
RE: URGENT!!!! Formal Notification Re: Method statement - 53-54 Swanley Centre

From Katayoon Behbahani <kbehbahani@saevolve.com>

Date Wed 2025-11-26 16:51

To shizra@sleek.direct <shizra@sleek.direct>; 'Ian Henderson' <ianhenderson@hendersonsurveying.com>; 'Sam' <sam@archicraftdesigns.com>; office@ml-assoc.co.uk <office@ml-assoc.co.uk>

Cc Mahnoor Fatima <mahnoor@sleek.direct>; Mian Siddique <mian@sleek.direct>

Hi Shizra,

Thank you for providing the various documents that form part of the Method Statement of which our building surveyor has reviewed.

Upon review, we are happy to accept and agree for the works to commence.

If you have any questions do let me know, we may instruct Ian Henderson to carry out some monitoring inspections but will touch base as and when.

Kind regards

Kat

**SHEET ANCHOR
EVOLVE**
part of M^{Core}

Katayoon Behbahani
Senior Asset Manager

[020 7228 6508](tel:02072286508)

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Retina UK has been selected as Sheet Anchor Evolve's nominated charity for 2025.



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From: shizra@sleek.direct <shizra@sleek.direct>

Sent: 26 November 2025 11:10

To: 'Ian Henderson' <ianhenderson@hendersonsurveying.com>; 'Sam' <sam@archicraftdesigns.com>; office@ml-assoc.co.uk

Cc: Katayoon Behbahani <kbehbahani@saevolve.com>; Hollie Gallacher <hgallacher@saevolve.com>; Mahnoor Fatima <mahnoor@sleek.direct>; Mian Siddique <mian@sleek.direct>

Subject: Re: URGENT!!!! Formal Notification Re: Method statement - 53-54 Swanley Centre

You don't often get email from shizra@sleek.direct. [Learn why this is important](#)

Dear Ian,

I hope you are well.

I am writing to follow up on our earlier correspondence. We have already provided the required information as requested. Could you please update us on the progress?

Thank you.

Please do not hesitate to contact us should you require any further information.

Kind Regards



Shizra Iftikhar
BS (Hons)
Office Administration Assistant, Sleek Direct

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Email shizra@sleek.direct or admin@sleek.direct

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From: mahnoor@sleek.direct <mahnoor@sleek.direct>

Sent: 21 November 2025 15:10

To: 'Ian Henderson' <ianhenderson@hendersonsurveying.com>; 'Sam' <sam@archicraftdesigns.com>; shizra@sleek.direct <shizra@sleek.direct>; 'Mian Siddique' <mian@sleek.direct>; office@ml-assoc.co.uk <office@ml-assoc.co.uk>

Cc: 'Katayoon Behbahani' <kbehbahani@saevolve.com>; 'Hollie Gallacher' <hgallacher@saevolve.com>

Subject: RE: URGENT!!!! Formal Notification Re: Method statement - 53-54 Swanley Centre

Dear Ian/Sam,

I hope you all are doing well.

Thank you for your email.

Please note my replies in red below:

1. Notification to be given to the Landlord and the insurer of the property as to the actual date the building contractor intends to start the Works. (per clause 3.1). **Building insurance is already covered by the landlord insurance and site insurance will be builder's own insurance.**
2. A copy of the requisite consents and licences for the carrying out of the works, including planning consent and a licence for the removal of the asbestos insulation board within the premises. (per clause 3.2). **I have attached the copy of license.**
3. Evidence of the actual date of commencement of the Works. Please accept this as a written request for documentary evidence of the actual date of commencement per clause 3.3. This must be provided within the next 5 working days. **The works are estimated to start within 7 to 10 working days after the consent is being granted by landlord.**

Thank you.

Please do not hesitate to contact us should you require any further information.
Kind Regards



Mahnoor Fatima
BS (Hons)
Office Administrator, Sleek Direct

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From: Ian Henderson <ianhenderson@hendersonsurveying.com>

Sent: 21 November 2025 14:13

To: Sam <sam@archicraftdesigns.com>; shizra@sleek.direct; 'Mian Siddique' <mian@sleek.direct>; Mahnoor Fatima <mahnoor@sleek.direct>; office@ml-assoc.co.uk

Cc: Katayoon Behbahani <kbehbahani@saevolve.com>; Hollie Gallacher <hgallacher@saevolve.com>

Subject: Re: URGENT!!!! Formal Notification Re: Method statement - 53-54 Swanley Centre
Importance: High

Dear Sam, Manhoor,

We note your intention to start the Works per the email below dated 18th November 2025.

