



tcpa

Town and Country Planning Association

Annual Report and Financial Statements

For the Year Ended 31 December 2017

'It's especially pleasing to have the Town and Country Planning Association... the organisation Howard founded... supporting this APPG [on New Towns] and represented here today. Your input, and the history behind it, underlines that the challenges Howard sought to address are just as relevant today.'

**Rt Hon. Sajid Javid MP, Secretary of State for Housing, Communities and Local Government,
17 January 2018**

The above quote is from the speech the then Secretary of State gave at a Parliamentary reception to celebrate the launch of the new All-Party Parliamentary Group on New Towns



- 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**

**020 7930 8903
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 31 December 2017. 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 TCPA.

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 3 March 1917, but amended on many occasions subsequently.

1.2 Trustees

Chair of the Board: Mary Parsons

Vice-Chair: Sally Thomas

President: Rt Hon. Nick Raynsford

Trustees: Samer Bagaeen (elected from June 2017)	Andrew Pritchard
Stephanie Bamford	Catriona Riddell (elected from June 2017)
Sandra Fryer (elected from June 2017)	Anna Rose (elected from June 2017)
Peter Hetherington	Lee Shostak
Alice Lester (served until June 2017)	Robin Smith
Gilian Macinnes	Sally Thomas
Paul Nichols (served until June 2017)	Ian Wray (stood down in November 2017)

Chief Executive and Company Secretary: Kate Henderson

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 2017, in addition to one thousand and forty-seven individual members.

AECOM	Heylo Housing Limited
Arun District Council	Historic England
Ashford Borough Council	Hodkinson Consultancy
Barratt Developments PLC	Homes England
Barton Willmore	Horticultural Trades Association
Bevan Brittan LLP	Hull City Council
Birmingham City University	Hyndburn Borough Council
Bloor Homes	Indigo Planning Ltd
Bournville Village Trust	Institute of Economic Development
Brentwood Borough Council	International Federation for Housing and Planning (IFHP)
Brooks Development Practice Ltd	ISOCARP
Buckland Capital	Japan Local Government Centre
Building Research Establishment Ltd (BRE)	Joseph Rowntree Foundation
Canal & River Trust	Kettering Borough Council
Carlisle City Council	The Land Trust
Central Bedfordshire Council	Land Use Consultants
Centre for Sustainable Energy	The Landscape Institute
Charnwood Borough Council	LANPRO
Cherwell District Council	LDA Design
City of London Corporation	Letchworth Garden City Heritage Foundation
Colchester Borough Council	Library of Birmingham
Community Forest Trust	London Metropolitan University
Cornwall Council	London South Bank University
Countryside Properties	Maddox Associates
Crest Nicholson	Mayfield Market Towns
DAC Beachcroft LLP	Mid Devon District Council
David Lock Associates	Milton Keynes City Discovery Centre
DLP Planning Ltd	Milton Keynes Council
East Cambridgeshire District Council	Monmouthshire County Council
East Hampshire District Council	Nene Park Trust
East Hertfordshire District Council	Newcastle University Global Urban Research Unit
Ebbsfleet Development Corporation	Nexus Planning Limited
Epsom & Ewell Borough Council	No 5 Chambers Ltd
Fareham Borough Council	North Dorset District Council
Forest of Dean District Council	North Northamptonshire Joint Planning Unit
Forest Research	Northern Ireland Housing Executive
Friends of the Earth	Oxford Brookes University
Futures Housing Group	Pinsent Masons LLP
Garden City Developments Ltd	Places for People
Habinteg Housing Association	Planning Advisory Service (PAS)
Halton Borough Council	Planning Insight Limited
Hampstead Garden Suburb Trust	The Planning Inspectorate
Harlow Civic Society	Portsmouth City Council
Harlow District Council	Queen's University Belfast
Havant Borough Council	Redrow Homes Limited
Hertfordshire County Council	

Directors' Report

Regional Studies Association	Tendring District Council
Ringway Jacobs	Terence O'Rourke Ltd
Royal Borough of Windsor & Maidenhead	Test Valley Borough Council
Rugby Borough Council	The Theatres Trust
The Rutland Group Ltd	Three Rivers District Council
Sandwell Metropolitan Borough Council	Tibbalds Planning and Urban Design
Sevenoaks Town Council	UK Green Building Council
Shepway District Council	University of Northumbria
South Cambridgeshire District Council	URBED
South Gloucestershire Council	Uttlesford District Council
Space Syntax	Watford Borough Council
Stafford Borough Council	Welwyn Hatfield Council
States of Jersey	West Lancashire Borough Council
Stevenage Borough Council	West Lindsey District Council
Stoke on Trent City Council	West Waddy ADP LLP
Swale Borough Council	The Wildlife Trusts
Tandridge District Council	Wokingham Borough Council
Telford & Wrekin Council	The Woodland Trust

At the 2017 Annual General Meeting a 5% increase to the costs of all membership types and subscriptions was agreed, coming into effect in September. This represented the first increase in fees since 2014. In addition, a new membership type was introduced: Student Online-only membership. This offers all the usual benefits of TCPA membership, but with the journal only being accessible from the TCPA website rather than through a posted hard copy. By the end of the year, 76 students had joined the TCPA using this subscription offer.

