge Substrate</i></b>		
2.2.1	<p>MWP – presented diagrams from CD which show the makeup for the arches.</p> <p>MWP flagged that these will require some form of cavity drain that sits either within the slab or on top of it.</p> <p>CD recommended for the walls using timber joists that hang off the wall and then timber uprights that support the walls.</p> <p>RB queried whether they will require joists or just some of timber deck?</p> <p>MWP advised that this would depend on what the space was being used for – would the plant equipment require it?</p> <p>JH advised there is nothing currently being proposed for this space.</p> <p>RB queried whether the walls could be supported from the concrete slab below?</p>	To Note	



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	MWP advised that the joists would not need to be substantial as they are just to support the walls – but would need some form of support from the ceiling (potentially the indicative line on the drawing is misleading as to how substantial the joist will actually be).		
2.2.2	<p>RB asked if JFA are moving from the original design intent, though stressed that it is not a criticism but more to understand if/how the approach has evolved.</p> <p>MWP advised that some of the spaces are currently very grubby so will need to be cleaned up – but there is a question for example with the stained brickwork – how much do we want cleaned? Though generally this is all to improve the quality of the internal environment</p>	To Note	
2.2.3	<p>MWP – advised that they’ve spoken to building control who’s asked what the arches will be used for - If they are to become a form of internal accommodation then they may require better insulation etc.</p> <p>RB – advised that HRP view these space as ‘intermittent support space’ that are used as and when required for activities such as making a cup of tea / using the toilet.</p> <p>MWP – asked if HRP accept that in the winter these will be cold space.</p> <p>RB – advised that they are fundamentally to support activities in the moat – which would mainly be a Spring/Summer activity. However, RB will speak to the HRP education team to confirm this / gain a better understanding of the specific activities they may be used for.</p> <p>In addition, RB will speak to Terry Crowdy (HRP Fire, Health &amp; Safety Manager) regarding the fire implications for the space.</p>	<p>To Note</p> <p>RB</p> <p>RB</p>	<p></p> <p>17/06/25</p> <p>17/06/25</p>



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<b>2.3</b>	<b><i>Building Control</i></b>		
2.3.1	<p>MWP advised that the building control consultant Michael Wadood (MWa) advised they will be producing a separate plan for check for each project in the near future. MWa has provided comments on Stage 3 / 4a and is working on the principle that if they haven't commented on a drawing then it is ok to proceed with the design.</p> <p>RB advised that MWa will carry out a plan check at the end of each stage and producing a tracker.</p> <p>RB will liaise with MWa to confirm the process.</p>	RB	13/06/25
<b>2.4</b>	<b><i>Substrates</i></b>		
2.4.1	<p>MWP presented the plans for the Reveller spaces and the different levels through the space.</p> <p>MWP stressed that they need to achieve a 515mm finished floor level throughout the area and as such, some areas need raising (some fairly substantially by 350mm).</p> <p>This will then provide an opportunity for the cavity system without further excavations.</p>	To Note	
2.4.2	<p>In addition, MWP advised that rather than using too much screed, some of it can be achieved through timber battens.</p> <p>RB – asked if they have considered a RIS proprietary system?</p> <p>MWP – they could look at it as an option, but they have had issues previously with using an RIS in historic buildings, but they have found timber easier to work with. Although, the previous system involved lots of services – which might not apply in this case.</p>	To Note	



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	KSH advised that they have been liaising with their contractor Gilbert who have confirmed that all three of the presented options can be delivered.		
2.5.2	<p>RB advised that curatorial direction was to look to see if they can be replaced with something that matches what was there originally.</p> <p>MWP asked whether it is possible there was a time when the top-level louvres were just windows.</p> <p>KSH advised that they have been looking at this. When reviewing some of the historic drawings they potentially show there were windows – but just because they are shown on a drawing, it doesn't mean they ever actually got built.</p> <p>KSH advised that they have also been reviewing historic photographs and have tried to zoom in on the space but it's not clear whether they are windows or louvres in the space.</p>	To Note	
2.5.3	<p>KSH expressed concern that if a non-proprietary system is chosen, it would mean any new/bespoke system would have to be built then tested. Which would add additional expense and may not deliver any more benefit than using a proprietary system.</p> <p>RB advised that MWP/KSH need to review how a proprietary system will sit within the frame. There is some concern that it might not sit neatly within the window frame. However, if this isn't the case then HRP would be happy to look at proprietary systems.</p>	<p>To Note</p> <p>MWP/KSH</p>	17/06/25
2.5.4	KSH asked whether Alden Gregory has seen the proposals.	To Note	



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	<b>Description/Action</b>	<b>Actioned by</b>	<b>Delivery</b>
	RB confirmed that he has and has requested some examples of how a similar grill might sit within the existing frame. MWP and KSH to review.	MWP / KSH	17/06/25
2.5.5	MWP asked KSH if there was an update on the paint colour for the windows.  KSH confirmed that they are working on this. KSH advised that they are looking for options that work with the metal inversions that are being made as well as the grills. Ideally, they would like to use the same colour for both.	KSH	On-going
<b>3.0</b>	<b>Revised AV brief</b>		
3.1	RB advised that the HRP education team have reviewed the brief – given concerns about how easy/complex the proposed projection system would be to operate for their team.  In addition, due of the changes to the national curriculum which are coming up in two years' time, the team are not sure what the content for the proposed projection system will be yet.  Given these concerns, the team have lowered the specification to reduce the number of projectors to 5, with an increased surface areas that they will be projecting on to – predominantly the main wall on the western side of the building. This will also now involve projecting on to the blinds on the doors as well as some of the joinery itself.  The team have confirmed that they still require a separate screen (for use in meetings/conferences) that will still need to be hidden within a cupboard.	To Note	
3.2	RB advised that the current thinking from the team is to have printed graphics on the	To Note	



