

Tees Archaeology Service Plan



2019/20

Front Cover: East Cleveland Ware Pottery of 12/13th century date. Remains of medieval building excavated at Skelton, Boroughgate as part of the Skelton THI

The Vision

‘To work with the people and organisations of the Tees Valley in order to raise awareness of the Historic Environment, to ensure its protection for future generations and improve its accessibility and enjoyment.’

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1. Introduction

1.1 Welcome to the Tees Archaeology Service Plan. This is supported by further information contained in:-

- 'Tees Archaeology Background Information'

1.2 This is available as a download on the Tees Archaeology website.

2. Who are we?

2.1 The Organisation

Tees Archaeology provides archaeological services to the people and local authorities of Hartlepool and Stockton-on-Tees and operates throughout the Tees Valley.

It is based in the Heritage and Countryside Team of Regeneration and Neighbourhood Services at Hartlepool Borough Council.

2.2 The Team

Tees Archaeology has a staff of three:-

The Archaeology Officer, Robin Daniels is head of service and responsible for its direction and liaison with the partner authorities.

The Archaeologist (Planning), leads on development management activities, providing advice and guidance on the archaeological impact of development and how to minimise it to a wide range of organisations and individuals.

The Archaeologist (Historic Environment Record), Janice Adams manages and improves the database, digital mapping and other records of the historic environment of the area. This includes providing information to individuals and organisations on the archaeology of the area.

Over many years Tees Archaeology has encouraged and trained volunteers and many local people to take part in the wide variety of projects the service carries out. These people make an invaluable contribution to the archaeology of the area and the work of the service.

2.3 The Location

Tees Archaeology is based on the first floor of Sir William Gray House, Hartlepool. This holds the office accommodation of the service and its paper and photographic archives.

Equipment held by Tees Archaeology is stored in a building in the grounds of Sir William Gray House. The archaeological collections are held in an Archaeology Store within Sir Wm Gray House.

2.4 The Budget

The local authorities provide c. 50% of the funding required, the remainder is earned through externally funded projects. The Archaeology Officer and Archaeologist (Planning) both work 30 hours a week, the Archaeologist (HER) works 18.75 hours a week.

The funding from Hartlepool and Stockton-on-Tees is frozen at its 2011/12 levels of:-

| | |
|------------------|---------|
| Hartlepool | £19,803 |
| Stockton-on-Tees | £38,158 |

The service's budgets since 1996 are set out in Appendix 1

3. What do we want to achieve and how do we deliver it?

3.1 The service's Vision, Mission Statement and Aims and Objectives are agreed with its partner authorities and reflect a determination to provide a relevant and effective service to the area.

3.2 The Vision is set out at the beginning of this document; our Mission Statement indicates how we will address this Vision; while the Aims and Objectives bear more directly on the activities involved.

3.3 The Mission Statement is:-

Tees Archaeology will:-

- **Make a positive contribution to the Corporate Objectives of the Partner Authorities.**

- **Provide its partnership authorities and the people of the area with a professional archaeological service.**
- **Provide advice on the preservation and conservation of archaeological sites within the partner authorities.**
- **Maintain and enhance the Historic Environment Record (HER) of the area.**
- **Provide identification and curation of archaeological material to the highest museum standards.**
- **Raise the awareness and accessibility of the archaeology of the area.**

3.4 The **Aims** of the service and how we seek to achieve them are set out below

3.4.1. To develop good working relationships with partner authorities and relevant organisations and assist in the delivery of their Corporate Objectives.

Tees Archaeology holds regular liaison meetings with representatives of its partner authorities. These meetings provide progress reports and the ability to react quickly to changing circumstances as well as discussing the objectives for inclusion in the service plan.

3.4.2. To monitor, protect and conserve the archaeological sites of the area.

This is largely achieved through the monitoring of all planning applications in the area, and advising the local planning authority on a suitable response should a proposed development affect an archaeological site.

These responses might include:-

A desk-based study of the area involved

Pre-determination investigations of the site

Post-determination recording or investigation of the site.

