

Green Hill,  
Coddensham,  
Suffolk  
CDD 079

## **Archaeological Evaluation Report**

SCCAS Report No. 2013/114

**Client: The Potter Raper Partnership  
(on behalf of Hastoe Housing Association)**

Author: Linzi Everett

September 2013

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## HER Information

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**Report Number:** 2013/114

**Site Name:** Land at Green Hill, Coddendam

**Planning Application No:** n/a

**Date of Fieldwork:** 3rd - 4th September 2013

**Grid Reference:** TM 1366 5508

**Commissioned by:** The Potter Raper Partnership (on behalf of Hastoe Housing Association)

**Curatorial Officer:** Matthew Brudenell

**Project Officer:** Linzi Everett

**Oasis Reference:** suffolkc1- 157497

**Site Code:** CDD 079

Digital report submitted to Archaeological Data Service:

<http://ads.ahds.ac.uk/catalogue/library/greylit>

### Disclaimer

Any opinions expressed in this report about the need for further archaeological work are those of the Field Projects Team alone. Ultimately the need for further work will be determined by the Local Planning Authority and its Archaeological Advisors when a planning application is registered. Suffolk County Council's archaeological contracting services cannot accept responsibility for inconvenience caused to the clients should the Planning Authority take a different view to that expressed in the report.

Prepared By: Linzi Everett

Date: September 2013

Approved By: Stuart Boulter

Position: Senior Project Officer

Date:

Signed:



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## **Summary**

An area of 0.2 hectares was evaluated by trial trenching prior to development of the site. Five trenches were excavated, showing an accumulation of hillwash deposits at the bottom of the east to west slope, but no features were observed in any of the trenches, nor any finds recovered from the upcast spoil or exposed surfaces.





## **1. Introduction**

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A trial trench evaluation was carried out on land at Green Hill, Coddenham (CDD 079; TM 1366 5508). The proposed development area (hereafter referred to as 'the site') consisted of an area of c.0.2 hectares.

The evaluation was carried out as a condition of consent for planning permission, according to a Brief issued by Matthew Brudendell, which outlined the manner of the fieldwork, and a Written Scheme of Investigation (WSI) detailing the archaeological methodology (Boulter, 2013).

The trial trenching was conducted by the Field Team of Suffolk County Council's Archaeological Service (SCCAS) on the 3rd and 4th September 2013.

The site has been recorded with the County Historic Environment Record (HER) code CDD 079.

## **2. Geology and topography**

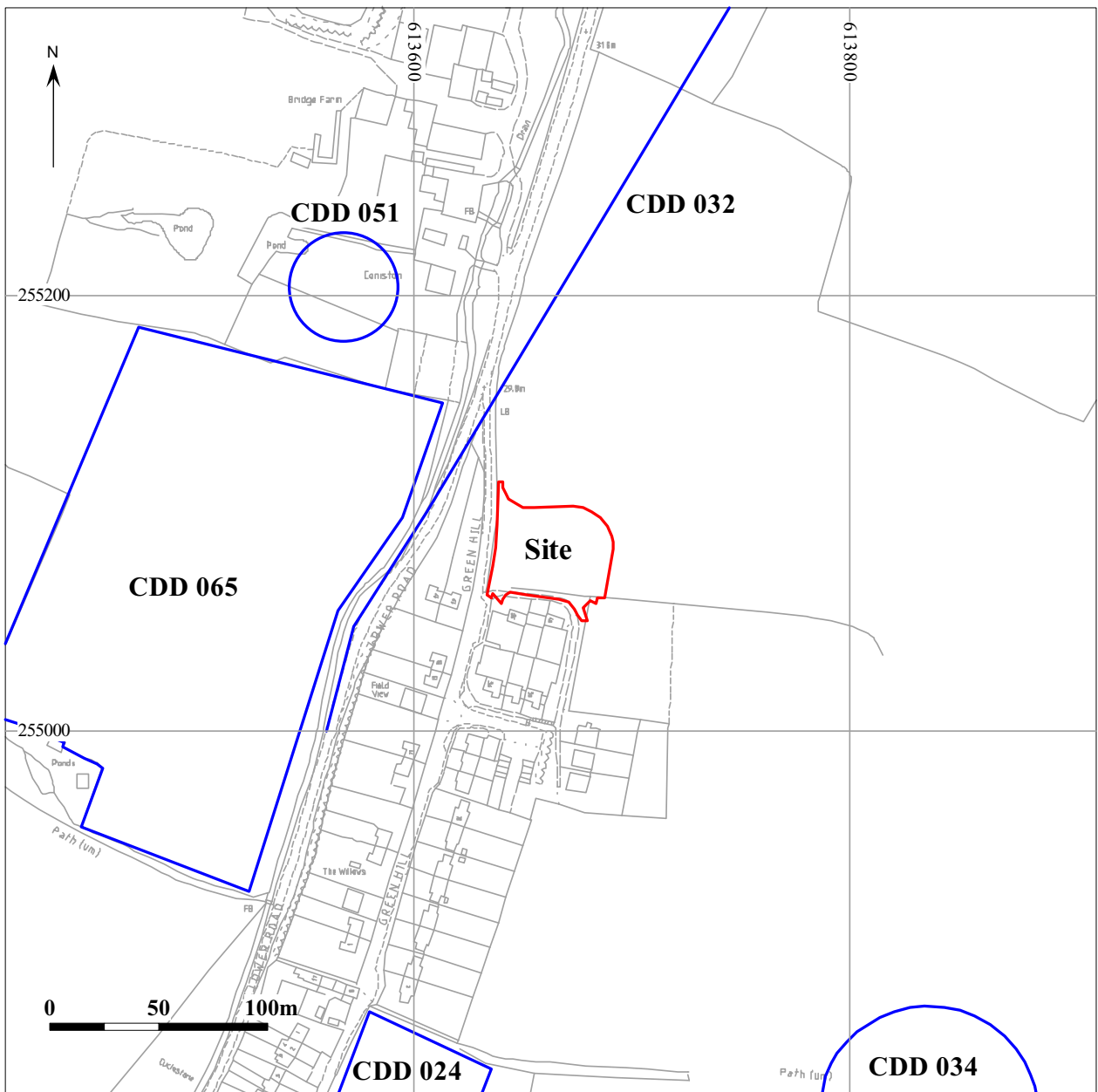
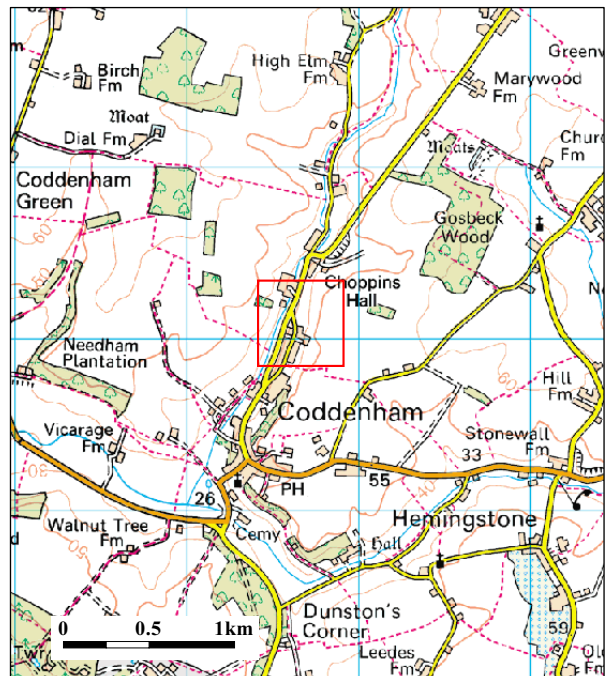
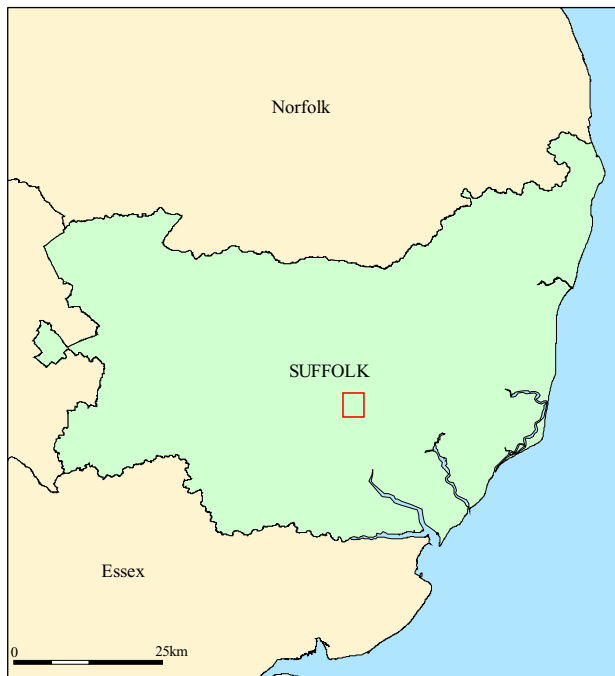
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The site is located on glacial chalky clay deposits on the eastern valley side of a tributary of the River Deben, at a height of between c.32m - 37m OD. It is bounded by Green Hill on the west, housing to the south, and agricultural land to the north and east.

## **3. Archaeology and historical background**

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The site's potential was based on its location within an area of archaeological interest recorded in the Suffolk HER, close to findspots of Roman and medieval date. The projected line of the Coddenham to Peasenhall Roman road runs to the north of the site (CDD 032) but its route at this point is speculative so could conceivably run through the site or be the focus for roadside activity on the eastern valley side.



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Figure 1. Site location and HER entries

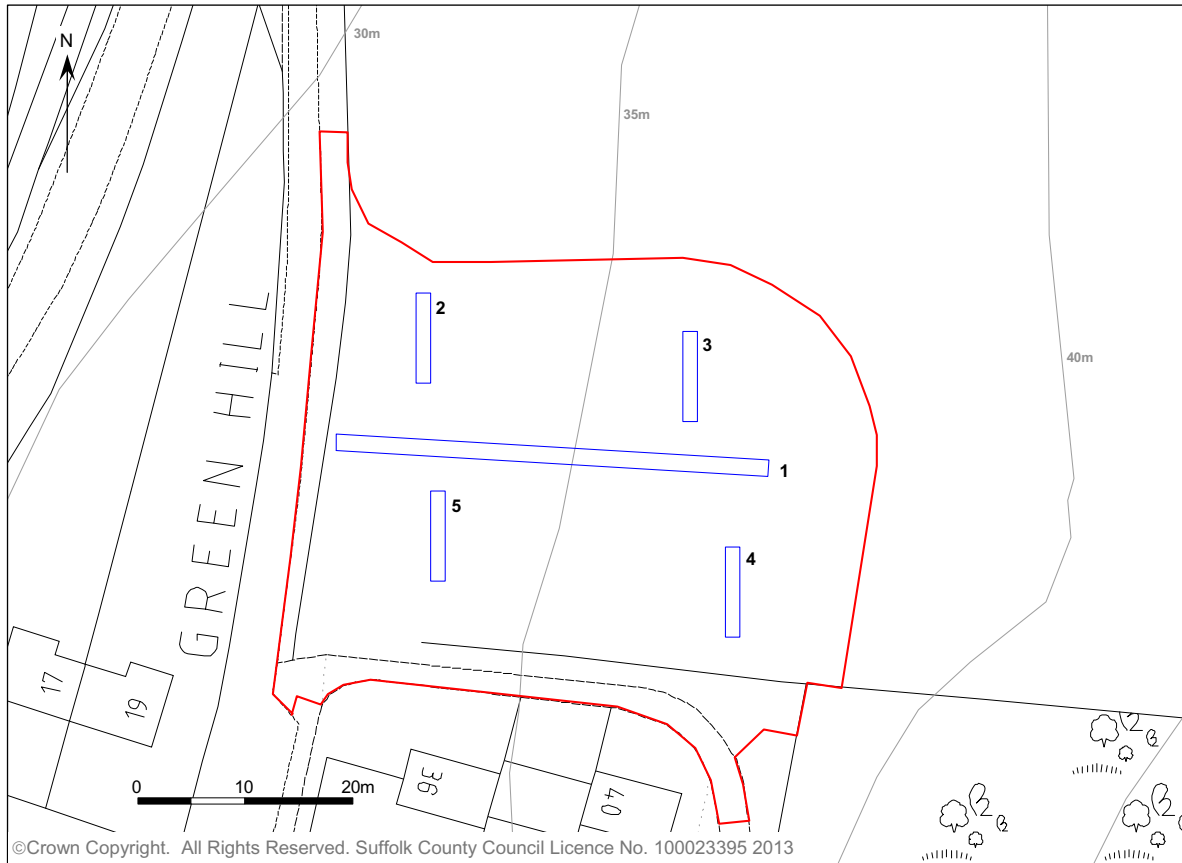


Figure 2. Location of trenches

## 4. Methodology

Trenching was conducted using a tracked mechanical digger equipped with a toothless ditching bucket. All machining was observed by an archaeologist standing adjacent to or within the trench. Topsoil was removed by machine to reveal undisturbed natural subsoil and/or archaeological deposits.

The base of each trench was examined for features or finds of archaeological interest. The upcast soil was examined visually for any archaeological finds and subject to a metal detector search. Records were made of the position and length of trenches and the depths of deposit encountered.

