



tcpa

Town and Country Planning Association

Annual Report and Financial Statements

For the Year Ended 31st December 2016

'[Addressing the housing challenge] is only going to work if every government department works together... we need consensus in parliament as well...

I want to work with the opposition on this. It's a big challenge and it's about time we did something much more radical in this space... I need the help of the New Communities Group, the TCPA and other organisations to give your ideas and thoughts.'

Rt Hon. Sajid Javid MP, Secretary of State for Communities and Local Government, 26th October 2016, at a meeting of the TCPA New Communities Group (a group of local authorities and development corporations delivering large-scale development), where the Secretary of State showed his support for local councils driving the delivery of large-scale development



- ① **we are:** independent and open to all who want better places
- ① **we have achieved:** greener cities, new towns, and better homes
- ① **we create:** ideas, knowledge, publications, campaigns, and independent policies
- ① **we aim to:** secure homes, empower communities, and deliver a sustainable future

...through planning



tcpa

**Town and Country Planning Association
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London SW1Y 5AS**

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www.tcpa.org.uk**



The Trustees/Directors present their report and the audited financial statements of the Town and Country Planning Association for the year ended 31st December 2016. This Directors' Report, prepared in accordance with section 417 of the Companies Act 2006, is also the Trustees' Report required by Part 8 of the Charities Act 2011.

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1 Reference and Administrative Details of the Charity, its Trustees and Advisors

1.1 Reference and Administrative Details of the Charity

The name of the charity is Town and Country Planning Association, but it is well known simply as T CPA.

The Association is a company limited by guarantee, incorporated in England and Wales (Number 146309), and is a registered charity (Number 214348). It is based at 17 Carlton House Terrace, London SW1Y 5AS, which is the company's registered office. The Association was founded in 1899. As a limited company, the Association is governed by its Memorandum and Articles of Association, originally dating from 3rd March 1917, but amended on many occasions subsequently.

1.2 Trustees

Chair of the Board: Mary Parsons

Vice-Chairs: Sally Thomas

President: Rt Hon. Nick Raynsford

Trustees: Samer Bagaeen	Paul Nichols
Stephanie Bamford	Andrew Pritchard (elected from June 2016)
Sir Brian Briscoe (served until June 2016)	Catriona Riddell (served until June 2016)
Sandra Fryer	Lee Shostak
Peter Hetherington	Robin Smith (elected from June 2016)
Alice Lester	Sally Thomas
Gilian Macinnes (elected from June 2016)	Ian Wray

Chief Executive and Company Secretary: Kate Henderson

Interim Chief Executive and Company Secretary: Dr Hugh Ellis (June to December 2016)

1.3 Advisors

Accountants:	Lindeyer Francis Ferguson Ltd 198 High Street Tonbridge Kent TN9 1BE	Solicitors:	Russell Cooke Solicitors 2 Putney Hill London SW15 6AB
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Auditors:	Sayers Butterworth LLP 3rd Floor, 12 Gough Square London EC4A 3DW	Bankers:	CAF Bank Limited 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ
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In addition, significant contracts for ongoing services were retained with RAP Spiderweb Limited (printing) and Cencom Solutions Limited (information technology support).

2 Membership, Structure, Governance and Management

2.1 Membership

Any individual or organisation may apply to become a member of the Association. Each member pays an annual subscription and is entitled to receive the annual financial statements and vote on motions at General Meetings. Members receive regular information on the activities of the Association. Each member's liability is limited, on winding up of the Association, to an amount not exceeding £1.

The TCPA is grateful for the support of the following member organisations of the TCPA in 2016, in addition to one thousand and thirteen individual members.

AECOM	Hull City Council
Arun District Council	Hyndburn Borough Council
Ashford Borough Council	International Federation for Housing and Planning
Barratt Developments PLC	Indigo Planning Ltd
Barton Willmore	Institute of Economic Development
Bestin Trading Co Ltd	ISOCARP
Bevan Brittan LLP	Japan Local Government Centre
Birmingham City University	Joseph Rowntree Foundation
Bloor Homes	Kettering Borough Council
Brooks Development Practice Ltd	LDA Design
Buckinghamshire County Council	Letchworth Garden City Heritage Foundation
Building Research Establishment Ltd (BRE)	Library of Birmingham
Canal & River Trust	Lightsource Renewable Energy Limited
CEDOS	London Metropolitan University
Central Bedfordshire Council	London South Bank University
Centre for Sustainable Energy	Maddox Associates
Charnwood Borough Council	Mayfield Market Towns Ltd
Cherwell District Council	Milton Keynes City Discovery Centre
City of London Corporation	Milton Keynes Council
Colchester Borough Council	Monmouthshire County Council
Community Forest Trust	Nathaniel Lichfield & Partners
Cornwall Council	Nene Park Trust
Crest Nicholson	Newcastle University Global Urban Research Unit
DAC Beachcroft	Nexus Planning Limited
David Lock Associates	No 5 Chambers Ltd
Deloitte LLP	North Dorset District Council
DLP Planning Ltd	North Hertfordshire Homes
East Cambridgeshire District Council	North Northampton Joint Planning Unit
East Hampshire District Council	Northern Ireland Housing Executive
East Hertfordshire District Council	Old Oak and Park Royal Development Corporation
Ebbsfleet Development Corporation	Orbit Group Ltd
Epsom & Ewell Borough Council	Oxford Brookes University
Eversheds	Peabody
Fareham Borough Council	Places for People
Forest of Dean District Council	Planning Advisory Service (PAS)
Forest Research	Planning Insight Limited
Friends of the Earth	Portsmouth City Council
Habinteg Housing Association	Queen's University Belfast
Halton Borough Council	Regional Studies Association
Hampstead Garden Suburb Trust	Rugby Borough Council
Harlow Civic Society	Sandwell Metropolitan Borough Council
Harlow District Council	Sevenoaks Town Council
Hertfordshire County Council	Shepway District Council
Historic England	South Cambridgeshire District Council
Homes and Communities Agency	States of Jersey
Horticultural Trades Association	Stevenage Borough Council

Stoke On Trent City Council
Swale House
Tandridge District Council
Telford & Wrekin Council
Tendring District Council
Terence O'Rourke Ltd
Test Valley Borough Council
The Land Trust
The Landscape Institute
Planning Inspectorate
The Theatres Trust
The Wildlife Trusts
The Woodland Trust

Three Rivers District Council
UK Green Building Council
University of Northumbria
University of the West of England
URBED
Watford Borough Council
Welwyn Hatfield Council
West Lancashire Borough Council
West Lindsey District Council
West Waddy ADP LLP
Woking Borough Council
Wokingham Borough Council

2.2 Trustees

The Board of Trustees has overall responsibility for ensuring that the management, policies and strategies are in place to achieve the objectives of the Association. This involves formal approval of key financial decisions, such as approving the Annual Budget and Business Plan. The Board has delegated certain functions to the Chief Executive, including personnel management and the day-to-day running of the Association.