This function is carried out in fulfilment of government policy as set out in the 'National Planning Policy Framework' and the accompanying Practice Guide. (<https://www.gov.uk/government/publications/national-planning-policy-framework--2>)

| Year | Development Proposals checked | No of Archaeological Recommendations | Active Archaeology & Development Files |
|---------|-------------------------------|--------------------------------------|--|
| 2012/13 | 4,010 | 74 | 331 |
| 2013/14 | 4,058 | 57 | 367 |
| 2014/15 | 4,070 | 60 | 359 |
| 2015/16 | 4,223 | 57 | 331 |
| 2016/17 | 3,935 | 42 | 336 |
| 2017/18 | 3,147 | 38 | 372 |
| 2018/19 | 3,314 | 31 | 399 |

3.4.3. To maintain and enhance the archaeological record of the area.

Tees Archaeology maintains a record (Historic Environment Record, hereafter HER) of all the known archaeological sites of the area. This is a digital record linked to a Geographical Information System (GIS) and includes many different types of site, from prehistoric settlements to occasional finds of coins and metalwork and WWII Pillboxes.

Projects which enhance existing records and generate new ones are continuously developed in conjunction with the partner authorities. A Historic Landscape Character Assessment of the area has been completed and particular emphasis is being placed on adding buildings. The record includes shipwreck sites out to the 12 mile limit.

| Year | HER Records | % Enhancement | HER Projects |
|---------|-------------|---------------|--|
| 2012/13 | 4,587 | 12.3% | English Heritage Data Audit carried out. Hartlepool farmsteads added. |
| 2013/14 | 4,719 | 21.4% | Changes to bring 'Condition' fields into line with national standards. |
| 2014/15 | 4,834 | 18.5% | Editing to allow creation of online HER |
| 2015/16 | 5,268 | 23.8% | Hartlepool Local List added |
| 2016/17 | 5,296 | 5.4% | Keep existing records up to date. Post vacant for 8 months |
| 2017/18 | 5,522 | 14.4% | Processing HER backlog |
| 2018/19 | | | Historic England Data Audit carried out. Stockton farmsteads & public houses survey commenced. |

3.4.4. To provide a continuous programme of collections and archive management.

Tees Archaeology curates a range of archaeological material on behalf of its partner authorities. It holds the area's paper and photographic archive in

relation to archaeological sites and material which has yet to be fully reported. In addition it serves to extend the storage capacity of the partner museums and to provide a research facility for those wishing to study archaeological material.

Material in the Collection

| Approx figs | Hartlepool | Stockton-on-Tees |
|--------------------|-------------------|-------------------------|
| No of sites | 15 | 118 |
| No of Boxes | 166 | 729 |

3.4.5. To promote awareness and knowledge of the archaeology and Historic Environment of the area.

The service will raise awareness of the historic environment through the continued maintenance of its website and the provision of such guided walks and talks as the staff are able to provide. It will look to develop volunteer based programmes by accessing external funds which will in addition help it meet its budget targets.

3.4.6 Internal Audit

Tees Archaeology was the subject of an Internal Audit by Hartlepool Borough Council in February 2013. This focussed on a number of areas:-

- Service Level Agreement for the shared service
- Service Plan
- Performance Management
- Budget Monitoring
- Risk Management
- Asset Management

The outcome was that ‘**Reasonable Assurance**’ can be provided that the risks identified are well controlled. This is the highest measure of satisfaction that Internal Audit provide.

Two outcomes of this were the development of a Medium Term Financial Strategy and of a Service Level Agreement with partner organisations (Stockton & Hartlepool Borough Councils)

4. What did we achieve last year?

4.1 Activities

In 2018/19 Tees Archaeology activities came under four headings; **Archaeological Collections; Historic Environment Record & Planning Advice; Improving Knowledge and Public Awareness** and **Service Administration**.

4.2 Performance Indicators

Tees Archaeology has a suite of four local performance indicators and these are set out in **Appendix 2**.

