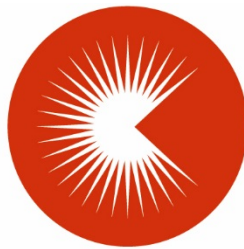


**THE SURVEY ASSOCIATION**  
**THIRTY NINTH ANNUAL REPORT**

**YEAR 2018**  
**AND ACCOUNTS FOR 2018**



**THE SURVEY**  
**ASSOCIATION**

Web: [www.tsa-uk.org.uk](http://www.tsa-uk.org.uk)  
E: [office@tsa-uk.org.uk](mailto:office@tsa-uk.org.uk)  
Twitter: [@surveyassoc](https://twitter.com/surveyassoc)

**THE SURVEY ASSOCIATION**  
**THIRTY NINTH ANNUAL REPORT OF THE COUNCIL**  
**YEAR 2018**  
**AND ACCOUNTS FOR 2018**

**1 THE ASSOCIATION**

- 1.1 Introduction
- 1.2 The Officers of the Association
- 1.3 The Council
- 1.4 The Committees of the Council
- 1.5 Financial Results
- 1.6 Minutes of the previous meeting

**2 THE ASSOCIATION'S 2018 ACTIVITIES**

- 2.1 Introduction
- 2.2 Membership and Internal Affairs Committee
- 2.3 Public Relations Committee
- 2.4 Technical Committee
- 2.5 Finance report

**THE SURVEY ASSOCIATION**  
**OFFICERS AND OFFICIALS 2018**

**OFFICERS**

**PRESIDENT - Mr Adam BRADLEY**

**VICE PRESIDENT - Mr Nick HAMPSON**

**OFFICIALS**

**SECRETARY GENERAL - Mr Rory M STANBRIDGE**

**COMPANY SECRETARY - Mrs Rachel TYRRELL**

## **APPENDICES**

- APPENDIX I - The Council, 2018**
- APPENDIX II - Committee Structure, 2018**
- APPENDIX III - Report and Accounts of the UK Land and Hydrographic Survey Association Ltd for 2018**
- APPENDIX IV - Minutes of AGM in 2018**

# **THIRTY NINTH ANNUAL REPORT** **OF THE COUNCIL OF TSA** **2018**

## **1 THE ASSOCIATION**

### **1.1 Introduction**

2018 has been a year of solid progress for TSA, with almost 140 companies enquiring about membership throughout the year. The application process continues to be an exacting and thorough procedure, with many applications being turned down. We are seeing a rise in companies finding that their clients now insist on TSA Membership, which is exactly the kind of return on PR investment you can read about in the PR Committee Report below. Membership numbers held steady at 182, with many applications being approved in early 2019.

A priority for The School in Worcester was the appointment of a Manager, which would then help to alleviate the pressure on both The Secretariat and Council particularly with the introduction of the Level 3 Diploma award. We were pleased to appoint Ruth Adams on a short-term contract in September, starting work in October and she has done a superb job in improving all aspects of the running of the School. To date over 280 candidates have applied to take this award, with several candidates now having also completed the Diploma.

As in previous years, there were two major TSA events held in the year, the AGM and the TSA Conference. The AGM was held at Edgbaston Cricket Ground in Birmingham and it proved to be a superb day with record attendance figures. The Conference was held in November at the wonderfully unique Holdenby House in Northamptonshire. Another excellent day out for the members! More of this in the MIA report.

TSA once again took an active role in the SLG (Survey Liaison Group) with RICS and CICES. The group continues to work closely on several issues with emphasis on Education and Technical challenges. The November meeting included representation from the Geospatial Commission and a discussion about the skills gap that exists in geospatial industries.

In response to the widely reported increase in the theft of survey equipment across the country, TSA launched a new initiative with SmartWater Technology to collate detailed information on all thefts for an Intelligence Portal in early 2018. The afternoon session of the AGM was devoted to discussing solutions that are available to members. The topic was also opened up to the wider profession via a TSA Workshop at the GEO Business Show in May. This event is now the Geospatial event of the year – read more about it in the PR Committee Report.

