

The Swan Inn Woolpit Suffolk

Archaeological Watching Brief



for
T H Architects

on behalf of
Mexhomes Ltd.

CA Project: SU0011
CA Report: SU0011_1

July 2019



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Document Control Grid						
Revision	Date	Author	Checked by	Status	Reasons for revision	Approved by
A	16/07/2019	R.Gardiner	S.Boulter		Internal review	R. Gardner

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SUMMARY

Project Name:	The Swan Inn
Location:	The Street, Woolpit, Suffolk
NGR:	597346 262415
Type:	Watching Brief
Date:	12-18 June 2019
Planning Reference:	DC/18/05357
Location of Archive:	To be deposited with Suffolk County Council
Site Code:	WPT 075

In June 2019, an archaeological watching brief was undertaken by Cotswold Archaeology during groundworks associated with the conversion of four existing holiday bedrooms and the conversion of an existing outbuilding to provide three, three-bedroom residential properties at The Swan Inn, The Street, Woolpit, Suffolk.

Four possible pits were identified in the trenches for the footings. Two pits were modern in date and one pit was dated as late post-medieval/modern, a third undated possible pit was also identified.



1. INTRODUCTION

- 1.1 In June 2019 Cotswold Archaeology (CA) carried out an archaeological watching brief for T H Architects on behalf of their client at the rear of the Swan Inn (centred at NGR: 597346 262415; Fig. 1). The watching brief was undertaken to fulfil a condition attached to a planning consent to convert four existing holiday bedrooms associated with The Swan Inn, and to convert an existing outbuilding to provide three, three-bedroom market residential properties (Planning ref: DC/18/05357).
- 1.2 The watching brief was carried out in accordance with *Written Scheme of Investigation* (WSI) produced by Rhiannon Gardiner (2019) and approved by the LPA acting on the advice of Hannah Cutler of Suffolk County Council Archaeological Service (SCCAS). The fieldwork also followed *Standard and guidance: Archaeological watching brief* (ClfA 2014).

The site

- 1.3 The Swan is in the centre of Woolpit, Suffolk, where The Street, Church Street and Green Road intersect, (Fig. 1). The site lies at approximately 61.5m AOD on generally level ground.
- 1.4 The existing outbuildings cover a combined area of c.300m². The floor areas are increased to 145m² for Plot 1, 148m² for Plot 2 and 142m² for Plot 3. The area, prior to development was in use as a pub courtyard and garden.
- 1.5 The underlying bedrock geology of the area is mapped as Crag Group Sand. A sedimentary Bedrock which was formed approximately 0 to 5 million years ago in the Quaternary and Neogene Periods overlain by superficial deposits of Lowestoft Formation Diamicton formed up to 2 million years ago in the Quaternary Period (BGS 2019). The superficial geology onsite presented itself as mid-yellowish grey, firm, chalky-clay.

2. ARCHAEOLOGICAL BACKGROUND

- 2.1 The below statement has been summarised from the brief issued by SCCAS (Cutler 2019):

'This site lies in an area of archaeological potential recorded on the County Historic Environment Record. The site is in the centre of Woolpit in the grounds of the 16th century Swann Inn. Thus, there is high potential for the discovery of below-ground heritage assets of archaeological importance within this area, and groundworks associated with the development have the potential to damage or destroy any archaeological remains which exist. Also, the buildings to be converted are on the 1st edition Ordnance Survey map and their association with the Inn means they can be considered non-designated heritage assets.'

- 2.2 Following consultation with Hannah Cutler it was agreed that a full HER search would not be necessary given the scarcity of features recorded on the site. The archaeological background has been summarised from publicly available information; the Suffolk Heritage Explorer, the 'Design and Access Statement' provided for the application (T H Architects 2018/2019) and a Desk Based Assessment undertaken by Archaeological Risk Management (Tindall 2015) for a nearby project (WPT 054).
- 2.3 Prehistoric activity has been identified in the area through the discovery of several finds spanning the Late Palaeolithic period through to the Bronze Age. These include Late Palaeolithic faunal remains (WPT 023) and a potential Mesolithic flint pick (WPT 004). A small fragment of a Bronze Age socketed axe (WPT 017) was recovered c.320m northeast of the site, and an additional blade from a socketed axe was also recovered nearby (WPT 016). A ring ditch (WPT 031) c.20m in diameter, located near an existing field boundary, and another possible ring ditch have been recorded as being Bronze Age in date.
- 2.4 A number of Roman artefacts scatters have been recovered within the vicinity of the site; a Sestertius of Hadrian (AD 117-138, WPT 001) found in a garden along Steeles Road, greyware pottery scatters (WPT 009, WPT 010) of 1st – 2nd century date which were found during fieldwalking in the same area and coins of Carausius (AD 286 – 293) and Constantine II (AD 337 – 340) have also been identified. Furthermore, WPT 010 records Roman pottery, a coin and a decorative bronze attachment, it also records Saxon and medieval material including Thetford and St Neots wares, early medieval pottery, a St Nicholas token and two French (?) jetons.
- 2.5 The Swan Inn lies within the medieval core of the village. WPT 046 further details medieval activity within the vicinity of the site with a 13th century lead seal matrix

recovered from a garden c.300m southeast and a lead scalloped shaped medieval ampulla (WPT 017) recovered c.320m to the northeast. Three coins (WPT 045) dating to the 16th and 17th centuries were recovered c.350m east of the Swan Inn.

- 2.6 The site is located c.190m northwest of WPT 047 and WPT 053 which detail a collection of post-medieval pits, pottery and building material and a WWII gun emplacement respectively.
- 2.7 The church of St. Mary, which dates from the late 13th century, is located c.100m northeast of site; the Gothic church tower and spire were destroyed by lightning in 1852 and Norman mouldings were found inside the base of the tower when it was rebuilt. In 1844 the nave roof was completely restored by Henry Ringham. Two Roman coins (WPT 007) have been found in the churchyard.
- 2.8 The Swan Inn, previously known as The Swan Hotel, is a Grade two listed building dating from the 16th century with substantial alterations made during the 18th century; the adjoining building known as Sampson house was added in the early 19th century.
- 2.9 Early OS mapping (1886) shows that there was a large building off the rear of the stable blocks which extended to the rear boundary wall and around the remaining garden shed, forming an enclosed courtyard. Within the courtyard further stables and a brewhouse serving the Inn could also be identified. The buildings remain on the OS plans until the 1974 edition (Old Maps 2019).

3. AIMS AND OBJECTIVES

- 3.1 The objectives of the archaeological works were:
 - to monitor groundworks, and to identify, investigate and record all significant buried archaeological deposits revealed on the site during the course of the development groundworks;
 - at the conclusion of the project, to produce an integrated archive for the project work and a report setting out the results of the project and the archaeological conclusions that can be drawn from the recorded data.

3.2 Aims and objectives specified by SCCAS were outlined in Section 4 of the brief and included:

- Monitoring any ground works, and any upcast soil during and after excavation by the archaeological contractor (and subject to metal-detecting survey) in order to ensure no damage occurs to any heritage assets.
- Providing a record of archaeological deposits which are damaged or removed by any development (including services and landscaping) permitted by the current planning consent.
- Monitoring the method and form of development to ensure that it conforms to previously agreed locations and techniques upon which this brief is based.

3.3 Had significant archaeological remains been identified, then reference would have been made to the East Anglian Regional Research Agenda (Medleycott, 2011) so that the remains could, if possible, be placed within their local and regional context.

4. METHODOLOGY

4.1 The fieldwork followed the methodology set out within the WSI (Gardiner 2019). An archaeologist was present during intrusive groundworks comprising of the excavation of three trenches for the building's footings, measuring approximately 0.6 m wide by approximately 0.9m deep (Fig. 2).

4.2 Where archaeological deposits were encountered, written, graphic and photographic records were compiled in accordance with CA Technical Manual 1: *Fieldwork Recording Manual*.

4.3 The site archive is currently being held by CA at their offices in Needham Market. Subject to the agreement of the legal landowner the site archive will be deposited with SCCAS. A summary of information from this project, set out within Appendix C will be entered onto the OASIS (Ref: 353343) online database of archaeological projects in Britain.



5. RESULTS (FIGS 2-5)

- 5.1 The natural geological substrate (0006) comprising mid-yellowish grey, very firm, chalky clay, was revealed in all trenches at an average depth of 0.9m below present ground level.