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 holds 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 or strategy meeting 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 can be 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 a contested election, 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	Vincent Goodstadt
	Michael Ash CBE	Ray Green
	Graeme Bell OBE	Baroness Sally Hamwee
	Lord Richard Best	Peter Hetherington
	John Blake	Rt Hon. Keith Hill
	Rt Hon. Lord David Blunkett	Rt Rev. James Jones
	Sir Sydney Chapman	Jiggy Lloyd
	Sir Kenneth Collins	David Lock CBE
	Rt Hon. Lord Deben	Mary Riley
	John Deegan	Professor Peter Roberts OBE
	Tony Fyson MBE	Wyndham Thomas CBE
	Nicky Gavron	John Zetter

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

Stephen Ashworth (elected June 2017)	Ian Manders
Duncan Bowie	Dan Nichols (retired May 2017)
Trevor Cherrett (co-opted July 2017)	Yvonne Rydin (retired June 2017)
Chris Cousins	Chris Shepley CBE
Jo Cowell (retired November 2017)	Hollie Stacey (elected June 2017)
David Farnsworth	Martin Stott (elected June 2017)
Tony Fyson MBE (retired June 2017)	John Sturzaker
Peter Geraghty	Corinne Swain OBE (retired June 2017)
Nick Green	Penelope Tollitt (elected June 2017)
Martha Grekos (retired March 2017)	David Waterhouse (retired April 2017)
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
Policy Director:	Dr Hugh Ellis
Projects and Operations Director:	Julia Thrift
Editor-in-Chief:	Nick Matthews
Communications Officer:	Jack Mulligan (from April 2017)
European Projects Advisor:	Diane Smith
Finance and Membership Officer:	David White
Projects & Policy Manager:	Alex House
Projects & Policy Manager:	Henry Smith
Projects & Policy Manager (Osborn Fellowship):	Katy Lock
Projects & Policy Manager:	Michael Chang
Projects & Promotions Officer:	Michael McLean
Projects Assistant:	Jessica Fieth (from February 2017)
Projects Assistant:	Catriona MacRae (from September 2017)
Researcher & PA to the Chief Executive:	Hilde Steinacker (until August 2017)

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.

The TCPA's objectives which relate to community education are met by marketing events to the public at a significantly lower cost than comparable events offered by the 'for-profit' sector. All of the policy and projects work described elsewhere in this report has the purpose of providing long-term benefits to communities.

3.2 Volunteers and interns

In 2017, the Association received support on a voluntary basis from Trustees, Vice-Presidents and Policy Council members in undertaking its charitable activities. 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.

The TCPA is often contacted by students and interns seeking work experience. The Association benefits hugely from the enthusiasm and hard work of those we host, all of whom are financially supported either by their universities or employers, or by the TCPA paying them the London Living Wage.

In 2017 the TCPA hosted Anastasie Genestier, a civil servant from Lyon, France, who was funded by her employer to spend five months with us working on a range of projects to broaden her experience. We also hosted Alice Brayford, a school student from South London, who spent a week providing valuable support in researching and updating information. Towards the end of the year, Saskia Taylor-Doyle, a recent graduate, joined the TCPA as a temporary assistant on the PERFECT project, providing valuable research and events organisation support.

3.3 Working with Our Members

The TCPA **thinks 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 2017, 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, 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 2017 Corporate Fellows partnered with the TCPA on conferences and parliamentary briefings. The TCPA has an ambitious programme for Corporate Fellows in 2018.

4 Achievements and Performance

4.1 Our Voice

TCPA journal

A major benefit of TCPA membership is the Association's flagship Journal, *Town & Country Planning*. Eleven issues are produced each year. Highlights of 2017 included a collection of articles assessing the Housing White Paper in April, and special issues on 'Tackling the Affordable Housing Crisis', in June; 'Planning Our Green Infrastructure', in October; and 'The TCPA New Communities Group and Delivering Large-Scale Developments Today', in November. The January issue also contained Town & Country Planning Tomorrow Series Paper 19, *Celebrating 70 Years of the New Towns Act – Reflections on What the 1946 New Towns Act Achieved and What We Can Learn from it Today*. 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.

TCPA website

The TCPA's website is continually changing. As well as regularly uploading new content, the TCPA's Communications Officer often reconfigures the site to help improve user experience. For example, based on insight from Google Analytics, popular pages are frequently evaluated to ensure that they

are visible to relevant user groups. There have also been major changes to the website's design and layout, including fonts, page structure and navigation.

TCPA social media

The TCPA's Twitter page is one of the organisation's most effective forms of promotion. Recently surpassing 8,000 followers (growing by over 1,500 in the last nine months), Twitter directs approximately half of new users to the TCPA website.

TCPA public affairs and political engagement

The TCPA held a number of high-profile, cross-party report launches in Parliament in 2017, including a briefing for TCPA New Communities Group council Leaders and the launch of the Nationwide Foundation supported report on local authority innovation in delivering affordable housing (both explained in more detail in Section 4.2 below). In the autumn of 2017 the TCPA held successful fringe events at the Labour and Conservative Party Conferences, with the events being attended by over 200 people and providing a forum for debate on the delivery of affordable housing and high-quality sustainable new settlements.