Archaeological Collections

| Action | Purpose | Applies to | Partners | Target | Performance |
|--------------------------|------------------------------------|--------------|------------|------------------------------|---|
| Maintain store inventory | To ensure best care of collections | All partners | HBC SBC | This is a continuous process | A new inventory of the store has been made |

Planning Advice

| Action | Purpose | Applies to | Partners | Target | Performance |
|---|---|--------------|--------------------|--|--|
| Develop a set of standards for planning related fieldwork to improve quality of work and avoid duplication of effort. | To ensure provision of good quality service | All partners | HBC, SBC, planning | Complete and publish on Tees Archaeology website by April 2019 | This was not achieved due to pressure of work |

Historic Environment Record

| Action | Purpose | Applies to | Partners | Target | Performance |
|--|---|--------------|------------|---|---|
| Carry out an audit of the HER in conjunction with Historic England | To maintain continuous improvement of the HER | All Partners | HBC SBC | Complete HER Audit to agreed timetable | This was achieved |
| Begin a project with volunteers to document the historic farmsteads of the Stockton on Tees Borough Council area | To improve the content of the HER | SBC | SBC | Establish methodology, recruit volunteers and begin project | This has been achieved. The survey is underway with ten volunteers |

Improving Knowledge and Public Awareness

| Action | Purpose | Applies to | Partners | Target | Performance |
|---|---|--------------|----------|--|--|
| Support the Church Street, Hartlepool TH scheme and deliver activities as requested | To increase awareness and knowledge of the heritage of the area | HBC | HBC | Deliver building recording project to agreed timetable | This was achieved |
| Continue to support the Stockton Townscape Heritage 2 programme | To increase awareness of the area | SBC | SBC | Provide support as requested | This was achieved |
| Work with Local people and SBC to develop a project based on Low Grange, Billingham | To increase awareness and knowledge of the heritage of the area | SBC | SBC | Provide support as requested | Continued support has led to the inclusion of a project at Low Grange in a wider Durham University based HLF funded project |
| Continue to support the River Tees Rediscovered | To increase awareness and | All partners | RTR | Deliver activities at Eryholme, reports on | Activities took place at Eryholme, Dalton on Tees and |

| Action | Purpose | Applies to | Partners | Target | Performance |
|--|---|------------|----------|---|--|
| landscape partnership project | knowledge of the heritage of the area | | | Piercebridge, Dalton on Tees and assist in publication of guides on the Industry of the area and the Romans in the area | Cliffe. Piercebridge report produced and Industry booklet published, Roman in draft. A number of workshps and talks also took place |
| Support the Round 1 work of the SeascapE landscape Partnership project | To increase awareness and knowledge of the heritage of the area | HBC | HBC | Deliver information as required | Round 1 bid successful, supported team in bid for round 2 |
| Provide support to development of Yarm Helmet project | To increase awareness and knowledge of the heritage of the area | SBC | SBC | Provide support as required | This was achieved |

- Tees Archaeology has been instrumental in the development of a series of area guides about the heritage of the area published by River Tees Rediscovered
- The service has continued to successfully carry out an externally funded project at Skelton, Redcar & Cleveland with excavation an open days taking place.

Service Administration

| Action | Purpose | Applies to | Partners | Target | Performance |
|--|---|---------------|------------|---------|--|
| Ensure that the service achieves its budgeted income requirement for 2018/19 | To ensure financial sustainability of the service | Tees Archaeol | HBC SBC | £44,021 | This was not achieved, following the use of the final reserves of £5k a shortfall of £7.3k occurred |

Abbreviations: BT – Battlefield Trust: HBC – Hartlepool Borough Council: HE – Historic England: RTR – River Tees Rediscovered: SBC – Stockton Borough Council: TAS – Teesside Archaeological Society

5. What do we want to achieve in 2019/20?

5.1 The activities of the service have been grouped into four sections, while the four performance indicators for the service can be seen in **Appendix 2**.

Archaeological Collections:- This relates to the continued curation of archaeological artefacts and records on behalf of the partner authorities.

Historic Environment Record and Planning Advice:- This includes the provision of the record of the Historic Environment for the area and its constant enhancement and updating as well as dealing with development queries of all types.

Improving Knowledge and Public Awareness:- This will cover activities such as guided walks and talks that raise public awareness as well as externally funded projects that will improve knowledge of the Historic Environment of the area and engage the public.

