

Tees Archaeology Service Plan

2023/24

Front Cover:

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 for 2023/24

1.2 The Service Plan is supported by further information contained in:-

- [‘Tees Archaeology Background Information’](#)

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.

The service is based in the Heritage and Open Spaces Service which is part of Preventative & Community Based Services Department, within Adult & Community Based Services Division at Hartlepool Borough Council.

2.2 The Team

Tees Archaeology has a staff of three:-

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

The Archaeologist (Planning), Rosie Banens 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, and this work has continued, albeit remotely, during the last year.

2.3 The Location

Tees Archaeology is based in Sir William Gray House, Hartlepool. This holds the office accommodation of the service and its paper and photographic archives. The archaeological collections are held in an Archaeology Store within the same building. In the grounds of the property is a store for equipment.

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

2.5 Service Level Agreement

Following a recommendation from Internal Audit, a Service Level agreement between Hartlepool and Stockton Borough Councils and Tees Archaeology was signed in 2013.

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 (Table 1) 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.

Table 1: Monitoring of Development Proposals

Year	Development Proposals checked	No of Archaeological Recommendations	Active Archaeology & Development Files
2016/17	3,935	42	336
2017/18	3,147	38	372
2018/19	3,314	31	399
2019/20	3,142	64	429
2020/21	3,513	62	489
2021/22	3,483	63	553
2022/23			

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, metalwork and WWII Pillboxes.

Projects which enhance existing records and generate new ones are continuously developed in conjunction with the partner authorities and often with a significant volunteer input. The record includes shipwreck sites out to the 12 mile limit.

Year	HER Records	% Enhancement	HER Projects
2017/18	5,522	14.4%	Processing HER backlog
2018/19	5,744	19.6%	Historic England Data Audit carried out. Stockton farmsteads & public houses survey commenced.
2019/20	6,188	12.57%	Stockton farmsteads added
2020/21	6,291	12.12%	Online volunteer project to collect field name data
2021/22	6,375	2.6%	Impact of COVID and lack of volunteer help
2022/23			

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.

4. What did we achieve last year?

4.1 Activities

In 2022/23 Tees Archaeology activities came under five headings; **Archaeological Collections; Historic Environment Record & Planning Advice; Improving Knowledge and Public Awareness; Service Administration and Externally Funded Projects.**

4.2 Performance Indicators

Tees Archaeology has three local performance indicators and these are set out in **Appendix 2.**

Archaeological Collections

Action	Purpose	Applic	Partne	Target	Performance
Maintain store inventory	To ensure best care	All partner	HBC SBC	This is a continuous	The inventory has been kept up to
Work with the Museums based National Portfolio Project in the area to help develop	To improve community engagement and knowledge of	All partner s	HBC SBC	Provide appropriate support as networks develop	Work in this area has been focussed on helping Preston Hall Museum better understand and use the archaeological

Historic Environment Record

Action	Purpose	Appli es to	Partne rs	Target	Performance
Implement the HER Audit Action Plan that has been	To maintain continuous improvement of the HER	All Partn ers	HBC SBC	Develop new MIDAs compliant and IT future proofed	Work is continuing on this and there has been progress on identifying a
Continue transition to QGIS and support the	To maintain continuous improvement of the HER	HBC SBC	HBC SBC	To work to include QGIS based info on the new website	QGIS is now the principal mapping tool

- Investigated replacement HER systems

- Dealt with a record number of searches

Planning Advice

Action	Purpose	Applie	Partn	Target	Performance
Maintain level of service	To ensure provision of good quality	All partne rs	HBC, SBC, plannin g	Achieve relevant Performance Indicators	Performance Indicators were met (see Appendix 2)

Improving Knowledge and Public Awareness

Action	Purpose	Applie	Partne	Target	Performance
Carry out Projects as part of the Stockton	To increase awareness and knowledge of	SBC	SBC	Carry out the third and final phase of the building survey	This was carried out with volunteer involvement and two workshops
Support the Durham University project at Low Grange,	To increase awareness and knowledge of the heritage	SBC	SBC Durha m Univer sity	Produce the Excavation Report and hold a workshop presenting the	The Excavation Report was produced and circulated and a workshop attended
Support the Seascape Landscape Partnership	To increase awareness and knowledge of	HBC	HBC	Deliver information and engage in activities as	Projects have been started in Whitburn, Sunderland, Hartlepool and
Support SBC development of interpretatio	To increase awareness and knowledge of the heritage of the area	SBC	SBC	Deliver information and engage in activities as required	Work in this area has been limited
Develop and launch new website	To increase awareness and knowledge of the heritage of the area	All	All	Make the new website available by Xmas 2022	This has been delayed, but consultants have now been employed and the new
Support the Seascape Landscape Partnership	To increase awareness and knowledge of the heritage of	HBC	HBC	Develop and implement projects	Projects took place at Roker, Whitburn and Clavering as well as an online
Support student placements according to capacity	To increase awareness and knowledge of the heritage of the area	All	All	Support at least one student placement in 2022	Two student placements were hosted in 2022, one from Teesside University carrying out 3D scanning of material, the other

Service Administration

Action	Purpose	Appl ies to	Partn ers	Target	Performance
Ensure that the service achieves its budgeted income	To ensure financial sustainability of the	Tees Archaeol	HBC SBC	£	.