TSA's website continues to be the source of so much useful information and the Job Opportunities page provides members with a FREE recruitment service. At the time of writing there are more than 60 positions available and the site had unique visits from over 175 countries in the year.

Council met as usual four times in the year, the meetings being spread around the country to make it fair and easier for all to attend. Council members devote a great deal of time and energy to TSA matters, working with the Secretariat to ensure that TSA is on track and achieving the aims and objectives set out in the new Business Plan.

Once again TSA offered a bursary to students from Newcastle University, based on a paper submitted in response to the question, *'Above or below ground, surveying of Iconic Structures requires numerous survey technologies and techniques. What considerations would you make if chief surveyor on such a major infrastructure project'*. The cheque was handed over to the winner, Matthew Walker, by TSA Vice President Nick Hampson, at the TSA Conference at Holdenby House.

## Message from the President – Adam Bradley



To say it's been an eventful 12 months since I wrote my last President's piece for the annual report is something of an understatement. I'm only going to mention the B word once and with BREXIT (there it is) a rapidly evolving concept, don't rely on me to say exactly where we will be with it by the time you read this! We have an interesting update on what the current situation means for us at the AGM, so I'll leave the assessment of the political landscape to the experts. I will say that through my discussions with TSA Member companies, the 'B' word has certainly impacted on their clients' commitments to projects and this in turn has had a direct impact on forward workload. Whatever your political views, I'm sure we can all agree that the short-term prospects for sustainable growth are not looking as positive as they might. I'd be very interested to hear your views on this at the AGM and what we, as TSA can do to support the Membership.

The summer of 2018 however did bring an element of respite with a football World Cup that saw every English supporter dust off their copy of 'It's Coming Home' and, at 1-0 up in the semi-finals, start to believe we could repeat the glory days of 1966. Alas, much like our politicians and despite the best efforts of a gallant England team we just couldn't deliver. As an Englishman with Welsh great-grandparents, I'm confident that the Rugby World Cup will make up for the previous disappointment. So, what have been my TSA highlights? First, the SmartWater initiative, funded by TSA, with support from the manufacturers, in response to the increasing reports of equipment theft. Theft is clearly an issue that impacts member companies greatly and whilst I don't think we are anywhere near 'job done', reports from around the profession and the industries we work in would suggest we are making a difference. TSA is chairing a session on equipment theft at the GEO Business Show and I urge you to come along to get updates on further progress.

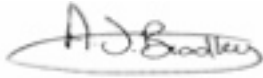
Next, I would like to focus on TSA's contribution to the Geospatial Sciences Apprenticeship. TSA supported the essential Project Management work and now we are working to finalise our application to deliver the End Point Assessment. This apprenticeship is essential for the profession and together with the TSA Course in Surveying at The Survey School we are at the heart of the quality delivery at grass roots level we all want to see. We look forward to meeting the first graduates of the level 3 next summer and will continue to offer the high level of education and training currently provided at the Survey School.

Another exciting development has been the progress the Geospatial Commission is making. The Commission is comprised of an expert committee tasked with setting the UK's geospatial strategy and promoting the best use of the geospatial data we capture and manage. On the back of the call for evidence TSA submitted, we have now formally met with the Geospatial Commission and have been invited to a 'round the table' where we have an opportunity to stress the importance of TSA Membership in delivering the key objectives of the Geospatial Commission. Keep an eye out for a poll which we will be sending members prior to the 'round the table' event and the subsequent update report from that meeting.

To end I would like to thank you the membership for continued support of the Association, the hard work and dedication of TSA Council and the Secretariat for consistently delivering a very high-quality support function. As Rory Stanbridge hands over the Secretary General (SG) 'baton' to Rachel Tyrrell, we move into an exciting new era with a change of leadership at that level. I personally would like to thank Rory for his mentorship and counsel and those many years of service as TSA SG. What Rachel doesn't know about TSA is not worth knowing, so we can all be confident that the 'baton' has been left in very safe hands indeed! As President I look forward to continuing that relationship and working alongside Rachel to continue to grow TSA and work with the Membership to deliver value for them.