Service Administration:- The administration of the service and liaison with the partner authorities

5.2 Programme for 2018/19

Archaeological Collections

| Action | Purpose | Applies to | Partners | Target |
|--------------------------|------------------------------------|--------------|------------|------------------------------|
| Maintain store inventory | To ensure best care of collections | All partners | HBC SBC | This is a continuous process |

Planning Advice

| Action | Purpose | Applies to | Partners | Target |
|---------------------------|---|--------------|--------------------|-------------------------------------|
| Maintain level of service | To ensure provision of good quality service | All partners | HBC, SBC, planning | Appoint replacement member of staff |

Historic Environment Record

| Action | Purpose | Applies to | Partners | Target |
|---|---|--------------|------------|---|
| Implement the HER Audit Action Plan that has been agreed with Historic England | To maintain continuous improvement of the HER | All Partners | HBC SBC | Produce up to date HER manual |
| Continue volunteer project to document the historic farmsteads of the Stockton on Tees Borough Council area | To improve the content of the HER | SBC | SBC | Continue project and upload data to the HER |

Improving Knowledge and Public Awareness

| Action | Purpose | Applies to | Partners | Target |
|---|---|--------------|----------|---|
| Continue to support the Stockton Townscape Heritage 2 programme | To increase awareness of the area | SBC | SBC | Provide support as requested |
| Support the Durham University project at Low Grange, Billingham | To increase awareness and knowledge of the heritage of the area | SBC | SBC | Provide support as requested |
| Continue to support the River Tees Rediscovered landscape partnership project | To increase awareness and knowledge of the heritage of the area | All partners | RTR | Deliver reports on excavations at Dalton on Tees and Metal Detector Survey at Cliffe. Assist in publication of booklets on 'Crossing the Tees' and Romans in the area |
| Support the Round 1 work of the Seascape Landscape Partnership project | To increase awareness and knowledge of the heritage of the area | HBC | HBC | Deliver information as required |
| Provide talk programme to Preston Hall Museum | To increase awareness and knowledge of the heritage of the area | SBC | All | Provide talks as agreed |
| Work with the Battlefeild Trust and other partners to submit a bid of the NLHF for a Tees Valley wide English Civil War project | To increase awareness and knowledge of the heritage of the area | All partners | All | Submit bid to NLHF |

Service Administration

| Action | Purpose | Applies to | Partners | Target |
|--|---|---------------|------------|---------|
| Ensure that the service achieves its budgeted income requirement for 2019/20 | To ensure financial sustainability of the service | Tees Archaeol | HBC SBC | £46,061 |

Abbreviations: BT – Battlefeild Trust: HBC – Hartlepool Borough Council: HE – Historic England: RTR – River Tees Rediscovered: SBC – Stockton Borough Council: TAS – Teesside Archaeological Society

Appendix 1: Tees Archaeology Budgets 1996 onwards

| | Salaries | Supplies & Services | Office Costs | Gross Budget | Earned Income | Net Budget |
|----------------|-----------------|--------------------------------|---------------------|---------------------|----------------------|-------------------|
| 1996/97 | 106,760 | 27,151 | 8,116 | 142,027 | 9,790 | 132,237 |
| 1997/98 | 106,622 | 12,850.58 | 8,116 | 123,588.58 | 12,000 | 111,589 |
| 1998/99 | 90,440 | 22,691 | 8,137 | 121,268 | 10,602 | 110,666 |
| 1999/00 | 94,381 | 18,037 | 8,850 | 121,268 | 10,602 | 110,666 |
| 2000/01 | 100,275 | 11,899 | 9,092 | 121,268 | 10,602 | 110,666 |
| 2001/02 | 104,435.26 | 12,214 | 9,298 | 126,327.26 | 11,100 | 115,227 |
| 2002/03 | 108,266 | 11,943 | 9,298 | 129,507 | 11,400 | 118,107 |
| 2003/04 | 114,185 | 11,664 | 9,577 | 135,426 | 12,000 | 123,426 |
| 2004/05 | 117,694 | 11,930 | 9,864 | 139,488 | 12,360 | 127,128 |
| 2005/06 | 120,872 | 12,289 | 10,160 | 143,320 | 12,731 | 130,588 |
| 2006/07 | 131,343 | 11,425 | 10,465 | 153,233 | 14,000 | 139,233 |
| 2007/08 | 136,114 | 11,769 | 10,779 | 158,662 | 14,500 | 144,162 |
| 2008/09 | 147,790 | 7,312 | 11,102 | 166,204 | 14,500 | 151,704 |
| 2009/10 | 154,078 | 4,910 | 11,380 | 170,368 | 16,000 | 154,368 |
| 2010/11 | 159,374 | 7,385 | 11,665 | 178,424 | 16,000 | 162,424 |
| 2011/12 | 108,843 | 4,191 | 11,957 | 124,991 | 4,999 | 119,992 |
| 2012/13 | 90,715 | 3,965 | 11,957 | 106,637 | 48,681 | 57,956 |
| 2013/14 | 88,871 | 4,038 | 11,957 | 104,866 | 46,910 | 57,956 |
| 2014/15 | 88,003 | 4,038 | 11,957 | 103,998 | 46,042 | 57,956 |
| 2015/16 | 89,996 | 4,038 | 11,957 | 105,991 | 48,035 | 57,956 |
| 2016/17 | 92,835 | 3,547 | 11,957 | 108,339 | 50,383 | 57,956 |
| 2017/18 | 84,708 | 3,547 | 11,957 | 100,212 | 42,256 | 57,956 |
| 2018/19 | 86,478 | 3,547 | 11,957 | 101,982 | 44,021 | 57,961 |
| 2019/20 | 88,518 | 3,547 | 11,957 | 104,022 | 46,061 | 57,961 |