I attach Section 3 of the Licence For Alterations dated 25th February 2025. This extract was previously sent to you on 3rd October 2025.

Can you please provide the following by return, or as stated:

1. Notification to be given to the Landlord and the insurer of the property as to the actual date the building contractor intends to start the Works. (per clause 3.1)
2. A copy of the requisite consents and licences for the carrying out of the works, including planning consent and a licence for the removal of the asbestos insulation board within the premises. (per clause 3.2)
3. Evidence of the actual date of commencement of the Works. Please accept this as a written request for documentary evidence of the actual date of commencement per clause 3.3. This must be provided within the next 5 working days.

Please also provide a copy of the application for Building Regulation Approval, which must be submitted to the local authority building control or an approved assessor at least 48 hours prior to the commencement of the Works.

We look forward to receiving this information from you.

Yours sincerely,

Ian Henderson DipBS FRICS MCI Arb

HENDERSON SURVEYING LIMITED

Chartered Building Surveyors

95 Ditchling Road, Brighton BN1 4ST

Tel 01273 573889

Mobile 07793 089826

E-mail ianhenderson@hendersonsurveying.com

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From: Sam <sam@archicraftdesigns.com>
Date: Tuesday, 18 November 2025 at 12:10
To: Ian Henderson <ianhenderson@hendersonsurveying.com>, shizra@sleek.direct <shizra@sleek.direct>, 'Mian Siddique' <mian@sleek.direct>, Mahnoor Fatima <mahnoor@sleek.direct>, office@ml-assoc.co.uk <office@ml-assoc.co.uk>
Cc: Katayoon Behbahani <kbehbahani@saevolve.com>, Hollie Gallacher <hgallacher@saevolve.com>
Subject: RE: URGENT!!!! Formal Notification Re: Method statement - 53-54 Swanley Centre

Thanks Ian.

That is correct – Best Environmental Solutions.

We shall now proceed.

Warm regards,

Sam Aroko MCIAT MSc BSc

Chartered Architectural Technologist

Mobile: 07362 264 139

Email: sam@archicraftdesigns.com

Website: www.archicraftdesigns.com

Instagram: <https://www.instagram.com/archicraftdesignsltd/>



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From: Ian Henderson <ianhenderson@hendersonsurveying.com>

Sent: 18 November 2025 11:38

To: Sam <sam@archicraftdesigns.com>; shizra@sleek.direct; 'Mian Siddique' <mian@sleek.direct>; Mahnoor Fatima

<mahnoor@sleek.direct>; office@ml-assoc.co.uk

Cc: Katayoon Behbahani <kbehbahani@saevolve.com>; Hollie Gallacher <hgallacher@saevolve.com>

Subject: Re: URGENT!!!! Formal Notification Re: Method statement - 53-54 Swanley Centre

Dear Sam,

Thank you for your email. I presume the company you refer to is Best Environmental Solutions Limited? If so, I note they are well accredited and are members of ARCA. If not, please confirm the details for Best Environment.

As I said in an earlier email, we cannot object to any contractor being engaged as long as the work is carried out in accordance with the Control of Asbestos Regulations 2012 in a proper and workmanlike manner within a controlled environment and with all required air clearance and other tests carried out and certified.

We would expect the proper management of this work would ensure:

1. The F10 notification to HSE is issued prior to any work commencing with a copy kept on site.
2. The asbestos removal work is instructed and is undertaken under the management or in the full knowledge of the Principal Contractor.
3. That job specific risk assessment(s) is/are undertaken and Plan(s) of Work is/are prepared for the asbestos removal and issued to site operatives with a copy/copies kept on site.
4. That prior notification of the work is given to the Health & Safety Executive as required.
5. That the work is carried out in a manner that satisfies the approved Construction Phase Health & Safety Plan and Principal Contractor's Risk Register.
6. This includes engaging a suitable consultant who is accredited by an appropriate body to undertake air clearance tests, surface wipe tests etc as appropriate and a final air clearance test and issues a certificate of re-occupation. The procedures for conducting such tests and for reporting must satisfy the criteria contained in ISO 17020 and ISO 17025 that cover such work.
7. That all such certification together with a record of the work carried out is included within the Health & Safety File.

