Engineering Archaeological Services Ltd.

#### **Automech Criccieth, Archaeological Watching Brief**

# Commissioned by Laith Abdulla and Darryl Gregson

# Fieldwork by I.P. Brooks Engineering Archaeological Services Ltd



EAS Client Report 2025/03

Engineering Archaeological Services Ltd is
Registered in England No 286978

#### **CONTENTS**

Introduction:	1			
NGR	1			
Location and Topography	1			
Archaeological Background	1			
Aims of the Archaeological Work	2			
SUMMARY	2			
Methods:	2			
Results:	2			
Watching Brief	2			
Discussion	3			
Acknowledgements	3			
Appendix 1: Context Summary	16			
Appendix 2: List of Photographs in the Archive	17			
Appendix 3: Historic Environment Summary	18			
Appendix 4: Specification	19			
Appendix 5: Selection Strategy				
List of Illustrations				
Figure 1: Location	4			
Figure 2: Location of the Works	5			
Figure 3: Location of the records in the Historic Environment  Record	6			
Figure 4: Historic Mapping	7			
Figure 5: Historic Mapping	8			
Figure 6: Historic Mapping	9			
Figure 7: Location of the features investigated	<i>10</i>			
Figure 8: Sections	11			
Plata 1. The site hefore development looking WSW	12			
Plate 1: The site before development, looking WSW. Plate 2: The inspection pit	12			
Plate 3: The inspection pu Plate 3: The access to the site, looking SSE	13			
Plate 4: Section through the concrete layers covering part of the site	13			
Plate 5: Fill of the inspection pit	14			
Plate 6: The inspection pit	14			
Plate 7: Feature (Context 1)	15			
Plate 8: Feature (Context 4)	15			

#### **NGR**

Centred on: SH 50015 37906

Event PRN 49191

Partly within the Criccieth Conservation Area

#### **Location and Topography** (Figures 1 and 2)

The site of the dis-used Automech Garage occupies a yard behind the houses fronting onto Castle Street, Criccieth and is surrounded houses fronting onto Tanygrisiau Terrace, Hafen Cartref and Henbont Road. At the time of the watching brief the garage buildings had already been demolished, although the some of the concrete bases and one of the inspection pits were evident (Plates 1 and 2). The site is accessed by a narrow lane (Plate 3) from Castle Street. Part of the concrete base for the garage and its associated yard had been removed prior to the watching brief.

Because of the restricted nature of the development site the digging of the footings had to be undertaken in two phases with an initial phase on 11/3/2025 and a second phase on 8/5/2025. Between the two visits more of the concrete associated with the garage had been removed so that the footings could be completed. The footings of only one of the proposed houses in the development were excavated, leaving the potential for the developers to sell the whole plot to a single client, rather than build the two properties at the initial stage.

#### Archaeological Background

Engineering Archaeological Services Ltd were commissioned to carry out an archaeological watching brief on the construction of two new houses in the yard previously occupied by the Automech Garage, behind the houses fronted onto Castle Street, Criccieth. However, it was later decided to build only one of the houses, leaving the potential for the eventual buyer to purchase the whole plot as a garden.

This is not the first proposal for the site as Engineering Archaeological Services were initially approached in June 2021 regarding a watching brief on the construction of three houses on the site of the Automech garage (slightly larger plot).

The development is within 100m of two scheduled monuments, Criccieth Castle (CN015) and Criccieth Castle Outer Bank Defences (CN173) within the medieval core area of the town.

The Historic Environment Record (HER Enquiry Reference Number: GAHER2167, Figure 3) has eight core sites, monuments, buildings and findspots data and seven archaeological events data recording investigative activities recorded within 100 m of the development. None of these are directly relevant to the development with the majority of the records relating to standing buildings along Castle Street.

The historic Ordnance Survey Mapping (Figures 4-6) shows that the site of the garage was initially developed between 1888 and 1901 (Figures 4.1 and 4.2) with the 1901 mapping showing a building on the site later occupied by the garage buildings. Prior to this the site was the southern end of a field. The subsequent mapping (Figures 5 and 6) shows little change to the development site until the mapping published in 1954 (Figure 6.1) where the

building along the northern edge of the development site is shown as roofless. By the 1973 mapping (Figure 6.2), the garage, later to become "Automech" is shown.

