

Date: 23 June 2023

Our Ref: RFI4328

Tel: 0300 1234 500

Email: infogov@homesengland.gov.uk

██████████
By Email Only

Information Governance Team
Homes England
Windsor House
6th Floor
42-50 Victoria Street
London
SW1H 0TL
United Kingdom

Dear ██████████

RE: Request for Information – RFI4328

Thank you for your request for information which was processed in accordance with the Environmental Information Regulations 2004 (EIR).

You requested the following information:

Could you please forward a copy of the technical contract content for the work Homes England asked your contractor contractor Hughes and Salvidge Demolition for the demolition of the Ceramtec Factory in Colyton from Autumn 2020 to early 2021

I am interested the details of what Hughes and Salvidge Demolition were contracted to supply and carry out. I am NOT asking for any commercial / financial details of the contract.

I am particularly interested in exactly what site monitoring data Homes England asked Hughes and Salvidge Demolition to supply as part of the completion of the contract.

Response

We can confirm that we do hold the requested information. Please find enclosed with this response Annex A, the technical content of the contract for the demolition of the Ceramtec Factory in Colyton. For transparency purposes, the information contained within Annex A is an extract from the contract.

Regulation 13 – Personal Data

We have redacted some information on the grounds that it constitutes third party personal data and therefore engages Regulation 13 of the EIR.

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To disclose personal data, such as names, contact details, addresses, email addresses and personal opinions could lead to the identification of third parties and would breach one or more of the data protection principles.

Regulation 13 is an absolute exception which means that we do not need to consider the public interest in disclosure. Once it is established that the information is personal data of a third party and release would breach one or more of the data protection principles, then the exception is engaged.

The full text in the legislation can be found on the following link:

<http://www.legislation.gov.uk/ukxi/2004/3391/regulation/13/made>

Advice and Assistance

We have a duty to provide advice and assistance in accordance with Regulation 9(1) of the EIR. In accordance with this duty we can advise that the Health and Safety File described at A12/180 (page five) details the information that the Contractor is required to provide the Employer/Principal Designer on completion of the project. You will note that site monitoring data is not specifically required to be provided by the Contractor. However, the Contractor did provide site monitoring data from the Fence and Gate Monitors. This data has been previously released in full in a previous information request, RFI4237. You can find a link to RFI4237 below.

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1151218/RFI4237 - Ceramec Factory Demolition Devon.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1151218/RFI4237_-_Ceramec_Factory_Demolition_Devon.pdf)

Right to Appeal

If you are not happy with the information that has been provided or the way in which your request has been handled, you may request an internal review. You can request an internal review by writing to Homes England via the details below, quoting the reference number at the top of this letter.

Email: infogov@homesengland.gov.uk

The Information Governance Team

Homes England

6th Floor

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Your request for review must be made in writing, explain why you wish to appeal, and be received within 40 working days of the date of this response. Failure to meet this criteria may lead to your request being refused.

Upon receipt, your request for review will be passed to an independent party not involved in your original request. We aim to issue a response within 20 working days.

You may also complain to the Information Commissioner's Office (ICO) however, the Information Commissioner does usually expect the internal review procedure to be exhausted in the first instance.

The Information Commissioner's details can be found via the following link:

<https://ico.org.uk/>

Please note that the contents of your request and this response are also subject to the Freedom of Information Act 2000. Homes England may be required to disclose your request and our response accordingly.

Yours sincerely,

The Information Governance Team
For Homes England

A10 PROJECT PARTICULARS

110 THE PROJECT

- Name: Former CeramTec Factory.
- Nature: Soft strip, removal of asbestos and demolition.
- Location: Sidmouth Road, Colyton.
- Length of contract: tbc.

120 EMPLOYER (CLIENT)

- Name: Homes and Communities Agency trading as Homes England
- Address: 2 Rivergate, Temple Quay, Bristol, BS1 6EH.
- Telephone: 0300 1234 500.

130 PRINCIPAL CONTRACTOR

- Name: Hughes and Salvidge
- Address: 11 Flathouse Road, Portsmouth PO1 4QS
- Telephone: 08081 155690

140 PROJECT MANAGER

- Name: Stantec UK Ltd Reg. 13
- Address: Lakeside House, Blackbrook Park Avenue, Blackbrook Business Park, Taunton, TA1 2PX
- Telephone: 01823 445150

150 PRINCIPAL DESIGNER

- Name: Stantec UK Ltd
- Address: Lakeside House, Blackbrook Park Avenue, Blackbrook Business Park, Taunton, TA1 2PX
- Telephone: 01823 445150

200 CONSULTANTS

- Description: Asbestos Consultant
- Name: Allium Environmental Ltd
- Address: tbc
- Telephone: tbc