Area 1 (Fig. 2 and 3)

- 5.2 In Area 1, 0006 was overlain by a dark to mid reddish-greyish-brown, friable, silty clay with occasional CBM fragments and charcoal flecks (0009) averaging 0.14m in thickness. This was in turn sealed by a modern build up layer consisting of a bright mid-orange sandy hardcore (0008) which averaged 0.2m-0.25m in thickness. Modern rubble and aggregate overlay 0008 with an average thickness of 0.1m, and covered by 0.15-0.2m of a modern topsoil (0001) comprising dark greyish brown, loose, silty sand with common small to medium sized sub-rounded flint and pebble inclusions.
- 5.3 A pit (0002) semi-circular in plan, extended beyond the WSW edge of Area 1, the pit had very steep, straight sides, with sharp breaks of slope at both the top and the base, and a flat base. The pit measured 1.5m in length, 0.3m+ in width and 0.7m in depth, and was filled by three deposits (0003, 0004 and 0005). Basal fill 0003 comprised dark grey, moderately firm, slightly silty clay, with common charcoal flecks, measuring 0.1m in thickness, the middle fill (0004) comprised dark greyish brown, firm, clay with common charcoal flecks and CBM (Ceramic Building Material) fragments (roof tiles, brick etc.) and was 0.36m thick. Topfill 0005 comprised mid to dark greyish brown, slightly silty clay, with friable compaction, containing common charcoal flecks and occasional fragments of CBM, measuring 0.26m thick. This topfill was overlain by 0007, a 0.1m thick late post-medieval layer comprising a mid to dark greyish brown, friable, silty clay with occasional CBM fragments and common charcoal flecks, which is most likely the same as 0009. It was sealed by 0008, which was covered by 0001 in this section.

Area 2 (Fig. 2 and 4)

- 5.4 In Area 2 the natural substrate was covered by 0014, a demolition layer which comprised a mid to dark greyish brown, friable, silty clay with occasional CBM fragments and common charcoal flecks and was 0.3-0.4m thick. This was overlain by 0015, a modern build up layer comprising a bright mid-orange sandy hardcore, 0.1m thick, this measured 0.1m in thickness and was covered by 0001.

- 5.5 A pit (0011) with an unknown shape in plan which was only seen in section, extends beyond both edges of Area 2. The pit had a sharp break of slope at both the top and base, with steep sides leading to a flat base; it measured 0.64m+ in width and 0.4m in depth. Only the SW side of the pit is known as the feature is truncated by a service. 0012 was the only fill visible in the section, it comprised a dark greyish brown, loose, silty clay with common CBM fragments (brick and tile) and charcoal flecks.

Area 3 (Fig. 2 and 5)

- 5.6 Two pits were observed in Area 3, pit 0019 cut layer 0018 and pit 0016 was sealed by 0018. 0018 was the subsoil deposit observed in the area beneath 0001, it comprised a mid-yellowish grey-brown, loose, silty-clay with common CBM and charcoal fleck inclusions, measuring 0.22m thick.
- 5.7 Pit 0019 was a modern rubbish pit which measured 1.5m+ in length, 0.56m+ in width and 0.6m+ in depth and contained two fills. Basal fill 0022 comprised a dark greyish brown, firm, silty clay, with common CBM fragments and charcoal fleck inclusions and was 0.4m+ thick, topfill 0021 was the same as 0022 but with a higher frequency of CBM and mortar inclusions.
- 5.8 Pit 0016 had an unknown shape in plan as it was only detected in the section. The pit measured 0.58m in width and 0.3m in depth with moderately steep sides which lead to a concave base and had a sharp break of slope at top and gradual break of slope at the base. Single fill 0017 comprised a mid-greyish brown, loose/friable, silty-clay with occasional small sub-rounded flint and pebble inclusions.
- 5.9 No pre-modern finds were recovered from any of the features or deposits recorded on site. No deposits were identified as being suitable for environmental sampling.



6. DISCUSSION

- 6.1 Despite the archaeological potential of the application area (see archaeological background above), the watching brief identified no pre-modern archaeological remains within the area of observed groundworks. Three post-medieval/modern refuse pits were identified as was one possible small pit which was sealed by a subsoil. The absence of indisputable archaeological deposits may indicate that structural remains associated with the previous uses of Swan Inn either do not extend as far as or were not exposed during the current works, or that they may have been removed during previous development.

7. CA PROJECT TEAM

Fieldwork was undertaken by Rebecca Smart. The report was written by Rhiannon Gardiner and Rebecca Smart and edited by Stuart Boulter. The illustrations were prepared by Gemma Bowen. The archive has been compiled by and prepared for deposition by Ruth Beveridge. The project was managed for CA by Rhodri Gardner.

8. REFERENCES

- ClfA, 2014, *Standard and Guidance for Archaeological Field Evaluation*, Chartered Institute for Archaeologists (Reading)
- Cutler, H., 2019, *Brief for continuous Archaeological recording at Swan Inn, The Street, Woolpit*. Suffolk County Council
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Old Maps: <https://www.old-maps.co.uk> Accessed 10 May 2019



APPENDIX A: CONTEXT LIST

Context Number	Area	Feature Type	Category	Feature Number	Description	Length (m)	Width (m)	Depth (m)	Interpretation
0001	1, 2, 3	Topsoil	Layer		Dark grey-brown loose silty-sand with common small - mid sub-rounded flints and pebbles. Clear horizon.			0.15 - 0.2	Topsoil across site
0002	1	Pit	Cut	0002	Semi-circular in plan, obscured by the WSW LOE, with very steep, straight sides, with sharp breaks of slope at both top and base, with a flat base. Filled with three fills.	1.5	0.3	0.7	Cut of post-med refuse pit, Contained lots of CBM.
0003	1	Pit	Fill	0002	Basal fill of feature consisting of a dark grey moderately firm slightly silty-clay, with common charcoal flecks and a clear horizon.	0.6		0.1	Basal fill of refuse pit 0002
0004	1	Pit	Fill	0002	Middle fill of feature consisting of a dark greyish-brown firm clay with common charcoal flecks and CBM fragments (roof tiles, brick etc.). Clear horizon.	1.5		0.36	Middle fill in post-med refuse pit
0005	1	Pit	Fill	0002	Top fill of feature consisting of a mid - dark greyish-brown slightly silty clay of friable compaction. With common charcoal flecks and occasional fragments of CBM. Clear horizon with 0004, but more diffuse with 0007.	1.5		0.26	Top fill of post-med refuse pit.

Context Number	Area	Feature Type	Category	Feature Number	Description	Length (m)	Width (m)	Depth (m)	Interpretation
0006	1, 2, 3	Natural	Layer		Natural across site consisting of a mid yellow-grey chalky clay, very firm.				Natural across site.
0007	1		Deposit		Mid-dark grey-brown friable silty-clay with occasional CBM fragments and common charcoal flecks. Diffuse horizon with 0005, clear with 0008.			0.1	Late post-med layer, sealing pit 0002. Very likely the same as 0009 in Section 2, but that has a more reddish hue.
0008	1		Deposit		Modern build up layer consisting of a bright mid orange sandy hardcore.			0.2 - 0.25	Modern build up deposit across area 1
0009	1		Deposit		Dark-mid reddish-greyish-brown friable silty-clay with occasional CBM frags and charcoal flecks.			0.14	Late post-med layer, same as 0007?
0010	1		Deposit		Modern rubble/ type 1 deposit under topsoil and above 0008, not present across all of site, predominately in the eastern end.			0.1	Modern deposit
0011	2	Pit	Cut	0011	Unknown shape in plan, only seen in section, but it does extend to the opposing side. Sharp break of slope at both the top and base, with steep sides to a flat base. Only the SW side is known as the feature is truncated by an electric cable trench.		0.64+	0.4	Cut of late post-med - modern refuse pit

Context Number	Area	Feature Type	Category	Feature Number	Description	Length (m)	Width (m)	Depth (m)	Interpretation
0012	2	Pit	Fill	0011	Single fill of feature consisting of dark greyish-brown silty-clay with a loose compaction, common CBM fragments (Brick and tile) and charcoal flecks.		0.64+	0.4	fill of post-med/modern refuse pit.
0013	2		Deposit		Mid yellow-brown friable silty-clay with rare small rounded pebbles.			0.1	Subsoil?
0014	2		Deposit		Mid-dark grey-brown friable silty-clay with occasional CBM fragments and common charcoal flecks			0.3-0.4	Rubble/ demolition layer
0015	2		Deposit		Modern build up layer consisting of a bright mid orange sandy hardcore.			0.1	Modern build up deposit across area 2
0016	3	Pit	Cut	0016	Unknown shape in plan only present in this section. With moderately steep sides to a concave base, sharp break of slope at top and gradual at base.		0.58	0.3	Cut of possible pit.
0017	3	Pit	Fill	0016	Single fill of feature consisting of mid grey-brown loose/friable silty-clay with occasional small sub-rounded flints and pebbles.		0.58	0.3	Single accumulation fill of pit 0016
0018	3		Deposit		Mid yellow-grey-brown loose silty-clay with common CBM and charcoal flecks.			0.22	Subsoil?