Externally Funded Projects

Tees Archaeology has to meet c. 50% of its budget through externally funded activity. The table below shows the activities that took place in 2022/23. In addition to the projects below income is earned through the charging of fees for commercial searches of the HER and for aspects of the planning related work. A full set of fees and charges is published on the Tees Archaeology website

Project	Type of Activity	Funding Body	Geographic	Status of
Stockton TH	Building	Stockton BC	Stockton BC	Completed
Seascape	Excavation, Public Engagement, Interpretation	Durham CC (NLHF)	North East Coast	Ongoing
Christ Church, Hartlepool, Statement of	Write statement of significance	Hartlepool BC	Hartlepool BC	Complete
Low Grange Medieval Manor	Excavation, Public Interpretation	Durham University (NLHF)	Stockton BC	Completed

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

5. What do we want to achieve in 2023/2024?

5.1 The activities of the service have been grouped into five sections, while the three 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

Externally Funded Activities:- A range of projects of different types that improve knowledge of the archaeology of the area and contribute to the income targets of the service.

5.2 Programme for 2023/24

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
Work with the Museums based National Portfolio Project in the area to help develop cross-sector	To improve community engagement and knowledge of collections	All partners	HBC SBC	Provide appropriate support to local museums

Planning Advice

Action	Purpose	Applies to	Partners	Target
Maintain level of service	To ensure provision of good quality service	All partners	HBC, SBC, planning	Achieve relevant Performance

Action	Purpose	Applies to	Partners	Target
Support the Completion of Conservation Area Management Plans	To ensure proper consideration of archaeological matters	All partners	SBC Planning HBC Heritage and Open Spaces	Provide support to timetables as required

Historic Environment Record

Action	Purpose	Applies to	Partners	Target
Carry out the HER audit with Historic England. This is a five year cycle.	To maintain continuous improvement of the HER	All Partners	HBC SBC	Carry out HER Audit in Autumn 2023
Move forward with procuring and transitioning to HEROS, HER system	To maintain continuous improvement of the HER	All Partners	HBC SBC	Start transition in Autumn 2023
Monitor the implications of HER's becoming a statutory requirement under the Levelling Up Bill	To ensure the service meets any national requirements	All Partners	HBC SBC	The bill is likely to be law in 2024. Develop action plan if necessary to address any required changes

Improving Knowledge and Public Awareness

Action	Purpose	Applies to	Partners	Target
Develop and launch new website	To increase awareness and knowledge of the heritage of the area	All	All	Make the new website available in Spring 2023
Support the Seascape Landscape Partnership	To increase awareness and knowledge of the heritage of the area	HBC	HBC	Develop and implement projects
Support SBC development of interpretation and heritage awareness of its	To increase awareness and knowledge of the heritage of the area	SBC	SBC	Deliver information and engage in activities as required

Action	Purpose	Applies to	Partners	Target
Support the creation of an Interpretation Board at Low Grange, Billingham	To increase awareness and knowledge of the heritage of the area	SBC	SBC	Provide text and images as required
Complete the Seaton Carew Protected Wreck Project	To increase awareness and knowledge of the heritage of the area	HBC	HBC Teesside Archives Seascope Historic England	Complete Project by October 2023

Service Administration

Action	Purpose	Applies to	Partners	Target
Ensure that the service achieves its budgeted income requirement for 2023/24	To ensure financial sustainability of the service	Tees Archaeol	HBC SBC	Achieve budgeted income

Externally Funded Activities

These will usual occur at relatively short notice, however a mix of longer term and short term projects is attempted. Those projects of which we are aware are set out below. The coronavirus situation means that the timetable for the implementation of these projects is uncertain

Project	Type of Activity	Funding Body	Geographic Location	Status of Project
Seascope	Excavation, Public Engagement, Interpretation	Durham CC (NLHF)	North East Coast	Commenced (4 year project)
Seaton Carew Protected Wreck	Leaflet, workshop, exhibition and guided walks	Historic England	Hartlepool BC	Ongoing

Abbreviations: BT – Battlefield Trust: HBC – Hartlepool Borough Council: HE – Historic England: NLHF – National Lottery Heritage Fund: 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 Target	Net Budget
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
2020/21	88,078	1,836	11,957	101,871	46,116	55,755
2021/22	88,687	1,827	11,957	102,471	46,716	55,755
2022/23	92,718	1,760	11,957	106,435	48,459	57,976
2023/24						

Notes

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 2021/22)

Please note that PI No 4 'Achievement of annual objectives as set out in Forward Plan', has been dropped from this year onwards. The size and capacity of the service no longer warrants it.

Performance Indicator	2019-20 Target/Perf	2020-21 Target/Perf	2021-22 Target/Perf	2022-23 Target	2023-24 Target
<p><u>Tees Arch 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% 79%	75% 73%	75% 80% (28 / 35)	75%	75%
<p><u>Tees Arch Indicator 2</u> Percentage of Historic Environment Record reviewed and entries edited.</p> <p><i>Measure of quality and currency of records</i></p>	10% 46.4%	10% 12.2%	10% 2.6% 84 new records, 81 edited, 6,375 in total	10%	10%
<p><u>Tees Arch 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% 74%	80% 67% 4/6 The number of projects and the amount of monitoring was restricted by the pandemic	80% 83% 10 / 12	80%	80%



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