#### Aims of Archaeological Work

1. To record any archaeological deposits or features revealed construction of the house/s.

#### **SUMMARY OF RESULTS**

An archaeological watching brief on the development of two houses on the site of the Autromech Garage, Castle Street, Criccieth, was commissioned from Engineering Archaeological Services Ltd by Laith Abdulla and Darryl Gregson. The footing of only one of the proposed houses were dug, in this phase of the development. Apart from extensive concrete floors and an inspection pit associated with the dis-used garage, only two, postmedieval features were recorded. The fieldwork took place on 11/3/2025 and 8/5/2025.

Comisiynwyd briff gwylio archaeolegol ar ddatblygiad dau dŷ ar safle Garej Autromech, Stryd y Castell, Cricieth, gan Engineering Archaeological Services Ltd gan Laith Abdulla a Darryl Gregson. Cloddiwyd sylfaen un o'r tai arfaethedig yn unig yn y cam hwn o'r datblygiad. Ar wahân i loriau concrit helaeth a phwll archwilio sy'n gysylltiedig â'r garej segur, dim ond dau nodwedd ôl-ganoloesol a gofnodwyd. Cynhaliwyd y gwaith maes ar 11/3/2025 ac 8/5/2025.

#### Methods

A watching brief was undertaken on the digging of the footings of one of the proposed houses on the Automech site, Castle Street, Criccieth. The footings were dug with a Kubota U27-4 mechanical excavator with all digging being monitored by the author. Prior to the watching brief the concrete of the floor of the garage was removed, so that the footings were dug through the natural gravel below the concrete.

#### Results

#### **Watching Brief**

The majority of the concrete from the garage that previously occupied the site had already been removed before the first day of the watching brief took place, however, a section near south western end of the footings was available to observe. At least four layers of concrete (Plate 4) were observed, each with a layer of sand/sub-base below. The other part of the garage to be recorded was a second inspection pit (Plates 5 and 6) constructed of concrete.

Only two archaeological features were recorded from the watching brief (Figures 7 and 8, Plates 7 and 8). Context 1 (Plate 7) was a posthole, 450 mm in diameter and at least 550 mm deep, with both packing (Context 3) and a post-pipe (Context 2). The post pipe was 200 mm in diameter, positioned on the south-western side of the feature. No dating evidence was recovered from this feature, however, given its form and position a post-medieval date for this feature is likely.

The second feature (Context 4) was 360 mm in diameter and at least 500 mm deep with vertical or near vertical sides. It had two fills (Contexts 5 and 6), with the upper fill (Context 5) being a mixed, dark yellowish-brown clay. The lower fill (Context 5) was a dump of angular stone blocks and modern bricks up to 150 mm in size with little or no matrix between

the blocks. The presence of brick fragments would suggest a late nineteenth or twentieth century date for this feature. The function of the feature is uncertain, but a large post-hole or small pit is possible. Given its position and that it was sealed by the concrete floor of the garage it is likely that this feature may relate to the building shown on the 1901 - 1954 mapping (Figures 4 - 6)

#### Discussion

Only two features were recorded during the watching brief, both of which probably relates to the activity related to the building shown on the 1901 - 1954 mapping (Figures 4 - 6). No evidence for Medieval or earlier activity in the area was recorded.

#### Acknowledgements

The work was commissioned by Laith Abdulla and Darryl Gregson. It was monitored by Jenny Emmett for the Development Control section of Heneb, Gwynedd Archaeology.