The Board has six bi-monthly meetings during the year to carry out its responsibilities and take note of advice from the non-executive Policy Council. The Board also has an annual awayday where Trustees discuss and agree key strategic priorities for the year ahead. The Board of Trustees elects the Chair and any Vice-Chairs of the Association from among the Board.

There are up to fifteen Trustees, who are also the Directors of the company. Twelve Trustees are elected by members of the Association at the AGM to serve for a period of three years. In the event of contested elections, a secret ballot is held. Three Trustees (including the Honorary Treasurer) are appointed by the Board for periods usually of three years.

The charity has produced a TCPA Handbook for induction purposes and has held inductions for all Trustees.

2.3 President and Vice-Presidents

President: Rt Hon Nick Raynsford

Vice-Presidents:	Gideon Amos OBE	Ray Green
	Michael Ash CBE	Baroness Sally Hamwee
	Graeme Bell OBE	Peter Hetherington
	Lord Richard Best	Rt Hon. Keith Hill
	John Blake	Rt Rev. James Jones
	Rt Hon. Lord David Blunkett	Jiggy Lloyd
	Sir Sydney Chapman	David Lock CBE
	Sir Kenneth Collins	Mary Riley
	Rt Hon. Lord Deben	Professor Peter Roberts OBE
	John Deegan	Wyndham Thomas CBE
	Nicky Gavron	John Zetter
	Vincent Goodstadt	

The office of Vice-President is honorary, while the office of President entails duties that include chairing the Annual General Meeting. These officers are elected each year at the Annual General Meeting.

2.4 Policy Council

Duncan Bowie	Ian Manders (elected from June 2016)
Trevor Cherrett	Dan Nicholls
Chris Cousins	Andrew Pritchard (served until June 2016)
Nicholas Falk (served until July 2016)	Yvonne Rydin
David Farnsworth	Chris Shepley CBE
Tony Fyson MBE	John Sturzaker
Peter Geraghty (elected from June 2016)	Corinne Swain OBE
Nick Green (elected from June 2016)	Professor Alan Townsend (served until June 2016)
Martha Grekos	David Waterhouse
Dalia Lichfield	Pat Willoughby

The Policy Council is an advisory body to the Board. Council members are directly elected by the membership (all Trustees are ex officio members of the Policy Council). The Policy Council establishes Task Teams, each convened by a Trustee, to work on specific policy areas or topics

2.5 Staff

Chief Executive:	Kate Henderson (maternity leave from June to December 2016)
Policy Director and Interim Chief Executive:	Dr Hugh Ellis (Interim Chief Executive from June to December 2016)
Projects and Operations Director:	Julia Thrift
Editor:	Nick Matthews
Project & Policy Manager:	Michael Chang
European Projects Officer:	Isobel Bruun-Kiaer
Garden Cities & New Towns Advocate:	Katy Lock
Communications & Events Officer maternity leave:	Nneka Opara (maternity leave from November 2015)
Communications & Events Officer maternity cover:	Claire Porter (until October 2016)
Finance & Membership Officer:	Rachel Weyman (until August 2016)
Finance & Membership Officer:	David White (from September 2016)
Projects & Policy Officer:	Alex House
Projects & Policy Officer:	Henry Smith
Projects & Promotions Officer:	Michael McLean
Researcher and PA to the Chief Executive:	Hilde Steinacker

The TCPA is committed to ensuring equality of opportunity for its staff, volunteers, officers and Trustees. The Association's Equalities Policy is in place to prevent any form of discrimination. The selection and promotion of all staff is based solely on ability to meet requirements for the post. The aim is to prevent discrimination, to provide equal access to jobs and training and to ensure that all staff fully enjoy the benefits of working for the organisation.

3 Objectives and Activities

3.1 Objectives

The TCPA's charitable purpose is educational and this continues to be fulfilled through its programme of policy and project work, events and education work, and publication of its Journal, *Town & Country Planning*, and other forms of communication. The TCPA is the only independent organisation for planning and housing covering the UK, and is the longest established planning body in the world. Its key objectives are:

- 1 To secure a **decent home for everyone**, in a good human-scale environment combining the best features of town and country.
- 2 To empower **people and communities** to influence decisions that affect them.
- 3 To improve the planning system in accordance with the principles of **sustainable development**.

Currently, the policies that have been adopted in order to further these objectives cover a wide range of major national, strategic and local issues, including:

- Bringing about new partnerships between professionals and communities and between the public and private sectors.
- Integrating sustainable development into planning.
- Bringing about better strategic planning.
- Re-imagining the Garden City principles for the 21st century.
- Building on good practice in sustainable energy solutions from across Europe.
- Putting climate change – adaptation and mitigation – at the heart of the planning system.
- Regenerating inner cities at densities that provide green and pleasant places in which to live and work.
- Providing affordable housing for those in need.
- Researching and promoting ways to plan out poverty, create healthier cities, and raise awareness of the equalities agenda.
- Management of land values so that more of the development value goes to the community.
- Exploiting opportunities to use fiscal instruments to achieve planning objectives.
- Determining and responding to the implications of changing employment patterns for housing provision and for the provision of education, health, leisure and other facilities.
- Building new and extended settlements to reduce development pressures on existing towns and villages and to achieve a more sustainable development pattern, particularly in the south of England.

The Trustees have complied with the duty in Section 17 of the Charities Act 2011 to have due regard to public benefit guidance published by the Charity Commission. The objects and policies set out above work for the benefit of the whole community in the United Kingdom and, through the TCPA's work with international partners, communities overseas.

Membership of the TCPA is available at a very low cost to all who are in sympathy with the TCPA's objectives, and the Journal is also available at modest cost to non-members.

All of the policy and projects work described elsewhere in this report have the purpose of providing long-term benefit to communities.

The educational objectives of the TCPA are met for the public benefit by offering TCPA events to the public at significantly lower cost than comparable events offered by the 'for profit' sector.

3.2 Volunteers

The Association received support on a voluntary basis from Trustees, Vice-Presidents and Policy Council members in undertaking its charitable activities in 2016. In particular, the Association would like to thank the Trustees who substantially contribute to the running of the TCPA events programme, for example by chairing the Association's conferences, seminars and roundtables. The Association

is also grateful to the volunteers from both the Board and Policy Council who contributed time and expertise to research, projects and policy work.

In 2016 the TCPA benefited from the work of four young volunteers, ranging from planning students to graduates who spent time at the TCPA during their studies or immediately after their courses had finished. Placements ranged from a few weeks' work experience through to a three-week ERASMUS internship. Volunteers and interns helped the Association deliver its charitable objectives by undertaking activities such as researching the evidence base to inform TCPA policy submissions to Government consultations and providing logistical support for conferences and study tours. In total, volunteers contributed around 1,120 hours to the TCPA in 2016.

3.3 Working with Our Members

The TCPA **thanks** all individual and organisational members, from a wide variety of backgrounds and across all sectors, for their support for work on our shared objectives. During 2016, on behalf of members the TCPA conducted profile-raising campaigns and organised innovative **discussion forums and free seminars and workshops, policy and guidance documents, and research papers for member organisations** throughout the year, as well as a major Annual Conference and the annual Sir Frederic J Osborn Memorial Lecture.