Context Number	Area	Feature Type	Category	Feature Number	Description	Length (m)	Width (m)	Depth (m)	Interpretation
0019	3	Pit	Cut	0019	Unknown shape in plan, not bottomed, with a sharp break of slope at the top and steep straight sides. Truncates layer 0018	1.5+	0.56+	0.6+	Cut of modern pit, refuse.
0020	3	Pit	Fill	0019	Lowest excavated fill, consisting of a dark grey brown firm silty clay, with common CBM fragments and charcoal flecks.	1.5+	0.56+	0.4+	Lowest recorded fill in modern refuse pit.
0021	3	Pit	Fill	0019	Top fill in pit, consists of firm CBM and mortar.	1.5+	0.56+	0.2	Most likely dumped demolition material in modern pit.

The Swan Inn Woolpit Suffolk

Written Scheme of Investigation for an Archaeological Watching Brief



for
T H Architects

on behalf of
Mexhomes Ltd.

CA Project: SU0011
OASIS ID: 353343
HER Ref: WPT 075

June 2019



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DOCUMENT CONTROL GRID						
REVISION	DATE	AUTHOR	CHECKED BY	STATUS	REASONS FOR REVISION	APPROVED BY
A	03/06/2019	R. GARDINER	S. BOULTER	INTERNAL REVIEW		R GARDNER
B	11/06/2019	R GARDINER	S BOULTER	UPDATE	CURATOR COMMENTS	R GARDNER

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1. INTRODUCTION

- 1.1 This document sets out details of a *Written Scheme of Investigation* (WSI) by Cotswold Archaeology (CA) for an archaeological watching brief at The Swan Inn, Woolpit (centred at NGR: 597346 262415). This work has been requested by T H Architects on behalf of their client. This Written Scheme of Investigation (WSI) covers this programme of archaeological monitoring and recording only. Any further stages of archaeological work that might be required as a consequence of the results of this work would be subject to new documentation.
- 1.2 An application (DC/18/05357) has been made to Mid Suffolk Borough Council to convert four existing holiday bedrooms associated with The Swan Inn, and to convert an existing outbuilding to provide three, three-bedroom market residential properties. This is conditional on a programme of archaeological monitoring described in a brief prepared by Hannah Cutler of Suffolk County Council (Cutler, 2019), the archaeological advisor to the LPA.
- 1.3 This WSI has been guided in its composition by *Standard and guidance: Archaeological field evaluation* (ClfA 2014), the SCC Requirements for Trenched Archaeological Evaluation (SCC, 2017), the *Management of Research Projects in the Historic Environment (MORPHE): Project Planning Note 3* (English Heritage 2008), the *Management of Research Projects in the Historic Environment (MORPHE): Project Manager's Guide* (EH 2006) and any other relevant standards or guidance contained within Appendix B.

The site

- 1.4 The existing outbuildings are c.300m² in size. The proposals increase the floor area by extending both buildings creating a floor area for Plot 1 of 145 m², Plot 2 of 148 m² and Plot 3 of 142 m². The buildings are primarily existing and therefore the layout on site will remain essentially the same, this will also enable the courtyard to be preserved. The extension to the rear storage building will create an additional parking court. The site lies at approximately 64m AOD on generally level ground.
- 1.5 The underlying bedrock geology of the area is mapped as Crag Group Sand. A sedimentary Bedrock which was formed approximately 0 to 5 million years ago in the Quaternary and Neogene Periods overlain by superficial deposits of Lowestoft

Formation Diamicton formed up to 2 million years ago in the Quaternary Period (BGS 2019).

2. ARCHAEOLOGICAL BACKGROUND

2.1 An up-to-date search of the HER data will be undertaken as part of the project to fully contextualise any archaeological information recovered during the current project, the following information has been summarised from the SCCAS comment on the planning application (Cutler 2019):

'This site lies in an area of archaeological potential recorded on the County Historic Environment Record. The site is in the centre of Woolpit in the grounds of the 16th century Swann Inn. Thus, there is high potential for the discovery of below-ground heritage assets of archaeological importance within this area, and groundworks associated with the development have the potential to damage or destroy any archaeological remains which exist. Also, the buildings to be converted are on the 1st edition Ordnance Survey map and their association with the Inn means they can be considered non-designated heritage assets.'

2.2 The following information has been summarised from publicly available information, the Suffolk Heritage Explorer, the 'Design and Access Statement' provided for the application (T.H Architects 2018/2019) and a Desk Based Assessment undertaken by Archaeological Risk Management (Tindall, 2015) for a nearby project (WPT 054).

2.5 Prehistoric activity has been identified in the area through the discovery of several finds spanning the Late Palaeolithic period through to the Bronze Age. These include Late Palaeolithic faunal remains (WPT 023) and a potential Mesolithic flint pick (WPT 004). A small fragment of a Bronze Age socketed axe (WPT 017) was recovered c.320m northeast of the site, and an additional blade from a socketed axe was also recovered nearby (WPT 016). A single ring ditch (WPT 031) c.20m in diameter located near an existing field boundary and another possible ring ditch has been recorded as being Bronze Age in date.

2.6 A variety of Roman artefacts scatters have been recovered within the vicinity of the site; a Sestertius of Hadrian (AD 117-138, WPT 001) found in a garden along Steeles

Road, greyware pottery scatters (WPT 009, WPT 010) of 1st – 2nd century date which were found during fieldwalking in the same area and coins of Carausius (AD 286 – 293) and Constantine II (AD 337 – 340) have also been identified. Furthermore, WPT 010 records Roman pottery, a coin and a decorative bronze attachment, it also records Saxon and medieval material including Thetford and St Neots wares, early medieval pottery, a St Nicholas token and two French (?) jetons.

- 2.7 The Swan Inn lies within the medieval core of the village. WPT 046 further details medieval activity within the vicinity of the site with a 13th century lead seal matrix being recovered from a garden c.300m southeast of the site and a lead scalloped shaped medieval ampulla (WPT 017) which was recovered c.320m northeast of the site. Three coins (WPT 045) dating to the 16th and 17th centuries were also recovered c.350m east of the Swan Inn.
- 2.6 The site is located c.190m northwest of WPT 047 and WPT 053 which detail a collection of post-medieval pits, pottery and building material and a WWII gun emplacement respectively.
- 2.5 The church of St. Mary which dates from the late 13th century, is located c.100m northeast of site, the Gothic church tower and spire were destroyed by lightning in 1852, Norman mouldings were found inside the base of the tower when it was rebuilt. In 1844 the nave roof was completely restored by Henry Ringham. Two Roman coins (WPT 007) have been found in the churchyard.
- 2.3 The Swan Inn previously known as The Swan Hotel is a Grade two listed building dating from the 16th century with substantial alterations made during the 18th century, the adjoining building known as Sampson house was added in the early 19th century.
- 2.4 Early OS mapping (1886) shows that there was a large building off the rear of the stable blocks which extended to the rear boundary wall and around the remaining garden shed, forming an enclosed courtyard. Within the courtyard further stables and a brewhouse serving the Inn could also be identified. The buildings remain on the OS plans until the 1974 edition (Old Maps 2019).