Notes

1. Job Evaluation increased salaries significantly from 2008/09 onwards.
2. Middlesbrough and Redcar & Cleveland withdrew from funding the service from 2012/13.
3. From 2017/18 the Archaeologist (HER) post was reduced from 30 hours to 18.75

Appendix 2: Tees Archaeology performance Indicators

PERFORMANCE INDICATORS (Including targets for 2019/20)

| Performance Indicator | 2012/13 | | 2013/14 | | 2014/15 | | 2015/16 | | 2016/17 | | 2017/18 | | 2018/19 | | 2019/20 |
|--|---------------|-------|---|-------|---------------|-------|---------------|-------|--------------------------------------|------|---------------|-------|---------------|--|---------------|
| | Target | Perf | Target | Perf | Target | Perf | Target | Perf | Target | Perf | Target | Perf | Target | Perf | Target |
| <p><u>Tees Archaeology Indicator 1</u> Percentage of archaeological work required of a developer through the planning process which provide positive archaeological results.</p> <p><i>Identifies quality of archaeological records and competency of staff.</i></p> <p>This ensures a consistent level of performance</p> | 75% | 82% | 75% | 81% | 75% | 83% | 75% | 81% | 75% | 77% | 75% | 64% | 75% | 76% | 75% |
| | | | | | | | | | | | | | (19/25) | | |
| <p><u>Tees Archaeology Indicator 2</u> Percentage of Historic Environment Record reviewed and entries edited.</p> <p><i>Measure of quality and currency of record.</i></p> | 10% | 12.3% | 10% | 21.4% | 10% | 18.5% | 10% | 23.8% | 10% | 5.4% | 10% | 14.4% | 10% | 19.6% | 10% |
| | | | 8.7% plus global change to adopt national standards | | | | | | The HER post was vacant for 8 months | | | | | (189 new records & 410 edited) 5,744 records in total | |
| <p><u>Tees Archaeology Indicator 3</u> Number of archaeological projects monitored.</p> <p><i>Ensures work carried out to brief and provides quality control.</i></p> <p>Target raised to 80% due to past performance</p> | 80% | 100% | 80% | 71% | 80% | 77% | 80% | 85% | 80% | 89% | 80% | 80% | 80% | 80% | 80% |
| | | | | | | | | | | | | | | (12/15) | |
| <p><u>Tees Archaeology Indicator 4</u> (formerly 6) Achievement of annual objectives as set out in Forward Plan <i>Management Efficiency of the service</i> Target 75% Tees Archaeology & 80% Partners</p> | 75% | 90% | 75% | 70% | 75% | 75% | 75% | 92% | 75% | 33% | 75% | 75% | 75% | 50% | 75% |
| | Tees Archaeol | | Tees Archaeol | | Tees Archaeol | | Tees Archaeol | | Tees Archaeol (due to staff vacancy) | | Tees Archaeol | | Tees Archaeol | (Pressure of work and lack of income) | Tees Archaeol |
| | 80% | 90% | 80% | 100% | 80% | 92% | 80% | 85.7 | 80% | 100% | 80% | 100% | 80% | 100% | 80% |
| | Partners | | Partners | | Partners | | Partners | | Partners | | Partners | | Partners | Partners | Partners |



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