We find it surprising that two separate asbestos removal contractors would be employed on such a small project, which makes the collaboration and coordination of the work even more significant to ensure one contractor does not blame the other for any works or procedures done or not done.

The quotation you have provided makes no reference to air clearance tests etc being carried out, hence a need to ensure all pre-requisite requirements are actually implemented. We would ask that a copy of the certificate of re-occupation be provided to us following completion of the asbestos removal works and prior to any other work proceeding. Such certification and information must also be issued to your client and to the Principal Contractor.

As advised in our email of 14th November 2025 at 13.50, it is not for us to say you cannot use the contractors proposed provided all the criteria is met for the work to be carried out in a diligent, controlled and proper manner.

Can you please provide an updated programme for the whole project works.

Many thanks,

Kind regards,

Ian Henderson DipBS FRICS MCIArb

HENDERSON SURVEYING LIMITED

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From: Sam <sam@archicraftdesigns.com>
Date: Tuesday, 18 November 2025 at 08:45
To: Ian Henderson <ianhenderson@hendersonsurveying.com>, shizra@sleek.direct <shizra@sleek.direct>, 'Mian Siddique' <mian@sleek.direct>, Mahnoor Fatima <mahnoor@sleek.direct>, office@ml-assoc.co.uk <office@ml-assoc.co.uk>
Cc: Katayoon Behbahani <kbehbahani@saevolve.com>, Hollie Gallacher <hgallacher@saevolve.com>
Subject: RE: URGENT!!!! Formal Notification Re: Method statement - 53-54 Swanley Centre

Hello Ian,

I have received confirmation from Asbestos Gone that the licenced works are to be undertaken by **Best Environment who as members of ARCA.**

Asbestos Goen will be undertaking non-licence work.

I have asked for the quote to be revised to include Best Environment for clarity. Revised quote attached.

Please could you let us know if you are happy for us to proceed with the asbestos removal? Thanks.

Warm regards,

Sam Aroko MCIAT MSc BSc
Chartered Architectural Technologist

Mobile: 07362 264 139
Email: sam@archicraftdesigns.com
Website: www.archicraftdesigns.com
Instagram: <https://www.instagram.com/archicraftdesignsltd/>



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From: Ian Henderson <ianhenderson@hendersonsurveying.com>
Sent: 14 November 2025 14:01
To: Sam <sam@archicraftdesigns.com>; shizra@sleek.direct; 'Mian Siddique' <mian@sleek.direct>; Mahnoor Fatima <mahnoor@sleek.direct>; office@ml-assoc.co.uk
Cc: Katayoon Behbahani <kbehbahani@saevolve.com>; Hollie Gallacher <hgallacher@saevolve.com>
Subject: Re: URGENT!!!! Formal Notification Re: Method statement - 53-54 Swanley Centre

Dear Sam et al,

Further to my email below just issued, please do keep me advised of your proposals in advance for procuring and implementing the asbestos removal work.

Kind regards,
Ian

Ian Henderson DipBS FRICS MCIArb

HENDERSON SURVEYING LIMITED

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From: Ian Henderson <ianhenderson@hendersonsurveying.com>
Date: Friday, 14 November 2025 at 13:50
To: Sam <sam@archicraftdesigns.com>, shizra@sleek.direct <shizra@sleek.direct>, 'Mian Siddique' <mian@sleek.direct>, Mahnoor Fatima <mahnoor@sleek.direct>, office@ml-assoc.co.uk <office@ml-assoc.co.uk>
Cc: Katayoon Behbahani <kbehbahani@saevolve.com>, Hollie Gallacher <hgallacher@saevolve.com>
Subject: Re: URGENT!!!! Formal Notification Re: Method statement - 53-54 Swanley Centre

Dear Sam,

Thank you for your email and for providing the quotation from Asbestos Gone Limited. They are not a company we would have chosen for the following reasons:

1. They are not a registered member of the Asbestos Removal Contractors Association (see attached search on ARCA website).
2. They have repeatedly undertaken licensable work without a licence within the past few years. See attached screenshot of an article prepared by the National Organisation of Registered Asbestos Consultants (NORAC). They not only failed to obtain a licence, but undertook the work in a manner that allowed asbestos fibres to spread uncontrollably. As you will see, they were heavily fined at Southwark Crown Court. David Ryce was the director then and from a search of companies house remains the sole director of the company. We also note their annual accounts are now overdue, which is concerning.