The site has been given the Suffolk HER code CDD 079. All elements of the site archive are identified with this code. An OASIS record (for the Archaeological Data Service) has been initiated and the reference code suffolkc1- 157497 has been used for this project.

## 5. Results

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Five trenches were excavated across the site (Fig. 2), a total area of 88.8m. Trench dimensions are recorded in the table below:

Trench	Length	Area	Depth	Deposits
1	40m	48m <sup>2</sup>	<1.87m - 0.45m	0001, 0002, 0003, 0004
2	8.5m	10.2m <sup>2</sup>	1.05m	0001, 0002, 0003
3	8.5m	10.2m <sup>2</sup>	0.45m	0001
4	8.5m	10.2m <sup>2</sup>	0.45m	0001
5	8.5m	10.2m <sup>2</sup>	0.75m	0001, 0002

Table 1. Trench dimensions

The following deposits were recorded in the excavated trenches:

0001- compact dark brown loamy clay sand cultivated topsoil with regular chalk flecks and small-medium angular flints. 0.45m thick uniformly over the site.

0002- mid-pale brown silty clay sand subsoil Very compact with occasional chalk flecks, regular small-medium angular flints and very occasional modern CBM fragments at the horizon with the topsoil. No finds.

0003- homogenous mid greyish brown clay silty sand and fairly sterile. Friable, with occasional medium-large flints, very occasional charcoal flecks and no finds. Distinct animal burrows were noted through this layer.

0004- friable mid-pale brown silty sand with occasional chalk flecks, regular small-medium angular flints. No finds.

0003 and 0004 appeared to be hillwash and were only present in trenches 1 and 2 at the bottom of the slope.

The natural subsoil varied across the site from a mottled pale grey and yellow sand at the base of the slope to a coarse orange sand with chalk flecks and patches of gravelly chalk further up the hill.

No other archaeological features were observed in the trenches, nor was any artefactual evidence recovered from the upcast spoil which was examined by eye during machining and subject to a thorough metal detector search.

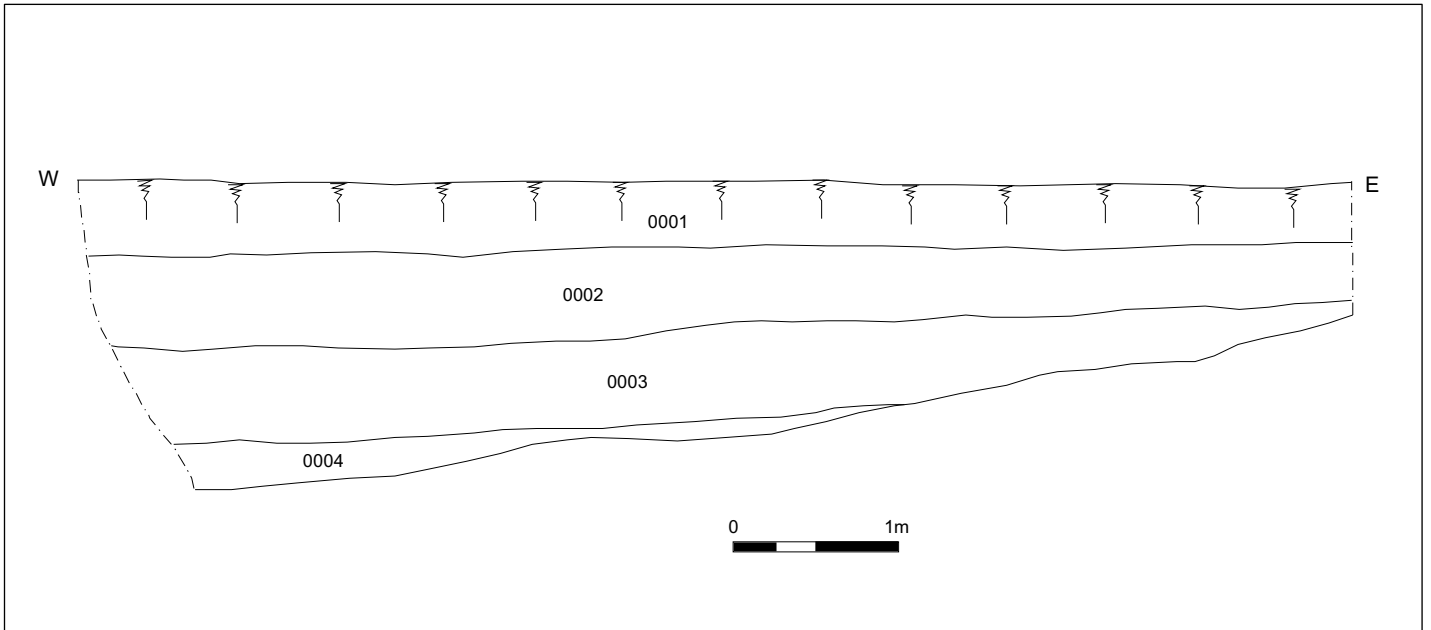


Figure 3. Section through the hillwash layers at the west end of Trench 1



Plate 1. Oblique view of the west end of Trench 1, looking NE



Plate 2. Trench 2 soil profile



Plate 3. General view of the site, in the context of the valley. Looking west.

## **6. Discussion**

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No evidence relating to early occupation was found on the site during trial trenching, despite the presence of Roman and medieval finds on the opposite side of the valley and in close proximity to the proposed development area. The accumulation of hillwash deposits, particularly clear in the western end of Trench 1, was of note, but the deposits recorded were markedly sterile, suggesting that the area had never been subject to significant activity or occupation.

## **7. Archive deposition**

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The archive is lodged with the SCCAS at its Ipswich office under the HER reference CDD 079. A summary of this project has also been entered onto OASIS, the online archaeological database, under the reference suffolkc1- 157497.

Digital archive: R:\Environmental Protection\Conservation\Archaeology\Archive\Coddenham\CDD 079 Green Hill Coddenham





### OASIS ID: suffolkc1-157497

#### Project details

Project name	CDD 079 Green Hill, Coddenham
Short description of the project	CDD 079, Green Hill, Coddenham: Record of an Archaeological Evaluation
Project dates	Start: 03-09-2013 End: 27-09-2013
Previous/future work	No / Not known
Any associated project reference codes	CDD 079 - HER event no.
Type of project	Field evaluation
Site status	None
Current Land use	Cultivated Land 3 - Operations to a depth more than 0.25m
Monument type	N/A None
Significant Finds	N/A None
Methods & techniques	"Sample Trenches"
Development type	Rural residential
Prompt	Direction from Local Planning Authority - PPS
Position in the planning process	Between deposition of an application and determination

#### Project location

Country	England
Site location	SUFFOLK MID SUFFOLK CODDENHAM CDD 079, Green Hill
Study area	0.25 Hectares
Site coordinates	TM 1366 5508 52 1 52 09 07 N 001 07 24 E Point
Height OD / Depth	Min: 32.00m Max: 37.00m

#### Project creators

Name of Organisation	Suffolk County Council Archaeological Service
Project brief originator	Local Authority Archaeologist and/or Planning Authority/advisory body
Project design originator	Matthew Brudenell
Project director/manager	Stuart Boulter
Project supervisor	Linzi Everett
Type of sponsor/funding body	Consultant on behalf of client
Name of sponsor/funding body	The Potter Raper Partnership (on behalf of Hastoe Housing Association)

### Project archives

Physical Archive Exists?	No
Digital Archive recipient	AHDS
Digital Archive ID	CDD 079
Digital Contents	"none"
Digital Media available	"Text","Images raster / digital photography"
Paper Archive recipient	Suffolk County Council Archaeological Service
Paper Archive ID	CDD 079
Paper Contents	"none"
Paper Media available	"Correspondence","Photograph","Plan","Unpublished Text"

### Project bibliography 1

Publication type	Grey literature (unpublished document/manuscript)
Title	CDD 079 Green Hill, Coddendam
Author(s)/Editor(s)	Everett, L.
Other bibliographic details	2013/114
Date	2013
Issuer or publisher	SCCAS
Place of issue or publication	SCCAS

**Green Hill, Coddendam, Suffolk  
(MS/1972/13)**

**Archaeological Evaluation:**

**Written Scheme of Investigation and Risk Assessment**

**Prepared by  
Suffolk County Council Archaeological Service Field Team  
August 2013**



## **Document Control**

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Title: Green Hill, Coddendam: Archaeological Evaluation, Written Scheme of Investigation and Risk Assessment.

Date: August 2013

Issued by: Suffolk County Council Archaeological Service Field Team

Author: Stuart Boulter

Checked by: N/A

Issued to: Suffolk County Council Archaeological Service Conservation Team and The Potter Raper Partnership (on behalf of Hastoe Housing Association)

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5. Known Services



# 1 Background

- The Field Team of the Suffolk County Council Archaeological Service (SCCAS) have been commissioned by The Potter Raper Partnership (on behalf of Hastoe Housing Association) to carry out a programme of archaeological evaluation by mechanically excavated trial trench on land proposed for housing at Green Hill, Coddendam (Figure 1).
- This WSI covers that work only. Any further stages of archaeological work that might be required would be subject to new documentation.
- A Brief for these works was produced by the Suffolk County Council Planning Archaeologist Matthew Brudenell in a document dated 13th August 2013. All SCCAS Field Team work will adhere to the requirements of this document.
- The Brief states that mechanically excavated trial-trenches should be opened to cover 5% of the site (c.0.25 hectares). This equates to a combined total trench length of 70m with the 1.8m ditching bucket (1 x 38m and 4 x 8m long trenches) (Figure 2).
- The site has not been subject to any previous archaeological interventions.
- The perceived archaeological potential of the site is based on its location close to the projected line of a Roman road and within 250m of known archaeology of Roman and medieval date (Brief 2.1).
- The fieldwork will be carried out by members of SCCAS Field Team under the supervision of a Project Officer (Linzi Everett) while project management will be undertaken by Senior Project Officer Stuart Boulter.
- It is proposed that the work will be undertaken in September 2013 and is projected to last between one and two days on site dependent on the character and extent of any archaeology revealed therein.





## **2 Research Aims**

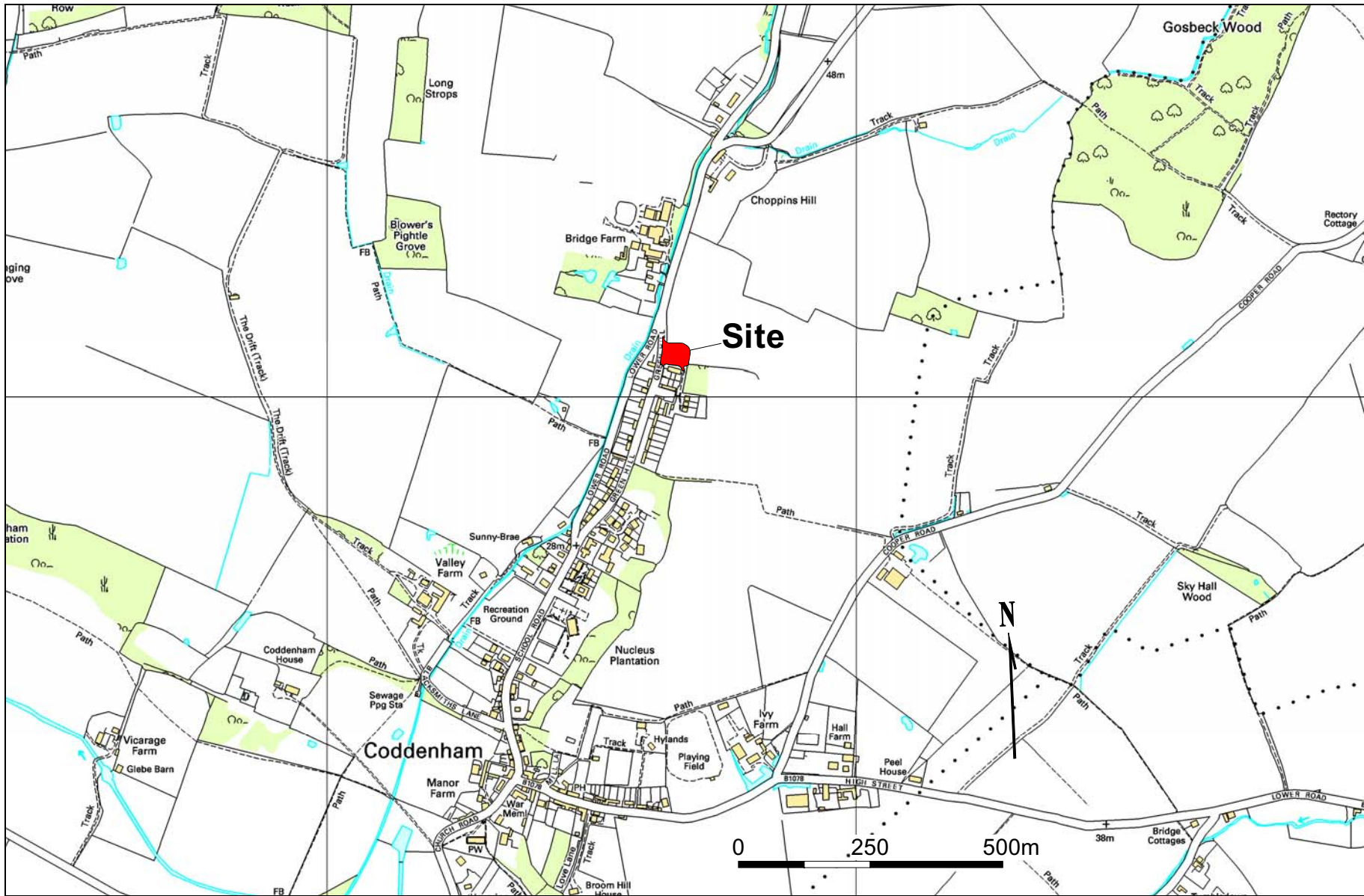
**RA1:** Identify the date, approximate form and purpose of any archaeological deposit within the application area, together with its likely extent, localised depth and quality of preservation.