Reproduced from the ExplorerTM 254, 1:25,000 scale by permission of the Ordnance Survey ® on behalf of The Controller of Her Majesty's Stationary Office © Crown Copyright 2002 All Rights Reserved Licence Number AL 100014722

Figure 1: Location Scale 1:10,000



Ordnance Survey, (c) Crown Copyright 2021. All rights reserved. Licence number 100022432



Figure 2: Location of the Development Scale 1:1,000

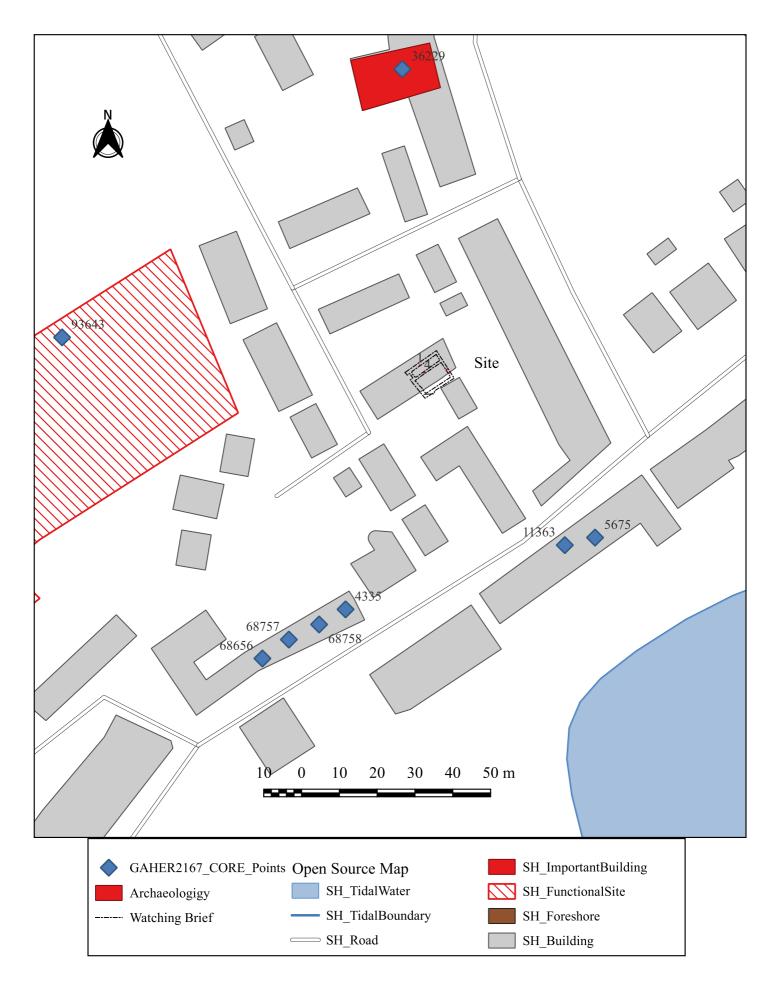


Figure 3: Location of the Records within the Historic Environment Record Scale 1:1000