In terms of their quotation, there is no mention of the four-stage process mentioned in the Principal Contractor's risk register to ensure safe removal from site including air clearance testing and final testing to enable a re-occupation certificate to be issued. This must be included within the scope of asbestos removal work to be carried out.

As advised in my previous email, for the reasons stated, it is our opinion the work to remove the AIB needs to be carried out by a licensed contractor. This involves preparing and submitting a Plan of Work and a duly completed notification form to HSE to obtain a license in advance of the work commencing.

The link to the notification form is <https://notifications.hse.gov.uk/asb5form/asb5> This form requires the contractor to enter their license number. **If they do not have a license, then they cannot and must not carry out the work.**

As previously advised, it is for the asbestos removal contractor as the employer of the operatives to carry out a site specific risk assessment to consider the nature, condition and extent of ACMs to be removed and whether it involves licensed work or non-licensed work and whether it is notifiable either under a 14 day notice period or simply in advance of work commencing. This is dictated by whether the work is classed as licensed work (requiring a 14 day notice) or notifiable non-licensed work (requiring only prior notification).

For reference purposes, we attach a copy of document I143. This is an HSE publication and is the approved code of practice (ACOP) for "Managing and Working with Asbestos".

We are not in a position to say you cannot use this contractor if, and it is a big if, they satisfy all the criteria.

We trust this response is helpful in considering this matter and in deciding how best to proceed.

Yours sincerely,

Ian Henderson DipBS FRICS MCI Arb

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From: Sam <sam@archicraftdesigns.com>
Date: Friday, 14 November 2025 at 12:47
To: Ian Henderson <ianhenderson@hendersonsurveying.com>, shizra@sleek.direct <shizra@sleek.direct>, 'Mian Siddique' <mian@sleek.direct>, Mahnoor Fatima <mahnoor@sleek.direct>, office@ml-assoc.co.uk <office@ml-assoc.co.uk>
Cc: Katayoon Behbahani <kbehbahani@saevolve.com>, Hollie Gallacher <hgallacher@saevolve.com>
Subject: RE: URGENT!!!! Formal Notification Re: Method statement - 53-54 Swanley Centre

Hello Ian,

See attached fee proposal / details for an asbestos removal contractors which we have used in the past.

Please could you review and let us know if you are happy for us to proceed? Thanks.

Warm regards,

Sam Aroko MCIAT MSc BSc

Chartered Architectural Technologist

Mobile: 07362 264 139

Email: sam@archicraftdesigns.com

Website: www.archicraftdesigns.com

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From: Ian Henderson <ianhenderson@hendersonsurveying.com>
Sent: 11 November 2025 12:51
To: shizra@sleek.direct; Sam <sam@archicraftdesigns.com>; 'Mian Siddique' <mian@sleek.direct>; Mahnoor Fatima <mahnoor@sleek.direct>; office@ml-assoc.co.uk
Cc: Katayoon Behbahani <kbehbahani@saevolve.com>; Hollie Gallacher <hgallacher@saevolve.com>
Subject: URGENT!!!! Formal Notification Re: Method statement - 53-54 Swanley Centre
Importance: High

Dear Sirs,

Proposed Residential Development, Unit 54, Swanley Centre, Swanley, Kent

As you know, we are instructed on behalf of the Freeholder over the property, Sheet Anchor Evolve (London) Limited in respect of the proposed works.

We refer to your email below. You have intimated the asbestos removal contractor to be Deery Demolition Limited. Based on this feedback, we respond accordingly.

Please accept this email as formal notification on behalf of the Landlord that we do not accept Deery Demolition Limited as a suitable asbestos removal contractor and to engage them to undertake the asbestos removal would be in contravention of your obligations under clause 6 of the Licence for Alterations dated 25th February 2025 in relation to the Conduct of the Works.

We provide this notification on the following basis:

1. Deery Demolition Limited entered voluntary liquidation in about August 2024.
2. The Liquidator was appointed to commence the winding up of the company on about 1st August 2024.
3. Public Notice of their voluntary liquidation was posted in the Gazette.
4. Deery Demolition Limited are not therefore a trading company and cannot adopt the role of a Licensed Contractor.
5. On page 9 of the Principal Contractor's Risk Assessment, they undertake to engage a Licensed asbestos removal contractor. They have not done so. Deery Demolition Limited do not and cannot fulfil this role.
6. We spoke with the appointed Liquidator, Mr Joe Wiley, this morning who confirmed Deery Demolition Limited no longer exist.