**RA2:** Evaluate the likely impact of past land uses, and the possible presence of masking colluvial deposits.

**RA3:** Establish the potential for the survival of environmental evidence.

**RA4:** Provide sufficient information to construct an archaeological conservation strategy, dealing with preservation, the recording of archaeological deposits, timetables and orders of cost.

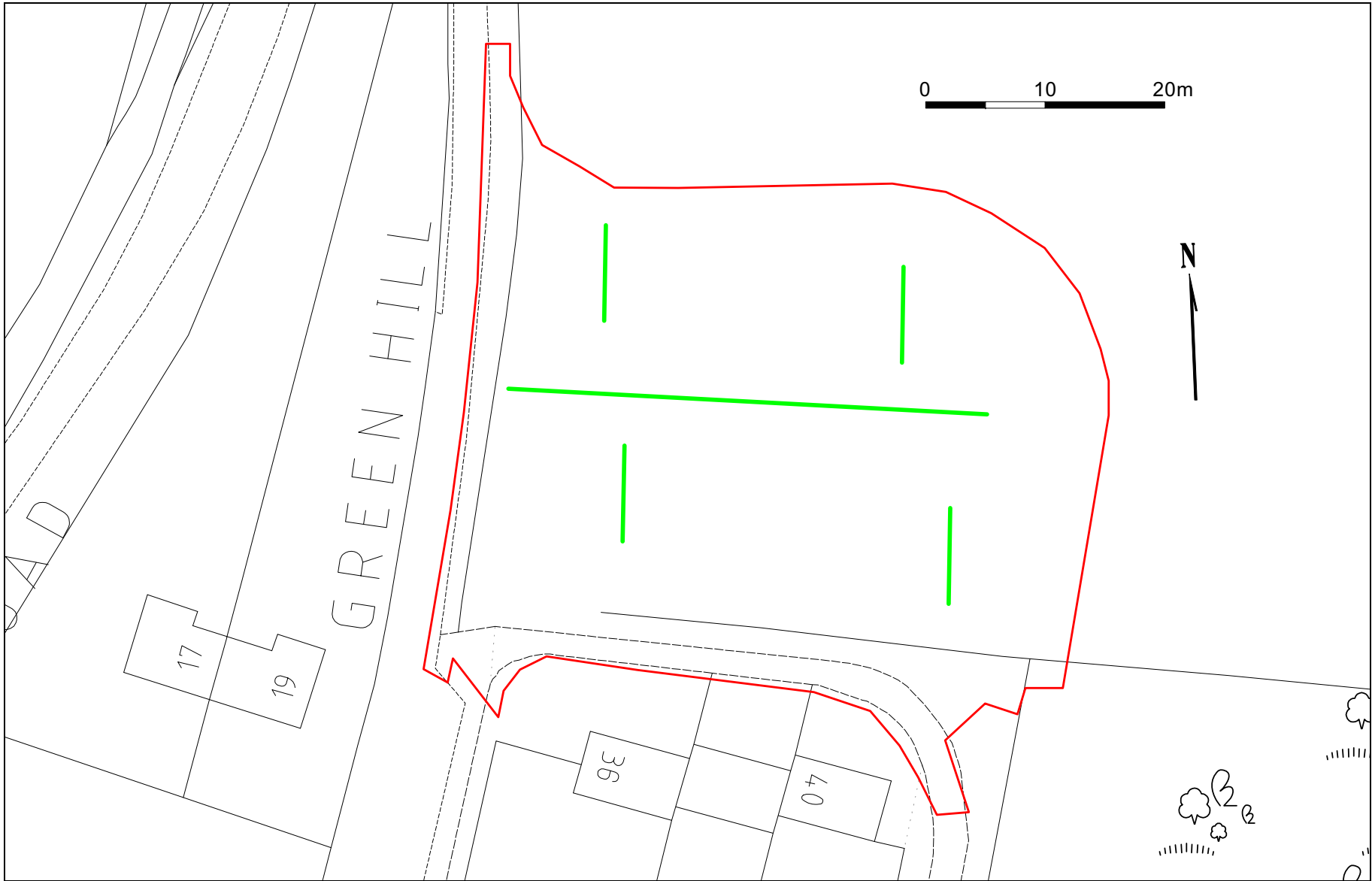




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Figure 1. Site location





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Figure 2. Site detail and proposed location of trenches



### 3 Project Details

<b>Site Name</b>	Green Hill
<b>Site Location/Parish</b>	Coddenham
<b>Grid Reference</b>	TM 1366 5508
<b>Access</b>	From Green Hill
<b>Planning No</b>	MS/1972/13
<b>HER code</b>	CDD 079
<b>OASIS Ref</b>	Suffolkc1-157497
<b>SCCAS Job Code</b>	CODDGRN001
<b>Type:</b>	Mechanically excavated evaluation trenches
<b>Area</b>	0.25 hectares
<b>Project start date</b>	September 2013
<b>Duration</b>	1-2 days of fieldwork
<b>Number of personnel on site</b>	Projected as 2 SCCAS staff

#### Personnel and contact numbers

<b>Project Manager</b>	Stuart Boulter	01473 265877
<b>Project Officer (first point of on-site contact)</b>	Linzi Everett	07753 788606
<b>Outreach Officer</b>	Duncan Allan	07768 430556
<b>Finds Dept.</b>	Richenda Goffin	01284 741233
<b>EH Regional Science Advisor</b>	Dr Helen Chappell	01223 582707
<b>Sub-contractors</b>	N/A	
<b>Curatorial Officer</b>	Matthew Brudenell	01284 741227
<b>Consultant/Contact</b>	Nicky Silvey (Potter Raper Partnership)	07595 781062
<b>Developer</b>	-	-
<b>Client</b>	John Lefever (Hastoe Housing Association)	07912 390821
<b>Site landowner</b>	-	-

#### Emergency contacts

<b>Local Police</b>	Violet Hill Road, Stowmarket, IP14 1NJ	01473 613500
<b>Local GP</b>	Dr Thomas, Kirby Rise, Barham, Suffolk IP6 0AS	01473 832832
<b>Location of nearest A&amp;E</b>	Heath Road, Ipswich, Suffolk, IP4 5PD	01473 713223
<b>Qualified First Aiders</b>	SCCAS Staff (Linzi Everett)	07753 788606
<b>Base emergency no.</b>	N/A	

#### Hire details

<b>Plant:</b>	Holmes Plant Hire	01473 890766
<b>Accommodation Hire</b>	N/A	
<b>Toilet Hire</b>	N/A	
<b>Tool hire:</b>	N/A	

#### Other Contacts

<b>Suffolk Fleet Maintenance</b>		01359 270777
<b>Suffolk Press Office</b>		01473 264395
<b>SCC Environment Strategy Manager</b>	James Wilson	01473 264301
<b>SCC Health and Safety Inspector</b>	Martin Fisher	07540 264299





## 4 Archaeological method statement

### Evaluation by trial trench

- The archaeological fieldwork will be carried out by members of the SCCAS Field Team led by Project Officer Linzi Everett. The second member of the digging team will come from a pool of suitable staff at SCCAS. Additional input will be provided by an experienced metal detectorist in the employ of SCCAS.
- The area of investigation comprises c.0.25 hectares of agricultural land fronting on to Green Hill (Figure. 1).
- The Brief (sections 4.4) states that the evaluation requires the excavation by linear trial-trench of 5% of the proposed development area of c.0.25 hectares. This equates to a 70m length of trenching using a 1.8m wide machine bucket. Figure 2 shows the proposed position of the trial trenches. The trenches have been positioned with a bias towards targeting the footprints of the proposed buildings combined with the fact that, if present, the Roman road will run through the site on a north-south alignment.
- Depending on the results, trenching may be terminated at any given time by the commissioning body, although this may impact on the extent to which this can be regarded as an adequate evaluation for planning purposes.
- All topsoil and overburden will be removed stratigraphically, by a mechanical excavator, equipped with a toothless ditching bucket. The trenches will be excavated down to the top of the first undisturbed archaeological horizon, or the upper surface of the naturally occurring subsoil. Spoil will be temporarily stockpiled next to the trench with topsoil stored separately to any underlying colluvial material. All excavation will be under the direct supervision of an experienced archaeologist.
- After excavation and recording, the trenches will be backfilled by pushing the upcast spoil back in sequentially using the mechanical excavator. Formal reinstatement is not the responsibility of the archaeological contractor.

- The character of the site suggests that it is not likely that there are any live services present and information provided by the client does not contradict this (Appendix 5). However, any damage incurred to hitherto unknown services is not the responsibility of the archaeological contractor
- Although the trenches are unlikely to be deep (<1000mm is anticipated, although localised areas with colluvium could be deeper), they will be backfilled as soon as possible. Where deep trenches are left open over night to facilitate visits by various interested parties, fencing will be employed.
- Archaeological features and deposits will be sampled by hand excavation and the trench bases and sections cleaned and recorded as necessary in order to satisfy the project aims. While there is a presumption that the excavation work will cause minimum disturbance consistent with adequate evaluation, with solid or bonded structural remains, building slots or post-holes preserved intact, even if sampled, the following guidelines will be maintained:

A minimum of 1m wide slots will be excavated across linear features

50% of discrete features, such as pits, will be sampled, although in some instances 100% may be required

- Sufficient excavation will be undertaken to provide clear evidence for the period, depth and nature of any archaeological deposit. The depth and character of any colluvial or any other masking deposit will be established across the site.
- A site plan, which will show the trench location and other areas of investigation, feature positions and levels will be recorded, where necessary, a RTK GPS or TST will be used, otherwise trenches will be located by triangulation from extant structures and boundaries. Feature sections and plans will be recorded at 1:20 or 1:50 as appropriate. Normal SCCAS Field Team conventions, compatible with the County HER, will be used during the site recording.

- The site will be recorded under the HER site code CDD 079. All archaeological features and deposits will be recorded using standard *pro forma* SCCAS Context Recording Sheets.
- A photographic record (high resolution digital) will be made during the evaluation.
- Metal detector searches will be made at all stages of the project covering both the upcast spoil and the base of the trenches.
- All pre-modern finds will be kept and no discard policy will be considered until all the finds have been processed and assessed. Finds on site will be treated according to 'First Aid For Finds' and a conservator will be available for on-site consultation as required.
- All finds will be taken to the SCCAS Bury St. Edmunds office for processing, preliminary conservation and packing. Much of the archive and assessment preparation work will be done at the Bury St. Edmunds office, but in some circumstances it may be necessary to send some categories of finds to specialists working in archaeology and university departments in other parts of the country.
- In order to obtain palaeoenvironmental evidence, bulk soil samples (30-40 litres each) will be taken from selected archaeological features, particularly those which are both datable and interpretable, and retained until an appropriate specialist has assessed their potential for palaeo-environmental remains. Decisions will be made on the need for further analysis following this assessment. If necessary advice will be sought from Dr Helen Chappell, English Heritage Regional Advisor in Archaeological Science, on the need for specialist environmental sampling.
- In the event of human remains being encountered on the site, guidelines from the Ministry of Justice will be followed and a suitable licence obtained before their removal from the site. Human remains will be treated at all stages with care and respect, and will be dealt with in accordance with the law. They will be recorded *in situ* and subsequently lifted, packed and marked to standards compatible with those described in the IFA's Technical Paper 13 Excavation and post-excavation treatment

of Cremated and Inhumed Human Remains, by McKinley & Roberts. Following full recording and analysis, where appropriate, the remains will be reburied.

- Fieldwork standards will be guided by 'Standards and Guidance for Archaeological Excavation' (IFA, 1995, revised 2001), 'Standards for Field Archaeology in the East of England (EAA Occasional Papers 14, 2003), SCCAS/CT Requirements for a Trenched Archaeological Evaluation 2011 ver 1.3 and SCCAS Archive Guidelines 2010.
- Due to the limited nature of the job, SCCAS staff will work from their vehicle. A portable toilet will be hired and Cemex welfare facilities will also be available for use when required.

## **Post-excavation**

- Post-excavation finds work will be managed by Richenda Goffin. Specialist finds staff will be used who are experienced in local and regional types and periods for their field. Members of the project team will be responsible for taking the project to archive and assessment levels.
- The site archive will be consistent with 'Management of Archaeological Projects' (English Heritage, 1991).
- All site data will be entered on a computerised database compatible with the County HER. All site plans and sections will be copied to form a permanent archive on archivally stable material. Ordnance Datum levels will be on the section sheets. The photographic archive will be fully catalogued within the SCCAS photographic index.
- All finds will be processed, marked and bagged/boxed following ICON guidelines and the requirements of the County HER. All finds will be marked with a site code and a context number.
- Bulk finds will be fully quantified on a computerised database compatible with the County HER. Quantification will fully cover weights and numbers of finds by OP and context with a clear statement for specialists on the degree of apparent residuality observed.