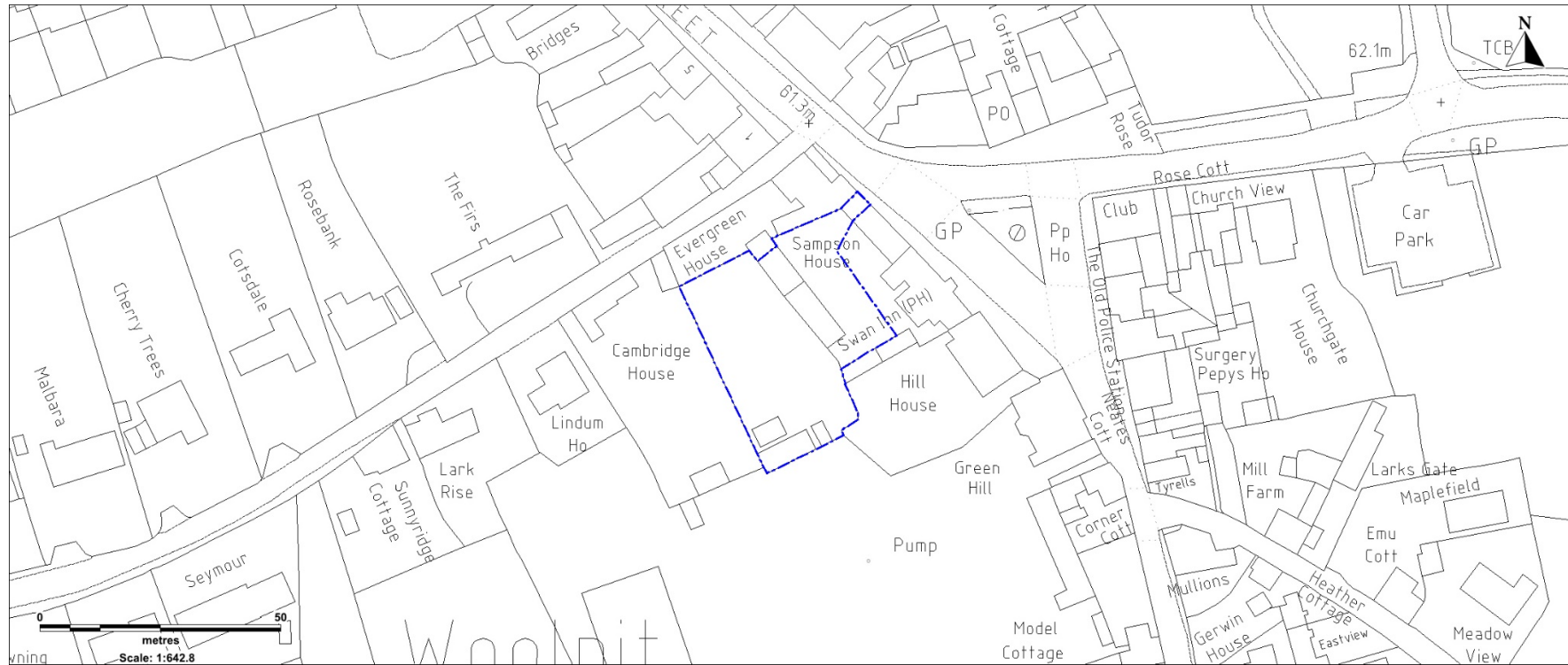


Figure 1. Site location

3. AIMS AND OBJECTIVES

3.1 The objectives of the watching brief are to provide information about the archaeological resource within the site, including its presence/absence, character, extent, date, integrity, state of preservation and quality. In accordance with *Standard and guidance: Archaeological Watching Brief* (ClfA 2014), the project has been designed to be minimally intrusive and minimally destructive to archaeological remains. The information gathered will enable the Suffolk County Council Archaeology Service Conservation Team to identify and assess the particular significance of any heritage asset, consider the impact of the proposed development upon it, and to avoid or minimise conflict between the heritage asset's conservation and any aspect of the development proposal, in line with the *National Planning Policy Framework* (DCLG 2019). The objectives of the archaeological works are:

- To monitor groundworks, and to identify, investigate and record all significant buried archaeological deposits revealed on the site during the course of the development groundworks;
- At the conclusion of the project, to produce an integrated archive for the project work and a report setting out the results of the project and the archaeological conclusions that can be drawn from the recorded data.

3.2 Aims specific to the SCC Conservation Team are outlined in Section 4 of the brief and include:

- Monitoring any ground works, and any upcast soil during and after excavation by the archaeological contractor (and subject to metal-detecting survey) in order to ensure no damage occurs to any heritage assets.
- Providing a record of archaeological deposits which are damaged or removed by any development (including services and landscaping) permitted by the current planning consent.
- Monitoring the method and form of development to ensure that it conforms to previously agreed locations and techniques upon which this brief is based.

3.3 If significant archaeological remains are identified, reference will be made to the East Anglian Regional Research Agenda (Medleycott, 2011) so that the remains can, if possible, be placed within their local and regional context.

4. METHODOLOGY

Excavation and recording

- 4.1 The watching brief comprises the observation by a competent archaeologist of all intrusive groundworks. Non-archaeologically significant deposits will be removed by the contractors under archaeological supervision. Where mechanical excavators are used, these will be equipped with a toothless bucket.
- 4.2 If archaeological deposits are encountered they will be planned and recorded in accordance with Technical Manual 1 *Fieldwork Recording Manual*. Each context will be recorded on a pro-forma context sheet by written and measured description; principal deposits will be recorded by drawn plans (scale 1:20 or 1:50, or electronically using Leica GPS as appropriate) and drawn sections (scale 1:10 or 1:20 as appropriate). Should detailed feature planning be undertaken using GPS this will be carried out in accordance with Technical Manual 4 *Survey Manual*. Photographs (digital colour) will be taken as appropriate. All finds and samples will be bagged separately and related to the context record. All artefacts will be recovered and retained for processing and analysis in accordance with Technical Manual 3 *Treatment of Finds Immediately after Excavation*.
- 4.3 In the event of archaeological deposits being found for which the resources allocated are not sufficient to support treatment to a satisfactory and proper standard or which are of sufficient significance to merit an alternative approach such as contingency excavation or physical preservation, the client and Hannah Cutler, the archaeological advisor to the LPA will be contacted immediately. Destructive work in that area will cease until agreement has been reached on an appropriate archaeological response.

Artefact retention and discard

- 4.4 Artefacts from topsoil and subsoil and un-stratified contexts will normally be noted but not retained unless they are of intrinsic interest (e.g. worked flint or flint debitage, featured pottery sherds, and other potential 'registered artefacts').

Human remains

- 4.5 In the case of the discovery of human remains (skeletal or cremated), at all times they should be treated with due decency and respect. Where human remains are encountered, these will not be excavated unless their disturbance by the development is unavoidable or as required by SCCAS. In cases where exhumation

of human remains is deemed unavoidable/necessary, this will be conducted following the provisions of the Coroners Unit in the Ministry of Justice. All excavation and post-excavation processes will be in accordance with the standards set out in *ClfA Technical Paper No 7 Guidelines to the Standards for recording Human Remains* (ClfA 2004).

Environmental remains

- 4.6 Due care will be taken to identify deposits which may have environmental potential, and where appropriate, a programme of environmental sampling will be initiated. This will follow the Historic England environmental sampling guidelines outlined in *Environmental Archaeology, A guide to the Theory and Practice of Methods, from Sampling and Recovery to Post-excavation* (English Heritage 2011), and *CA Technical Manual 2: The Taking and Processing of Environmental and Other Samples from Archaeological Sites*. The sampling strategy will be adapted for the specific circumstances of the site, in close consultation with the CA Environmental Officer.
- 4.7 The processing of the samples will be done in conjunction with the relevant specialist following the Historic England general environmental processing guidelines (English Heritage 2011). Flotation or wet sieve samples will be processed to 0.25mm. Other more specialist samples such as those for pollen will be prepared by the relevant specialist. Further details of the general sampling policy and the methods of taking and processing specific sample types are contained within *CA Technical Manual 2: The Taking and Processing of Environmental and Other Samples from Archaeological Sites*.

Treasure

- 4.8 Upon discovery of Treasure CA will notify the client and the curator immediately. CA will comply fully with the provisions of the Treasure Act 1996 and the Code of Practice referred to therein. Findings will be reported to the coroner within 14 days.

5. STAFF AND TIMETABLE

- 5.1 This project will be under the management of Rhodri Gardner MCIfA, Head of Suffolk Office, CA.

- 5.2 The staffing structure will be organised thus: the Project Manager will direct the overall conduct of the watching brief as required during the period of fieldwork. Day to day responsibility however will rest with the Project Leader who will be on-site throughout the project.
- 5.3 The field team will consist of a Project Leader, supplemented by additional Archaeologists if required.
- 5.4 The duration of the fieldwork will be dependent upon the contractor's programme.
- 5.5 Specialists who will be invited to advise and report on specific aspects of the project as necessary are:

Ceramics	Ed McSloy, Steve Benfield (CA)
Metalwork	Ed McSloy, Ruth Beveridge (CA)
Flint	Jacky Sommerville, Michael Green (CA)
Animal Bone	Julie Curl (freelance)
Human Bone	Sharon Clough (CA)
Environmental Remains	Sarah Wyles, Anna West (CA)
Conservation	Pieta Greeves (freelance)
Geoarchaeology	Dr Keith Wilkinson (ARCA)

- 5.6 Depending upon the nature of the deposits and artefacts encountered it may be necessary to consult other specialists not listed here. A full list of specialists currently used by Cotswold Archaeology is contained within Appendix A.