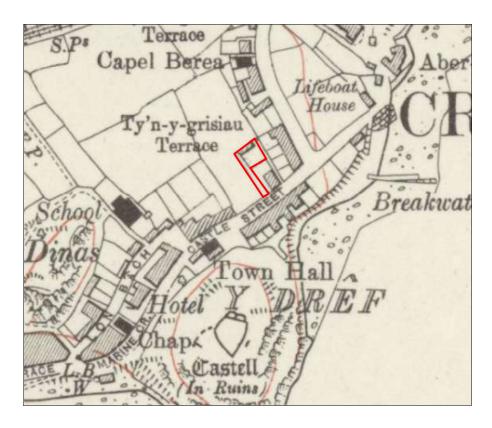


4.1: Ordnance Survey Caernarvonshire XXXIV.SW map published in 1888

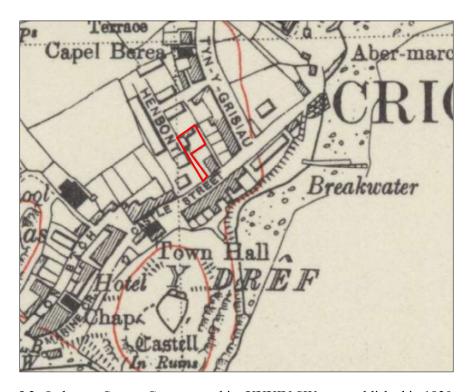


4.2: Ordnance Survey Caernarvonshire XXXIV.SW map published in 1901

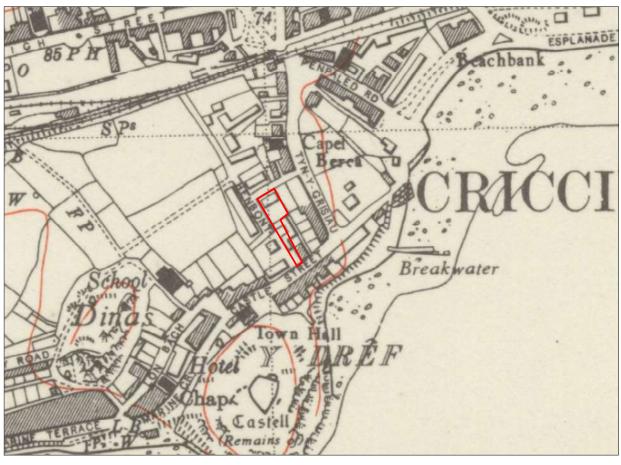
Figure 4: Historic Mappin Not to Scale



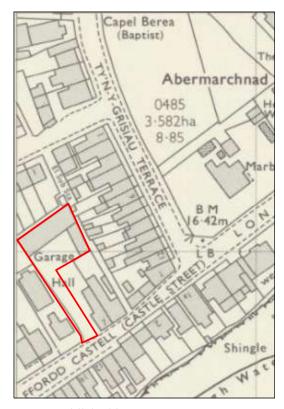
5.1: Ordnance Survey Caernarvonshire XXXIV.SW map published in 1913



5.2: Ordnance Survey Caernarvonshire XXXIV.SW map published in 1920



6.1: Ordnance Survey Caernarvonshire XXXIV.SW map published in 1954



6.2: Ordnance Survey SH5037 published in 1973

Figure 6: Historic Mapping Not to scale



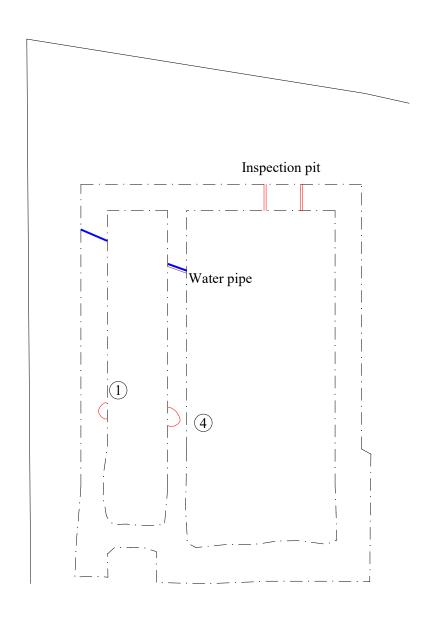
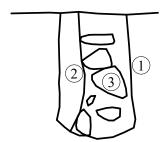




Figure 7: Location of the Features Recorded Scale 1:100

SW NE





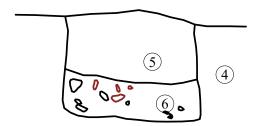


Figure 8: Sections Scale 1:20



Plate 1: The site before development, looking WSW.



Plate 2: The inspection pit



Plate 3: The access to the site, looking SSE



Plate 4: Section through the concrete layers covering part of the site



Plate 5: Fill of the inspection pit



Plate 6: The inspection pit



Plate 7: Feature (Context 1)



Plate 8: Feature (Context 4)

## Appendix 1: Context Summary

Context	Туре	Location	Description	Relationships
1	Cut	SH 50015 37912	Probable post hole 450 mm in diameter and at least 550 mm deep	Below concrete Contains 2 and 3 Cuts natural
2	Fill	SH 50015 37912	Post pipe, 200 mm in diameter and at least 550 mm deep, dark grey/brown clay	Below concrete Abuts 3 Within 1
3	Fill	SH 50015 37912	Packing, medium/large angular stone blocks up to 120 mm in size in a matrix of yellow clay and brown clayey soil	Below concrete Abuts 2 Within 1
4	Cut	SH 50016 37911	Pit/post hole. 360 mm in diameter and at least 500 mm deep with vertical or near vertical sides	Below concrete Contains 5 and 6 Cuts natural
5	Fill	SH 50016 37911	Mixed, dark yellowish-brown clay with the occasional angular stone up to 100 mm in size. It occupies the top 300 mm of the feature	Below concrete Above 6 Within 4
6	Fill	SH 50016 37911	Dump of angular stone blocks and modern bricks up to 150 mm in size. There is very little matrix between the blocks	Below 5 Within 5