- Metal finds on site will be stored in accordance with ICON guidelines, initially recorded and assessed for significance before dispatch to a conservation laboratory within 4 weeks of the end of the excavation. All pre-modern silver, copper alloy and ferrous metal artefacts will be x-rayed and coins will be x-rayed if necessary for identification. Sensitive finds will be conserved if necessary and deposited in bags/boxes suitable for long term storage to ICON standards. All coins will be identified to a standard acceptable to normal numismatic research.

Specialist reports will be done in-house or commissioned as necessary to meet the following requirements at assessment level:

- The site archive will meet the standards set by 'The Guideline for the preparation of site archives and assessments of all finds other than fired clay vessels' of the Roman Finds Group and Finds Research Group AD700 - 1700 (1993).
- The pottery will be recorded and archived to a standard consistent with the Draft Guidelines of the Medieval Pottery Research Group and Guidelines for the archiving of Roman Pottery, SGRP (ed. M.G. Darling, 1994).
- Environmental samples will be processed and assessed to standards set by the Regional Environmental Archaeologist (Dr Helen Chapell) with a clear statement of potential for further analysis.
- Animal and human bone will be quantified and assessed to a standard acceptable to national and regional English Heritage specialists.
- An industrial waste assessment will cover all relevant material (i.e. fired clay finds as well as slag).
- The evaluation report will contain a stand alone summary and a description of the excavation methodology. It will also contain a clear separation of the objective account of the archaeological evidence from its archaeological interpretation and recommendations to assist the Planning Officer. It will contain sufficient information to stand as an archive report should further work not be required.



## 5 Risk assessment

The project will be carried out following the Suffolk County Council statement on Health and Safety at all. Particular hazards to SCCAS staff and subcontractors identified with this project are as follows:

- **Outdoor working** – hazards to staff from weather conditions and uneven ground.
- **Manual excavation** – the main hazards are to staff from the use of tools, shallow holes and the resultant trip hazards, live services and ground contamination.
- **Mechanised excavation** – the most significant hazard from this activity is working in close proximity with plant machinery.

Specific risk assessments for each are provided in Appendix 3.

All SCCAS Field Team staff are experienced in working under similar conditions and on similar sites and are aware of all SCCAS H&S policies. All permanent SCCAS Field Team excavation staff are holders of CSCS (Construction Skills Certification Scheme) cards and SPA Quarry Safety Passports. All staff will be issued with a copy of the project's risk assessment and will receive a safety induction from the Project Officer.

From time to time it may be necessary for site visits by external specialists, SCCAS Conservation Team members and other SCC staff. All staff and visitors will be issued with the appropriate PPE and will undergo the required inductions.

PPE required in this case includes:

- Hard Hat (to EN397)
- High Visibility Clothing (EN471 Class 2 or greater)
- Safety Footwear (EN345/EN ISO 20346 or greater – to include additional penetration-resistant midsole)
- Gloves (to EN388)
- Eye Protection (safety glasses to at least EN 166 1F)

Site staff, official visitors and volunteers are all covered by Suffolk County Council insurance policies (see Appendix 2).

For a job of this size SCCAS field staff will work from their vehicle and use public toilets.

## **Environmental controls**

Suffolk County Council maintains an internal Environmental Management System run in accordance with the ISO14001 standard by a dedicated EMS officer. The council has a publicly available [Environment Policy](#), which commits us meeting all relevant regulatory, legislative and other requirements, and preventing pollution, and to the continual improvement of our environmental performance, as well as:

- Preventing environmental pollution and minimise waste.
- Reducing our carbon emissions.
- Continually improving our energy efficiency and reduce our use of resources.
- Reducing the impact of vehicle travel by county council employees.
- Implementing sustainable procurement.
- Minimising the impact on the environment of all existing and planned county council activities.
- Enhancing biodiversity, conserve distinctive landscapes and protecting the historic environment.

The council has also published its [Environmental Action Plan](#) online, together with the [monitoring report](#) from the previous plan.

Between 2005 and 2010, the county council was certified to the ISO14001 standard by BSI for all services except schools. We were the first, and until 2009, only council to achieve this. During the eleven external audits undertaken during this period, only two non-conformities were identified. Partially because of this, and also in order to make cost savings, in 2010 a decision was taken to not continue with the certification.

However the council will continue to run its internal auditing system, which carries out around 40 audits a year to check issues such as legal compliance and performance against our environmental objectives, and will also participate in an auditor exchange programme with Norfolk County Council to ensure continued external oversight of our system.

## **Hazardous Substances**

COSHH assessments for hazardous substances that staff could come into contact with are listed in Appendix 4.







# Appendix 1. Suffolk County Council Health and Safety Policy

Health & Safety Policy – HS01



## Health and Safety Policy Section 1 - General Statement of Policy

Suffolk County Council is fully committed to comply with the Health and Safety at Work Act etc 1974 and associated legislation.

We recognise that good health, safety and wellbeing is integral to our organisational and business performance by reducing injuries and ill health, protecting the environment and reducing unnecessary losses and liabilities. Our service delivery decisions will always consider the impact on health, safety and wellbeing.

We aim to be exemplary in all matters relating to the health, safety and welfare of our staff and all those who may be affected by our activities . To this end we will:

- benchmark our health & safety performance against other similar organisations;
- provide adequate control of the health and safety risks arising from our work activities;
- consult with our employees on matters affecting their health and safety;
- provide and maintain safe plant and equipment;
- ensure safe handling and use of substances;
- provide information, instruction and supervision with adequate professional advice;
- ensure all employees are competent to do their tasks, and give them adequate training;
- prevent incidents, injuries and cases of work-related ill health;
- maintain safe and healthy working conditions;
- commit to progressive improvement in health & safety performance using current recognised good practice such as 'HSG65' and similar models of continuous improvement;
- review and revise this policy as necessary at regular intervals.

Signed:  Chief Executive.

Date:  27th January 2012

Signed:  Leader.

Date:  31st January 2012.

Review date:

Date: January 2014

If you need help to understand this information in another language or would like this information in another format, including audio tape or large print, please call **08456 066 067**.

**Document Control**

<b>Name</b>	<b>Comment</b>	<b>Date</b>	<b>Version No.</b>
		Apr 2009	1.0
		June 2010	2.0
Martin Fisher	Update new H&S Mgr.	29 Dec 10	2.1
Martin Fisher	Format change only	19 Jul 11	2.2
Martin Fisher; Nick Wilding; Richard Hart	Review and re-write	Nov 11 – Jan 12	2.3 - 2.6
Heather Foster	Comment	18 Jan 12	2.7
Nick Wilding	Further comments	20 Jan 12	
CHSMB	Approved	19 Jan 12	3.0

# Appendix 2. SCC Insurance Certificates



To Whom It May Concern

Our ref: SR/B'HAM

9 July, 2013

Zurich Municipal Customer: Suffolk County Council

This is to confirm that Suffolk County Council have in force with this Company until the policy expiry on 31 July 2014 Insurance incorporating the following essential features:

Policy Number: QLA-19A004-0013

**Limit of Indemnity:**

Public Liability:	£ 50,000,000	any one event
Products Liability:)	£ 50,000,000	for all claims in the
Pollution: )		aggregate during any one period of insurance
Employers' Liability:	£ 50,000,000	any one event inclusive of costs

Zurich Municipal  
Zurich House  
2 Gladiator Way  
Farnborough  
Hampshire  
GU14 6GB

Telephone 0870 2418050  
Direct Phone 0121 697 4594  
Direct Fax 0121 697 8585  
E-mail Sally.rose@uk.zurich.com

Communications will be monitored  
regularly to improve our service and  
for security and regulatory purposes

Zurich Municipal is a trading name of Zurich  
Insurance plc.

A public limited company incorporated in  
Ireland. Registration No. 13460.  
Registered Office: Zurich House, 84/85 Bridge  
Park, Dublin 4, Ireland.  
UK Branch registered in England and Wales.  
Registration No. 882985.  
UK Branch Head Office: The Zurich Centre,  
3000 Parkway, Whiteley, Fareham,  
Hampshire PO15 7JZ.

Zurich Insurance plc is authorised by the  
Central Bank of Ireland and subject to  
limited regulation by the Financial Conduct  
Authority. Details about the extent of our  
regulation by the Financial Conduct  
Authority are available from us on request.

These details can be checked on the FCA's  
Financial Services register via their website  
[www.fca.org.uk](http://www.fca.org.uk) or by contacting them on  
0800 111 6768.  
Our FCA Firm Reference Number is 203093.

**Excess :**

Public Liability/Products Liability/Pollution: £ 313,500 any one event  
Employers' Liability: £ 313,500 any one claim

**Indemnity to Principals :**

Covers include a standard Indemnity to Principals Clause in respect of  
contractual obligations.

**Full Policy :**

The policy documents should be referred to for details of full cover.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Sally Rose'.  
Sally Rose  
Underwriting Services  
Zurich Municipal

**To Whom It May Concern**

Our ref: SR/BHAM

15 August, 2013

**Zurich Municipal Customer: Suffolk County Council**

This is to confirm that Suffolk County Council have in force with this Company until the policy expiry on 31/07/2014 Professional Negligence Insurance incorporating the following essential features:

**Policy Number:** QLA-19A004-0013

**Services covered:** Archaeology

**Limit of Indemnity:** £ 1,000,000 any one claim and *in the aggregate for all claims* first made against the Insured and notified to Zurich Municipal during the period of insurance

**Excess :** £ 313,500 any one claim

**Retroactive Date:** 01/08/2006

**Exclusions**

Standard insurance market exclusions apply, notably exclusion of Pollution other than sudden and accidental; punitive or exemplary damages; express warranties or guarantees; claims the cause of which occurred prior to the Retroactive Date.

*This is a brief summary and the full policy should always be referred to for exact details of cover.*

Yours faithfully

Sally Rose  
Underwriting Services  
Zurich Municipal

Zurich Municipal  
Zurich House  
2 Gladiator Way  
Farnborough  
Hampshire  
GU14 6GB

Telephone 0870 2418050  
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E-mail sally.rose@uk.zurich.com

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Zurich Municipal is a trading name of Zurich Insurance plc.

A public limited company incorporated in Ireland. Registration No. 13460.  
Registered Office: Zurich House, Ballsbridge Park, Dublin 4, Ireland.  
JK Branch registered in England and Wales. Registration No. BR7985.  
UK Branch Head Office: The Zurich Centre, 3000 Parkway, Whiteley, Fareham, Hampshire PO15 7JZ.

Zurich Insurance plc is authorised by the Central Bank of Ireland and subject to limited regulation by the Financial Conduct Authority. Details about the extent of our regulation by the Financial Conduct Authority are available from us on request.

FCA registration number 203093. These details can be checked on the FCA's register by visiting their website

www.fca.org.uk or by contacting them on 0845 606 1234.



To Whom It May Concern

Our ref: SS/PS/B'HAM

14 August, 2012

Zurich Municipal Customer: Suffolk County Council

This is to confirm that Suffolk County Council have in force with this Company until the policy expiry on 31st July 2013 Professional Negligence Insurance incorporating the following essential features:

Policy Number: QLA-19A004-0013

Services covered: Service C - Archeology

Limit of Indemnity: £ 5,000,000 any one claim and *in the aggregate for all claims* first made against the Insured and notified to Zurich Municipal during the period of insurance

Excess : £ 311,507 any one claim

Retroactive Date: 01/08/2006

**Exclusions**

Standard insurance market exclusions apply, notably exclusion of Pollution other than sudden and accidental; punitive or exemplary damages; express warranties or guarantees; claims the cause of which occurred prior to the Retroactive Date.

*This is a brief summary and the full policy should always be referred to for exact details of cover.*

Yours faithfully

Sally Rose  
Underwriting Services  
Zurich Municipal

Zurich Municipal  
Zurich House  
2 Gladiator Way  
Farnborough  
Hampshire  
GU14 6GB

Telephone 0870 2418050  
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E-mail sally.rose@zurich.com

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UK branch registered in England and Wales  
Registration No. BR7985.  
UK Branch Head Office: The Zurich Centre,  
3000 Parkway, Whiteley, Fareham,  
Hampshire PO15 7JZ

Authorised by the Irish Financial Regulator and subject to limited regulation by the Financial Services Authority. Details about the extent of our regulation by the Financial Services Authority are available from us on request.

## To Whom It May Concern

Our ref: SR/BHAM

15 August, 2013

### Zurich Municipal Customer: Suffolk County Council

This is to confirm that Suffolk County Council have in force with this Company until the policy expiry on 31/07/2014 Professional Negligence Insurance incorporating the following essential features:

**Policy Number:** QLA-19A004-0013

**Services covered:** Archaeological Services

**Limit of Indemnity:** £ 1,000,000 any one claim and *in the aggregate for all claims* first made against the Insured and notified to Zurich Municipal during the period of insurance

**Excess :** £ 313,500 any one claim

**Retroactive Date:** 01/08/2011

#### Exclusions

Standard insurance market exclusions apply, notably exclusion of Pollution other than sudden and accidental; punitive or exemplary damages; express warranties or guarantees; claims the cause of which occurred prior to the Retroactive Date.