Finally, keep an eye out for the release of the updated TSA Business Plan, which will be issued within the next couple of months. We will provide a mechanism for comment, so I look forward to discussing this with you in due course.

So, until next year, take care and I hope the next 12 months treats you well.

A handwritten signature in black ink, appearing to read 'A.J. Bradley', enclosed within a simple oval scribble.

**Adam Bradley BSc (Hons) MRICS FCInstCES  
TSA President**

## **1.2 The Officers of the Association**

At the 2018 Annual General Meeting, Mr Adam Bradley of Jacobs was confirmed as having been elected President by the Council for one year, and Mr Nick Hampson of MHLS was confirmed as Vice President for one year.

## **1.3 The Council**

Council members at 31 December 2018 are listed at Appendix I. Others who served Council during the year have also been included.

## **1.4 The Committees of the Council**

Membership of the Committees is shown at Appendix II. Summaries of the work of the Committees are in Section 2 of this Report, along with a brief resume of other activities and developments.

## **1.5 Financial Results**

The notes to the 2018 accounts can be found at APPENDIX III. The full set of accounts for 2018 are attached and will be posted on the website once approved. Those of previous years may be also found on the Members' Only area of the website.

## **1.6 Minutes of the previous meeting**

The minutes of the previous meeting held in 2018 can be found at the end of this document.



## **2 THE ASSOCIATION'S ACTIVITIES**

### **2.1 Introduction**

All Council members serve on one of the three core Committees, whose activities are listed below. The Council has adopted a policy of co-opting member company representatives onto Committees to provide a wider spread of expertise to those Committees and to provide a wider range of awareness of TSA activity to member companies.

Thanks are due again to all those who have devoted time to Council and Committee activities during 2018. Without this support of the Association by the member companies, there would be no TSA. All member companies are encouraged to have a greater involvement in Association affairs. Everything counts – completing the QISS return, attending meetings, providing feedback to the Secretariat and responding to circulars. The use of online mini polls continues and these are regularly supported by up to 75% of the membership.

Political lobbying continued in 2018 with the watching and reporting brief by TSA's lobbyists, MHP and the monthly report continued to be submitted to members via the TSA Update newsletter.

Supplier Members, the numbers of which are still increasing, are encouraged to become more involved with sponsorship of events, and thanks go to those members that contributed last year, especially those that have assisted with the development of The Survey School. Further opportunities for the running of technical seminars are currently at the planning stage to enable the Supplier members to take an even more active role in TSA business.

### **2.2. Membership and Internal Affairs Committee**



#### **Stuart Dimond, Chairman**

Part of the remit for the MIA committee, chaired jointly by Stuart Dimond and Nick Hampson in 2018, is to assess the suitability, both professionally and financially, of new applications to join the Association. During 2018 a number of new applicants were assessed by the committee and the procedures for membership entry were once again improved and strengthened. A total of 138 companies requested the membership application packs and 8 new members were admitted to the association. At the time of writing this report, a further 4 companies are going through the vetting process for membership and 5 new members have already been admitted in 2019.

The bulk of the work for the MIA committee in 2018 was assessing new applicants, changing procedures, seeking out new member benefits and again assisting the members with support and advice. Since the beginning of 2018 a total of 3 applicants have been turned down by MIA for providing work samples that do not meet the standards expected of a TSA member. Others have been deferred with advice given on how to improve standards.

In previous years, a number of technical and business seminars have been run and this continued through 2018 including a very successful one on using Social Media. The annual Health & Safety Seminar was again held at Leica offices in Milton Keynes and our thanks once again go to Leica Geosystems for continuing to host it each year.