Furthermore, we set out the requirements and information to assist the proper procurement and control of the works as follows:

1. Please ensure the asbestos removal contractor undertakes a suitable and sufficient risk assessment to determine whether:
 1. the removal work to be done must be licensed or non-licensed,
 1. whether the work is notifiable, whether notifiable licensed work or notifiable non-licensed work, or
 1. whether the work is non-licensed and does not require notification.
1. In any event, the outcome of the risk assessment requires a suitable Plan of Work to be produced and made available to the operatives, duty holders and any persons engaged who have a responsibility for health and safety.
2. Please therefore provide us with a copy of the risk assessment and the Plan of Work together with a copy of the notice issued to the Health & Safety Executive, if required. Such information and notification must be provided in advance of any asbestos removal work commencing. These requirements arise in relation to regulations 6, 7 and, where appropriate, regulation 9 of the Control of Asbestos Regulations 2012.
3. We refer to the assessment made by Flair Environmental within their audit report in relation to the presence of asbestos insulation board (AIB) forming a shelf over the electrical meter cupboard (see attached).
4. On closer view we note a number of fixings to be located far from the edge of the board (circled in red on the attached image). Unless confirmed otherwise, we must presume that these are nail fixings (which is likely) and not screw fixings (which we regard as unlikely). By reference to HSE task sheet a4 for the removal of AIB, the presence of centre fixed nails requires the work to be done by a licensed contractor (see attached task sheet with relevant sections highlighted).
5. The requirement to engage a licensed contractor is due to the increased likelihood of fibre release in AIB when the shelf is damaged through the removal process.
6. The foregoing circumstances indicate the work to remove the AIB should adopt the control measures and precautions required with the work to be regarded as notifiable non-licensed work. That the method statements provided in task sheet a4 are not appropriate and that this task sheet must not be used. While we express our view in this respect, it remains the responsibility of the licensed contractor to make the required risk assessment and to plan the work and put suitable protective and control measures in place.

7. We note the PC risk assessment allows for a four-stage process to be adopted for site clearance, removal and certification. We reiterate the requirement to ensure a clearance certificate and certificate of re-occupation are issued with copies provided to us prior to the remaining strip out and other works proceeding.
8. Please keep us advised as to the proposed/ revised programme and timescales for the works.

The foregoing situation reflects the apparent disconnect between what you say will be done (as intimated in the Method Statement information) as compared to what is actually done to procure and implement the work. We also therefore issue this email to the office of the appointed Principal Designer for the project and request that you as the client and your appointed designers in conjunction with the instructed principal contractor take on board the pre-construction information and PC Construction Phase Health & Safety Plan to ensure the risks and requirements identified are followed through on to site.

Removal and Reinstatement of Floor Infill to Former Staircase

We reiterate the fact the stair was removed and the floor void infilled or covered over about 20 years ago. We note the Principal Contractor intends to produce a method statement that is job specific to this task once they have inspected and better understand the make-up of the existing floor infill. To ensure this element of the work is conducted properly, we require that you:

1. Liaise with Ladbroke's management and staff and involve them in the process of ensuring suitable protective measures are agreed, put in place and later removed to enable this work to be done with suitable protection installed to prevent materials, tools and/or persons falling down through to or within the commercial unit below.
2. Provide us with a copy of and keep us advised in writing on all communications, correspondence and discussions held with Ladbroke's and any other commercial tenant and neighbour affected by the works.
3. Provide a copy of the agreed job specific method statement for this element of work before this work commences.

We please ask that you:

1. Acknowledge receipt of this notification, and
2. Take steps to ensure the works are procured and conducted properly with due consideration given to the PC risk register and construction phase plan and in compliance with statutory compliance requirements.

While this response may cause some delay in commencing the work, we trust this response is helpful and useful.

Yours faithfully,

Ian Henderson DipBS FRICS MCI Arb

HENDERSON SURVEYING LIMITED

Chartered Building Surveyors

Tel 01273 573889

Mobile 07793 089826

E-mail ianhenderson@hendersonsurveying.com

Website www.hendersonsurveying.com

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From: shizra@sleek.direct <shizra@sleek.direct>
Date: Monday, 10 November 2025 at 16:49
To: Ian Henderson <ianhenderson@hendersonsurveying.com>, Sam <sam@archicraftdesigns.com>, 'Mian Siddique' <mian@sleek.direct>, Mahnoor Fatima <mahnoor@sleek.direct>
Cc: Katayoon Behbahani <kbehbahani@saevolve.com>, Hollie Gallacher <hgallacher@saevolve.com>
Subject: Re: Method statement - 53-54 Swanley Centre

Dear Ian,

Thank you for your email.