4.2 Our Policy and Projects

4.2.1 Policy

During 2017 the TCPA further consolidated its powerful role in thought leadership across the planning and development sectors, which is a notable achievement considering the very difficult and fluid political context of Brexit and the unplanned general election. This success is illustrated not only in new legislation surrounding locally led New Towns Development Corporations, but also in relation to influencing national policy in the national Planning Policy Guidance (PPG) on green infrastructure and health.

The TCPA has produced an increasing body of impressive policy guidance (for example, nine worksheets on delivery issues for Garden Cities) and has built on its growing expertise on new housing delivery models through working with organisations such as APSE and the Nationwide Foundation. In many cases the government's approach to affordable housing and Garden Cities has fallen far short of the TCPA's own policy objectives; but without the voice of the TCPA they would be much less likely to address issues such as equality and long-term stewardship. The Association faces a major and ongoing challenge over how to implement its objectives in the context of continued radical deregulation of the planning system.

The Association has engaged closely with a range of government departments and agencies, including HM Treasury, the Ministry of Housing, Communities and Local Government (MHCLG), No. 10, the Department for Environment, Food and Rural (Defra), the Department for Business, Energy and Industrial Strategy, the National Infrastructure Commission, the Homes and Communities Agency (now Homes England), the Infrastructure and Projects Authority, the NHS, Natural England, Public Health England and the Environment Agency, covering a wide range of issues, from strategic housing growth to flood risk and public health. In many cases the TCPA's role has evolved from advocating policy to becoming an expert sounding board for policy development. In some cases, this has meant providing a forum for the government to develop detailed policy approaches by hosting roundtables with a wide range of expert practitioners.

Despite a period of rapid change, links with the MHCLG ministerial team have remained strong, particularly through networks such as the New Communities Group. The TCPA also has contacts with other ministerial teams. For example, members of the management team recently met with the Secretary of State for Environment, Food and Rural affairs about the 25-Year Environment Strategy.

The TCPA also continues to engage with a range of parliamentary select committees (for example, the House of Lords Select Committee on the Natural Environment and Rural Communities Act 2006),

giving both written and oral evidence, and has responded to a number of policy consultations including, perhaps most notably, on the Housing White Paper.

4.2.2 Projects

The TCPA has delivered an ambitious and influential programme of projects in 2017, from desk-based research through to training across the UK and Europe. This Section provides a brief overview of some of the key highlights from the TCPA's 2017 portfolio of projects.

The Raynsford Review of Planning in England

Launched in June 2017, the Raynsford Review is an ambitious initiative designed to analyse the English planning system and consider how it can be improved. The evidence-gathering stage of the project received a strong response, highlighting the system's multiple and deep-seated challenges. The evidence collected so far suggests that there is a need for fundamental change to almost all parts of the system, and the Review is now moving to set out principles for a new spatial planning system. One of the key benefits of the project, from the TCPA's perspective, has been the opportunity to engage with a diverse set of players in the planning sector, including communities, to gain a better understanding of planning practice.

Innovation in delivering affordable homes

In 2017, the TCPA undertook a major research and advocacy project, funded by the Nationwide Foundation, to identify, analyse and transfer between stakeholders innovative models of affordable housing delivery. The models include those of local housing companies, councils entering into joint ventures, community-led housing, and the refurbishment of empty homes.

The ten-month project, which began in February 2017 and ended in November 2017, included 13 events and engaged with over 130 different councils, ranging from those in metropolitan areas and combined authorities to those in rural parts of the country. The events consisted of four seminars: in London, Manchester (including a keynote speech by Andy Burnham, Mayor of Greater Manchester), York, and Exeter. An additional seminar was held in London in November to correspond with the consultation period for the Mayor's draft London Housing Strategy.

Following the seminars, four pilot workshops were held: one with Harlow Council; one with the four local authorities developing the Joint Spatial Plan for the West of England; one with East Riding of Yorkshire Council; and one with the four local authorities which form part of the North Northamptonshire Joint Planning and Delivery Unit. These pilot workshops were designed to test out the findings of the project and disseminate the case study findings. Three roundtable events were also held with central and local government representatives, housing associations and sectoral experts from leading think-tanks and charities. In order to share the wealth of resources that have been produced across the sector and help councils secure more affordable housing, a signposting guide was developed and sent to all councils in England.

A parliamentary launch event was held for the final report of the project, which was hosted by Helen Hayes MP and included presentations by John Healey MP, Lord Richard Best, and representatives from several of the councils featured in the report, each talking about their own innovative approaches to securing affordable housing. Continuing the success of the initial project, a follow-up project has been agreed with the Nationwide Foundation, beginning in February 2018 and running until July 2019, which will analyse the extent to which councils are securing affordable housing through the planning system, resulting in the development of a good practice guide and a series of training workshops for councils. Alongside this work, the TCPA completed a third research report with the Association for Public Sector Excellence (APSE), which was launched in May 2017 to widespread press coverage. The project included a survey of UK councils (which the TCPA has undertaken annually since 2015) to learn about the impact of the planning system on the delivery of affordable housing; whether or not planning policies deliver sustainable homes; and innovative approaches being taken by councils. A fourth research project was agreed for early 2018.