### Appendix 2: List of Photographs in the Archive

Frame	Scale	Looking	Description	
AC25_001	1 m	SW	Section through the concrete floor of the demolished garage	
AC25 002	1 m	SW	Section through the concrete floor of the demolished garage	
AC25_003	none	NE	General view across the site after the removal of the concrete, but	
			before digging the footings	
AC25_004	none	SW	General view across the site after the removal of the concrete, but	
			before digging the footings	
AC25_005	none	SW	General view across the site after the removal of the concrete, but	
			before digging the footings	
AC25_006	none	NNW	Inspection pit for the garage (below boat)	
AC25_007	none	SE	The drive to the site	
AC25_008	none	SW	Remnant of the garage building along the western boundary of	
			the site	
AC25_009	none	NE	General view across the site after the removal of some of the	
			concrete, but before digging the footings	
AC25_010	1 m	WNW	Post-hole, Context 1	
AC25_011	1 m	WNW	Post-hole, Context 1	
AC25_012	1 m	WNW	Post-hole, Context 1	
AC25_013	1 m	S	Pit/post-hole, Context 4	
AC25_014	1 m	S	Pit/post-hole, Context 4	
AC25_015	1 m	S	Pit/post-hole, Context 4	
AC25_016	1 m	Е	Second inspection pit from the garage, including some of the later fill	
AC25_017	1 m	Е	Second inspection pit from the garage, including some of the later	
			fill	
AC25_018	1 m	E	Second inspection pit from the garage, including some of the later fill	
AC25 019	1 m	W	Second inspection pit from the garage	
AC25 020	1 m	W	Second inspection pit from the garage	
AC25 021	1 m	NNW	Area of the second phase of trenching before digging the footings	
AC25 022	1 m	N	Area of the second phase of trenching before digging the footings	
AC25 023	1 m	SSW	Section through the concrete floor of the garage	
AC25 024	1 m	SW	Section through the concrete floor of the garage	
AC25_025	1 m	SW	Section through the concrete floor of the garage	
AC25_026	1 m	SSW	Section through the concrete floor of the garage	
AC25_027	1 m	SW	Section through the concrete floor of the garage	
AC25_028	2 m	NW	Second phase of footings	
AC25_029	2 m	NNW	Second phase of footings	

## Appendix 3: Historic Environment Summary

PRN	Location	Description	Site Summary	Status
68758	SH4998837844	23 Castle Street,	A town house.	Listed Building,
	3114990037044	Criccieth		Grade II
68757	SH4998037840	25 Castle Street,	A modern town	Listed Building,
		Criccieth	house.	Grade II
68656	SH4997337835	27 Castle Street,	A house probably	Listed Building,
		Criccieth	built or remodelled in	Grade II
			the early 19th century,	
			possibly incorporating	
			earlier buildings. It	
			appears to be at least	
			in part a continuous	
			build with Nos 21-23.	
36229	SH5001037991	Capel Berea, Criccieth		Listed Building,
				Grade II
93643	SH49923792	Civil Air Raid Shelter,	The site of an air raid	
		Site of, Criccieth	shelter.	
11363	SH5005337865	Old Castle Inn, No.4	A town house.	Listed Building,
		Castle Street,		Grade II*
		Criccieth		
4335	SH4999537848	Porth yr Aur,	A town house.	Listed Building,
		Criccieth		Grade II
		Ty Mawr, No. 2	A modern town	Listed Building,
5675	SH5006137867	Castle Street,	house.	Grade II
		Criccieth		

#### Appendix 4: Specification

# Specification for the Archaeological Watching Brief at Automech Garage, on land off Castle Street, Criccieth, LL52 0DP

#### Specification compiled by I.P. Brooks.

#### **28 February 2025**

#### 1. Non-Technical Summary

1.1. It is intended to redevelop the site of the Automech Garage, on land off Castle Street, Criccieth, LL52 0DP, by demolishing the current structure and building two new houses (Planning Application C23/0088/35/MG). Following the advice of the Gwynedd Archaeological Planning Service, Gwynedd County Council have imposed the conditions "No development shall take place within the area indicated until the applicant has secured the implementation of a programme of archaeological works with a written scheme of investigation which has been submitted by the applicant and approved by the Local Planning Authority".