I would like to inform that Contractor for Asbestos removal works will be Deery Demolition LTD.

Your advise regarding 14 day prior notice has been noted with thanks.

Please do not hesitate to contact us should you require any further information.

Kind Regards



Shizra Iftikhar
BS (Hons)
Office Administration Assistant, Sleek Direct

Phone [+44 7723 342864](tel:+447723342864) |

Website www.sleek.direct

Email shizra@sleek.direct or admin@sleek.direct

Address 17 Hanover Square, Mayfair, London, W1S 1BN

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From: Ian Henderson <ianhenderson@hendersonsurveying.com>

Sent: 10 November 2025 21:20

To: shizra@sleek.direct <shizra@sleek.direct>; Sam <sam@archicraftdesigns.com>; 'Mian Siddique' <mian@sleek.direct>; Mahnoor Fatima <mahnoor@sleek.direct>

Cc: Katayoon Behbahani <kbehbahani@saevolve.com>; Hollie Gallacher <hgallacher@saevolve.com>

Subject: Re: Method statement - 53-54 Swanley Centre

Dear Shizra, Mahnoor,

Thank you for advising. Can you or Umer Builders please let me know who the asbestos removal contractor is?

I would not wish to delay the start of the work unnecessarily. I suspect you might find the 14 day notice period is not required if the removal of the AIB can be regarded as "Short Duration Work", in which case notice need only be given in advance of the work starting.

Kind regards,
Ian

Ian Henderson *DipBS FRICS MCI Arb*

HENDERSON SURVEYING LIMITED

Chartered Building Surveyors

95 Ditchling Road, Brighton BN1 4ST

Tel 01273 573889

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From: shizra@sleek.direct <shizra@sleek.direct>
Date: Monday, 10 November 2025 at 16:13
To: Sam <sam@archicraftdesigns.com>, Ian Henderson <ianhenderson@hendersonsurveying.com>, 'Mian Siddique' <mian@sleek.direct>, Mahnoor Fatima <mahnoor@sleek.direct>
Cc: Katayoon Behbahani <kbehbahani@saevolve.com>, Hollie Gallacher <hgallacher@saevolve.com>
Subject: Re: Method statement - 53-54 Swanley Centre

Hi Ian,

I hope you're doing well.

Please note that the Asbestos removal contractor will be handled by Umer Builders and their sub-contractors. Additionally, a 14 day prior notice will be served to Health & Safety Executive.

Thank you.

Please do not hesitate to contact us should you require any further information.

Kind Regards



Shizra Iftikhar
BS (Hons)
Office Administration Assistant, Sleek Direct

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Website www.sleek.direct

Email shizra@sleek.direct or admin@sleek.direct

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From: Sam <sam@archicraftdesigns.com>

Sent: 06 November 2025 22:06

To: Ian Henderson <ianhenderson@hendersonsurveying.com>; 'Mian Siddique' <mian@sleek.direct>; Mahnoor Fatima <mahnoor@sleek.direct>

Cc: shizra@sleek.direct <shizra@sleek.direct>; Katayoon Behbahani <kbehbahani@saevolve.com>; Hollie Gallacher <hgallacher@saevolve.com>

Subject: RE: Method statement - 53-54 Swanley Centre

Thanks Ian for the conditional acceptance letter issued today.

Mahnoor, please could you confirm the following to Ian when you get the information? Thanks.

In particular, please provide details of the asbestos removal contractor and as to whether 14 days prior notice requires to be given to the Health & Safety Executive prior to such work commencing.