Corporate Fellowship membership continues to provide an excellent forum for cross-sector dialogue and high-level briefings. In 2016 Corporate Fellows partnered with the TCPA on conferences and parliamentary briefings. The TCPA has an ambitious programme for Corporate Fellows in 2017.

4 Achievements and Performance

4.1 Our Voice

A major benefit of TCPA membership is the Association's flagship Journal, **Town & Country Planning**. Eleven issues are produced each year. Highlights of 2016 included a short collection of articles on strategic planning in the London metropolitan region, in August; and special issues on 'Making New Places and New Communities', in January; on 'The SPECIAL Project – Bringing Spatial and Energy Planning Together', in February; and on 'Healthy Planning – Securing Outcomes from United Action', in November. The July issue also contained Town & Country Planning Tomorrow Series Paper 18, *Cities are Crucial – Four Scenarios for a 21st Century Urban Policy* (the Report of the TCPA Urban Policy Study Group). Throughout the year the Journal featured stimulating contributions from writers drawn from across the public, private, academic and voluntary sectors. The TCPA is grateful to all those who contributed to the Journal during the year, and especially to its strong line-up of regular columnists.

Thanks to a grant from the Transform Foundation, the team and the hard work of past Chair of the Board, Peter Hetherington, the TCPA launched a new **website** in 2016. The new and improved website developed by Raising IT works across all digital formats – smart phone, tablet, laptop and PC – providing much better access for our members, researchers, press and the general public. New features, such the blog, enable the TCPA to respond quickly to policy announcements as well as highlight key projects and events.

4.2 Our Policy and Projects

4.2.1 Policy

The TCPA has played an increasingly powerful role in thought leadership in the continued debate around housing and planning reform in 2016, which has positioned the Association as one of the key commentators on the Government's Neighbourhood Planning Bill and Housing White Paper.

The Association engaged closely with the DCLG and No10 officials on a wide range of issues in 2016, from the National Planning Policy Framework (NPPF) to the future of strategic planning and the development plan. This included leading the debate on new Garden Cities and on a modernised New Towns Act as part of the solution to the nation's housing crisis. In the March 2016 Budget, two years after the TCPA published *New Towns Act 2015?*, the Government committed to updating the New Towns Act 1981 to facilitate the delivery of large-scale development. The TCPA worked directly with Government departments following this announcement, including attending a series of practical roundtables at the DCLG on amending the legislation. In September the TCPA met with the new Housing and Planning Minister, Gavin Barwell MP, who followed up the meeting with a letter to the TCPA stating that the '*TCPA has clearly been central to the renewed interest in creating new, locally led garden cities, towns and villages for the C21st*', and inviting the Association to demonstrate local authority interest in amending the Act. In response, the TCPA has been promoting a joint statement with the Local Government Association (LGA) and seven local authorities, asking the Government to commit to updating the legislation in the Housing White Paper. In November the new Secretary of State for Communities and Local Government, Sajid Javid MP, spoke at the Parliamentary Briefing for the TCPA's New Communities Group, emphasising the strong relationship the TCPA has with the current Government, and confirming that he was 'open to ideas' when it came to modernising the New Towns Act through the Housing White Paper. The Lady Margaret Patterson Osborn Trust funded Local Designation Forum (which was held in January 2017, as the White Paper was delayed) provided an opportunity for the TCPA to bring together experts, government officials and ambitious local authorities to look in detail at the practicalities of modernising the Act.

The Association responded to a number of Government consultations during the year, consistently applying the principled test of effectiveness, sustainable development and social justice to proposed reforms. The TCPA submitted written evidence to a number of select committees during the year including the Communities and Local Government Select Committee inquiry into public parks. The TCPA gave oral evidence in November 2016 to highlight the challenges to funding parks and green infrastructure and the need for policy-makers to be bold and ambitious in their thinking on future provision. The TCPA also gave oral evidence to the Communities and Local Government Select Committee investigation on the NPPF, highlighting the Association's concern about the impact of the viability test on place-making.

The TCPA was actively engaged in the final stages of the Housing and Planning Bill 2016, and was involved in the tabling of a series of amendments. The Association produced a set of comprehensive briefings on the impact of the Housing and Planning Bill and how it could be positively improved. The TCPA also appeared in front of the Public Bill Committee for the Neighbourhood Planning Bill, as well as providing parliamentary briefings and draft amendments.

4.2.2 Projects

The TCPA delivered an ambitious and influential programme of projects in 2016, from desk-based research through to delivering training across the UK, Europe and China. This section provides a brief overview of some of the key highlights in the TCPA's portfolio of projects in 2016.

Housing innovation, regeneration and devolution

The TCPA completed its second research report with the Association for Public Sector Excellence (APSE), published in May 2016. A parliamentary launch event was hosted by Helen Hayes MP, and the report received significant press coverage, including an article in the *Financial Times*.

Following the success of the research report, a third research study has been commissioned by APSE for 2017. Alongside this, a new project has been approved, looking at different affordable housing models being adopted by councils, funded by the Nationwide Foundation. The nine-month project will involve the identification of case studies of pioneering councils tackling local housing need, involving detailed analysis and seminars to promote to councils the opportunities presented for them to play an active role in addressing the crisis in housing affordability across the country.

The TCPA has also been working with the LGA on a research project to identify local authority innovation in housing growth. Using examples from TCPA New Communities Group members and a range of other case studies across scales in different parts of the country, the project makes a series

of recommendations for how councils can make the most of current legislation and highlight to the Government the areas that require further support and legislative change.

In 2016 the TCPA continued to hold a series of events across the UK, in partnership with The Crown Estate, on unlocking the economic potential of the regions. These events focused on how devolution can strengthen different regions across the country. As part of this programme of engagement, discussions were held in Manchester and London. The Manchester event was addressed by Sir Howard Bernstein, Chief Executive of Manchester Council, and the London event was addressed by Lord Heseltine. Both events were well attended by, among others, councillors, academics and representatives from the business community.

TCPA New Communities Group

The TCPA New Communities Group (NCG), established in 2009, went from strength to strength in 2016. Its members are local authorities and development corporations planning and delivering exemplary large-scale new communities, from Garden City inspired new towns and villages to urban regeneration and extension schemes. The Homes and Communities Agency's Advisory Team for Large Applications (ATLAS) is also a member and provides ongoing support to the local authorities.

The NCG collectively helps to develop plans, provide political support and encourage a sharing of knowledge and best practice through seminars, workshops, study visits, parliamentary meetings and newsletters. Together, NCG members are providing innovative local leadership for plans delivering in the region of 170,000 new homes.

Membership of the NCG grew in 2016 to 16: Ashford Borough Council, Cherwell District Council, Cornwall Council, East Hampshire District Council, East Hertfordshire District Council, Ebbsfleet Development Corporation, Essex Garden City Settlements (Colchester Borough Council, Braintree District Council, Tendring District Council and Essex County Council), Fareham Borough Council, Havant Borough Council, Milton Keynes Council, North Dorset District Council, North Northamptonshire Joint Planning Unit, Old Oak and Park Royal Development Corporation, Portsmouth City Council, South Cambridgeshire District Council, and Wokingham Borough Council.