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	<p>blinds/walls that are then animated/brought to life when the projection show is running.</p> <p>Therefore, the need to be able to print on to the blinds/have graphics applied is important to consider. This in turn will create a space that feels more permanent vs. blinds that be rolled up.</p>		
3.3	<p>RB advised that the acoustic plaster will need to be removed at high level on the wall shown in red on plan – to enable graphics to be applied to it. The team appreciate that this could result in a change of surface that would affect the appearance of the projections.</p>	To Note	
3.4	<p>RB queried whether having blinds on the fire escape doors/route would be an issue. RB to check with Terry Crowdy.</p>	RB	ASAP
3.5	<p>MWP queried whether they require an additional screen in the AV cupboard that they are then going to project on to.</p> <p>RBI advised that they want to use the projection system purely for the film. The TV unit is more for small conferences / video calls etc. – in order for the system to be as simple to use.</p> <p>RBo advised that in a day-to-day environment you would use the screen more. The projections would require blacked out spaces etc. to work.</p> <p>RBo suggested a date for reviewing it with the projection mapping specialist.</p> <p>RB queried whether we would still need this advise as we are not proposing a complicated mapping system.</p> <p>RBo advised it would be because of using things like emails / projecting on to different surfaces.</p>	To Note	



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	RBo to suggest some dates in the coming week so that we can go through this new document.  MWP – agreed. JFA would have some thoughts on how best to integrate the screens.	RBo	12/06/25
<b>4.0</b>	<b>Structural</b>		
<b>4.1</b>	MWP flagged a question raised by CD regarding what the composition of the plaster on the moat arches is.  RB queried whether this was identified in the testing or not.  CD advised that it suggested more tests need to be carried out.  RB confirm they will arrange for more testing	RB	ASAP
<b>5.0</b>	<b>Security Scanner</b>		
<b>5.1</b>	MWP queried if there was any feedback on the security scanner layout.  RB agreed to chase the teams for their feedback.	RB	ASAP
<b>6.0</b>	<b>Technical Review</b>		
<b>6.1</b>	MWP queried whether this has been scheduled yet.  RB advised that they are hoping to use one of the pre-scheduled site inspection visits for this.  MWP suggested next week's meeting is used for this.  RB will arrange a room.	RB	ASAP
<b>6.2</b>	MWP asked the team if they had any further comments from Stage 4A yet and whether and to let them know ASAP.	ALL	ASAP



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	RB advised that there were no more comments from HRP but queried whether there were any more comments from NM.  MWP confirmed he had already received comments from NM.		
<b>7.0</b>	<b>Historic England</b>		
7.1	MWP asked if there was any progress in setting up a meeting with Historic England.  RB advised that they had asked for a date from Jane Sidell for the w/c 16 <sup>th</sup> June and Alden Gregory is currently coordinating this – it will be held at either the Tower of JFA office.	To Note	
<b>8.0</b>	<b>Programme</b>		
8.1	MWP confirmed the design freeze will be issued this Friday (06/06/25).  MWP advised that consultants can use this for their background information.	To Note	
8.2	MWP suggested holding a design coordination workshop as the next DTM at JFAs offices and may not require everyone to be in attendance.	To Note	
8.3	Following this – w/c 27/06/25 JFA will pick up any comments that have come out of the design coordination process.  MWP advised that this won't be full drawing issue but will require any drawings to be updated that require it as a result of the review process.  Then from 30 <sup>th</sup> June 4 weeks for information production mode.  MWP requested that everyone flags information that's required / needs to be coordinated – so that it can be picked up.	To Note	



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<b>9.0</b>	<b>Access &amp; Maintenance Strategy</b>		
9.1	SN advised that they have a quote back from the consultant and just awaiting confirmation of their start date – once this has been agreed SN will communicate with the team.	SN	ASAP
<b>10.</b>	<b>CDM</b>		
10.1	KSH advised that they have nothing further to report on CDM pending the appointment of an A&M consultant.	To Note	
<b>11</b>	<b>Any Other Business</b>		
11.1	RB asked if OH has sent through the datasheets for proposed panelling in the Reveller yet. MWP says this has been produced but not forwarded to RB yet and will chase.	MWP	ASAP
11.2	RB asked CD if there was any progress on the drawing for the structural lintels required in the lift yet – CD advised that this was ongoing and will issue the updated drawings.	CD	ASAP
11.3	RB asked if Harley Haddow had been able to consider the impact of the any movement in the moat arches slab and the effect on M&E kit.  JH advised that the main impact would be on drain points and that an appropriate system would be required.  RB asks JH to produce a specification for this.	JH	ASAP
11.4	CD confirmed that they had sent through the drawings of the moveable wall to MWP.	To Note	
11.5	RB flagged that they need the mark-ups of the proposed trenches in the moat for inclusion in the SMC. They include the specification for the demolition, but it doesn't	JH / JR	ASAP



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	cover where they are proposing to dig within the red line boundary. JH & JR to review.		