Warm regards,

Sam Aroko MCIAT MSc BSc
Chartered Architectural Technologist

Mobile: 07362 264 139

Email: sam@archicraftdesigns.com

Website: www.archicraftdesigns.com

Instagram: <https://www.instagram.com/archicraftdesignsltd/>



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From: Ian Henderson <ianhenderson@hendersonsurveying.com>

Sent: 06 November 2025 16:32

To: Sam <sam@archicraftdesigns.com>; 'Mian Siddique' <mian@sleek.direct>; Mahnoor Fatima <mahnoor@sleek.direct>

Cc: shizra@sleek.direct; Katayoon Behbahani <kbehbahani@saevolve.com>; Hollie Gallacher <hgallacher@saevolve.com>

Subject: Re: Method statement - 53-54 Swanley Centre

Importance: High

Dear Sam & Manhoor,

Thank you for providing the updated information for the proposed development work at Unit 54, Swanley Centre, Swanley, Kent. Please see attached letter in which we provide our conditional acceptance of the information provided to satisfy the "Method Statement" requirements in terms of the Licence for Alterations dated 25th February 2025.

This acceptance is conditional on due consideration being given to and due account being taken of the points raised with information to be provided/ clarified as requested, prior to works commencing. In particular, please provide details of the asbestos removal contractor and as to whether 14 days prior notice requires to be given to the Health & Safety Executive prior to such work commencing.

We trust this feedback and response is helpful.

Kind regards,
Ian

Ian Henderson DipBS FRICS MCIArb

HENDERSON SURVEYING LIMITED

Chartered Building Surveyors

95 Ditchling Road, Brighton BN1 4ST

Tel 01273 573889

Mobile 07793 089826

E-mail ianhenderson@hendersonsurveying.com

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From: Sam <sam@archicraftdesigns.com>
Date: Thursday, 6 November 2025 at 12:10
To: Ian Henderson <ianhenderson@hendersonsurveying.com>, 'Mian Siddique' <mian@sleek.direct>
Cc: shizra@sleek.direct <shizra@sleek.direct>, Mahnoor Fatima <mahnoor@sleek.direct>, Katayoon Behbahani <kbehbahani@saevolve.com>, Hollie Gallacher <hgallacher@saevolve.com>
Subject: RE: Method statement - 53-54 Swanley Centre

Hello Ian,

Please see attached the relevant documents – Comments in **red** below.

Let us know I you have any questions.

Warm regards,

Sam Aroko MCIAT MSc BSc

Chartered Architectural Technologist

Mobile: 07362 264 139
Email: sam@archicraftdesigns.com
Website: www.archicraftdesigns.com
Instagram: <https://www.instagram.com/archicraftdesignsltd/>



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From: Ian Henderson <ianhenderson@hendersonsurveying.com>
Sent: 28 October 2025 13:14
To: Sam <sam@archicraftdesigns.com>; 'Mian Siddique' <mian@sleek.direct>
Cc: shizra@sleek.direct; Mahnoor Fatima <mahnoor@sleek.direct>; Katayoon Behbahani <kbehbahani@saevolve.com>; Hollie Gallacher <hgallacher@saevolve.com>
Subject: Re: Method statement - 53-54 Swanley Centre
Importance: High

Dear Sam,

Thank you for providing the Method Statement information per your email of 27th October 2025.

The Pre-Construction Information as prepared by M.L.A Limited presents a good assessment in setting out and identifying perceived risks with requirements for how to deal with them. I presume the reference to scaffolding on the “front elevation” is referring to the scaffold at the rear. The CDM Risk Register dated 16th October 2025 presents a summary of the perceived risks and allocates responsibility for them. I note all such risks had a status at that time of being “open”.

I have undertaken an initial review of the information and provide our initial response with the essential requirements highlighted in bold as follows:

1. **Please can you provide me with a copy of the Flair Environment Ltd R&D Asbestos Audit report dated 9th October 2025.** This should incorporate any test certificates and an asbestos register. From seeing the existing mains electrics in the photographs at the end of the Pre-Construction Information document, the description as to the location of ACMs should (and may well) include the old electrical distribution boards where asbestos textile must be presumed to be present within the fuses (unless confirmed otherwise within the report).

See asbestos survey report attached.

2. The perceived Hazards identified in sections 6 & 7 make no mention of the work proposed to install banks of PV solar panels with ballast on the flat roof and the need to:
 1. plan, sequence, install and later remove roof edge protection, and
 2. to safely uplift and install the PV Panels and associated ballast.

A new section has been created capturing this element of works under section – ‘Photovoltaic (PV) Panel Installation to Flat Roof’

The foreseeable hazards table has been updated to include PV Panel Roof Works.

3. **Please can you ensure this element of the project works is included** in the assessments to enable this work to be carried out safely.

The significant risk register has been updated to include Roof / PV Panel works.