6. POST-EXCAVATION, ARCHIVING AND REPORTING

- 6.1 Following completion of fieldwork, all artefacts and environmental samples will be processed, assessed, conserved and packaged in accordance with CA Technical Manuals and Suffolk County Council guidelines. A recommendation will be made regarding material deemed suitable for disposal/dispersal in line with the relevant recipient Museums' collection policy.
- 6.2 An illustrated report will be compiled on the results of the fieldwork and assessment of the artefacts, palaeoenvironmental samples etc. The report will include:

- i) an abstract containing the essential elements of the results preceding the main body of the report, and a summary of the project's background;
- (ii) description and illustration of the site location;
- (iii) a methodology of the works undertaken;
- (iv) integration of, or cross-reference to, appropriate cartographic and documentary evidence and the results of other research undertaken, where relevant to the interpretation of the watching brief results;
- (v) a description of the project's results;
- (vi) an interpretation of the results in the appropriate context;
- (vii) a summary of the contents of the project archive and its location (including summary catalogues of finds and samples);
- (viii) a site location plan at an appropriate scale on an Ordnance Survey, or equivalent, base-map;
- (ix) a plan showing the location of the areas observed and exposed archaeological features and deposits in relation to the site boundaries;
- (x) plans of each area in which archaeological features are recognised. These will be at an appropriate scale to allow the nature of the features exposed to be shown and understood. Plans will show the orientation of features recorded in relation to north. Section drawing locations will be shown on these plans. Archaeologically sterile areas will not be illustrated unless this can provide information on the development of the site stratigraphy or show palaeoenvironmental deposits that have influenced the site stratigraphy;
- (xi) section drawings of areas/trenches and features will be included where appropriate, with OD heights and at scales appropriate to the stratigraphic detail being represented. These will show the orientation of the drawing in relation to north/south/east/west. Archaeologically sterile trenches will not be illustrated unless they provide significant information on the development of the site stratigraphy or show palaeoenvironmental deposits that have influenced the site stratigraphy;
- (xiii) photographs showing significant features and deposits that are referred to in the text. All photographs will contain appropriate scales, the size of which will be noted in the illustration's caption;
- (xiv) a consideration of evidence within its wider local/regional context;
- (xv) a summary table and descriptive text showing the features, classes and numbers of artefacts recovered and soil profiles with interpretation;
- (xvi) specialist assessment or analysis reports where undertaken;

- 6.3 Specialist artefact and palaeoenvironmental assessment will take into account the wider local/regional context of the archaeology and will include:
- (i) specialist aims and objectives
 - (ii) processing methodologies (where relevant)
 - (iii) any known biases in recovery, or problems of contamination/residuality
 - (iv) quantity of material; types of material present; distribution of material
 - (v) for environmental material, a statement on abundance, diversity and preservation
 - (vi) summary and discussion of the results to include significance in a local and regional context
- 6.4 Copies of the draft report will be distributed to the Client or their Representative and to the LPA's Archaeological Advisor thereafter for verification and approval. Thereafter, copies of the approved report will be issued to the Client, LPA's Archaeological Advisor and the local Historic Environment Record (HER). Reports will be issued in digital format (PDF/PDFA as appropriate) except where hard copies have been specifically requested, and will be supplied to the HER along with shapefiles containing location data for the areas investigated, if required.
- 6.5 Should no further work be required, an ordered, indexed, and internally consistent site archive will be prepared and deposited in accordance with *Archaeological Archives: A Guide to Best Practice in Creation, Compilation, Transfer and Curation* (Archaeological Archives Forum 2007) and the *Archaeological Archives in Suffolk* guidelines (SCCAS, 2017). The client is aware of the costs of archiving and provision will be made to cover these costs in our agreement with them. The archive will be deposited with the County Archaeology Store unless another suitable repository is agreed with SCCAS.
- 6.6 If the client does not agree to transfer ownership to SCCAS they will be required to nominate another suitable repository approved by SCCAS or provide funding for additional recording and analysis of the finds archive (such as, but not limited to, additional photography or illustration of objects). In the rare event that artefacts of significant monetary value are discovered, separate ownership arrangements may be negotiated, provided they are not subject to Treasure Act legislation.
- 6.7 If an object qualifies as Treasure, under the Treasure Act 1996, the find(s) will be reported to the Suffolk Finds Liaison Officer (who then reports to the Coroner) within

14 days of the object's discovery and identification, the client will further be informed. Treasure objects will immediately be removed to secure storage, with appropriate on-site security measures taken if required. Any material eventually declared as Treasure by a Coroner's Inquest will, if not acquired by a museum, be returned to the client and/or landowner. Employees of Suffolk Archaeology, their subcontractors, or any volunteers under their control will not be eligible for any share of a treasure reward.

Academic dissemination

- 6.8 As the limited scope of this work is likely to restrict its publication value, it is anticipated that a short publication note only will be produced, suitable for inclusion within the PSIAH. Subject to any contractual constraints, a summary of information from the project will also be entered onto the OASIS online database of archaeological projects in Britain, including the upload of a digital (PDF) copy of the final report, which will appear on the Archaeology Data Service (ADS) website once the OASIS record has been verified.

Public dissemination

- 6.9 In addition to the ADS website, a digital (PDF) copy of the final report will also be made available for public viewing via Cotswold Archaeology's *Archaeological Reports Online* web page, generally within 12 months of completion of the project (<http://reports.cotswoldarchaeology.co.uk/>).

Archive deposition

- 6.10 CA will make arrangements with SCCAS for the deposition of the site archive and, subject to agreement with the legal landowner(s), the artefact collection.

7. HEALTH, SAFETY AND ENVIRONMENT

- 7.1 CA will conduct all works in accordance with the Health and Safety at Work Act 1974 and all subsequent Health and Safety legislation, CA Health and Safety and Environmental policies and the CA Safety, Health and Environmental Management System (SHE). A site-specific Construction Phase Plan (form SHE 017) will be formulated prior to commencement of fieldwork.

8. INSURANCES

- 8.1 CA holds Public Liability Insurance to a limit of £10,000,000 and Professional Indemnity Insurance to a limit of £10,000,000.

9. MONITORING

- 9.1 Notification of the start of site works will be made to the archaeological advisor to the LPA five working days before commencement so that there will be opportunities to visit the evaluation and check on the quality and progress of the work.

10. QUALITY ASSURANCE

- 10.1 CA is a Registered Organisation (RO) with the Chartered Institute for Archaeologists (RO Ref. No. 8). As a RO, CA endorses the *Code of Conduct* (CIfA 2014) and the *Code of Approved Practice for the Regulation of Contractual Arrangements in Field Archaeology* (CIfA 2014). All CA Project Managers and Project Officers hold either full Member or Associate status within the CIfA.
- 10.2 CA operates an internal quality assurance system in the following manner. Projects are overseen by a Project Manager who is responsible for the quality of the project. The Project Manager reports to the Chief Executive who bears ultimate responsibility for the conduct of all CA operations. Matters of policy and corporate strategy are determined by the Board of Directors, and in cases of dispute recourse may be made to the Chairman of the Board.

11. PUBLIC ENGAGEMENT, PARTICIPATION AND BENEFIT

- 11.1 This project will not afford opportunities for public engagement or participation during the course of the fieldwork. However, the results will be made publicly available on the ADS and Cotswold Archaeology websites, as set out in Section 6 above.

12. STAFF TRAINING AND CPD

- 12.1 CA has a fully documented mandatory Performance Management system for all staff which reviews personal performance, identifies areas for improvement, sets targets

and ensures the provision of appropriate training within CA's adopted training policy. In addition, CA has developed an award-winning Career Development Programme for its staff, which ensures a consistent and high quality approach to the development of appropriate skills.

- 12.2 As part of the company's requirement for Continuing Professional Development, all members of staff are also required to maintain a Personal Development Plan and an associated log which is reviewed within the Performance Management system. All staff are subject to probationary periods on appointment, with monthly review; for site-based staff additional monthly Employee Performance Evaluations measure and record skills and identify training needs.