In 2016 the TCPA ran seminars for the NCG on a broad range of topics, including opportunities for self-build and custom-build, sharing land value, establishing community management organisations, planning for connectivity through smart technology and transport, and assessing viability. The NCG also arranged site visits to Bicester and Old Oak and Park Royal Development Corporation.

Demonstrating political support and leadership is a key purpose of the NCG. Regular meetings with Government ministers were arranged in 2016 to keep them informed of progress at the sites, and a Parliamentary Briefing was held with Sajid Javid MP, Secretary of State for Communities and Local Government.

Garden Cities Campaign

In 2016 the TCPA continued to play a pivotal role in bringing Garden Cities to the forefront of the debate about solutions to the UK housing crisis, thanks to the funding from the Lady Margaret Patterson Osborn Trust. Through the Osborn Fellowship and our programme of publications and events, the TCPA has influenced government (central and local), developers, landowners and communities. This campaign has successfully resulted in the Government committing to update the New Towns legislation in the Housing White Paper published in February 2017, highlighted in the policy section above.

Meanwhile, the TCPA has been helping those authorities planning for growth who are interested in following the principles of Garden Cities through the TCPA New Communities Group and by publishing a series of guides 'Practical Guides for Creating Successful New Communities'. These cover 'locating and consenting new Garden Cities', 'finance and delivery', 'masterplanning', 'homes for all', 'planning for culture and the arts' and 'planning for energy and climate change'. The guides have been popular with the public and private sector alike and have helped to fill the policy void on good place-making.

2016 has also been an important year for Sir Frederic J Osborn's legacy as it marks 70 years of the New Towns Act and the designation of Stevenage as the first New Town. The TCPA has marked these

occasions with a conference in Stevenage, an evening performance of 'Land of Promise', and a pamphlet on the New Towns Act at 70 within the TCPA's Journal, *Town & Country Planning* (January 2017 edition). The TCPA has also created a short film about the New Towns Act and Stevenage at 70, which is available on the TCPA's website (at <https://www.tcpa.org.uk/nta-70>). This series of projects has enabled the TCPA to reach new audiences and emphasise the Association's role as the foundation of the New Towns movement, as well as Garden Cities. This will be further facilitated by making available newly-digitised (in 2016) past (dating back to 1904) and ongoing issues of the TCPA Journal. The Association is looking forward to sharing these digitised issues online through further projects in 2017.

Following on from the 'Lessons for Tomorrow' research project, the TCPA has held a series of roundtables with former New Town local authorities to discuss shared interests and scope out a 'New Towns Group'. So far, these events have been held in Scotland, Northern Ireland and Warrington, with an event in Milton Keynes planned for January 2017. The feedback from these events has been very positive and has brought authorities together to share experience in a way they had not done before, and the Association is confident that the New Towns Group will be officially formed in 2017. A new section on the TCPA website provides a means of sharing learning from the research. Learning has also extended internationally as the Osborn Fellow spent a week in China in 2016, speaking at a forum on Garden Cities organised by Chinese developer Greentown Ltd. Greentown is very interested in lessons from the Garden Cities and New Towns in the UK, and the visit has resulted in proposals for a three-year programme with Greentown Ltd.

The TCPA has also been working on a book entitled *The Art of Building a Garden City*, to be published by RIBA Publishing in May 2017.

These projects were led by the Osborn Fellow, who also continues to support the Association's campaigns through a range of other advocacy tasks, projects and events. In 2016 this included media coverage in several trade publications and an interview with Dan Cruickshank on a Radio 4 programme on Garden Cities. The Lady Margaret Patterson Osborn Trust's support for the Garden Cities and New Towns campaign has also enabled the Association to further raise its profile, attract further funding for additional Garden Cities projects in 2016 (from Letchworth Garden City Heritage Foundation, Dentons, David Lock Associates, Warrington Borough Council, Milton Keynes Council, and Greentown Ltd.), and to respond to the rapidly changing political landscape regarding Garden Cities and New Towns.

Planning4People

In 2016 the TCPA's **Planning4People** education and advocacy programme, supported by the Webb Memorial Trust, continued to put forward the case for putting people back at the heart of the planning system. The Planning4People manifesto continued to attract more signatories, with support from more than 100 individuals and organisations by the end of the year. It enabled the TCPA to hold conversations far beyond the planning community, which helped to generate a new debate about the purpose of planning which was taken up by other organisations, including the RTPI and Design Council CABE, who initiated events and projects on the theme of planning and poverty. The TCPA spoke about Planning4People at a wide range of events throughout the country, including the All Party Parliamentary Group on Poverty at Westminster on 19 October and the 'Pennine Prospects' conference held on 9 November.

Planning and health

The 'Reuniting Health with Planning' initiative goes from strength to strength, building on working relationships with public agencies and local authorities to support the promotion and delivery of healthy places across the UK. It now has four strands: local capacity-building; guidance; research; and raising awareness. The TCPA continued its local support through workshops with Redbridge, Blackpool, Kent and Milton Keynes Councils, which provided these local authorities with a forum for improving integration between planning and public health departments.

In 2016 the TCPA published practice-based research and guidance for practitioners. *Building the Foundations: Tackling Obesity through Planning and Development* was the outcome of a collaborative project in England with the LGA, Public Health England, Leeds Beckett University and local authorities, and was published before the Government launched its Childhood Obesity Action Plan in August. In Northern Ireland, the TCPA worked with the Northern Ireland Housing Executive and Belfast Healthy Cities to publish *Delivering Sustainable Healthy Homes and Communities in Northern Ireland*, in the

context of planning reforms and planning responsibilities moving back to local councils. In Wales, the TCPA worked with the Wales Health Impact Assessment Support Unit and Public Health Wales to publish a briefing on *Planning for Better Health and Well-being in Wales*, in the context of the new well-being requirements on public bodies. It was launched at an event in Cardiff by the Wales Minister for Public Health, who welcomed the document.

To round off 2016, the November edition of the TCPA Journal was a special edition on healthy planning, with contributors from across the planning and health professions, including authors from NHS England, British Land, and Care and Repair England. It was guest edited by representatives from Public Health England and Professor Janice Morphet and was issued as part of a seminar in London. The special edition sets the scene for exciting collaborative projects planned for 2017.

China-UK urbanisation activities

With China pursuing innovative initiatives to ensure sustainable urbanisation through the new 13th Five-Year Plan, the TCPA once again worked with the British Embassy in Beijing to deliver a roadshow of capacity-building exchanges. Supported by the China Prosperity Fund, in November the TCPA led a delegation of UK experts from Milton Keynes Council, CIRIA, PwC, Mott MacDonald, HR Wallingford and others to five Chinese cities – with a combined population of more than 40 million people – to exchange learning and expertise on 'smart' and 'sponge' cities. The roadshow was a success, engaging more than 1,500 business representatives, policy-makers and key officials from central and local government. Over 30 local media outlets reported the activities. With both countries committed to continuing bilateral relationships on urbanisation topics, the TCPA looks forward to delivering further projects in 2017.