#### 2. Background

- 2.1. Open Space Homes Ltd intend to demolish the existing structure of Automech Garage, off Castle Street, Criccieth and construct two new homes.
- 2.2. The development is within 100m of two scheduled monuments, Criccieth Castle (CN015) and Criccieth Castle Outer Bank Defences (CN173) within the medieval core area of the town
- 2.3. The Gwynedd Archaeological Planning Service recommended the inclusion of archaeological conditions within the planning permission for this development which were included by Gwynedd Planning Department.

#### 3. Objectives

- 3.1. The principal objective of the proposed watching brief are as follows:
  - 3.1.1.To record any archaeological features disturbed by the ground works associated with the construction of the new shop.

#### 4. Fieldwork Program

- 4.1. It is intended to carry out an archaeological watching brief on the ground works associated with the construction of the houses.
  - 4.1.1.An intensive watching brief will be carried out on all groundworks associated with the development.
- 4.2. Analysis
- 4.3. Archive preparation
- 4.4. Report preparation

#### 5. Methodology

5.1. Fieldwork

- 5.1.1.A suitably qualified archaeologist will be present during all soil moving activities, allowing for the location and recording of any archaeological features or deposits within these areas.
- 5.1.2.It will be encouraged that all topsoil and superficial deposits will be removed using a smooth faced bucket.
- 5.1.3. Selective hand cleaning will be undertaken to define any archaeological features recorded during topsoiling.
- 5.1.4.A minimum of 10% of each of the linear features and 50% of each discrete feature will be excavated.
  - 5.1.4.1.All relationships between archaeological features will be investigated.
  - 5.1.4.2. Specific features of significant archaeological importance (such as graves or features with significant deposits) will be fully excavated.
- 5.1.5.All features or archaeologically significant deposits revealed will be fully recorded including:
  - 5.1.5.1.A written description of deposit: type, components etc.
  - 5.1.5.2.Hand drawn plans and sections at suitable scales. Typically plans will be drawn at a scale of 1:20 or greater and sections at a scale of 1:10.
  - 5.1.5.3.Photographs will be taken with Nikon V5 Digital Camera at a resolution of 24.2 MP
  - 5.1.5.4.If appropriate photographs will be taken with a Panasonic Lumix DC-FT7 camera on an extendable pole. These photographs will be processed with Agisoft Metashape v. 1.6.3 to produce photogrammetric images of the trenches.
  - 5.1.5.5.Plan drawings showing the extent and nature of any archaeological deposits or features encountered.
  - 5.1.5.6. Section drawings of any features recorded to record vertical stratigraphy.
- 5.1.6. The photographs will include metric scales
- 5.1.7. All artefacts and ecofacts will be recorded by context.
- 5.1.8.Each deposit, feature or layer will be identified by a unique context number to which all other records will be related
- 5.1.9. Where possible, elevation drawings of feature half sections to record vertical stratigraphy.
- 5.1.10. Where appropriate, deposits will be sampled for environmental, dating or technological evidence. Samples will be fully recorded and packed appropriately for future analysis.
  - 5.1.10.1. Sampling will be carried out in accordance with the procedures outlined in English Heritage. 2011. Environmental Archaeology. A guide to the theory and practice of methods, from sampling and recovery to post-excavation.
  - 5.1.10.2. Bulk samples are likely to be in the range of 10 40l depending on the reason for the sample and the availability of suitable material.