13. REFERENCES

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Websites

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APPENDIX A: COTSWOLD ARCHAEOLOGY SPECIALISTS***Ceramics***

Neolithic/Bronze Age	Ed McSloy BA MCIFA (CA) Steve Benfield (CA) Emily Edwards (freelance) Dr Elaine Morris BA PhD FSA MCIFA (University of Southampton)
Iron Age/Roman	Ed McSloy BA MCIFA (CA) Kayt Marter Brown BA MSc MCIFA (freelance) Steve Benfield (CA)
(Samian) (Amphorae stamps)	Gwladys Montell MA PhD (freelance) Dr David Williams PhD FSA (freelance)
Anglo-Saxon	Paul Blinkhorn BTech (freelance) Sue Anderson (freelance) Dr Jane Timby BA PhD FSA MCIFA (freelance)
Medieval/post-medieval	Ed McSloy BA MCIFA (CA) Richenda Goffin (CA) Kayt Marter Brown BA MSc MCIFA (freelance) Stephanie Ratkai BA (freelance) Paul Blinkhorn BTech (freelance) John Allan BA MPhil FSA (freelance)
South West	Henrietta Quinnell BA FSA MCIFA (University of Exeter)
East of England	Steve Benfield (CA) Richenda Goffin (CA)
Clay tobacco pipe	Reg Jackson MLitt MCIFA (freelance) Marek Lewcun (freelance)
Ceramic Building Material	Ed McSloy MCIFA (CA) Dr Peter Warry PhD (freelance)
<i>Other Finds</i>	
Small Finds	Ed McSloy BA MCIFA (CA) Ruth Beveredge (CA)
Metal Artefacts	Katie Marsden BSc (CA) Ruth Beveredge (CA) Dr Jörn Schuster MA DPhil FSA MCIFA (freelance) Dr Hilary Cool BA PhD FSA (freelance)
Lithics (Palaeolithic)	Ed McSloy BA MCIFA (CA) Jacky Sommerville BSc MA PCIFA (CA) Dr Francis Wenban-Smith BA MA PhD (University of Southampton)
Worked Stone	Dr Ruth Shaffrey BA PhD MCIFA (freelance) Dr Kevin Hayward FSA BSc MSc PhD PCIFA (freelance)
Inscriptions	Dr Roger Tomlin MA DPhil, FSA (Oxford)
Glass	Ed McSloy MCIFA (CA) Dr Hilary Cool BA PhD FSA (freelance) Dr David Dungworth BA PhD (freelance; English Heritage)
Coins	Ed McSloy BA MCIFA (CA) Dr Peter Guest BA PhD FSA (Cardiff University) Dr Richard Reece BSc PhD FSA (freelance)
Leather	Quita Mould MA FSA (freelance)

Textiles	Penelope Walton Rogers FSA Dip Acc. (freelance)
Iron slag/metal technology	Dr Tim Young MA PhD (Cardiff University) Dr David Starley BSc PhD
Worked wood	Michael Bamforth BSc MCIFA (freelance)
Biological Remains	
Animal bone	Dr Philip Armitage MSc PhD MCIFA (freelance) Dr Matilda Holmes BSc MSc ACIFA (freelance) Julie Curl (freelance)
Human Bone	Sharon Clough BA MSc MCIFA (CA)
Environmental sampling	Sarah Wyles BA PCIFA (CA) Sarah Cobain BSc MSc ACIFA (CA) Anna West (CA) Dr Keith Wilkinson BSc PhD MCIFA (ARCA)
Pollen	Dr Michael Grant BSc MSc PhD (University of Southampton) Dr Rob Batchelor BSc MSc PhD MCIFA (QUEST, University of Reading)
Diatoms	Dr Tom Hill BSc PhD CPLHE (Natural History Museum) Dr Nigel Cameron BSc MSc PhD (University College London)
Charred Plant Remains	Sarah Wyles BA PCIFA (CA) Sarah Cobain BSc MSc ACIFA (CA)
Wood/Charcoal	Sarah Cobain BSc MSc ACIFA(CA) Dana Challinor MA (freelance)
Insects	Enid Allison BSc D.Phil (Canterbury Archaeological Trust) Dr David Smith MA PhD (University of Birmingham)
Mollusca	Sarah Wyles BA PCIFA (CA) Dr Keith Wilkinson BSc PhD MCIFA (ARCA)
Ostracods and Foraminifera	Dr John Whittaker BSc PhD (freelance)
Fish bones	Dr Philip Armitage MSc PhD MCIFA (freelance)
Geoarchaeology	
Soil micromorphology	Dr Keith Wilkinson BSc PhD MCIFA (ARCA) Dr Richard Macphail BSc MSc PhD (University College London)
Scientific Dating	
Dendrochronology	Robert Howard BA (NTRDL Nottingham)
Radiocarbon dating	SUERC (East Kilbride, Scotland) Beta Analytic (Florida, USA)
Archaeomagnetic dating	Dr Cathy Batt BSc PhD (University of Bradford)
TL/OSL Dating	Dr Phil Toms BSc PhD (University of Gloucestershire)
Conservation	
	Karen Barker BSc (freelance) Pieta Greaves BSc MSc ACR (Drakon Heritage and Conservation)

APPENDIX B: ARCHAEOLOGICAL STANDARDS AND GUIDELINES

- AAF 2007 *Archaeological Archives. A guide to best practice in creation, compilation, transfer and curation.* Archaeological Archives Forum
- AAI&S 1988 *The Illustration of Lithic Artifacts: A guide to drawing stone tools for specialist reports.* Association of Archaeological Illustrators and Surveyors Paper 9
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- CIfA, 2014, *Standard and Guidance for Archaeological Excavation.* Chartered Institute for Archaeologists (Reading)
- CIfA, 2014, *Standard and Guidance for Archaeological Investigation and Recording of Standing Buildings or Structures.* Chartered Institute for Archaeologists (Reading)
- CIfA, 2014, *Standard and Guidance for the Collection, Documentation, Conservation and Research of Archaeological Materials.* Chartered Institute for Archaeologists (Reading)
- CIfA, 2014, *Standard and Guidance for the Creation, Compilation, Transfer and Deposition of Archaeological Archives.* Chartered Institute for Archaeologists (Reading)
- CIfA, 2014, *Standard and Guidance for Archaeological Field Evaluation.* Chartered Institute for Archaeologists (Reading)
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Andover Office

Stanley House
Walworth Road
Andover
Hampshire
SP10 5LH

t: 01264 347630

Cirencester Office

Building 11
Kemble Enterprise Park
Cirencester
Gloucestershire
GL7 6BQ

t: 01285 771022

Exeter Office

Unit 1, Clyst Units
Cofton Road
Marsh Barton
Exeter
EX2 8QW

t: 01392 573970

Milton Keynes Office

Unit 8 - The IO Centre
Fingle Drive, Stonebridge
Milton Keynes
Buckinghamshire
MK13 0AT

t: 01908 564660

Suffolk Office

Unit 5, Plot 11, Maitland Road
Lion Barn Industrial Estate
Needham Market
Suffolk
IP6 8NZ

t: 01449 900120

e: enquiries@cotswoldarchaeology.co.uk



APPENDIX C: OASIS REPORT FORM

OASIS DATA COLLECTION FORM: England

OASIS ID: cotswold2-353343

Project details

Project name	The Swan Inn, Woolpit
Short description of the project	In June 2019, an archaeological watching brief was undertaken by Cotswold Archaeology during groundworks associated with the conversion of four existing holiday bedrooms and the conversion of an existing outbuilding to provide three, three-bedroom residential properties at The Swan Inn, The Street, Woolpit, Suffolk. Four possible pits were identified in the trenches for the footings. Two pits were modern in date and one pit was dated as late post-medieval/modern, a third undated possible pit was also identified.
Project dates	Start: 12-06-2019 End: 18-06-2019
Previous/future work	No / Not known
Any associated project reference codes	WPT075 - HER event no.
Any associated project reference codes	DC/18/05357 - Planning Application No.
Any associated project reference codes	SU0011 - Contracting Unit No.
Type of project	Recording project
Site status	Listed Building
Current Land use	Other 14 - Recreational usage
Monument type	PIT Post Medieval
Monument type	PIT Modern
Monument type	PIT Uncertain
Significant Finds	NONE None
Investigation type	"Watching Brief"
Prompt	National Planning Policy Framework - NPPF

Project location

Country	England
Site location	SUFFOLK MID SUFFOLK WOOLPIT The Swan Inn
Postcode	IP309QN
Study area	300 Square metres
Site coordinates	TL 597344 262381 51.911266519462 0.322564286701 51 54 40 N 000 19 21 E Point

Height OD / Depth Min: 61.2m Max: 62.09m

Project creators

Name of Organisation	Cotswold Archaeology
Project brief originator	Suffolk County Council Archaeological Services
Project design originator	Cotswold Archaeology
Project director/manager	Rhodri Gardner
Project supervisor	Rebecca Smart
Type of sponsor/funding body	Landowner
Name of sponsor/funding body	Mexhomes Ltd.