Green Infrastructure Partnership

The Green Infrastructure Partnership (GIP) continued to develop in 2016, with membership growing from 800 at the start of the year to 1,070 by the end of the year. Members received a newsletter every two months, and the Sounding Board met four times. The TCPA worked with other key members of the GIP, in particular the Landscape Institute, to help persuade DCLG and Defra that the Planning Practice Guidance (PPG) section on green infrastructure was in need of updating and expansion. We were delighted when the PPG was revised in January 2016. An increasing number of organisations and networks are realising the potential of the partnership to share information across a very diverse sector, and to influence key decision-makers about the value of green infrastructure. Sponsorship and support is growing. Financial and in-kind support were received from Natural England, the Land Trust, the Landscape Institute, Arup, the Canal and River Trust, Groundwork, the Horticultural Trades Association, the National Trust, and The Wildlife Trusts. In June the TCPA held a very well attended conference on green infrastructure, organised on behalf of the GIP and kindly hosted at Arup's London offices.

Sustainable development and climate change

In 2016 the TCPA carried out two important projects focusing on local authority planning responses to sustainable development and climate change.

Planning for the Climate Challenge? Understanding the Performance of English Local Plans, the report of a study funded by the Joseph Rowntree Foundation, found that the majority of new Local Plans in England were failing to cut carbon dioxide emissions and to plan for the scale of severe weather predicted over future years. The study, which examined the most recently prepared plans in England, found that 70% had no carbon reduction targets or any way of monitoring their progress on carbon reduction. While plans did reflect current flood risk, they were generally poor at dealing with future climate impacts such as sea level rise and increased surface water flooding. Only a fraction of plans had recognised the impacts of heat stress or linked climate change with human health, despite national policy making firm commitments on climate change. The report was launched at an event in November with Mary Creagh, MP for Wakefield, and Sir Graham Wynne of the Adaptation Sub-Committee, in collaboration with the Centre for Sustainable Energy and the Campaign to Protect Rural England.

A Network for Social Change funded study looked at existing research and conducted a survey to consider whether Local Plans published since the National Planning Policy Framework was issued in 2012 were delivering the objectives of sustainable development. The core message of the resulting

report, *A Crisis of Place: Are We Delivering Sustainable Development through Local Plans?*, was that the planning system was failing to deliver to its potential, and had abandoned many vital sustainable development outcomes and the wider endeavour of place-making in favour of an overwhelming focus on the allocation of housing units. The report was launched in Parliament in November with Caroline Lucas MP, Co-Leader of the Green Party, in collaboration with the Better Planning Coalition, and will continue to be disseminated in 2017.

European projects

In 2016 the TCPA successfully completed an Intelligent Energy Europe project on Spatial Planning and Energy for Communities In All Landscapes (SPECIAL) and secured funding for a new pan-European project called PERFECT (Planning for Environment and Resource Efficiency in European Cities and Towns), funded by Interreg Europe.

SPECIAL – Spatial Planning for Energy and Communities In All Landscapes

March 2016 saw the completion of the three-year Horizon 2020 funded SPECIAL project, led by the TCPA with a partnership of eight Town Planning Associations from across the EU. SPECIAL culminated in a parliamentary reception and a well attended conference in London with politicians and government officers and representatives from the EU and the private and voluntary sectors from across ten EU countries. The deliverables were designed to create an enduring legacy from the project, with outcomes being distributed widely across the UK and Europe. Comments from the project Evaluation Report include: *'Another outstanding result is the Pan-European Guide on Spatial Planning and Energy with contributions from all partners and the European Council for Town Planners (ECTP-CEU). All content was peer reviewed by the ECTP-CEU, which is now actively promoting the guide to its members across Europe.'* The Association will continue to use the SPECIAL training materials, guidance documents and case studies with the TCPA New Communities Group and in its Garden Cities and New Towns work, as well as disseminating its outcomes to members and through the TCPA Journal.

PERFECT – Planning for Environment and Resource Efficiency in European Cities and Towns

In 2016 the TCPA led a successful proposal to Interreg Europe for a five-year project called PERFECT. The project began in January 2017 and aims to improve the way that we plan for, invest in and deliver multi-functional green infrastructure to support sustainable new settlements and regenerate existing communities, through learning about good practice examples drawn from across Europe. The project features eight partners: the TCPA, UK (lead partner); Cornwall Council, UK; City of Amsterdam, Netherlands; Provincial Government of Styria, Austria; Municipality of Ferrara, Italy; Bratislava Karlova Ves Municipality, Slovakia; Regional Development Agency of the Ljubljana Urban Region, Slovenia; and Social Ascension of Somogy Development, Communication and Education Nonprofit Ltd, Hungary. Partners will share lessons on implementing high-quality green infrastructure based on the socio-economic potential of maximising its multiple benefits for climate change adaptation, health and biodiversity. The project will be a key component of the TCPA work programme over the next five years, linking to existing working strands for health, new communities, the Garden Cities campaign, and the Green Infrastructure Partnership.

4.3 Our Events and Education

The TCPA's educational purpose continued to be fulfilled in 2016 through its innovative programme of conferences, workshops, roundtables and seminars. The Association held several major conferences throughout the year – and around 90 events, training sessions and delegations. This section sets out some brief highlights.

In March the TCPA's spring conference, **'Where Will Our Children Live?'**, included a presentation about garden villages from Lord Taylor of Goss Moor. Victoria Hills, Chief Executive Officer of the Old Oak and Park Royal Development Corporation, spoke about the ambitious plans to transform this large but neglected part of North West London into a thriving new place to live and work.

In June the TCPA held a conference titled **'Green Infrastructure – From Concept to Reality'**. Attended by more than 130 people, and generously hosted by Arup, it included presentations about the plans to incorporate green infrastructure in the development of HS2 and examples of innovative delivery of

green infrastructure in new developments through partnerships between the private sector and community organisations.

The annual **Sir Frederic J Osborn Memorial Lecture** was given by Professor Christine Whitehead in September 2016. Held at St Martin-in-the-Fields in London, the lecture attracted 100 people and stimulated an interesting debate about the housing crisis and changing household projections.

Throughout the year the TCPA held a **range of seminars** around the country. Highlights included roundtable meetings in Milton Keynes and Stevenage; planning and health workshops in Blackpool, Kent, Redbridge, and Milton Keynes; and a high-level seminar in Manchester in March on 'rebalancing Britain', held in partnership with the Crown Estate.

Key political figures joined a host of renowned experts at the TCPA fringe meetings held at the Conservative and Labour **party conferences**. Working with Crest Nicholson Plc, speakers included Mark Pawsey MP, Cllr Baroness Scott of Bybrook OBE, Helen Hayes MP, and Tom Copley.

The Annual Conference, '**Time for a New Planning System?**', took place in November. Speakers included Sir Michael Lyons and Rt Hon. Lord Heseltine, and there was a lively discussion about what was – and was not – working in planning.