4. I note the Construction Method Statement (CMS) dated 15th September 2025 is prepared by Archicraft Designs Limited, who are also listed in the pre-construction project directory as the Principal Designer as well as the Architect. Within the CDM Risk Register, MLA are identified as the Principal Designer for the project. Within the Construction Method Statement, MLA are identified as the "CDM Co-ordinator". Please note that CDM Co-ordinator was the term used under CDM Regulation 2007 and is the same person as the Principal Designer, the term used under CDM Regulations 2015. **Please can you confirm therefore that MLA are retained as the Principal Designer for the project?**

Michael Lordan Associates confirmed as PD – this has now been amended within the PCI. Method statement amended too.

5. In addition, **can you please ensure combustible materials are kept in a secure non-combustible container**, preferably outside of the building as opposed to being stored separately inside the building (as stated on page 9 of the Construction Method Statement document).

Revised method Statement attached.

4. Under Section 4 of the Pre-Construction Information, Project Milestones, I note the project programme states a site start on 20th October 2025 with one week allocated for the demolition and strip out work with the remaining works to start on 27th October 2025. **Can you please advise by return the current status of the works** i.e. Has the strip out work started and if so, has it now been completed?

Pre-Construction Information attached.

5. **Can you please confirm what action, if any, has been taken to date to deal with the asbestos containing materials identified.** I will require copies of all clearance certificates, including a certification to permit re-occupation to be provided following completion of the asbestos removal works.

See asbestos survey report attached.

Strip out of ACM's will be the first task carried out on site, which I am told begins on November 15th. I have requested clear air certificates before further works commence.

6. **I require to be provided with the Principal Contractor's Construction Phase Health & Safety (CPHS) Plan prior to works commencing.** This should be prepared by the Principal Contractor and should demonstrate the sequence of work and the precautions to be in place to address each of the perceived H&S risks identified in the CDM Risk Register.

See Construction Phase Plan H&S Plan attached.

7. In particular, **I require the CPHS Plan include a detailed method statement on the following:**
1. How the existing infill to the former stair opening is to be removed or adapted/ replaced to provide the fire separation between the ground and first floors while ensuring processes are put in place and the work is sequenced to prevent materials, tools etc from falling on to or through the ceiling below over Ladbrokes, and
 2. The edge protection to be provided to the main flat roof and how the PV Panels and ballast will be delivered in to position to allow the installation of the PV panels to be carried out safely.
 3. The engagement of a licensed asbestos removal contractor and UKAS accredited analyst to include the specialist contractor's Plan of Work.

See Construction Phase Plan H&S Plan attached.

8. As the works proceed, a health and safety file should be developed and should incorporate relevant information as stated on page 15 of 17 in the Pre-Construction Information document. **Such information must include the asbestos removal clearance certificates and certificate of re-occupation and information on residual hazardous materials, if any.**

Ian, yes our H&S authors have allowed for ongoing updates to the H&S File. The site team are aware of this.

I trust the foregoing provides useful feedback and I look forward to receiving the updated and additional information requested to take account of and address the foregoing matters.

Please note, I provide this feedback in my capacity of monitoring the procurement and implementation of the works on behalf of the freeholder to protect their interests and that of their tenants within the commercial properties. I have copied in our client to this email and attach the documents you provided yesterday for their information.

Our response and feedback should not be construed as a replacement for any feedback from or the duties required of the Principal Designer and other Designers under CDM Regulations 2015.

Kind regards,
Ian

Ian Henderson *DipBS FRICS MCI Arb*

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From: Sam <sam@archicraftdesigns.com>
Date: Monday, 27 October 2025 at 16:29
To: 'Mian Siddique' <mian@sleek.direct>, ianhenderson@hendersonsurveying.com <ianhenderson@hendersonsurveying.com>
Cc: shizra@sleek.direct <shizra@sleek.direct>, Mahnoor Fatima <mahnoor@sleek.direct>
Subject: Method statement - 53-54 Swanley Centre
Hello Mian and Ian,

See attached the construction method statement as promised.

Additionally, Ian, please see attached the CDM Risk register and pre-construction information as requested.

Please let me know if you have any questions.

Warm regards,

Sam Aroko MCIAT MSc BSc
Chartered Architectural Technologist

Mobile: 07362 264 139

Email: sam@archicraftdesigns.com

Website: www.archicraftdesigns.com

Instagram: <https://www.instagram.com/archicraftdesignsltd/>



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