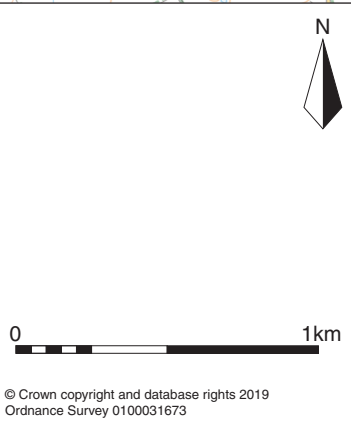
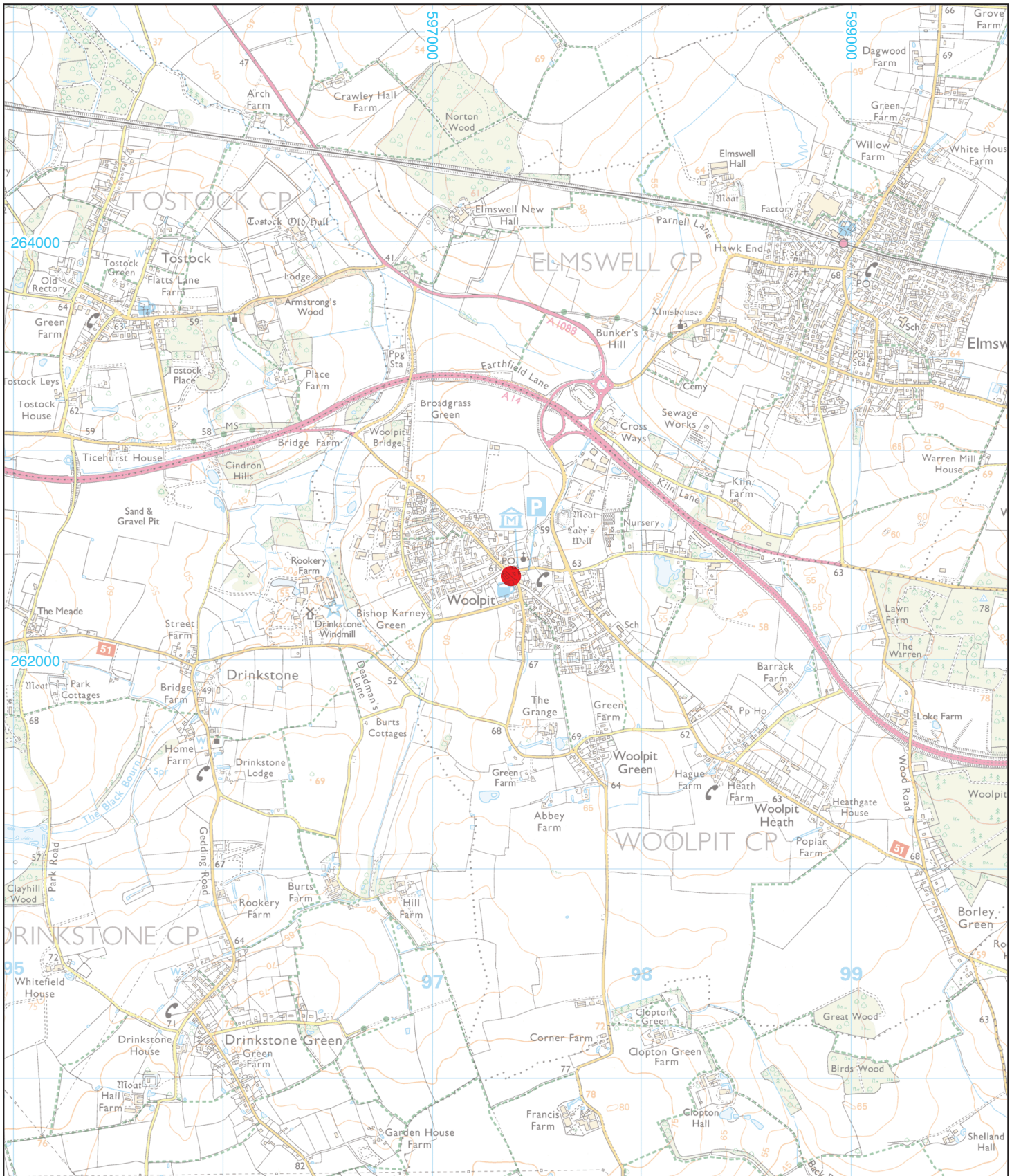
Project archives

Physical Archive Exists?	No
Digital Archive recipient	Suffolk HER
Digital Archive ID	WPT075
Digital Media available	"Database","GIS","Images raster / digital photography","Spreadsheets","Survey","Text"
Paper Archive recipient	Suffolk HER
Paper Archive ID	WPT075
Paper Media available	"Context sheet","Drawing","Report","Section","Unpublished Text"

Project bibliography 1

Publication type	Grey literature (unpublished document/manuscript)
Title	The Swan Inn, Woolpit, Suffolk: Archaeological Watching Brief
Author(s)/Editor(s)	Gardiner, R.
Other bibliographic details	SU0011_1
Date	2019
Issuer or publisher	Cotswold Archaeology
Place of issue or publication	Needham Market
Description	A4 wire bound report with full colour figures

Entered by Rhiannon Gardiner (rhiannon.gardiner@cotswoldarchaeology.co.uk)
Entered on 15 July 2019




Cotswold Archaeology
 Andover 01264 347630
 Cirencester 01285 771022
 Exeter 01392 573970
 Milton Keynes 01908 564660
 Suffolk 01449 900120
www.cotswoldarchaeology.co.uk
enquiries@cotswoldarchaeology.co.uk

PROJECT TITLE
 The Swan Inn, The Street, Woolpit,
 Suffolk

FIGURE TITLE
 Site location plan

DRAWN BY GB **PROJECT NO.** SU0011 **FIGURE NO.**
CHECKED BY DJB **DATE** 22/07/2019 **1**
APPROVED BY RS **SCALE@A4** 1:25,000

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Ordnance Survey 0100031673



- Site boundary
- Study area
- Cut feature
(unexcavated / excavated)



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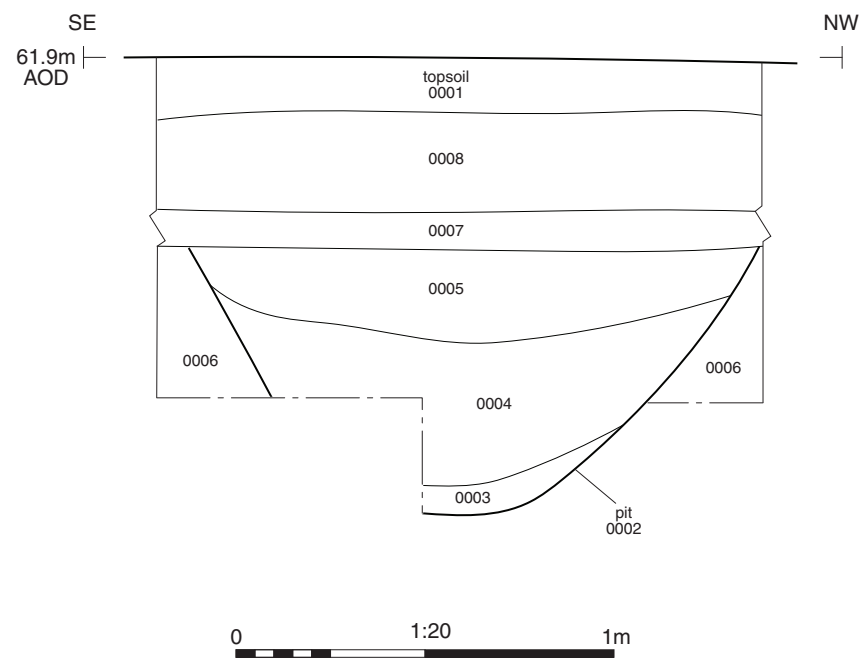

Cotswold Archaeology
 Andover 01264 347630
 Cirencester 01285 771022
 Exeter 01392 573970
 Milton Keynes 01908 564660
 Suffolk 01449 900120
 www.cotswoldarchaeology.co.uk
 enquiries@cotswoldarchaeology.co.uk