*This is a brief summary and the full policy should always be referred to for exact details of cover.*

Yours faithfully

Sally Rose  
Underwriting Services  
Zurich Municipal

Zurich Municipal  
Zurich House  
2 Gladiator Way  
Farnborough  
Hampshire  
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FCA registration number 203093. These details can be checked on the FCA's register by visiting their website

www.fca.org.uk or by contacting them on 0845 606 1234.



## Appendix 3. Risk Assessments

# Specific Risk Assessments for Archaeological Evaluation at Green Hill, Coddendam (CDD 079)

- 1 Working with heavy plant and machinery
- 2 Physical work in a rural/semi-rural setting
- 3 Deep excavations
- 4 Use of hand tools

1-5 = Low risk  
6-12 = Medium risk  
20-25 = High risk

## Risk Assessment 1 Working with heavy plant machinery

Activity	Location	Hazard	Risks	Persons affected	Initial risk	Control measures	Residual risk	Revised by	Date	Rescue procedures
Direction and supervision of mechanical excavator.	Various.	Staff and others in close proximity to excavation (operation of bucket & manoeuvre of boom).	Accidental contact with boom/bucket or unexpected movement of machine.	Principally PO/Site Assistants, but at times may involve others.	10	Only SPO/PO to supervise machinery.  No personnel to be within radius of boom.  All staff to wear high visibility clothing, hard hats and safety footwear at all times.	5	S. Boulter	26/08/13	Call emergency services.  First Aid if required.

Severity	Likelihood				
	1	2	3	4	5
1	1	2	3	4	5
2	2	4	6	8	10
3	3	6	9	12	15
4	4	8	12	16	20
5	5	10	15	20	25

**Initial Risk**  
**Residual Risk**

Likelihood	Severity	Risk (likelihood x severity)
1. Highly unlikely	1. Slight inconvenience	1-5 Low
2. May occur but very rarely	2. Minor injury requiring first aid	
3. Does occur but only rarely	3. Medical attention required	6-12 Medium
4. Occurs from time to time	4. Major injury leading to hospitalisation	
5. Likely to occur often	5. Fatality or serious injury leading to disablement	13-25 High

## Risk Assessment 2 Physical work in a rural/semi-rural setting

Activity	Location	Hazard	Risks	Persons affected	Initial risk	Control measures	Residual risk	Revised by	Date	Rescue procedures
Excavation in exposed conditions.	Various.	Extremes of heat, cold and wet weather. Trip hazards.	Hypothermia, heat stroke, sunburn. Minor injuries.	All field staff.	9	All staff provided with appropriate clothing for weather conditions.  No staff to work alone in extreme conditions.	2	S. Boulter	26/08/13	First Aid if required.  Call emergency services if necessary.

	Likelihood				
Severity	1	2	3	4	5
1	1	2	3	4	5
2	2	4	6	8	10
3	3	6	9	12	15
4	4	8	12	16	20
5	5	10	15	20	25

Initial Risk  
Residual Risk

Likelihood	Severity	Risk (likelihood x severity)
1. Highly unlikely	1. Slight inconvenience	1-5 Low
2. May occur but very rarely	2. Minor injury requiring first aid	
3. Does occur but only rarely	3. Medical attention required	6-12 Medium
4. Occurs from time to time	4. Major injury leading to hospitalisation	
5. Likely to occur often	5. Fatality or serious injury leading to disablement	13-25 High

### Risk Assessment 3 Deep excavations

Activity	Location	Hazard	Risks	Persons affected	Initial risk	Control measures	Residual risk	Revised by	Date	Rescue procedures
Excavation of trial trenches and archaeological features within.	Various.	Trench collapse, falls, and work in confined spaces.	Physical injury (minor to rare major examples), suffocation.	All field staff.	12	No staff will be allowed to enter trenches deeper than 1.2m or shallower trenches that are considered to be dangerous.  No unfenced deep excavations will be left unsupervised.  Deep excavations will be fenced overnight.	2	S. Boulter	26/08/13	Call emergency services.  First Aid if required.

	Likelihood				
Severity	1	2	3	4	5
1	1	2	3	4	5
2	2	4	6	8	10
3	3	6	9	12	15
4	4	8	12	16	20
5	5	10	15	20	25

**Initial Risk**  
**Residual Risk**

Likelihood	Severity	Risk (likelihood x severity)
1. Highly unlikely	1. Slight inconvenience	1-5 Low
2. May occur but very rarely	2. Minor injury requiring first aid	
3. Does occur but only rarely	3. Medical attention required	6-12 Medium
4. Occurs from time to time	4. Major injury leading to hospitalisation	
5. Likely to occur often	5. Fatality or serious injury leading to disablement	13-25 High

## Risk Assessment 4 Use of hand tools

Activity	Location	Hazard	Risks	Persons affected	Initial risk	Control measures	Residual risk	Revised by	Date	Rescue procedures
Excavation of archaeological features using shovels, mattocks, forks, wheelbarrows and small tools	Various.	Splinters from poorly maintained equipment, trip hazards from unused equipment, accidental striking of personnel in close proximity, some heavy lifting.	Minor injuries.	All field staff.	8	Ensure all tools in serviceable condition.  Careful policing of temporarily unused equipment (e.g. no discarded hand tools near trench edges).  Ensure all tools carried appropriately.	4	S. Boulter	26/08/13	First Aid if required.

Severity	Likelihood				
	1	2	3	4	5
1	1	2	3	4	5
2	2	4	6	8	10
3	3	6	9	12	15
4	4	8	12	16	20
5	5	10	15	20	25

Initial Risk  
Residual Risk

Likelihood	Severity	Risk (likelihood x severity)
1. Highly unlikely	1. Slight inconvenience	1-5 Low
2. May occur but very rarely	2. Minor injury requiring first aid	
3. Does occur but only rarely	3. Medical attention required	6-12 Medium
4. Occurs from time to time	4. Major injury leading to hospitalisation	
5. Likely to occur often	5. Fatality or serious injury leading to disablement	13-25 High



## Appendix 4. COSHH Assessments

[A] SUFFOLK COUNTY COUNCIL

SUFFOLK CONSTABULARY

### 1.1.1.1.1.1.1.1 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS

---

ASSESSMENT                      Kuwait and Charrington-Hargreaves Diesel Gas Oil

---

[B]      Work Activity

- a)      *Accidental exposure during unexpected leakage from machine*
  - b)      *Clearance/control of spillage from above*
- 

[C]      Substance Usage

- a)      *Compression ignition engine fuel for sub-contractor's plant*
- 

[D]      Substance Information

See manufacturer's Data Sheets

---

[E]      Exposure Information

- a)      *Highly inflammable*
  - b)      *Avoid contact with skin, eyes and excessive inhalation*
  - c)      *No special ventilation measures (outdoor use)*
- 

[F]      Control Measures

- a)      *Ensure no naked flame in proximity of any spillage/leak.*
  - b)      *If contact is necessary use gloves. Safety glasses if splashing anticipated.*
  - c)      *Contain all spillages.*
- 

[G]      Assessment of risk due to work activity

Risks anticipated on present project are medium (6), [likelihood 3 x severity 2] and control measures must be adhered to at all costs.

---

[H]      Information for Employees/Users

Eyes                      *Irritant – wash with clean water. Obtain medical attention if irritation continues.*

Skin                        *Irritant if exposure is prolonged - wash with soap and water and remove contaminated clothing. Obtain medical attention if irritation continues.*

Inhalation                *Not considered a risk in the circumstances of this project.*

Ingestion                *Irritant to digestive tract – do not induce vomiting. If emptying of stomach is required, can only be carried out under experienced medical supervision.*

Fire                         *Use dry chemical foam CO2. Do not use direct water jet.*

Spills/Leakage           *Do not flush into public drainage.*

*Use sand or active clay to absorb.*

*Once absorbed remove and dispose to authorised waste location only.*

**1.1.1.1.1.1.2 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS**

---

ASSESSMENT BP Vanellus C3 Multigrade; BP Energrease L2; BP Vanellus M40; BP Vanellus M30

---

[B] Work Activity

- a) *Accidental exposure during unexpected leakage from machine*
  - b) *Clearance/control of spillage from above*
- 

[C] Substance Usage

- a) *Heavy duty multigrade crankcase oil (BP Vanellus C3 Multigrade) for sub-contractor's plant*
  - b) *Lithium based grease for general machine and automotive use (BP Energrease) for sub-contractor's plant*
  - c) *Diesel engine lubricant (BP Vanellus M40) for sub-contractor's plant*
  - d) *Diesel engine oil (BP Vanellus M30) for sub-contractor's plant*
- 

[D] Substance Information

See manufacturer's Data Sheets  
NB used crankcase oil contains polycyclic aromatic hydrocarbons formed during combustion process

---

[E] Exposure Information

- a) *Mineral oils harmless if swallowed in small amounts.*
  - b) *Toxicity of greases if single high exposure is low (main hazard is from accidental pressure injection injury via grease guns).*
  - c) *NB USED OILS – laboratory tests have found that prolonged skin exposure may cause cancer*
  - d) *Mineral oils harmless to the eyes.*
  - e) *Mineral oils harmless to the skin unless very prolonged exposure.*
- 

[F] Control Measures

- a) *If contact is necessary use gloves. Safety glasses if splashing anticipated. Good personal hygiene to avoid unnecessary prolonged exposure.*
  - b) *Contain all spillages.*
- 

[G] Assessment of risk due to work activity

Risks anticipated on present project are low (3), [likelihood 3 x severity 1]. Control measures must be adhered to at all costs.

---

[H] Information for Employees/Users

Eyes *Irrigate with running water until clear. Obtain medical attention if irritation develops.*  
Skin *Wash with soap and water. Clean contaminated clothing before re-use.*  
Inhalation *No significant risk.*  
Ingestion *Do not induce vomiting. If emptying of stomach is required, can only be carried out under experienced medical supervision.*  
Fire *Use dry chemical foam CO2.*  
Spills/Leakage *Do not flush into public drainage.  
Use sand or active clay to absorb.  
Bund and contain any spillages if required.  
Once absorbed remove and dispose to authorised waste location only.*



**1.1.1.1.1.1.1.3 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS**

---

ASSESSMENT Eskimo Universal Antifreeze

---

[B] Work Activity

- a) *Accidental exposure during unexpected leakage from machine*
  - b) *Clearance/control of spillage from above*
- 

[C] Substance Usage

- a) *Used in automotive/machine coolant systems after dilution with water: for sub-contractor's plant*
- 

[D] Substance Information

*See manufacturer's Data Sheets  
Contains Ethylene Glycol, which is identified as HAZARDOUS*

---

[E] Exposure Information

- a) *Harmful if swallowed (fatal dose ~ 200ml).*
- 

[F] Control Measures

- a) *If contact is necessary use gloves. Safety glasses if splashing anticipated.*
  - b) *Contain all spillages.*
- 

[G] Assessment of risk due to work activity

*Risks anticipated on present project are low (5), [likelihood 2 x severity 3]. Control measures must be adhered to at all costs.*

---

[H] Information for Employees/Users

Eyes *Flush with clean water for 15 mins.*

Skin *Wash with soap and water.*

Inhalation *No significant risk.*

Ingestion *Give large quantities of water then induce vomiting. Seek immediate medical attention.*