TCPA New Communities Group

The TCPA New Communities Group (NCG), established in 2009, went from strength to strength this year. Its members are local authorities and development corporations that are planning and delivering exemplary large-scale new communities, from Garden City-inspired new towns and villages to urban regeneration and extension schemes. Both the Ministry of Housing, Communities and Local Government and Homes England work closely with the NCG to align support and learning for members. The NCG 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, the members of the NCG provide innovative local leadership for plans delivering in the region of 185,000 new homes.

Membership of the NCG grew in 2017 to 19. The NCG now includes the following local authorities and other bodies: Ashford Borough Council, Brentwood 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, Mid Devon District Council, Milton Keynes Council, North Dorset District Council, North Northamptonshire Joint Planning Unit, Portsmouth City Council, South Cambridgeshire District Council, South Gloucestershire Council, Uttlesford District Council, and Wokingham Borough Council.

In 2017 the TCPA ran dedicated seminars for the NCG on a broad range of topics, including modernising the New Towns Act; local leadership and innovation (with the Local Government Association); the Housing White Paper; managing the homes we build; planning for utilities in large-scale new developments; health infrastructure in planning; and creating successful new communities through long-term stewardship – as well as offering places at other TCPA report launches and regional seminars on affordable housing and climate change. NCG members also went on site visits to Bicester and Ebbsfleet Garden City, as well as the 'Understanding Garden Villages' study tour.

Demonstrating political support and leadership is a key purpose of the NCG. In October, the TCPA held a parliamentary briefing for NCG members with Shadow Housing Minister Tony Lloyd MP and Mark Pawsey MP.

In November 2017, the TCPA published a special NCG edition of the *Town & Country Planning Journal*.

Garden Cities campaign

In 2017 the TCPA continued to lead the debate on new Garden Cities and on a modernised New Towns Act as parts of the solution to the nation's housing crisis. The MHCLG's (then the DCLG's) first announcement of 2017 outlined its support for 14 new Garden Villages. The TCPA worked directly with government departments following this announcement, advising policy-makers and attending a series of meetings with MHCLG on how to support its 10 Garden Towns and 14 Garden Villages. It was also necessary for the TCPA to challenge the government on its definition of Garden Villages, safeguarding against smaller new communities becoming dormitory suburbs.

In September the 'Understanding Garden Villages' study tour was attended by 30 delegates, ranging from students to elected members. The accompanying guide to Garden Villages has provided councils and private-sector delivery partners with sought-after guidance. Meanwhile the TCPA's Osborn Fellow, Katy Lock, and Director of Policy, Hugh Ellis, have continued to work closely with MHCLG on secondary legislation to update the New Towns Act, a commitment made by the government in the 2016 Budget. This was reiterated as a commitment from the new administration in the 2017 Housing White Paper, following a joint statement from the TCPA, the Local Government Association, and a number of local authorities planning positively for growth.

The TCPA's support to the government has included advice on the issue of locally accountable Development Corporations and the implications of not updating the Act to reflect the lessons from the past, particularly in terms of securing legal requirements for long-term stewardship and clear objectives for modernised Development Corporations.

Throughout 2017 the TCPA has also been advising the National Infrastructure Commission on new communities and encouraging high-quality design in new infrastructure. Government interest in the new communities agenda was also evident in the 2017 Autumn Statement, which included a declaration that the government would build five new Garden Towns, delivered by New Town Development Corporations. Officials at MHCLG highlighted the influence that TCPA's campaigns had on this announcement.

The TCPA has been advising MHCLG and the Infrastructure and Projects Authority (reporting to HM Treasury and the Cabinet Office) on how the government might approach the identification and delivery of these new communities.

Planning and health

The TCPA Reuniting Health with Planning initiative continued to provide a combination of thought leadership, advocacy, innovative research and capacity-building activities, as a contribution to the healthy places agenda. Guidance produced through the initiative has since been embedded in many local authority planning and health strategy documents.

The Developers and Wellbeing project was initiated to address the needs of practitioners to better engage with and understand the drivers behind the housebuilding industry in order to better implement healthy development aspirations. The project was delivered in collaboration with a range of national and local partners, including significant contributions from Public Health England and NHS England. This involved working with 11 local authorities and their selected developer partner to deliver a site-specific workshop and corresponding site visit. Various interim Journal articles have since been published, with the final report completed in early 2018.

In support of the Garden Cities and New Towns work, a healthy development guide was published, with the support of a wide range of government agencies, local authorities, developers and special-interest partners, including Redrow Homes, Space Syntax, BRE, and WeiYang + Partners. *Creating Health Promoting Environments* sets out planning principles and guidelines to support healthy development and includes an introduction to healthcare planning issues. As part of the project, two workshops were held with Essex County Council and Thurrock Council, and a survey was conducted to gain a better understanding of planning for health infrastructure challenges.

Green Infrastructure Partnership

The Green Infrastructure Partnership is now well established as an influential national network, promoting the value of creating and enhancing green infrastructure across the UK. In 2017 the number of newsletters published on behalf of the Partnership increased from six to ten per year, reflecting the growing amount of activity across the sector. Following the redesign of the TCPA's website, the Green Infrastructure Partnership website (at www.gip-uk.org) was transferred onto the TCPA site for ease of maintenance. In addition, a Green Infrastructure Resource Library – a free, searchable online database of research and other information about green infrastructure – was launched, and was warmly welcomed by the sector.