PROJECT TITLE
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 Suffolk

FIGURE TITLE
**Trench plan showing archaeological
 features**

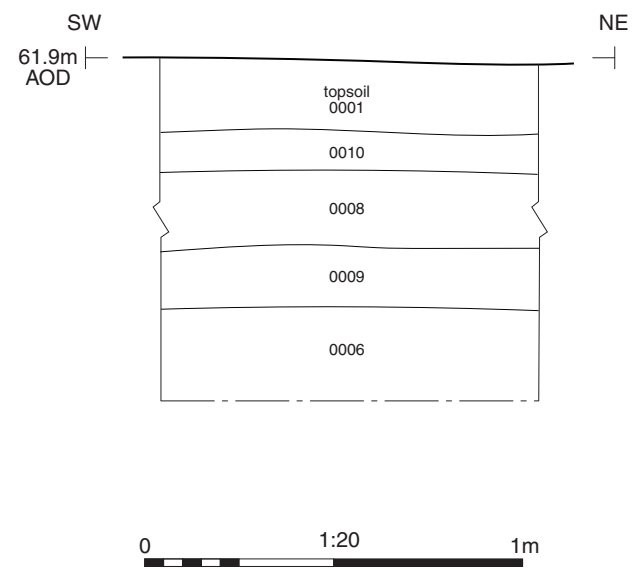
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<small>APPROVED BY</small> RS	<small>SCALE@A3</small> 1:150	

Section AA



Pit 0002, looking west (1m scale)

Section BB



Representative section, looking north-west (1m scale)

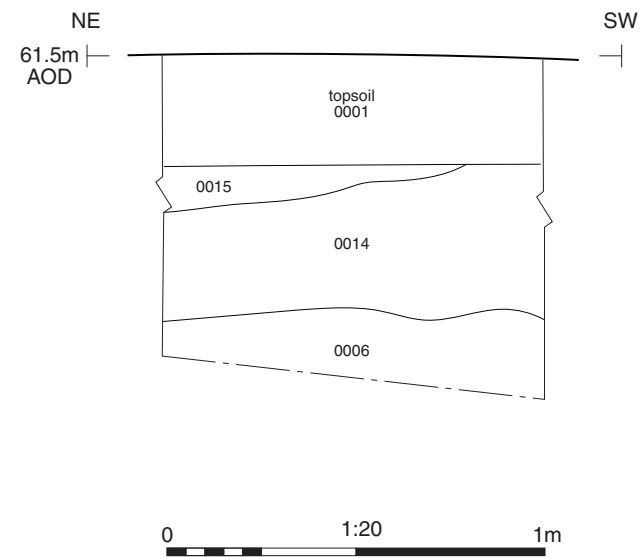

Cotswold Archaeology
 Andover 01264 347630
 Cirencester 01285 771022
 Exeter 01392 573970
 Milton Keynes 01908 564660
 Suffolk 01449 900120
 www.cotswoldarchaeology.co.uk
 enquiries@cotswoldarchaeology.co.uk

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FIGURE TITLE
Area 1: sections and photographs

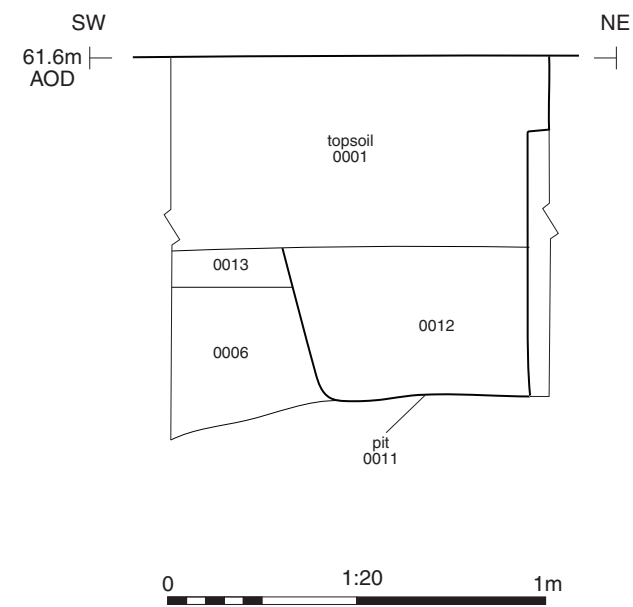
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CHECKED BY	DJB	DATE	23/07/2019	3
APPROVED BY	RS	SCALE@A3	1:20	

Section CC



Representative section, looking north-west (1m scale)

Section DD



Representative section, looking south-east (1m scale)

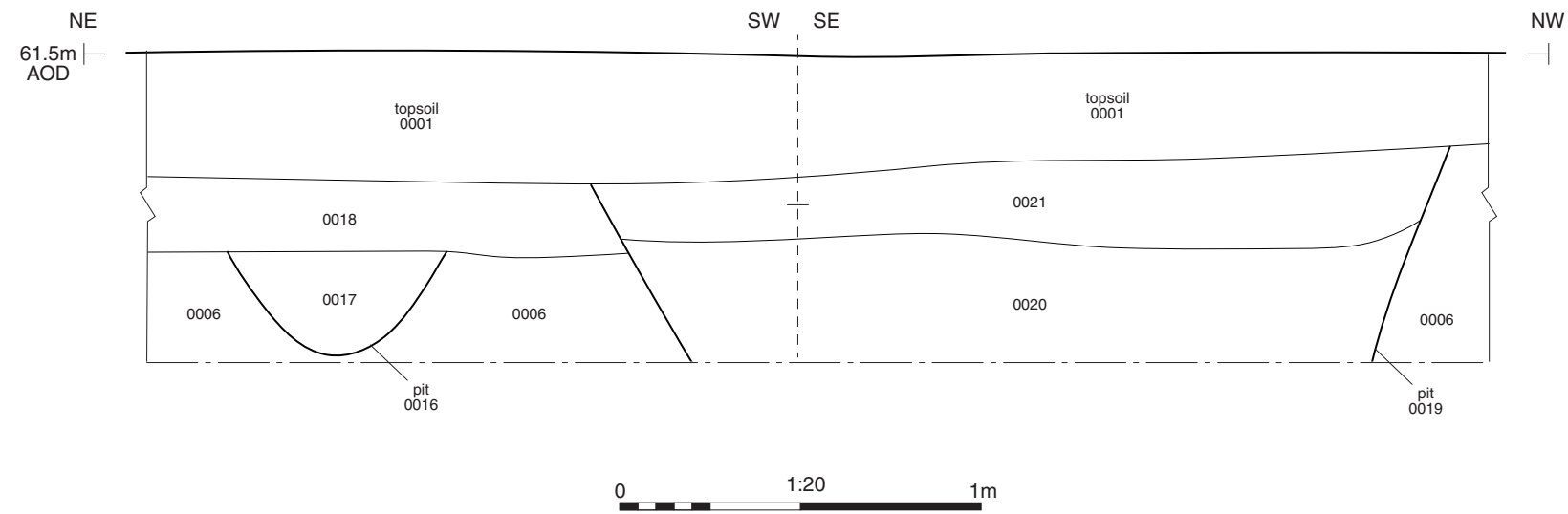

Cotswold Archaeology
 Andover 01264 347630
 Cirencester 01285 771022
 Exeter 01392 573970
 Milton Keynes 01908 564660
 Suffolk 01449 900120
 www.cotswoldarchaeology.co.uk
 enquiries@cotswoldarchaeology.co.uk

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FIGURE TITLE
Area 2: sections and photographs

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Section EE



Pits 0016 and 0019, looking south-east (1m scale)


Cotswold Archaeology
 Andover 01264 347630
 Cirencester 01285 771022
 Exeter 01392 573970
 Milton Keynes 01908 564660
 Suffolk 01449 900120
 www.cotswoldarchaeology.co.uk
 enquiries@cotswoldarchaeology.co.uk

PROJECT TITLE
**The Swan Inn, The Street, Woolpit,
 Suffolk**

FIGURE TITLE
Area 3: section and photograph

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Andover Office

Stanley House
Walworth Road
Andover
Hampshire
SP10 5LH

t: 01264 347630

Cirencester Office

Building 11
Kemble Enterprise Park
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Gloucestershire
GL7 6BQ

t: 01285 771022

Exeter Office

Unit 1, Clyst Units
Cofton Road
Marsh Barton
Exeter
EX2 8QW

t: 01392 573970

Milton Keynes Office

Unit 8 - The IO Centre
Fingle Drive, Stonebridge
Milton Keynes
Buckinghamshire
MK13 0AT

t: 01908 564660

Suffolk Office

Unit 5, Plot 11, Maitland Road
Lion Barn Industrial Estate
Needham Market
Suffolk
IP6 8NZ

t: 01449 900120

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