Spills/Leakage *Do not flush into public drainage.*

*Use sand or active clay to absorb.*

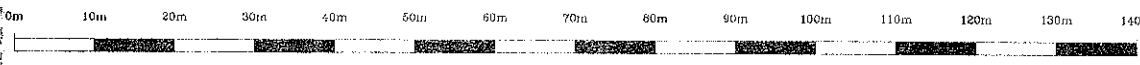
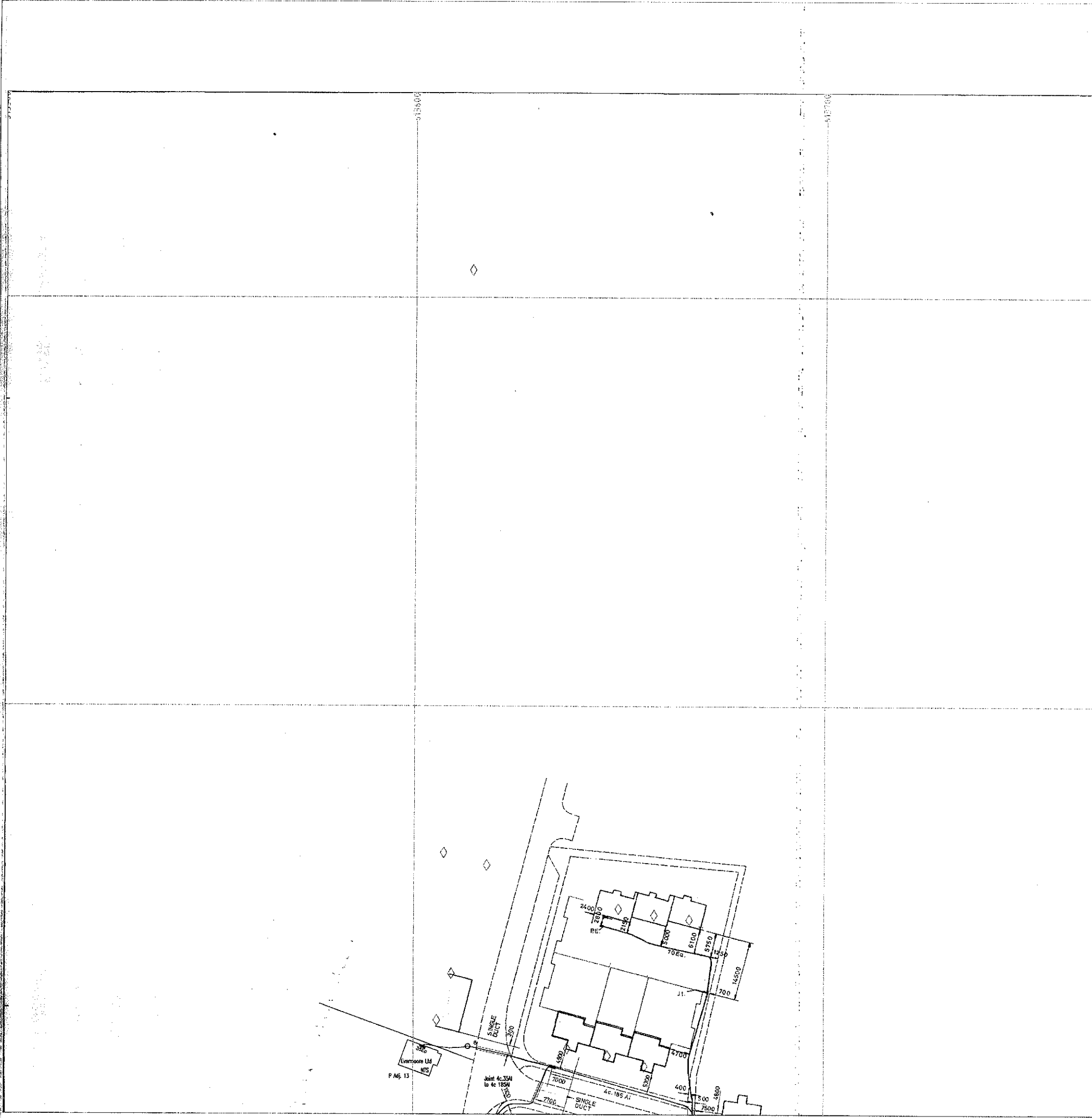
*Bund and contain any spillages if required.*

*Once absorbed remove and dispose to authorised waste location only.*



**Appendix 5. Known Services**





Plotted On : 29/05/2012  
 Plotted By : Sam Waters  
 Plot Description : Contents of plot menu line title\_line\_1  
 Contents of plot menu line title\_line\_2  
 Map Centre : TM1355SE



UK Power Networks  
 Plan Provision  
 Fore Hamlet  
 IPSWICH  
 Suffolk  
 IP3 8AA  
 Tel 0800 0565 866  
 Fax 08701 963782



For details of the symbology please refer to  
<http://www.ukpowernetworks.co.uk/safety-emergencies/in-the-workplace/understanding-safety-symbols.shtml>

**PRIMARY CABLES**  
 EXTRA HIGH VOLTAGE CABLES (EHV) 22,000 TO 132,000 Volts  
 Depth normally 750mm cover in carriageway & 600mm cover in footway.  
 Before digging within one metre of these cable routes  
 Telephone 0800 056 5866 in order that the Company's apparatus may be located on site or  
 any necessary protection works agreed.  
 N.B. THRUST BORERS OR MOLES MUST NOT BE USED WITHIN THE VICINITY OF ANY CABLES  
 BELONGING TO UK POWER NETWORKS WITHOUT FIRST CONTACTING THIS COMPANY.

1. The position of the apparatus shown on this drawing is believed to be correct but the original landmarks may have been altered since the apparatus was installed.
2. The exact position of the apparatus should be verified – use approved cable avoidance tools prior to excavation using suitable hand tools.
3. It is essential that trial holes are carefully made avoiding the use of mechanical tools or picks until the exact location of all cables have been determined.
4. It must be assumed that there is a service cable into each property, lamp column and street sign, etc.
5. All cables must be treated as being live unless proved otherwise by UK Power Networks.
6. The information provided must be given to all people working near UK Power Networks' plant or equipment. Do not use plans more than 3 months after the issue date for excavation purposes.
7. Please be aware that electric cables/lines belonging to other owners of licensed electricity distribution systems may be present and it is your responsibility to identify their location.

1. UK Power Networks does not warrant that the information provided to you is correct. You rely upon it at your own risk.

2. UK Power Networks does not exclude or limit its liability if it causes the death of any person or causes personal injury to a person where such death or personal injury is caused by its negligence.

3. Subject to paragraph 2 UK Power Networks has no liability to you in contract, in tort (including negligence), for breach of statutory duty or otherwise howsoever for any loss, damage, costs, claims, demands, or expenses that you or any third party may suffer or incur as a result of using the information provided whether for physical damage to property or for any economic loss (including without limitation loss of profit, loss of opportunity, loss of savings, loss of goodwill, loss of business, loss of use) or any special or consequential loss or damage whatsoever.

Reproduced by permission of Ordnance Survey on behalf of HMSO. (c) Crown copyright and database right 2012. All rights reserved. Ordnance Survey Licence number 100019626. Data has been added to the Ordnance Survey base map; all proprietary rights in such additional data are and shall remain the exclusive property of (c) Eastern Power Networks plc or London Power Networks plc each being a distribution licensee under section 6(1)(c) of the Electricity Act 1989 for the relevant distribution services area as that term is defined in such licensee's distribution licence. All rights in such data reserved.

ADVICE TO CONTRACTORS ON AVOIDING DANGER FROM BURIED ELECTRICITY CABLES.

- 1) Do have cable drawings with you on site and check them before you start the excavation.
- 2) Do have a cable locator tool on site and use it to help you.
- 3) Mark out the location of electricity cables.
- 4) Do not use a mechanical excavator within 0.5m of electricity cables.
- 5) Use spades and shovels in preference to other tools.
- 6) Never disturb electricity cables and joints or their protective covers.

IF IN DOUBT – ASK! PHONE 0800 056 5866  
EMERGENCY – If you damage a cable or line  
Phone 0800 780 0780 (24hrs) URGENTLY

These basic safety precautions are explained in detail in the HSE booklet. HS(G)47 – Avoiding Danger from Underground Services, a copy of which may be obtained from your supervisor or HMSO.

Please be aware that electric lines belonging to other owners of licensed electricity distribution systems may be present and it is your responsibility to identify their location.



P Denny  
Potter Raper Partnership  
Creffield House  
Oxford Road  
Colchester  
Essex  
CO3 3HW

PARTNER PD	ACTION NS
30 MAY 2012	
POTTER RAPER PARTNERSHIP COLCHESTER	
04946	FILE NUMBER

Our Ref: 2012/2096864  
Your Ref: PD/NS/JH/C4946  
29/05/2012

Dear Sir/Madam

**GREEN HILL, CODDENHAM, IPSWICH, IP6 9PU**

Thank you for your letter of 25/05/2012 in which you asked if there are any electric lines and/or electrical plant belonging to UK Power Networks (EPN) plc ("UK Power Networks") within the land identified by your enquiry.

I enclose a copy of UK Power Networks record of its electric lines and/or electrical plant at the site identified by your enquiry. If the records provided do not relate to the land to which you had intended to refer please resubmit your enquiry.

This information is made available to you on the terms set out below.

- 1. UK Power Networks does not warrant that the information provided to you is correct. You rely upon it at your own risk.**
2. UK Power Networks does not exclude or limit its liability if it causes the death of any person or causes personal injury to a person where such death or personal injury is caused by its negligence.
3. Subject to paragraph 2 UK Power Networks has no liability to you in contract, in tort (including negligence), for breach of statutory duty or otherwise how for any loss, damage, costs, claims, demands, or expenses that you or any third party may suffer or incur as a result of using the information provided whether for physical damage to property or for any economic loss (including without limitation loss of profit, loss of opportunity, loss of savings, loss of goodwill, loss of business, loss of use) or any special or consequential loss or damage whatsoever.
4. The information about UK Power Networks electrical plant and/or electric lines provided to you belongs to and remains the property of UK Power Networks. You must not alter it in any respect.
5. The information provided to you about the electrical plant and/or electric lines depicted on the plans may **NOT** be a complete record of such apparatus belonging to UK Power Networks. The information provided relates to electric lines and/or electrical plant belonging to UK Power Networks that it believes to be present but the plans are **NOT** definitive: other electric lines and/or electrical plant may be present and that may or may not belong to UK Power Networks.

6. Other apparatus not belonging to UK Power Networks is not shown on the plan. It is your responsibility to make your own enquiries elsewhere to discover whether apparatus belonging to others is present. It would be prudent to assume that other apparatus is present.
7. You are responsible for ensuring that the information made available to you is passed to those acting on your behalf and that all such persons are made aware of the contents of this letter.
8. Because the information provided to you may **NOT** be accurate, you are recommended to ascertain the presence of UK Power Networks electric lines and/or electrical plant by the digging of trial holes. **Trial holes should be dug by hand only**. Excavations must be carried out in line with the Health and Safety Executive guidance document HSG 47. We will not undertake this work. A copy of HSG 47 can be obtained from the Health and Safety Executives website.

All electric lines discovered must be considered LIVE and DANGEROUS at all times and must not be cut, resited, suspended, bent or interfered with unless specially authorised by UK Power Networks.

The electric line and electrical plant belonging to UK Power Networks remains so even when made dead and abandoned and any such electric line and/or electrical plant exposed shall be reported to UK Power Networks.

Where your works are likely to affect our electric lines and/or electrical plant an estimate of the price of any protective /diversionary works can be prepared by UK Power Networks Branch at Metropolitan House, Darkes Lane, Potters Bar, Herts. , EN6 1AG, telephone no. 0845 2340040

9. Any work near to any overhead electric lines must be carried out by you in accordance with the Health and Safety Executive guidance document GS6 and the Electricity at Work Regulations.

The GS6 Recommendations may be purchased from HSE Books or downloaded from the Energy Networks Association's website.

If given a reasonable period of prior notice UK Power Networks will attend on site without charge to advise how and where "goal posts" should be erected. If you wish to avail yourself of this service, in the first instance please telephone: 0845 6014516 between 08:30 and 17:00 Monday to Friday, Public and bank holidays excepted.

10. You are responsible for the security of the information provided to you. It must not be given, sold or made available upon payment of a fee to a third party.
11. If in carrying out work on land in, on, under or over which is installed an electric line and/or electrical plant that belongs to UK Power Networks you and/or anyone working on your behalf damages (however slightly) that apparatus you must inform immediately UK Power Networks by telephone at the number below providing:
  - your name, address and telephone number; and
  - the date, time and place at which such damage was caused; and
  - a description of the electric line and/or electrical plant to which damage was caused; and
  - the name of the person whom it appears to you is responsible for that damage; and
  - the nature of the damage

In the East of England or London 0800 780078 (24 Hours).



12. The expression "UK Power Networks" includes UK Power Networks (EPN) plc, UK Power Networks (LPN) plc, UK Power Networks (SEPN) plc, UK Power Networks and any of their successors and predecessors in title.

**IF YOU DO NOT ACCEPT AND/OR DO NOT UNDERSTAND THE TERMS OF USE SET OUT IN PARAGRAPHS 1 TO 12 INCLUSIVE ABOVE YOU MUST NOT USE THE PLANS AND RETURN THEM TO ME.**

I would remind you that work adjacent to electric lines and/or electrical plant represents a serious risk to health and safety and as such should feature amongst the items you have assessed in your workplace risk assessment and method statement.

The enclosed plans normally only show the mains electricity cables. Service cables are not usually shown in the East of England. A service cable is the cable that takes the electricity from the mains cable to your property and ends at the main fuse close to the meter. If you are the owner and or tenant of a domestic property and need assistance to locate the service cable to the property please contact our General Enquiries help line on 08456014516. Please inform the call taker that you already have a set of network plans which do not show the service cable and request a service cable location. Please note that this service is not provided by the Plan Provision or Cable Watch teams. Please also note that this service is only provided to dwelling owners and or tenants. If a contractor is carrying out the work it is their responsibility to locate all cables using the appropriate equipment in conjunction with the plans provided.

I shall be pleased to supply you with further assistance if you require it.

Yours sincerely

Sam Waters - Telephone: 0800 0565 866  
Plan Provision

UK Power Networks, Plan Provision, Fore Hamlet, Ipswich, IP3 8AA. Tel: 0800 0565866.  
Fax: 0870 1963782.

UK Power Networks Registered in England and Wales Registered No 7290590.  
Registered office: Newington House, 237 Southwark Bridge Road London, SE1 6NP.

Our Ref: 429/430CHG12

Your Ref: PD/NS/JH/C4946 & C4947

Date: 15/06/2012

National Notice Handling Centre  
PP 3EW45, Telecom House,  
Trinity Street,  
Hanley,  
Stoke-on-Trent,  
ST1 5ND.