In addition to the newsletter the Partnership has a very active Twitter account, at @GIPartnership, and a rapidly-growing LinkedIn network.

Sustainable development and climate change

In 2017 the TCPA delivered two important projects on climate change. The first, 'Planning for Climate Change', was a JRF-funded training programme to help local authority councillors and planning officers manage climate change through Local Plans.

The TCPA held five regional workshops: at London, Bristol, Leeds, Carlisle, and Melton Mowbray. Some common themes that came out of the events included a view that national government has de-prioritised climate change in planning; a view that lack of resources is reducing the ability of planning to make effective policy (which is a problem everywhere, but a chronic problem in some local

planning authorities); a perception of a lack of skills on issues such as carbon forecasting and energy deployment; and a common desire for more prescription on policy responses.

Feedback received following the events included:

'A massive thank you for coming all the way to Leeds and your enthusiasm and energy in providing the training for us; we are very privileged, and it was a huge breath of fresh air after the last few months of site allocations work. You have fuelled a lot of discussion back in the office, and several colleagues are already using the Climate Just website and were amazed at how much data is available; it's going to be very useful when we come to update our SFRA.' (Leeds event)

'Many thanks for a really interesting and stimulating event, and you can rest assured that myself and colleagues at the event will continue to fight for decent and considered planning.' (Leeds event)

'Very clear, invigorating speakers. Very motivating, and renewed enthusiasm with new facts about the seriousness of the situation.' (Bristol event)

'Hugh Ellis' knowledge and approach was excellent. Really good event and plenty of food for thought going forward.' (Carlisle event)

The Association's second climate change project was 'Planning for Climate Change: Building Resilient and Low-Carbon Communities'. The project's objective was to engage and work collaboratively with a range of cross-sector stakeholders and publish an updated practitioner's guide to planning for climate change. During 2017 we held early engagement activities with our partners – the RTPi, Floodline Developments, and BRE – which included a roundtable event held at the Danish Embassy. The guide, launched at a high-profile event in the Houses of Parliament in the spring of 2018, sets out a clear and concise way for Local Plans to effectively respond to climate challenge by harnessing the latest policy developments and reflect growing innovation in climate adaptation and carbon reduction. The outcomes will seek to facilitate a new wave of empowered partnerships between public and private partners to build resilient and vibrant local economies and communities.

European projects

PERFECT

The TCPA is lead partner in Planning for Environment and Resource eEfficiency in European Cities and Towns (PERFECT), a five-year Interreg Europe-funded project on maximising the potential of green infrastructure for health, climate change adaptation and economic benefits at regional and local levels. The partnership is formed of eight partners (including the TCPA as advisory partner) from seven different countries, with the aim of influencing investment strategies to prioritise green infrastructure. The project began in January 2017, with early success demonstrated by the project's inclusion in an Interreg Europe policy briefing on green infrastructure.

So far, the partnership has undertaken the following actions:

- surveys of project staff and stakeholders on the benefits of green infrastructure – with a total of 215 responses across Europe, with the mental health benefits of green infrastructure being seen as the most valuable outcome;
- literature reviews of policies and strategies on green infrastructure, with green infrastructure audits to discover gaps in data;
- SWOT analyses of green infrastructure partner regions;
- partner meetings in London and Ljubljana, with study visits, expert presentations, interactive workshops and peer-to-peer meetings, including one in Cornwall;
- development of a database of international good practice in green infrastructure; and
- production of factsheets highlighting statistics to influence policy-makers.

In 2018, the activities of the project will include partner meetings in Ferrara in Italy and Graz in Austria to learn more about best practice approaches to green infrastructure. The TCPA will be assisting partners with the production of 'Action Plans' to improve their policies.

EPICURO

The TCPA is a technical partner in a pan-European project called the European Partnership for Innovative Cities within an Urban Resilience Outlook (EPICURO), which began in February 2017 and will conclude with a final project conference in London in late 2018.

The project features partners from five municipalities, with the City of Vicenza as lead partner, and five technical organisations (including the TCPA). The project aims to foster transnational co-operation and enhance knowledge about prevention strategies and solutions available to local authorities and communities to build climate-resilient places.

The first year of activities saw the TCPA provide guidance to its municipality partners on conducting a resilience SWOT analysis; participate in two project meetings, in Vicenza and Nicosia; and undertake a peer-to-peer discussion meeting in Riga. This project has enabled the TCPA's continuing efforts to promote positive climate-resilient, healthy places through the planning system.

GRaBS

During the last year, a special anniversary book was produced which celebrated the winners of the European Commission's RegioStars award, championing the most successful pan-European projects over the last decade. The TCPA-led GRaBS project, which won an award in the sustainable development category in 2011, was featured in the book.

4.3 Our Events and Education

The four conferences held by the TCPA in 2017 were some of the most popular the Association has held in many years. In the spring, 'Let's get building! Financing and delivering new large-scale communities' was attended by 116 delegates, demonstrating the demand across the sector for detailed information about how to actually finance and deliver new places. In contrast, the summer conference, 'Creating great places for happy, healthy kids', attracted unprecedented activity on Twitter, tapping into a growing interest in inclusive place-making for all generations. Later in the summer, 'Small scale, big impact – retrofitting and enhancing green infrastructure', was attended by almost 150 delegates from all over the UK and Europe. At the end of the year, the Annual Conference was attended by 125 delegates, and there was particular interest in hearing about the progress of the Raynsford Review.