The TSA Conference was held in November at Holdenby House in Northamptonshire with the title of "Surveying Iconic Structures." The keynote speaker was the highly regarded heritage architect Nick

Rank, who talked about what is expected from a survey contractor and his experiences with them. The afternoon session was taken up primarily with a debate on whether or not the UK should have a Cadastral System. A well-attended day in a superb location ensured that attendees left in a good mood following the presentations and an excellent lunch. All of this was fully endorsed by the excellent feedback received after the event. The day also included the presentation of the annual bursary award to a student from Newcastle University. These events always afford the members a great networking opportunity and this one was no exception.

The members' Helpline, provided by Croner, continues to be well used by members and is seen as a major benefit of membership to potential applicants.

The TSA developed Level 3 Diploma qualification, made necessary by the changes in the regulations for the issuing of CSCS cards, is now in its second year with 5 candidates gaining the qualification so far. To date almost 300 candidates have registered to undertake the Level 3 and TSA has trained 6 assessors. Students on the TSA 2-year course can now complete the qualification as they go through their studies. Another major change is that CSCS will now accept that past students that have graduated from the TSA Surveying Course through The School can apply for the Gold card without further studies or qualifications.

In 2018 the new Geospatial Apprenticeship scheme, funded totally by TSA, was commenced at Dudley College. To date 12 students are engaged on the scheme.

The CCD scheme introduced in 2009 is continuing to gain new members. Although the scheme is voluntary, members are encouraged to take part in the self-assessed scheme and are recognised on the TSA website as participants. The total completing the return form in 2018 being 47. An official CPD scheme was also introduced in 2017 and this has been used for the AGM, the Conference and the one-day seminars.

The PI scheme run by Lockton continues to attract new members. At the end of 2018, well over 60% of eligible members were included in the scheme. Lockton continue to work with TSA and its members giving advice and guidance when required. In 2008, Lockton introduced and sponsored the President's Award which in 2018 was presented to Andrew Crumpler. The award was given in recognition of his outstanding work at The Survey School.

JELF, another supplier member of TSA, continues to promote their survey equipment insurance policy exclusive to members of TSA. The policy called SURVEYSURE became operational at the beginning of 2010 and has already saved members a considerable amount of premium money. This despite it being a critical time for insurers in light of the increase in the number of pieces of survey equipment currently being stolen and reported.

MIA continues to look for opportunities to assist the membership both in terms of advice and benefits. A number of new ideas are currently being considered for 2019 and as always, we welcome suggestions on these from member companies.

### **2.3 Public Relations Committee**



**Olly Viney, Chairman**

The Committee was chaired by Olly Viney in 2018.

As reported last year, the biggest challenge which Members were reporting directly to the Secretariat was the massive increase in the theft of surveying equipment. After a lot of effort behind the scenes, TSA launched the new initiative with SmartWater in February 2018 to log every reported instance of

survey equipment theft in a dedicated Intelligence Portal ([www.tsa-uk.org.uk/tsa-members-welcome-smartwaters-co-ordinated-response-equipment-theft/](http://www.tsa-uk.org.uk/tsa-members-welcome-smartwaters-co-ordinated-response-equipment-theft/)). This was sponsored by Leica Geosystems and Topcon Positioning. The afternoon session of the 2018 AGM was devoted to the subject, providing a forum for Members to discuss the issue. SmartWater have provided regular '60 Second Briefing' and Hotspot Reports exclusively to TSA Members throughout the year. We will be providing a further update at the 2019 GEO Business Show.

TSA has funded the entire project to establish the Geospatial Apprenticeships at Level 3 and Level 6 and this was officially announced in March: [www.tsa-uk.org.uk/government-gives-go-ahead-geospatial-apprenticeships/](http://www.tsa-uk.org.uk/government-gives-go-ahead-geospatial-apprenticeships/)

Once again working with TSA's PR Consultant, Ruth Badley, TSA has produced a regular flow of articles that have been published in Geomatics World, Construction UK Magazine, Railway Professional Magazine, Rail Technology Magazine, Business and Industry Today and Point of Beginning (<https://www.pobonline.com/articles/101508-career-notes-school-of-surveying---part-1> <https://www.pobonline.com/articles/101526-career-notes-school-of-surveying---part-2>).