- 5.1.11. If human remains are encountered all works will stop until the appropriate permissions have been obtained. A further specification will be submitted to detail the excavation of any human remains and the subsequent specialist reports.
- 5.2. The planning section of Heneb Gwynedd Archaeology will be notified immediately if significant archaeological deposits, features or artefacts are located.

#### 5.3. Post Excavation Analysis

- 5.3.1.If there is little, or no, archaeological deposits/features or remains recorded during the evaluation will progress immediately on to the archive report.
- 5.3.2.If significant archaeological remains/features/deposits are encountered. On completion of the fieldwork an assessment of the archaeological record from the site, will be made and the project design updated. Including an estimate on the cost of the post-excavation process.
- 5.3.3.On approval of the updated project design the full archaeological report will be undertaken to including the commissioning of all specialist reports recommended by the revised project design.

#### 5.4. Finds

- 5.4.1. The intension is to archive any suitable finds with Storiel in Bangor.
- 5.4.2. Any flint artefacts will be studied by I.P. Brooks for Engineering Archaeological Services Ltd.
- 5.4.3. Any pottery will be studied by an appropriate specialist to be agreed in consultation with the Curatorial Archaeologist.
  - 5.4.3.1.It is intended that M. Jones (CR Archaeology) will report on the post-medieval finds including any pottery collected
- 5.4.4. Any metal or other special finds will be studied by an appropriate specialist to be agreed in consultation with the Curatorial Archaeologist
- 5.4.5.All ceramic, bone and stone artefacts will be cleaned and processed immediately following the watching brief.
- 5.4.6.Metal artefacts will be stored and managed on site according to the UK Institute of Conservation Guidelines.
- 5.4.7. Any samples taken for environmental analysis will be assessed and studied by an appropriate specialist to be agreed in consultation with the Curatorial Archaeologist
- 5.4.8.All finds will be bagged by context with the exception of closely datable or "special" finds which will be recorded with a 3 D position and will be bagged separately
- 5.4.9. The requirement for specialist archaeological reports will be discussed with the Curatorial Archaeologist. The extent and cost of any such report will be discussed with the client and a suitable level of response formulated in discussion between the Archaeologist and the Curatorial Archaeologist.
- 5.4.10. The initial report will include an assessment of the finds from the work and a recommendation for further study if require.

#### 5.5. Archive Preparation and Report Preparation

5.5.1.On competition of fieldwork an archive of the results will be prepared.

- 5.5.2. The digital records will be archived with the Royal Commission on Ancient and Historic Monuments of Wales
- 5.5.3. The digital archive will be prepared in line with Royal Commission on Ancient and Historic Monuments of Wales. 2015. Guidelines for digital archives
- 5.5.4. The deposition of any find with a local museum will be discussed with the owner and the development control archaeologist with a strong recommendation that any finds are deposited in a suitable local museum. This is likely to be Storiel in Bangor.
- 5.5.5.A summary report on the findings of the investigations will be prepared and completed within four weeks from completion of the project. This will summarise the results of the project including;
  - 5.5.5.1.A site location plan
  - 5.5.5.2.A plan of the site locating any features or archaeological deposits located.
  - 5.5.5.3.An outline methodology
  - 5.5.5.4. The results of the Watching Brief.
  - 5.5.5.A full bibliography
  - 5.5.5.6.A copy the agreed specification
  - 5.5.5.7.An assessment of the potential for further archaeological investigation
  - 5.5.5.8.Up to five copies of the report will be provided.
  - 5.5.5.9.A digital copy of the report will also be provided.
  - 5.5.5.10. A digital copy of the report will be supplied to the Gwynedd Historic Environment Record
  - 5.5.5.11. A digital copy of the report will be supplied to Gwynedd Archaeological Planning Service
  - 5.5.5.12. The preparation of the report will conform to the Welsh Archaeological Trusts 2018 "Guidance for the Submission of Data to the Welsh Historic Environment Records (HERs)"

#### 6. Selection Strategy

6.1. A Selection Strategy will be completed and drawn up within the final report to list those items of the archive which will be retained or discarded.