5 Financial Review of the 2017 Accounts

2017 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 health, housing, 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 created during 2017.

Total incoming resources amounted to £983,143 (2016: £942,148) and total resources expended were £955,384 (2016: £941,252), so that there were net incoming resources of £27,759.

6 Plans for Future Periods

6.1 Challenges and Opportunities for 2018

In 2018 the TCPA must remain a **radical, passionate** and **evidence-based campaigning organisation**, continuing the Association's focus on how socially just, **high-quality places** can be created. The TCPA's core business must build upon the **distinctive contribution** that the Association can make.

In 2018 the TCPA will continue to deliver the thought-provoking Journal, provide a wide range of training and events for our members, and lead our campaigns on Garden Cities and New Towns, affordable housing, planning healthy places, climate change, and green infrastructure. The new All-Party Parliamentary Group on New Towns, run by the TCPA, will provide an excellent forum for sharing the TCPA's research in Parliament.

Political and economic uncertainty remain a risk following last year's general election and continued uncertainty around the UK's exit from the European Union. To provide financial stability in 2018 the TCPA will continue to build relationships with charitable trusts and foundations, and is delighted to have secured funding for the year ahead from the Lady Margaret Patterson Osborn Trust to support work on Garden Cities and New Towns and from the Nationwide Foundation for a new 18-month project on planning for affordable housing. The EU-funded PERFECT project (Planning for Environment and Resource Efficiency in European Cities and Towns) enters its second year in 2018 and will also be a significant and positive part of the TCPA's work programme.

6.2 Business Planning

The TCPA's business plan for 2018 was approved by the Trustees in November 2017. 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 each option.
- Providing focus for business and income generation efforts.
- Enabling the organisation to quantify success in financial terms.

The Business Plan approved by the Board of Trustees in November 2017 set out four strategic priority areas for 2018:

- 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 2018 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' running costs of the charity (£245,000 at 2017 prices/expenditure levels).

- 3 To set aside a Redecoration and Maintenance Fund sufficient to meet cyclical requirements for internal and external redecoration, currently standing at £53,033 (2016: £53,033).

This policy was established in 2003 and is reviewed annually by the Board of Trustees.

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 Annual Report and the financial statements in accordance with applicable law and regulations.

Company law requires the Trustees to prepare financial statements for each financial year. Under that law the Trustees must prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the Trustees must not approve the financial statements unless they are satisfied that they 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 are sufficient to show and explain the charitable company's transactions and 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 company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

8 Statement of Disclosure to the Auditors

The Trustees confirm that so far as they are aware there is no relevant audit information (as defined by Section 418(3) of the Companies Act 2006) of which the charitable company's auditors are unaware. They have taken all the steps that they ought to have taken as Trustees/Directors in order to make themselves aware of any relevant audit information and to establish that the charitable company's auditors are aware of that information.

9 Auditors

The company's auditors, Sayers Butterworth LLP, 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.

By Order of the Board of Trustees



Mary Parsons
Chair
21 March 2018

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

Opinion

We have audited the financial statements of Town and Country Planning Association (the 'charitable company') for the year ended 31 December 2017 which comprise the Statement of Financial Activities, Balance Sheet, Statement of Cash Flows and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102, *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charitable company'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 charitable company'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 charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 December 2017 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended; and
- 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.

Basis for Opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions Relating to Going Concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the Trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the company's ability to continue to adopt the going concern basis of accounting for a period of at least 12 months from the date when the financial statements are authorised for issue.

Other Information

The Trustees are responsible for the other information. The other information comprises the information included in the Annual Report other than the financial statements and our auditors' report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent

Auditors' Report

otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially mis-stated. If we identify such material inconsistencies or apparent material mis-statements, we are required to determine whether there is a material mis-statement in the financial statements or a material mis-statement of the other information. If, based on the work we have performed, we conclude that there is a material mis-statement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinions on Other Matters Prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Trustees' report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Trustees' report has been prepared in accordance with applicable legal requirements.

Matters on Which We Are Required to Report by Exception

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material mis-statements in the Trustees' report.

We have nothing to report in respect of the following matters in relation to which 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; or
- the Trustees were not entitled to take advantage of the small companies' exemptions in preparing the Trustees' report and from the requirement to prepare a strategic report.

Responsibilities of Trustees

As explained more fully in the Trustees' responsibilities statement 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, and for such internal control as the Trustees determine is necessary to enable the preparation of financial statements that are free from material mis-statement, whether due to fraud or error.

In preparing the financial statements, the Trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material mis-statement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material mis-statement when it exists. Mis-statements can arise from fraud or error and are considered material if, individually or in

Auditors' Report

the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website, at <https://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditors' report.