In December, the Association held a '**Planning for an Ageing Population**' conference. Speakers from the Government Office for Science and the Centre for Ageing Better set the scene, with facts and figures about the increasing number of older people in the population and what they will need in order to live well as they age. Places for People Retirement, who kindly sponsored the event, outlined what they have learned about the aspirations of the 'new old' and how they are responding to this new market.

5 Financial Review of the 2016 Accounts

2016 was a busy and challenging year for the Association. Funding cuts have continued to impact on local authorities and Brexit has created uncertainty for both the public and private sectors. However, the robustness of our core principles and the high-level interest in the TCPA's core areas of work – covering housing, health, sustainable energy, flooding, Garden Cities and new communities – ensured that the Association generated enough revenue in order for the base budget to break even. The TCPA team rose to the challenge, generating new and innovative activity that ensured a modest surplus was made during 2016.

Total incoming resources amounted to £942,148 (2015: £962,323) and total resources expended were £941,252 (2015: £958,844), so that there were net incoming resources of £896.

6 Plans for Future Periods

6.1 Challenges and Opportunities for 2017

In 2017 the TCPA must remain a **radical, passionate and evidence-based campaigning organisation**, continuing the Association's focus on how socially just **quality places** can be created. The TCPA's core business must build upon the **distinctive contribution** the Association can make.

In 2017 the TCPA will continue to deliver the thought-provoking Journal, to lead campaigns around Garden Cities, and people and planning, and to deliver an innovative programme of activities for the TCPA New Communities Group, research and workshops on health and housing, and a wide range of training and events for our members. The EU-funded 'PERFECT' project (Planning for Environment and Resource Efficiency in European Cities and Towns) begins in early 2017, and work is under way to fund multiple new projects and events.

While the TCPA had a successful 2016 there is no doubt that the UK's decision to leave the European Union (Brexit) has placed the Association in a position of unprecedented economic and political uncertainty. Establishing the extent of these impacts and charting a course for the organisation was and remains challenging given that there was no prior contingency in Government about how Brexit will be managed. It is expected that Article 50 of the Convention will be triggered at some point in 2017. It is not known how long the negotiations will take nor the UK's final relationship with the EU. The impact on the economy has, so far, been deferred with no direct impacts on our UK funding partners. The positive news about the INTERREG Europe funded PERFECT project suggests that, at least for the TCPA, we are likely to experience a more measured disengagement from the EU.

6.2 Business Planning

The TCPA's business plan for 2017 was approved by the Trustees in November 2016. The business plan helps to ensure robust financial management of the organisation and sets objectives and strategies, as well as providing an analysis of markets and financial forecasts. The benefits of creating and maintaining such a plan include:

- Taking an objective and realistic look at the TCPA and prioritising its activities.
- Considering the financial effect of every option.
- Providing focus for business and income generation efforts.
- Enabling the organisation to quantify success in financial terms.

The business plan sets out four strategic priority areas for 2017:

- 1 Planning for social justice.
- 2 Planning for housing in new and renewed communities.
- 3 Planning for resilient communities in a changing climate.
- 4 Making planning work.

The TCPA is working enthusiastically to ensure that the Association continues to be financially sustainable in 2017 and beyond. In addition to identifying new project and event opportunities, retaining and growing the membership base and delivering existing projects to a high standard, the TCPA team is ensuring that the Association maintains a robust and principled political profile.

6.3 Reserves Policy and Risks

The TCPA's policy on reserves shall be to establish funds for the following areas of medium- and long-term expenditure:

- 1 To maintain the TCPA Legacy Reserve Fund such that the interest earned by the fund shall be disbursed primarily to further the objectives of the TCPA as agreed by the Board. The capital sum within this fund shall be maintained for the long-term security of the Association and only released through the agreement of a general meeting.
- 2 To provide a minimum of three months' operational activity (budgeted at £236,000 at 2016 prices/expenditure levels) in the short term. The longer-term objective is to increase the funds to cover six months' operational activity (budgeted at £471,000 at 2016 prices/expenditure) by 2027.
- 3 To set aside a Redecoration and Maintenance Fund sufficient to meet cyclical requirements for internal and external redecoration, currently standing at £53,033 (2015: £53,033).

This policy was established in 2003 and is reviewed annually by the Board of Trustees, with the aim of the Trustees being to increase the balance to be able to provide six months' running costs.

The Board of Trustees has reviewed the risks to which the Association is exposed through regular consideration of the Risk Management Register. They consider that the major risks are financial in nature, and the reserves policy set out above has been adopted in order to mitigate them.

7 Trustees' / Directors' Responsibilities

The Trustees (who are also Directors of the TCPA for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the Trustees are required to:

- Select suitable accounting policies and then apply them consistently.
- Observe the methods and principles in the Charities SORP.
- Make judgements and estimates that are reasonable and prudent.
- State whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements.
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

8 Statement of Disclosure to Auditors

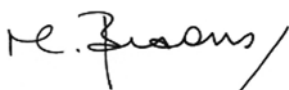
So far as the Directors are aware, there is no relevant audit information which has not been disclosed to the company's auditors. They have taken all the steps that they ought to have taken as Directors in order to make themselves aware of any matters which would be relevant for audit purposes, and to ensure that such information has been communicated to the company's auditors.

9 Auditors

The company's auditors, Sayers Butterworth LLP, Chartered Accountants, have indicated their willingness to accept re-appointment as auditors, and a resolution proposing their re-appointment will be submitted at the Annual General Meeting.

This report has been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 applicable to companies subject to the small companies regime.

By Order of the Board of Trustees



Mary Parsons
Chair
22nd March 2017

Independent Auditors' Report to the Members of the Town and Country Planning Association

We have audited the financial statements of Town and Country Planning Association for the year ended 31st December 2015 on pages 18 to 29. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including the Charities SORP (Financial Reporting Standard 102).

This report is made solely to the charity's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charity's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective Responsibilities of Trustees and Auditors

As explained more fully in the Statement of Trustees' Responsibilities set out on page 15, the Trustees (who are also the Directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

Scope of the Audit of the Financial Statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material mis-statement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the Trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Directors' Report to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material mis-statements or inconsistencies we consider the implications for our report.

Opinion on Financial Statements

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31st December 2016 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Opinion on Other Matters Prescribed by the Companies Act 2006

In our opinion the information given in the Trustees' Annual Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

Matters on Which We Are Required to Report by Exception

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of Trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

The Trustees take advantage of the small companies exemption in exemption from the requirement to prepare a Strategic Report and Directors Report.



Martin Dunne (Senior Statutory Auditor)
For and on behalf of Sayers Butterworth LLP, Statutory Auditors
3rd Floor, 12 Gough Square
London EC4A 3DW

22nd March 2017

Statement of Financial Activities (including income and expenditure account) for the Year Ended 31st December 2016

	Notes	Total Funds 2016 £	Total Funds 2015 £
Income from:			
Donations and legacies		734	514
Charitable activities	2	921,557	939,618
Other trading activities:			
Room hire		17,649	19,180
Investments:			
Interest received		2,208	3,011
Total		942,148	962,323
Expenditure on:			
Raising funds:			
Public relations and media costs		5,077	1,915
Charitable activities	3	936,175	956,929
Total		941,252	958,844
Net income and net movement in funds	5	896	3,479
Reconciliation of funds			
Total funds brought forward		475,547	472,068
Total funds carried forward		476,443	475,547

The statement of financial activities includes all gains and losses recognised in the period.