#### 7. Staff

7.1. The project will be carried out by Ian Brooks, PhD, BA, MCIfA, FSA

#### 8. Timetable

- 8.1. The timetable will be defined by the construction programme and is therefore beyond the control of the archaeologist.
- 8.2. It is intended to start the watching brief on 11<sup>th</sup> March 2025

#### 9. General

9.1. CIfA Code of Conduct

9.1.1.All staff will abide by, and all procedures be carried out in accordance with the Chartered Institute for Archaeologists' Code of Conduct

#### 9.2. Health and Safety

- 9.2.1.EAS Ltd adopt and adhere to safe working practices at all times.
- 9.2.2.A copy of the company's general statement of policy is available on request.

#### 9.3. Staff

- 9.3.1. The project will be directed by Dr I.P. Brooks MCIfA FSA
- 9.4. Curatorial Monitoring
  - 9.4.1.The Planning Section of Heneb Gwynedd Archaeology will be informed as to the start date and progress of the fieldwork.

#### 9.5. Insurance

- 9.5.1.EAS Ltd carries all necessary Public and Employee Liability Insurances.
- 9.5.2.EAS Ltd carries Professional Indemnity Insurance

#### 10. Data Management

- 10.1. Photographs will be taken in Nikon NEF (Raw) format
  - 10.1.1. These will be converted to TIFF for archiving and JPEG for illustrations and general use.
  - 10.1.2. Photographs for photogrammetry will be taken in JPEG format and processed using Agisoft Metascape v. 1.6.3. Orthographically corrected elevations photos will be produced in JPEG format and converted to TIFF for archiving.
- 10.2. Any topographic survey will be carried out using a Leica TS06 total station with the data processed using NRG Engineering Surveying System V2016.00.
  - 10.2.1. Survey files will be converted to DXF format.
- 10.3. Initial written notes will be made on an "i Pad" using the "Pages" app. These will be converted to WORD format (.docx) format on downloading
- 10.4. The text for the report will be produced in Word (.docx) format
- 10.5. Drawing will be made in TurboCad 2021 v. 28.0 and stored in .TCW format. These will be converted into .DXF or .DWG format for archiving.
- 10.6. The report will converted to .PDF format using Expert PDF 15.
- 10.7. All files will be stored on the company laptop computer and backed up onto a suitable storage device.

#### 12. Copyright

- 12.1. EAS Ltd shall retain full copyright of any commissioned reports, tender documents or other project documentation, under the Copyrights, Designs and Patents Act 1988 with all rights reserved: excepting that it hereby provides an exclusive licence to the client for the use of such documents by the client in all matters directly relating to the project as described in the Project Specification.
- 12.2. EAS Ltd is prepared to assign a licence to the client for the use of the report and any associated data.



Reproduced from the ExplorerTM 254, 1:25,000 scale by permission of the Ordnance Survey ® on behalf of The Controller of Her Majesty's Stationary Office © Crown Copyright 2002 All Rights

Reserved Licence Number AL 100014722

Figure 1: Location

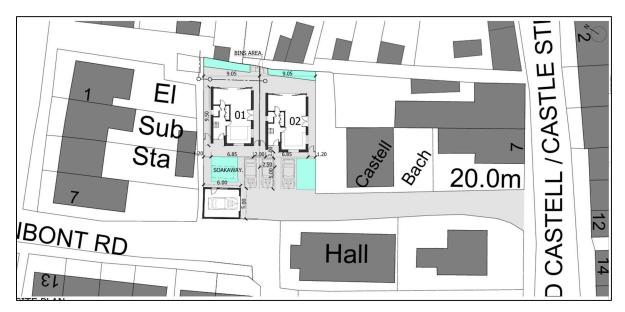


Figure 2: Proposed Development (Extracted from drawing EKA21-004\_DAR by EKA Architects)

#### Appendix 5: Selection Strategy

- 1. The digital archive will include: the report, photographs and CAD files of the figures in the report
- 2. A selection of the photographs will be made weeding out any photographs that are:
  - 2.1. Out of focus
  - 2.2. Duplicates
  - 2.3. Not directly relevant to the project
- 3. The CAD files will include Figures 2, 7 and 8 only. The other figure being converted to .PDF format within the report.

Emails, text messages etc. will not be included in the archive