Freephone: 0800 800 865

PARTNER PD	ACTION NS
18 JUN 2012	
CREATED BY C4946	FILE NUMBER C4947

Dear Customer,

**NR & SW ACT 1991 PROPOSED WORKS AT CODDENHAM AND BARTON MILLS**

*Prior to commencement of work: for free onsite guidance and accurate up to date location of BT plant please contact our Plant Protection Service by the following methods:*

*Tel: 0800 9173993 opt 9*

*Fax: 01332 578650*

*Email Dial before you dig: [DBYD@openreach.co.uk](mailto:DBYD@openreach.co.uk)*

*Visit the website: [www.dialbeforeyoudig.com](http://www.dialbeforeyoudig.com)*

Thank you for your letter describing the above proposals.

Enclosed are copies of our drawing marked up to show the approximate locations of BT apparatus, which is present in the immediate vicinity of your works.

It is intended for general guidance only. No guarantee is given of its accuracy.

It should not be relied upon in the event of excavations or other works made near to British Telecommunications plc apparatus which may exist at various depths and may deviate from the marked route.

To avoid damage it is recommended that mechanical excavators or borers are not used within 600mm of British Telecommunications plc plant.

**If scaffolding is erected, please ensure that our equipment is not enclosed, blocked, covered or otherwise obstructed by the scaffolding.**

In the event of BT apparatus being in the area of works we recommend that your plant/vehicle crossing is either resited, or apply for a budget estimate by submitting detailed plans to the above address, these will be forwarded to the appropriate department for their comments.

Please ensure you quote our reference on any future correspondence.





Yours faithfully,

Paula Hudson


# Legend

 CAUTION AREA  
BT CAUTION AREA



## EQUIPMENT

 TARGO  
 FIBRE, TCODE  
 COPPER, CABINET  
 COPPER, DP










## DUCT

 AERIAL  
 TUNNEL  
 DUCT




## PROPOSED

 AERIAL  
 DUCT

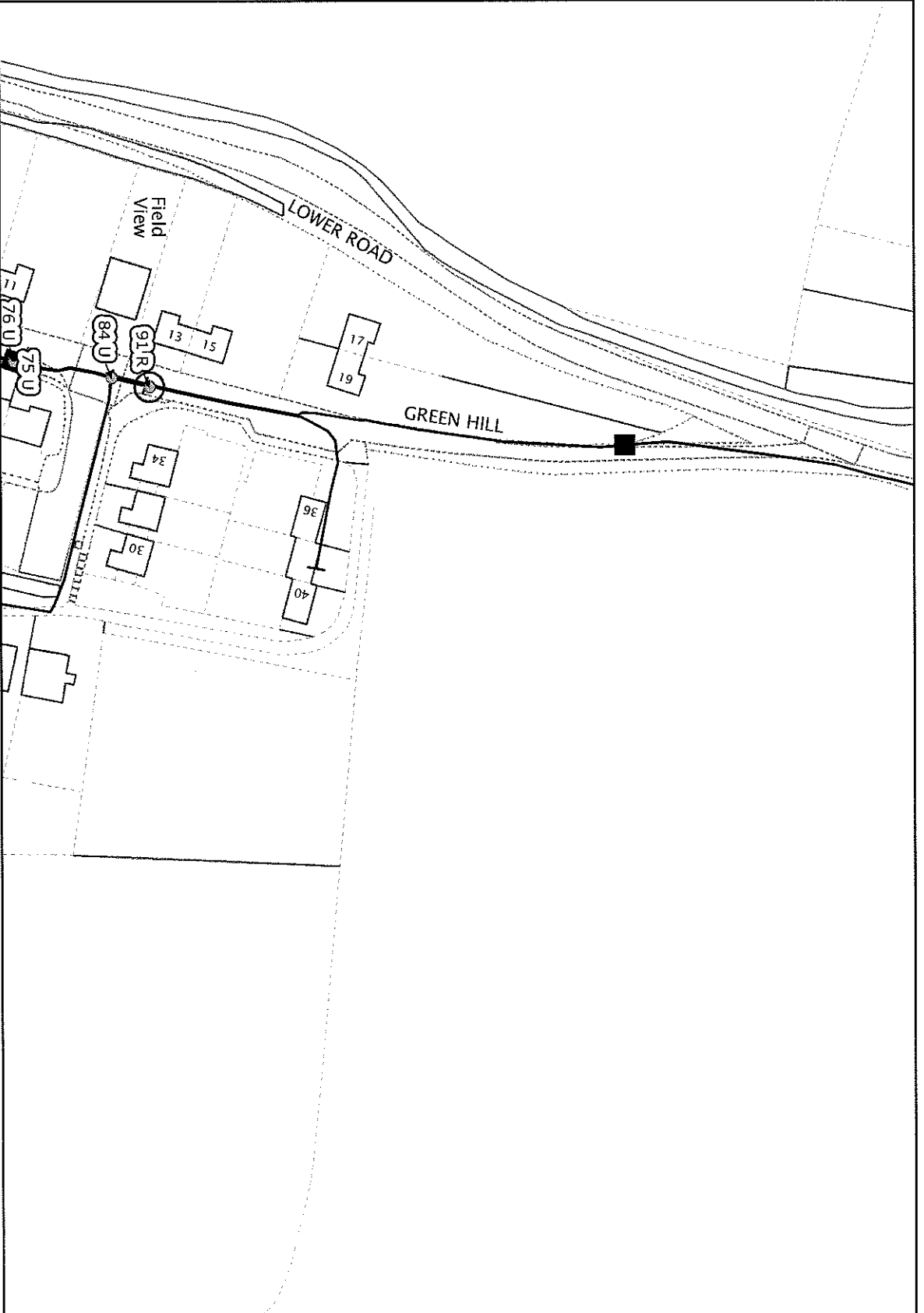
## STRUCTURE

 YCODE  
 CABINET SHELL  
 SPLIT COUPLING  
 POLE  
 KIOSKS  
 MANHOLE  
 JOINTBOX  
 CHANGE OF STATE  
 DUCT TEE

**PROPOSED**

 MANHOLE  
 JOINTBOX  
 DUCT TEE

Other proposed plant is shown using dashed lines.  
 BT symbols not listed above may be disregarded.



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**IMPORTANT WARNING:**  
 Information regarding the location of BT apparatus is given for your assistance and is handed for general guidance only. No guarantee is given as to the accuracy of the information. The location of apparatus in other works being made near to BT apparatus, which may exist at various depths and may deviate from the marked route.

Exchanging BT plant may not be recorded. Information valid at time of preparation.  
**FOR FREE ON-SITE LOCATION & MARKING SERVICE CALL THE EXCHANGE OPERATOR AND ASK FOR:**  
 FREEPHONE 0800 9173999  
 FAX 0203 3284050  
 NATIONAL NUMBERS 0900 619866

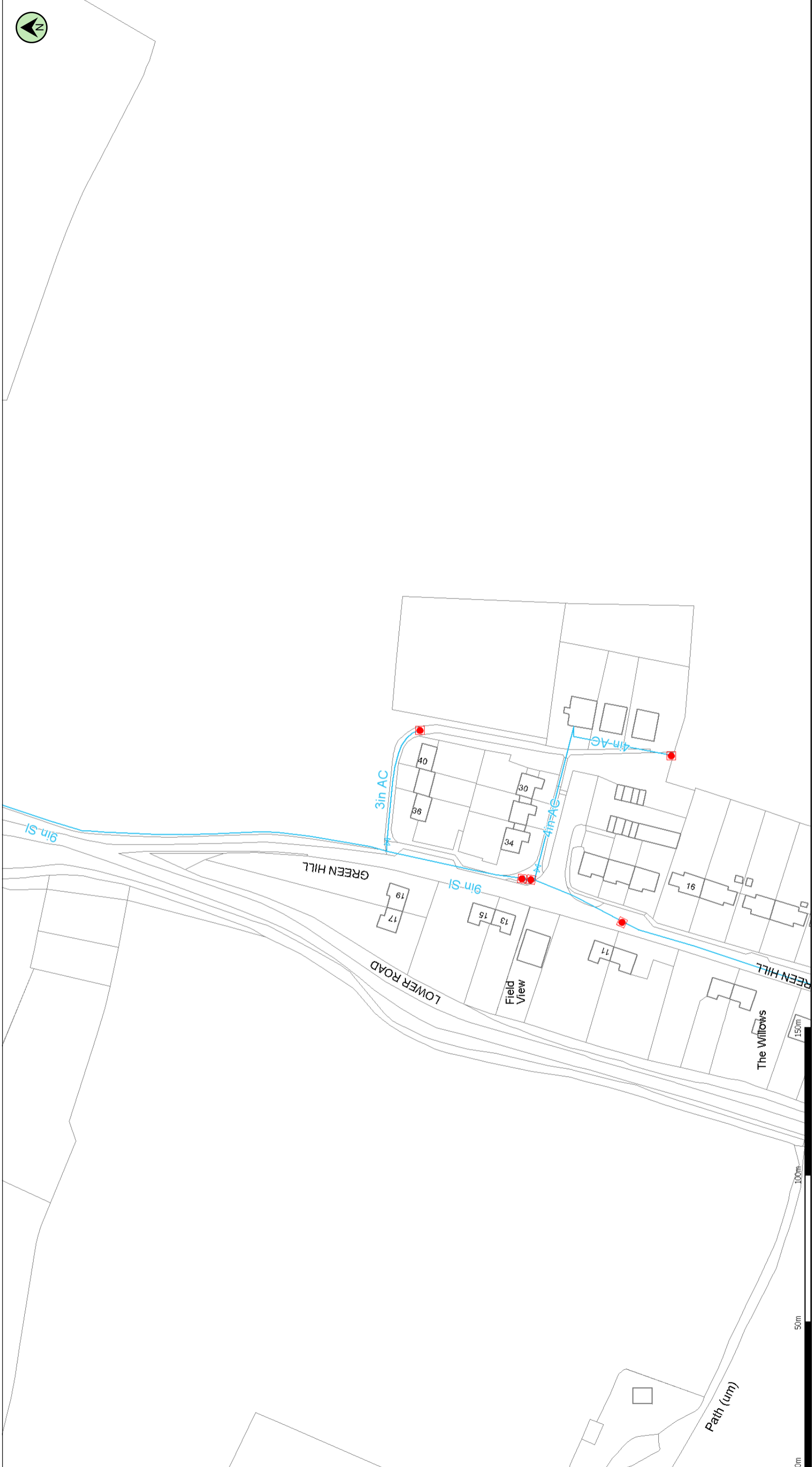


PLANT INFORMATION REPLY

PH

429/430CHG12 GREEN HILL





Ordnance Survey Mapping © Crown Copyright 1000018507 Date: 21/05/12 Scale: 1:1250 Map Centre: 613672.7,255056.8 Data updated: 17/11/11 Our Ref: 27828 - 2 Clean Water Plan A3

This plan is provided by Anglian Water pursuant to its obligations under the Water Industry Act 1991 sections 198 or 199. It must be used in conjunction with any search results attached. The information on this plan is based on data currently recorded but position must be regarded as approximate. Service pipes, private sewers and drains are generally not shown. Users of this map are strongly advised to commission their own survey of the area shown on the plan before carrying out any works. The actual position of all apparatus MUST be established by trial holes. No liability whatsoever, including liability for negligence, is accepted by Anglian Water for any error or inaccuracy or omission, including the failure to accurately record, or record at all, the location of any water main, discharge pipe, sewer or disposal main or any item of apparatus. This information is valid for the date printed. The plan is produced by Anglian Water Services Limited from Ordnance Survey © Crown Copyright, 100018507. This map is to be used for the purposes of viewing the location of Anglian Water plant only. Any other uses of the map data or further copies is not permitted. This notice is not intended to exclude or restrict liability for death or personal injury resulting from negligence.