All income and expenditure derive from continuing activities.

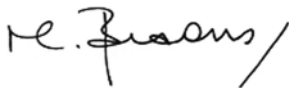
There were no restricted funds in the current or preceding period.



Balance Sheet as at 31st December 2016

	Notes	£	2016 £	£	2015 £
Fixed assets:					
Tangible assets	7		16,756		19,237
Current assets:					
Debtors	8	496,007		324,634	
Cash at bank and in hand		258,364		453,617	
		<u>754,371</u>		<u>778,251</u>	
Liabilities:					
Creditors falling due within one year	9	(294,684)		(321,941)	
Net current assets			459,687		456,310
Total net assets			<u>476,443</u>		<u>475,547</u>
The funds of the charity:					
Unrestricted funds	10		476,443		475,547
			<u>476,443</u>		<u>475,547</u>

Approved by the Board of Trustees on 22nd March 2017 and signed on its behalf:



Mary Parsons
Chair

Company Number 146309
Charity Number 214348



Statement of Cash Flows for the Year Ended 31st December 2016

	2016 £	2015 £
Cash flows from operating activities:		
Net cash (used in) / provided by operating activities	(198,684)	(277,877)
Cash flows from investing activities:		
Interest received	2,208	3,011
Purchase of tangible fixed assets	(644)	(2,624)
Net cash provided by / (used in) investing activities	1,564	387
Change in cash and cash equivalents in the period	(197,120)	(277,490)
Cash and cash equivalents at the beginning of the period	453,617	733,593
Change in cash and cash equivalents due to exchange rate movements	1,867	(2,486)
Cash and cash equivalents at the end of the period	<u>258,364</u>	<u>453,617</u>
Reconciliation of net income to net cash flow from operating activities		
Net income for the reporting period	896	3,479
<i>As per the statement of financial activities</i>		
Depreciation charge	3,125	4,628
Interest received	(2,208)	(3,011)
Decrease / (increase) in debtors	(171,373)	(45,209)
(Decrease) / Increase in creditors	(27,257)	(240,250)
Exchange differences on retranslation of monetary items	(1,867)	2,486
Net cash (used in) / provided by operating activities	<u>(198,684)</u>	<u>(277,877)</u>



Notes to the Financial Statements for the Year Ended 31st December 2016

1 Accounting policies

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

a) Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) – (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Town and Country Planning Association meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

There are no material uncertainties about the charity's ability to continue, and so the going concern basis of accounting has been adopted.

b) Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the funds have been met, it is probable that the income will be received and the amount can be measured reliably.

Income received in advance of the charity meeting the above criteria is deferred.

Membership income is recognised in accordance with the membership term. Where membership periods span the balance sheet date, income is deferred on a straight line basis.

Conference income is recognised when the conference takes place.

Income from journals is recognised in accordance with the subscription term. Where subscription terms span the balance sheet date, income is deferred on a straight line basis. Income from publications is recognised on the date the publication is dispatched.

Income from projects and consultancy is recognised when the charity's obligations have been performed, or in accordance with agreed milestones.

Income from legacies is recognised when there has been a grant of probate, the executors have established that there are sufficient assets in the estate to pay the legacy, and any conditions attached to the legacy are within the charity's control or have been met.

c) Expenditure

Expenditure is recognised when there is a legal or constructive obligation to transfer resources to a third party, settlement is probable and the amount can be measured reliably.

Expenditure is classified under the following activity headings:

- Expenditure on raising funds – media and marketing costs.
- Expenditure on charitable activities – the costs of projects, conferences and publications, including attributable support costs.

d) Allocation of support costs

Support costs are the costs of those functions that assist the work of the charity but do not directly relate to charitable activities, for example office overheads, finance and professional costs. These costs have been allocated on the basis of the direct staff costs attributable to each activity.

e) Tangible fixed assets

Fixed assets are capitalised at cost and are depreciated over their estimated useful economic lives on the following bases:

- Leasehold property and improvements – straight line over the remaining lease term.
- Fixtures, fittings and equipment – 25% straight line.

Useful economic lives of tangible assets:

The annual depreciation charge for tangible assets is sensitive to changes in the estimated useful economic lives and residual values of the assets. The useful economic lives and residual values are re-assessed annually. They are amended when necessary to reflect current estimates, based on future developments, economic utilisation and the physical condition of the assets.

f) Creditors

Creditors are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party, and the amount due to settle that obligation can be measured reliably. Creditors are recognised at their settlement amount after allowing for any trade discounts due.

g) Financial instruments

The charity only has financial instruments and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value. Any losses from impairment are recognised in the statement of financial activities.

h) Operating leases

Rentals payable under operating leases are recognised in the statement of financial activities on a straight line basis over the lease term.

i) Foreign currency

Transactions denominated in foreign currencies are translated at the exchange rate ruling at the date of the transaction. Foreign currency monetary items are translated at the exchange rate ruling at the balance sheet date.

j) Cash at bank and in hand

Cash at bank and cash in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

k) Debtors

Trade and other debtors are recognised at the settlement amount due. Prepayments are valued at the amount prepaid.

l) Pensions

Town and Country Planning Association operates a defined contribution scheme for the benefit of its employees. The assets of the scheme are held separately from those of the Town and Country Planning Association in an independently administered fund. The pension cost in the financial statements represents the contributions payable by the charity during the year.

m) Status

Town and Country Planning Association is a charitable company limited by guarantee incorporated in England & Wales. In the event of the company being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. The address of the registered office is given in the Trustees' Report.

n) Judgements in applying accounting policies/key sources of estimation uncertainty

Estimates and judgements are frequently assessed and based on historical experience as well as other factors, including assumptions of future events that are believed to be reasonable under the circumstances.

Critical accounting estimates and assumptions

The company makes estimates and assumptions concerning the future. The resulting accounting estimates will, by definition, seldom equal the related actual results.