A11 MINI COMPETITION AND CONTRACT DOCUMENTS

A11/110 MINI COMPETITION DOCUMENTS

- Invitation to Mini Competition
- Works Information: Specification, including:
 - Drawings:
 - 42227/3501/002
 - 42227/2501/002
 - Appendices
 - Risk Register
- Site Information, including:
 - Pre-Demolition Information Pack
 - Asbestos surveys (NB: Some features in this report have now been removed)
 - Ecological Information
 - Arboricultural information
 - Health and Safety Site Audit (NB: Some features identified in this report have now been removed)
 - COSHH information
 - Utilities records

A11/160 PRECONSTRUCTION INFORMATION:

- Format: The Preconstruction information is described in these preliminaries in Section A34. refers to information given elsewhere in the preliminaries and other mini competition documents.

A11/180 OTHER DOCUMENTS:

- Inspection: Drawings and other documents relating to the Contract but not included in the mini competition documents may be seen by appointment during normal office hours at the office of Stantec UK Ltd.
- The documents include: Ground investigation report. Planning application documentation.

A11/190 CONTRACT STAGE METHOD STATEMENTS

- Fully detailed Demolition Method Statements shall be produced and submitted to the Employer at least 10 working days before wishing to proceed with each stage of the works. No work shall commence until the Employer has agreed the appropriate Method Statement. All work shall be carried out in accordance with the agreed Method Statements.
- The Method Statements should describe, in detail, how it is proposed to undertake the works with particular reference to the following:
 - Establishment and security of the Site
 - Welfare facilities
 - Site offices
 - Site access, routes and maintenance
 - Site security proposals

- Measures to ensure health, safety and wellbeing of workforce, visitors and public
- **Adjacent Properties**
 - Prevention of nuisance
- **Plant and fuel storage**
 - Storage of fuel
 - Refuelling machines
- **Asbestos Removal**
 - Site establishment and hygiene facilities
 - Proposed asbestos removal techniques including specification of surfactants
 - Proposal for the enclosure of asbestos working areas including necessary work required in sealing buildings, and providing air locks and ventilation.
 - Bagging, removal and storage of asbestos waste.
 - Loading, transportation and deposition of asbestos waste.
 - Measures to prevent asbestos dust contaminating external drainage systems.
 - Emergency procedures, fire prevention measures/apparatus and first aid requirements.
 - Requirements for access restrictions necessary for the safe execution of the works.
- **De-planting and soft strip**
 - Removal of all items of mechanical plant (including tanks and pipes) or electrical equipment and associated ancillary items and fixings etc.
 - Removal of all finishing and soft stripping, fixtures and fittings within buildings
- **Temporary Works**
 - Protection of adjacent buildings, structures and boundaries
 - Installation of all propping, scaffolding, crash decks, fans, screening etc. particularly adjacent to the boundaries and adjoining buildings.
- **Services**
 - Utility checks / testing
 - Protection/isolation of utilities
 - Surface water control.
- **Demolition Technique**
 - Demolition of buildings and structures in a controlled manner with walls being reduced in level at equal rates.
 - Ensuring stability of the buildings during the demolition process.
 - Dismantling of process equipment including dealing with residues internally.
 - Dealing with residual risk items such as step changes across the building footprint.
- **Material Disposal**
 - Traffic movements
 - Disposal sites
 - Retention of transfer notes
 - Crushing of material
 - Stockpiling
- **Noise**
 - Ensure appropriate method and time of working
- **Dust**

- Appropriate method of demolition
- Suppression of dust at source

A12 THE SITE/ EXISTING BUILDINGS

A12110 THE SITE

- Description: Former ceramics factory.

120 EXISTING BUILDINGS ON/ADJACENT TO THE SITE

- Description: The buildings to be demolished are adjacent to other buildings within the site area that require retention for future refurbishment. The works are also in close proximity to nearby residential and commercial land users.
- Requirements:
 - The Contractor shall provide a nominated individual for site liaison purposes and shall minimise disruption to existing site users by provision of works notifications, attendance to consultation meetings and implementation of mitigation measures.
 - The site includes a small strip of land adject to the eastern boundary that includes permissive access for the neighbouring properties (see Drawing 4227/3501/001). The access permission can be terminated for the duration of the works. The contractor shall notify the neighbouring properties of the applicable dates. The contractor shall protect the surfacing through the area of permissive access throughout the works. The contractor shall reinstate access on completion, including provision of notification to the neighbouring properties.