Potable Water		Fitting	
Raw Water		Hydrant	
Decommissioned Water			

nicky.silvey@prp.gb.com  
 Coddenhams





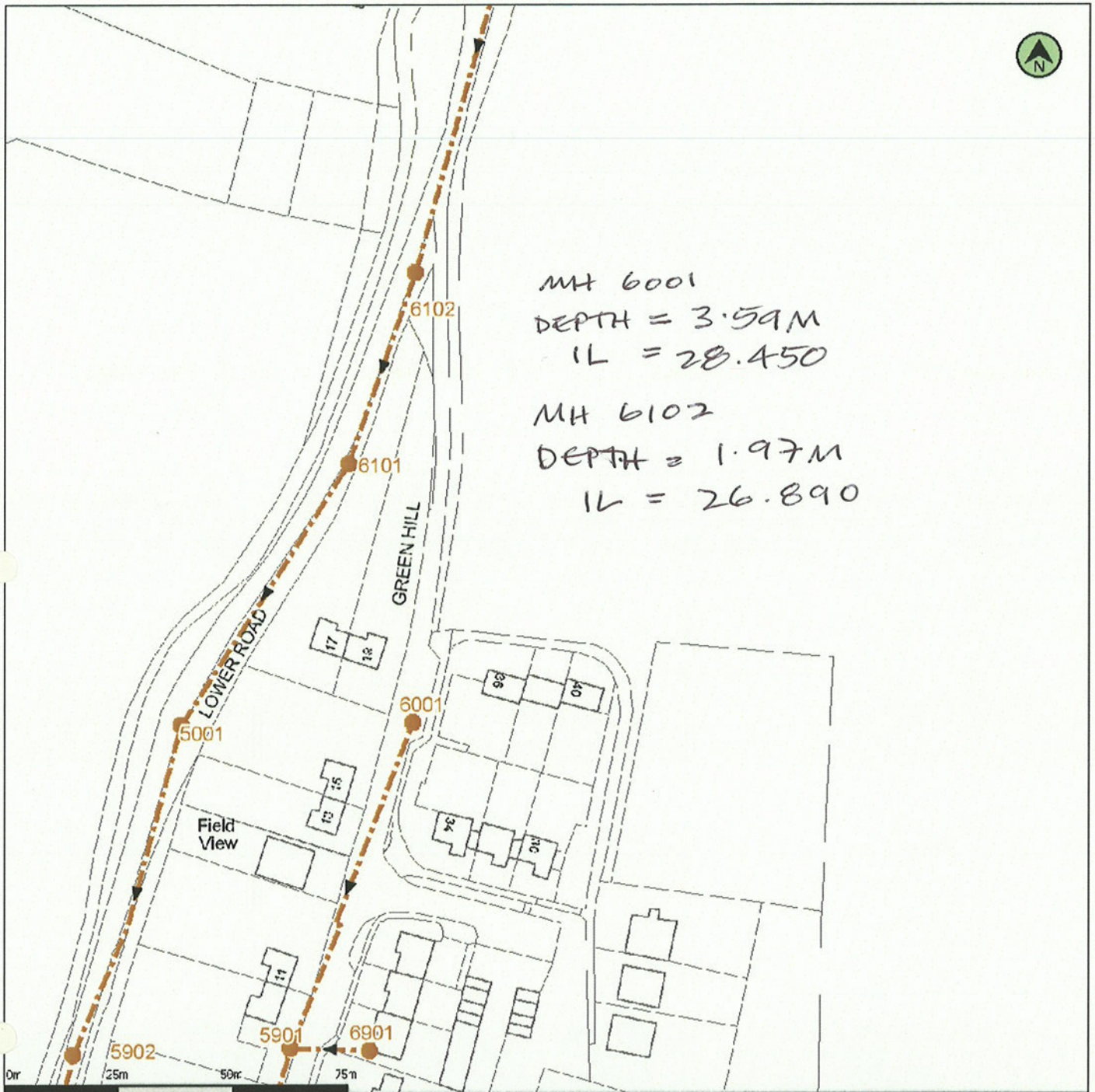
Ordnance Survey Mapping © Crown Copyright 1000018507 Date: 21/05/12 Scale: 1:1250 Map Centre: 613672.7,255056.8 Data updated: 17/11/11 Our Ref: 27828 - 1 Wastewater Plan A3

This plan is provided by Anglian Water pursuant to its obligations under the Water Industry Act 1991 sections 198 or 199. It must be used in conjunction with any search results attached. The information on this plan is based on data currently recorded but the position must be regarded as approximate. Service pipes, private sewers and drains, and former private sewers and drains transferred to Anglian Water on or after 1 October 2011 are generally not shown. Users of this map are strongly advised to commission their own survey of the area shown on the plan before carrying out any works. The actual position of all apparatus MUST be established by trial holes. No liability whatsoever, including liability for negligence, is accepted by Anglian Water for any error or inaccuracy or omission, including the failure to accurately record, or record at all, the location of any water main, discharge pipe, sewer or drain or disposal main or any item of apparatus. This information is valid for the date printed. The plan is produced by Anglian Water Services Limited from Ordnance Survey © Crown Copyright, 100018507. This map is to be used for the purposes of viewing the location of Anglian Water infrastructure only. Any other use of the map data or further copies are not permitted. This notice is not intended to exclude or restrict liability for death or personal injury resulting from negligence.

	Foul Sewer		Foul Manhole
	Surface Sewer		Surface Manhole
	Combined Sewer		Combined Manhole
	Rising Main (Colour denotes effluent type)		Sewage Treatment Works
	Private Sewer (Colour denotes effluent type)		Pumping Station
	Final Effluent		Final Effluent Manhole


nicky.silvey@prp.gb.com
Coddenham





Map Centre: 613657,255082

SEWER ASSET LEGEND	
Foul Sewer	— — — — —
Surface Sewer	— — — — —
Combined Sewer	— — — — —
Final Effluent	— — — — —
Rising Main (Colour denotes effluent type)	— — — — —
Private Sewer (Colour denotes effluent type)	— — — — —
Decommissioned Sewer (Colour denotes effluent type)	— — — — —
Manhole (Colour denotes effluent type)	●
Sewage Treatment Works	□
Pumping Station	●



**PO BOX 485, Huntingdon, PE29 6YB**  
**DX123730 Huntingdon 6**

Title: A848839-1

Scale: 1:1250

Date: 25/09/12

This plan must be used in conjunction with the search results attached. The information shown on this drawing is based on the data currently recorded but the position must be regarded as approximate. Service pipes, private sewers and drains are not generally shown. As from 1st October 2011 ownership of private sewers and lateral drains will change in accordance with The Water Industry (Schemes for Adoption of Private Sewers) Regulations 2011. The contents of this map do not reflect these changes. The actual position of all apparatus MUST be established by trial holes. No liability whatsoever is accepted for any error or omission. This information is valid for the date printed. This plan is produced by Anglian Water Services Ltd. trading as GEODESYS from Ordnance Survey digital map data which is protected by Crown copyright and remains the property of Ordnance Survey, (c) Crown copyright, 100016507. This map data is to be used for the purposes of viewing the location of Anglian Water 'plant' only. Any other use of the map data or further copies are not permitted.



Map Centre: 613657,255082

WATER ASSET LEGEND			
Potable Water		Fitting	
Raw Water		Hydrant	
Decommissioned Water			

**PO BOX 485, Huntingdon, PE29 6YB**  
**DX123730 Huntingdon 6**

Title: A848839-1

Scale: 1:1250

Date: 25/09/12

This plan must be used in conjunction with the search results attached. The information shown on this drawing is based on the data currently recorded but the position must be regarded as approximate. Service pipes, private sewers and drains are not generally shown. The actual position of all apparatus MUST be established by trial holes. No liability whatsoever is accepted for any error or omission. This information is valid for the date printed. This plan is produced by Anglian Water Services Ltd, trading as GEODESYS from Ordnance Survey digital map data, which is protected by Crown copyright and remains the property of Ordnance Survey, (c)Crown copyright, 100018507. This map data is to be used for the purposes of viewing the location of Anglian Water 'plans' only. Any other use of the map data or further copies are not permitted.



Nicky Silvey  
Potter Raper  
Creffield House  
Oxford Road  
Colchester  
Essex  
CO3 3HW

Plant Protection  
National Grid  
Block 1; Floor 1  
Brick Kiln Street  
Hinckley  
LE10 0NA  
E-mail: [plantprotection@uk.ngrid.com](mailto:plantprotection@uk.ngrid.com)  
Telephone: +44 (0)800 688588

National Grid Electricity Emergency Number:  
0800 40 40 90\*

National Gas Emergency Number:  
0800 111 999\*

\* Available 24 hours, 7 days/week.  
Calls may be recorded and monitored.

[www.nationalgrid.com](http://www.nationalgrid.com)

**Date:** 31/05/2012  
**Our Ref:** XX\_XX\_2S\_04834  
**Your Ref:** Green Hill, Coddeneham

**RE: Proposed Works, 1pb 9pu, Green Hill, Coddeneham, Suffolk**

Thank you for your enquiry which was received on 23/05/2012.

Please note this response and any attached map(s) are valid for 28 days.

An assessment has been carried out with respect to National Grid Electricity Transmission plc's and National Grid Gas plc's apparatus. Please note it does not cover the items listed in the section "Your Responsibilities and Obligations", including gas service pipes and related apparatus.

For details of National Grid's network areas please see the National Grid website (<http://www.nationalgrid.com/uk/Gas/Safety/work/>) or the enclosed documentation.

**National Grid has identified that it has no record of apparatus in the vicinity of your enquiry.**

**As your works are at a "proposed" stage, any maps and guidance provided are for information only. You must submit a "Scheduled Works" enquiry at the earliest opportunity and failure to do this may lead to disruption to your plans and works. National Grid will endeavour to provide an initial assessment within 10 working days of receipt of a Scheduled Works enquiry and dependent on the outcome of this, further consultation may be required.**

**In any event, for safety and legal reasons works must not be carried out until a Scheduled Works enquiry has been completed and final response received.**



## Your Responsibilities and Obligations

The "Assessment" Section below outlines the detailed requirements that must be followed when planning or undertaking your scheduled activities at this location.

It is your responsibility to ensure that the information you have submitted is accurate and that all relevant documents including links are provided to all persons (either direct labour or contractors) working for you near National Grid's apparatus, e.g. as contained within the Construction (Design and Management) Regulations.

This assessment solely relates to National Grid Electricity Transmission plc (NGET) and National Grid Gas plc (NGG) apparatus. This assessment does **NOT** include:

- National Grid's legal interest (easements or wayleaves) in the land which restricts activity in proximity to National Grid's assets in private land. You must obtain details of any such restrictions from the landowner in the first instance and if in doubt contact National Grid.
- Gas service pipes and related apparatus
- Recently installed apparatus
- Apparatus owned by other organisations, e.g. other gas distribution operators, local electricity companies, other utilities, etc.

It is **YOUR** responsibility to take into account whether the items listed above may be present and if they could be affected by your proposed activities. Further "Essential Guidance" in respect of these items can be found on the National Grid Website (<http://www.nationalgrid.com/NR/rdonlyres/6D6525F9-59EB-4825-BA89-DBD7E68882C7/51319/EssentialGuidance.pdf>).

This communication does not constitute any formal agreement or consent for any proposed development work; either generally or with regard to National Grid's easements or wayleaves nor any planning or building regulations applications.

NGG and NGET or their agents, servants or contractors do not accept any liability for any losses arising under or in connection with this information. This limit on liability applies to all and any claims in contract, tort (including negligence), misrepresentation (excluding fraudulent misrepresentation), breach of statutory duty or otherwise. This limit on liability does not exclude or restrict liability where prohibited by the law nor does it supersede the express terms of any related agreements.

If you require further assistance please contact the National Grid Plant Protection team via e-mail ([click here](#)) or via the contact details at the top of this response.

Yours faithfully

National Grid Plant Protection Team

# ASSESSMENT

## Requirements

### **BEFORE carrying out any work you must:**

- Carefully read these requirements including the attached guidance documents and maps showing the location of National Grid apparatus.
- Contact the landowner and ensure any proposed works in private land do not infringe National Grid's legal rights (i.e. easements or wayleaves). If the works are in the road or footpath the relevant local authority should be contacted.
- Ensure that all persons, including direct labour and contractors, working for you on or near National Grid's apparatus follow the requirements of the HSE Guidance Notes HSG47 - 'Avoiding Danger from Underground Services' and GS6 – 'Avoidance of danger from overhead electric power lines'. This guidance can be downloaded free of charge at <http://www.hse.gov.uk>
- In line with the above guidance, verify and establish the actual position of mains, pipes, cables, services and other apparatus on site before any activities are undertaken.

# GUIDANCE

## Standard Guidance

**Essential Guidance document:**

<http://www.nationalgrid.com/NR/rdonlyres/6D6525F9-59EB-4825-BA89-DBD7E68882C7/51319/EssentialGuidance.pdf>

**General Guidance document:**

<http://www.nationalgrid.com/NR/rdonlyres/55C13C4D-A1AA-4B13-BFDA-1CF59F88B326/51318/GeneralGuidance.pdf>

**Excavating Safely in the vicinity of gas pipes guidance (Credit card):**

<http://www.nationalgrid.com/NR/rdonlyres/A3D37677-6641-476C-9DDA-E89949052829/44257/ExcavatingSafelyCreditCard.pdf>

**Excavating Safely in the vicinity of electricity cables guidance (Credit card):**

<http://www.nationalgrid.com/NR/rdonlyres/35DDEC6D-D754-4BA5-AF3C-D607D05A25C2/44858/ExcavatingSafelyCreditCardelectricitycables.pdf>

Copies of all the Guidance Documents can also be downloaded from the National Grid Website:

<http://www.nationalgrid.com/uk/Gas/Safety/work/downloads/>

# ENQUIRY SUMMARY

## Received Date

23/05/2012

## Your Reference

Green Hill, Coddeneham

## Location

Centre Point: 613663, 255087

X Extent: 64

Y Extent: 57

Postcode: 1PB 9PU

Location Description: 1pb 9pu, Green Hill, Coddeneham, Suffolk

## Map Options

Paper Size: A4

Orientation: LANDSCAPE

Requested Scale: 500

Actual Scale: N/A

Real World Extents: N/A

## Recipients

pprsteam@uk.ngrid.com

## Enquirer Details

Organisation Name: Potter Raper

Contact Name: Nicky Silvey

Email Address: Nicky.silvey@prp.gb.com

Telephone: 01206563212

Address: Creffield House, Oxford Road , Colchester, Essex, CO3 3HW

## Description of Works

(P)Would like plans of site

## Enquiry Type

Proposed Works

## Activity Type

General Excavation

## Work Types

Work Type: Deep Excavation (greater than or equal to 0.3m)