2 Income from charitable activities

	2016	2015
	£	£
Membership	143,789	162,312
Conferences	149,332	307,300
Journals and publications	44,799	44,520
Projects and consultancy	583,637	425,486
	<u>921,557</u>	<u>939,618</u>

3 Expenditure on charitable activities

	2016	2016	2016	2016	2015
	Staff	Direct	Support	Total	Total
	£	£	£	£	£
Membership	60,335	88	18,307	78,730	90,390
Conferences	147,130	38,211	44,643	229,984	249,958
Journals and publications	49,351	47,015	14,974	111,340	119,926
Projects and consultancy	313,358	107,681	95,082	516,121	496,655
	<u>570,174</u>	<u>192,995</u>	<u>173,006</u>	<u>936,175</u>	<u>956,929</u>

4 Support and governance costs

	2016	2015
	£	£
Support costs		
Staff costs	30,492	55,248
Travel and subsistence	9,076	4,781
Premises costs	32,823	34,467
Printing, post and stationery	10,137	9,876
Telephone	7,160	7,518
Computer costs	16,161	8,081
Sundry expenses	3,810	5,201
Subscriptions	2,430	2,055
Bank charges	2,912	3,654
Bad debts	3,820	-
Depreciation	3,125	4,628
	<hr/>	<hr/>
Total support costs	121,946	135,509
Governance costs		
Accountancy fees	40,753	36,000
Audit fees	5,522	5,361
Legal and professional fees	213	263
Trustees' and officers' expenses	4,572	11,330
	<hr/>	<hr/>
Total governance costs	51,060	52,954
	<hr/>	<hr/>
Total support and governance costs	<u>173,006</u>	<u>188,463</u>

5 Net income

	2106	2105
	£	£
This is stated after charging:		
Operating lease rentals	4,357	4,194
Depreciation	3,125	4,628
Auditors' remuneration	5,522	5,361
	<hr/> <hr/>	<hr/> <hr/>

6 Staff costs

	2016 £	2015 £
Wages and salaries	528,719	539,235
Social security costs	58,075	57,504
Pensions	12,528	9,816
Other costs	1,344	1,901
	<u>600,666</u>	<u>608,456</u>
Direct costs	570,174	553,208
Support costs	30,492	55,248
	<u>600,666</u>	<u>608,456</u>

The average monthly number of full-time equivalent employees, including casual and part-time staff, during the year was as follows:

	2016 £	2015 £
Management and support	4	4
Journal editing	1	1
Projects and policies	9	9
	<u>14</u>	<u>14</u>

The number of employees whose emoluments exceeded £60,000 was as follows:

	2016 £	2015 £
£60,000 - £70,000	–	1
£70,000 - £80,000	1	–
£80,000 - £90,000	1	–
£90,000 - £100,000	–	1

The charity Trustees were not paid and neither did they receive any benefits from employment with the charity or a related entity. Four (2015: seven) Trustees were reimbursed expenses in relation to travelling, accommodation and overnight subsistence amounting to £3,447 (2015: £9,936). It is also noted that the TCPA holds a Trustee indemnity insurance policy (£954).

The key management personnel of the charity are the Chief Executive and the Interim Chief Executive (position held 1 June to 31 December). The total employment benefits received by key management personnel were £153,431 (2015: £92,326).



7 Tangible fixed assets

	Leasehold Property £	Furniture & equip't £	Total £
Cost			
At 1 January 2016	29,906	18,799	48,705
Additions	–	644	644
	<hr/>	<hr/>	<hr/>
At 31 December 2016	29,906	19,443	49,349
Depreciation			
At 1 January 2016	16,030	13,438	29,468
Charge	408	2,717	3,125
	<hr/>	<hr/>	<hr/>
At 31 December 2016	16,438	16,155	32,593
Net book value			
At 31 December 2016	<hr/>	<hr/>	<hr/>
	13,468	3,288	16,756
At 31 December 2015	<hr/>	<hr/>	<hr/>
	13,876	5,361	19,237

8 Debtors

	2016 £	2015 £
Trade debtors	90,553	134,555
Other debtors	10,997	7,412
Prepayments and accrued income	394,457	182,667
	<hr/>	<hr/>
	496,007	324,634
	<hr/>	<hr/>

9 Creditors falling due within one year

	2016	2015
	£	£
Trade creditors	66,571	76,280
Social security and other taxes	25,834	41,569
Other creditors	8,766	7,233
Accruals	28,223	44,037
Deferred income	165,290	152,822
	<u>294,684</u>	<u>321,941</u>
Deferred income		
Income deferred from the previous year	152,822	125,854
Released to the statement of financial activities	(152,822)	(125,854)
<i>Arising during the current year:</i>		
Journal subscriptions	24,234	25,739
Membership subscriptions	55,947	69,805
Conferences	5,000	–
Projects	80,109	57,278
	<u>165,290</u>	<u>152,822</u>

Income has been deferred in accordance with the accounting policy stated in note 1b.

10 Analysis of charitable funds 2016

	At 1 Jan 2016 £	Income £	Expend're £	Transfers £	At 31 Dec 2016 £
General fund	69,923	942,148	(938,788)	(2,464)	70,819
Designated funds:					
Contingency fund	290,000	–	–	–	290,000
TCPA Legacy Reserve Fund	62,591	–	–	–	62,591
Redecoration & Maintenance Fund	53,033	–	(2,464)	2,464	53,033
Unrestricted funds	475,547	942,148	(941,252)	–	476,443

Analysis of charitable funds 2015

	At 1 Jan 2015 £	Income £	Expend're £	Transfers £	At 31 Dec 2015 £
General fund	66,444	962,323	(947,803)	(11,041)	69,923
Designated funds:					
Contingency fund	290,000	–	–	–	290,000
TCPA Legacy Reserve Fund	62,591	–	–	–	62,591
Redecoration & Maintenance Fund	53,033	–	(11,041)	11,041	53,033
Unrestricted funds	472,068	962,323	(958,844)	–	475,547

The Contingency Fund has been established with a view to building up a reserve of three months' operating costs of the charity in the short term, and increasing this to six months' operating costs by 2027.

The TCPA Legacy Reserve Fund has been set up to invest legacies and other monies as agreed by the Board of Trustees. The Articles of Association provide that no capital should be withdrawn from this fund unless approved by 75% of the votes at a General Meeting. Income arising from these investments is used for the general purposes of the charity.

Redecoration and Maintenance Fund: The TCPA's leasehold property in London requires internal and external redecoration and maintenance on a cyclical basis, so that quite large costs accrue at intervals of four or five years, with the next scheduled repair due to take place in 2019. The Redecoration and Maintenance Fund is maintained to provide for expenditure of this nature, with transfers from the General Fund to help retain reserves sufficient to meet the expected future costs.



11 Analysis of net assets between funds 2016

	General fund £	Designated funds £	Total funds £
Tangible fixed assets	16,756	–	16,756
Cash at bank and in hand	–	258,364	258,364
Other net current assets/(liabilities)	54,063	147,260	201,323
	<u>70,819</u>	<u>405,624</u>	<u>476,443</u>

Analysis of net assets between funds 2015

	General fund £	Designated funds £	Total funds £
Tangible fixed assets	19,237	–	19,237
Cash at bank and in hand	–	453,617	453,617
Other net current assets/(liabilities)	50,686	(47,993)	2,693
	<u>69,923</u>	<u>405,624</u>	<u>475,547</u>

12 Operating lease commitments

The charity has future minimum lease payments under non-cancellable operating leases for the following periods:

	2016 £	2015 £
Land and buildings		
Not later than one year	4,300	4,300
Later than one year and not later than five years	17,200	17,200
Later than five years	147,900	152,500
	<u>169,400</u>	<u>174,000</u>

13 Related party transactions

During the year, sponsorship, boardroom hire, membership and conference attendance income totalling £55,786 was received from businesses connected with the Trustees. Of this amount, £10,800 was still outstanding at year end and payment received in January and February 2017.

14 Ultimate controlling party

The company is controlled by the Trustees, with no ultimate controlling party.





tcpa

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