140 EXISTING UTILITIES AND SERVICES

- Drawings: See Drawings 42227/2501/001.
- Other information:
 - Redundant services to be disconnected in advance of demolition works. Other services to remain live for the duration of the works. Contractor to retain and protect all services shown on 42227/2501/002.
 - Contractor to undertake live-dead checks of all infrastructure as part of their works.
 - Contractor to manage all surface water run-off from the site for the duration of the works to avoid pollution by establishment of appropriate silt/pollution control measures.

170 SOILS AND GROUNDWATER

- Report: Available on request.

180 HEALTH AND SAFETY FILE

- Availability for inspection: N/A
- Other documents: Site Information and Pre-Construction Information Pack. Health and Safety Site Inspection Report.
- Provide such information as is reasonably required by the Employer / Principal Designer, including but not limited to:
 - Topographic survey records of site filling operations, e.g. location of backfilled ducts, pits, chambers, basements and foundation voids.
 - Topographic survey of completed works.
 - GPR survey of completed works area to record any residual utility connections / services.
 - Records of asbestos removal including all completion certificates
 - Records of remaining live services
 - All waste transfer documents

200 ACCESS TO THE SITE

- Description: Access to the site is to be via Sidmouth Road. It is anticipated that access to the site shall only be from the west as the route form Colyton town to the east is constrained.

A12/210 PARKING:

- Restrictions on parking of the Contractor's and employees' vehicles: All parking to be onsite. No parking on public highways.

220 USE OF THE SITE

- General: Do not use the site for any purpose other than carrying out the Works.
- Limitations: Use of the site for overnight accommodation is not permitted.

A12/225 WORKING AREA

- Restrictions: No operations, plant or labour permitted within designated ecological zones.

230 SURROUNDING LAND/ BUILDING USES

- General: The Contractor shall undertake a pre-condition survey of all buildings to be retained within the site and within 20m of any site boundary and indemnify the Employer against any damage caused to such buildings as a result of the works however so caused. The contractor shall meet the requirements of Clause A12/120 with regards to area of permissive access.

240 HEALTH AND SAFETY HAZARDS

- General: The nature and condition of the site/ buildings cannot be fully and certainly ascertained. However, the following hazards are or may be present:
 - Asbestos;
 - Residual sludges and liquids within tanks;
 - Fuel;
 - Lead-based paints;
 - Pigeon waste;
 - Contaminated ground.
- Information: A Pre-Demolition Information Pack is provided.
- Site staff: Draw to the attention of all personnel working on the site the nature of any possible hazards and the need to take appropriate precautionary measures.

250 SITE VISIT

- Before submitting: Ascertain the nature of the site, access thereto and all local conditions and restrictions likely to affect the execution of the Works.
- Arrangements for visit: Contact: Stantec UK Ltd.

A13 DESCRIPTION OF THE WORKS

110 PREPARATORY WORK BY OTHERS

- Works: Disconnection of incoming utilities.
- Description: Employer to facilitate disconnection of identified utilities in advance of commencement of demolition works apart from those requiring protection as shown on Drawing 42227/2501/002. The Employer to install some fencing. The Contractor is to relocate pre-existing fencing as necessary, and provide all additional fencing necessary to manage the works including around trees, at the site entrance, along the site boundary and as mitigation around dusty/noising activities.

120 THE WORKS

- Description: The works are described within this specification, but in general terms consist of the following:
 - Establishment of site access.
 - Design and installation of permanent hoarding on site frontage.
 - Clearance of selected trees (see Drawing 42227/3501/002 and arboricultural data in the Site Information pack).
 - Completion of a pre-condition survey of properties/highways/buildings within 20m of any site boundary and those to be retained and protected through demolition.
 - Specialist removal of asbestos from the site.
 - Pre-demolition removal of all equipment from within the buildings including all tanks, pipework and associated contents / residues.
 - Removal of electricity sub-station and diesel tanks.
 - Demolition and clearance of buildings and features.
 - Demolition and clearance of external hardstanding with off-site disposal of tarmacadam arisings.
 - Break out floor slabs, foundations, basements tanks and other underground structures.
 - Break up concrete from building floor slabs and external paving and crush on site to the specified grading.
 - Remove / decommission all redundant services.
 - Deployment of a proportion of crushed arisings to backfill voids left by slab/foundation removal. To be placed and compacted in suitable layers in accordance with the Specification for Highway Works up to a maximum thickness of 1.5m. Localised ground regrading where deployment of backfill reaches maximum of 1.5m thickness and a stepped profile still remains.
 - Infilling of openings in wall / ceilings left by removal of demolished buildings from retained buildings and recording extent of fill by survey.
 - Off-site disposal of all surplus materials, apart from crushed aggregates.
 - Topographic survey and GPR survey of completed works area.