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

21 March 2018



Statement of Financial Activities (including income and expenditure account) for the Year Ended 31 December 2017

	Notes	Unrestricted Funds 2017 £	Restricted Funds 2017 £	Total Funds 2017 £	Total Funds 2016 £
Income from:					
Donations and legacies		27,329	–	27,329	734
Charitable activities	2	830,080	111,543	941,623	921,557
Other trading activities:					
Room hire		12,805	–	12,805	17,649
Investments:					
Bank interest received		1,386	–	1,386	2,208
Total		871,600	111,543	983,143	942,148
Expenditure on:					
Raising funds:					
Public relations and media costs		5,111	–	5,111	5,077
Charitable activities	3	838,730	111,543	950,273	936,175
Total		843,841	111,543	955,384	941,252
Net income and net movement in funds	5	27,759	–	27,759	896
Reconciliation of funds					
Total funds brought forward		476,443	–	476,443	475,547
Total funds carried forward		504,202	–	504,202	476,443

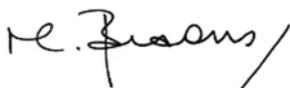
There were no restricted funds in the previous year.



Balance Sheet as at 31 December 2017

	Notes	£	2017 £	£	2016 £
Fixed assets:					
Tangible assets	7		16,443		16,756
Current assets:					
Debtors	8	468,722		496,007	
Cash at bank and in hand		324,693		258,364	
		<u>793,415</u>		<u>754,371</u>	
Liabilities:					
Creditors falling due within one year	9	(305,656)		(294,684)	
Net current assets			487,759		459,687
Total net assets			<u>504,202</u>		<u>476,443</u>
The funds of the charity:					
Unrestricted funds	10		504,202		476,443
			<u>504,202</u>		<u>476,443</u>

Approved by the Board of Trustees on 21 March 2018 and signed on its behalf:



Mary Parsons
Chair

Company Number 146309
Charity Number 214348



Statement of Cash Flows for the Year Ended 31 December 2017

	2017 £	2016 £
Cash flows from operating activities:		
Net cash (used in) / provided by operating activities	70,102	(198,684)
Cash flows from investing activities:		
Bank interest received	1,386	2,208
Purchase of tangible fixed assets	(3,204)	(644)
Net cash provided by / (used in) investing activities	(1,818)	1,564
Change in cash and cash equivalents in the period	68,284	(197,120)
Cash and cash equivalents at the beginning of the period	258,364	453,617
Change in cash and cash equivalents due to exchange rate movements	(1,955)	1,867
Cash and cash equivalents at the end of the period	<u>324,693</u>	<u>258,364</u>
Reconciliation of net income to net cash flow from operating activities		
Net income for the reporting period	27,759	896
<i>As per the statement of financial activities</i>		
Depreciation charge	3,517	3,125
Interest received	(1,386)	(2,208)
Decrease / (increase) in debtors	27,285	(171,373)
(Decrease) / Increase in creditors	10,972	(27,257)
Exchange differences on retranslation of monetary items	1,955	(1,867)
Net cash (used in) / provided by operating activities	<u>70,102</u>	<u>(198,684)</u>



Notes to the Financial Statements for the Year Ended 31 December 2017

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. Foreign exchange gains and losses resulting from the settlement of transactions and from the translation at period end exchange rates of monetary assets and liabilities denominated in foreign currencies are recognised in the statement of financial activities.

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

	2017 £	2017 £	2017 £	2016 £
	Unrestricted	Restricted		
Membership	132,912	–	132,912	143,789
Conferences	150,899	2,610	153,509	149,332
Journals and publications	39,766	–	39,766	44,799
Projects and consultancy	506,503	108,933	615,436	583,637
	<u>830,080</u>	<u>111,543</u>	<u>941,623</u>	<u>921,557</u>

3 Expenditure on charitable activities

	2017 Staff £	2017 Direct £	2017 Support £	2017 Total £	2016 Total £
Membership	56,426	64	20,365	76,855	78,730
Conferences	153,137	25,094	55,270	233,501	229,984
Journals and publications	50,750	49,381	18,317	118,448	111,340
Projects and consultancy	337,259	62,487	121,723	521,469	516,121
	<u>597,572</u>	<u>137,026</u>	<u>215,675</u>	<u>950,273</u>	<u>936,175</u>

Financial Statements**4 Support and governance costs**

	2017	2016
	£	£
Support costs		
Staff costs	57,821	30,492
Travel and subsistence	10,188	9,076
Premises costs	56,575	32,823
Printing, post and stationery	9,044	10,137
Telephone	6,150	7,160
Computer costs	15,119	16,161
Sundry expenses	5,997	3,810
Subscriptions	3,538	2,430
Bank charges	2,538	2,912
Bad debts	–	3,820
Depreciation	3,517	3,125
	<hr/>	<hr/>
Total support costs	170,487	121,946
Governance costs		
Accountancy fees	37,000	40,753
Audit fees	5,710	5,522
Legal and professional fees	173	213
Trustees' and officers' expenses	2,305	4,572
	<hr/>	<hr/>
Total governance costs	45,188	51,060
	<hr/>	<hr/>
Total support and governance costs	<u>215,675</u>	<u>173,006</u>

5 Net income

	2017	2016
	£	£
This is stated after charging:		
Operating lease rentals	4,300	4,357
Depreciation	3,517	3,125
Auditors' remuneration	5,710	5,522
	<hr/> <hr/>	<hr/> <hr/>



Financial Statements**6 Staff costs**

	2017	2016
	£	£
Wages and salaries	575,549	528,719
Social security costs	58,118	58,075
Pensions	19,430	12,528
Other costs	2,296	1,344
	<u>655,393</u>	<u>600,666</u>
	<u><u>655,393</u></u>	<u><u>600,666</u></u>
Direct costs	597,572	570,174
Support costs	57,821	30,492
	<u>655,393</u>	<u>600,666</u>
	<u><u>655,393</u></u>	<u><u>600,666</u></u>

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

	2017	2016
	£	£
Management and support	4	4
Journal editing	1	1
Projects and policies	9	9
	<u>14</u>	<u>14</u>
	<u><u>14</u></u>	<u><u>14</u></u>

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

	2017	2016
	£	£
£60,000 - £70,000	1	–
£70,000 - £80,000	–	1
£80,000 - £90,000	1	1
£90,000 - £100,000	1	–

The charity operates defined contribution pension schemes for all qualifying employees. The assets of the scheme are held separately from those of the company in an independently administered fund. The total pension contributions payable for the year were £19,430 (2016: £12,528).

The charity Trustees were not paid and neither did they receive any benefits from employment with the charity or a related entity. Four (2015: four) Trustees were reimbursed expenses in relation to travelling, accommodation and overnight subsistence amounting to £1,710 (2015: £3,447). It is also noted that the TCPA holds a Trustee indemnity insurance policy (£958).

The key management personnel of the charity is the Chief Executive. The total employment benefits received by key management personnel were £93,867 (2015: £153,431). The 2016 costs include provision for an Interim Chief Executive to provide maternity cover.



7 Tangible fixed assets

	Leasehold Property £	Furniture & Equip't £	Total £
Cost			
At 1 January 2017	29,906	19,443	49,349
Additions	–	3,204	3,204
	<hr/>	<hr/>	<hr/>
At 31 December 2017	29,906	22,647	52,553
Depreciation			
At 1 January 2017	16,438	16,155	32,593
Charge	408	3,109	3,517
	<hr/>	<hr/>	<hr/>
At 31 December 2017	16,846	19,264	36,110
Net book value			
At 31 December 2017	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
At 31 December 2016	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

8 Debtors

	2017 £	2016 £
Trade debtors	211,440	90,553
Other debtors	2,441	10,997
Prepayments and accrued income	249,037	394,457
Deferred expenditure	5,804	–
	<hr/>	<hr/>
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9 Creditors falling due within one year

	2017	2016
	£	£
Trade creditors	21,917	66,571
Social security and other taxes	57,222	25,834
Other creditors	2,241	8,766
Accruals	25,217	28,223
Deferred income	199,059	165,290
	<u>305,656</u>	<u>294,684</u>
Deferred income		
Income deferred from the previous year	165,290	152,822
Released to the statement of financial activities	(165,290)	(152,822)
<i>Arising during the current year:</i>		
Journal subscriptions	23,144	24,234
Membership subscriptions	90,149	55,947
Conferences	6,800	5,000
Projects	78,966	80,109
	<u>199,059</u>	<u>165,290</u>

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

Financial Statements**10 Analysis of charitable funds 2017**

	At 1 Jan 2017 £	Income £	Expend're £	Transfers £	At 31 Dec 2017 £
Restricted funds					
General fund	70,819	871,600	(821,481)	(49,398)	71,540
Designated funds:	290,000				290,000
Contingency fund	62,591	–	–	–	89,629
TCPA Legacy Reserve Fund	53,033	–	–	27,038	53,033
Redecoration & Maintenance Fund		–	(22,360)	22,360	
Unrestricted funds	476,443	871,600	(843,841)	–	504,202
Restricted funds					
Projects and conferences	–	111,543	(111,543)	–	–
	–	111,543	(111,543)	–	–
	476,443	983,143	(955,384)	–	504,202

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:	290,000				290,000
Contingency fund	62,591	–	–	–	62,591
TCPA Legacy Reserve Fund	53,033	–	(2,464)	2,464	53,033
Redecoration & Maintenance Fund		–	–	–	
Unrestricted funds	475,547	942,148	(941,252)	–	476,443

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.

Projects and conferences (restricted fund): These funds include grants received from the Nationwide Foundation, the Big Lottery, the Arts Council, Sport England Grant (£3,500 income, £3,500 expenditure) and the Local Government Association to support activity in specific areas.



Financial Statements**11 Analysis of net assets between funds 2017**

	General fund £	Designated funds £	Restricted funds £	Total funds £
Tangible fixed assets	16,443	–	–	16,443
Cash at bank and in hand	–	317,460	7,233	324,693
Other net current assets/(liabilities)	62,329	107,970	(7,233)	163,066
	<u>70, 819</u>	<u>425,430</u>	<u>–</u>	<u>504,202</u>

Analysis of net assets between funds 2016

	General fund £	Designated funds £	Restricted 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>–</u>	<u>476,443</u>

12 Operating lease commitments

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

	2017 £	2016 £
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	143,600	147,900
	<u>165,100</u>	<u>169,400</u>

13 Related party transactions

During the year, sponsorship, boardroom hire, membership and conference attendance income totalling £69,484 was received from businesses connected with the Trustees. Of this amount, £20,556 was still outstanding at year end and payment received in January and February 2018.

14 Ultimate controlling party

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





tcpa

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