Graduation Day at the Survey School took place on Friday 13<sup>th</sup> July with 31 students graduating from three Courses. A Press release was issued accompanied by official photographs of the day: <https://www.tsa-uk.org.uk/the-survey-schools-2018-graduates-take-home-the-prizes/>

A new series of case studies, aimed at showcasing the excellence and technical skill of surveyors, was launched in 2018 – the series is entitled, 'Geospatial Surveyors Shaping Our World' and three studies have so far been published on TSA's Blog: <https://www.tsa-uk.org.uk/category/blog/>.

Another regular promotion has been a round up of new TSA members, showcasing them publicly and using quotes to illustrate the reasons why survey companies prize TSA Membership. These have also been published in Geomatics World.

Olly Viney was interviewed by Curtis Sumner, Executive Director of the US National Society of Professional Surveyors (NSPS) at 4pm on 11<sup>th</sup> June. This was broadcast live in the States as part of their weekly hour slot and covered TSA's activities in general and the Survey School in particular, which was of great interest.

The GEO Business Show was held for the fifth successive year at the Business Design Centre in Islington, on 22<sup>nd</sup> & 23<sup>rd</sup> May 2018. TSA shared stand space with the other collaborators (RICS, Chartered ICES, AGI and ICE) at the entrance to the show and enjoyed two very busy days. The promotional giveaways this year were upgraded sunglasses and high-vis TSA baseball caps which were very popular.

TSA held a workshop session on the second day of the show, 23<sup>rd</sup> May, from 10.30am to 11.30am. The theme was stolen equipment, Adam Bradley headed up the session, accompanied by Rachael Oakley from SmartWater and Supt. Tom Harding from West Mercia Police. The room was full (just over 40 attendees) and it was useful to receive an up to date briefing from Supt Harding on the steps that the police are now taking in response to TSA's work.

Overall stats for 2018 showed a 9% increase on 2017 – 2,600 total unique attendance. This is an increase of 62% since the launch of GEO Business in 2014.

TSA also supported Flood & Coast 2018 in Telford and also the Commercial UAV Show, where Olly Viney gave a presentation on behalf of TSA and wrote a Blog on the event: <https://www.tsa-uk.org.uk/tsa-at-the-commercial-uav-show/>

The website was moved to a secure connection at the start of 2018 and security features were also improved for the Members Area. The most popular page was the Job Opportunities page, which attracted 22% of the page views for the whole year.

TSA's LinkedIn Group continues to increase with over 3,800 individual members and is a place for discussion and highlighting general news. TSA's Twitter account now has over 3,000 followers and has been a direct source of membership enquiries and drives traffic to the main TSA website. TSA also has a presence on Facebook and Instagram, to ensure all the main social media channels are utilised.

The TSA Conference was held at Holdenby House in Northamptonshire and the latest Student Bursary winner, Matthew Walker, received his cheque: <https://www.tsa-uk.org.uk/surveying-iconic-structures-tsa-conference-2018/>

2.4

### Technical Committee



#### Mike Hopkins, Chairman

The Technical Committee under the chairmanship of Mike Hopkins, has continued to work tirelessly producing documents on a number of vitally important topics relating to the surveying industry. The documents are all downloadable FREE from the TSA website (<https://www.tsa-uk.org.uk/downloads/>) which continue to be downloaded from companies, government departments, educational establishments and civil engineering consultancies all over the world, 365 days of the year!

Completed projects:-

- Essential Guide to PAS128
- PAS 128 Client Guide
- Photogrammetry (Issue 2)
- Survey Specification for the Provision of Architectural Services (Issue 1)
- Theft Mitigation Measures Briefing Note and A4 Poster
- How to Tender Guide incorporating Assignment, copyright and liability (Issue 5)
- Achievable Accuracies from Aerial Photogrammetric Systems (Issue 5)
- Photogrammetry (Issue 2)
- Survey Specification for Architects – Survey Enquiry Sheet (Issue 2)
- SUA Training (date of commencement 9<sup>th</sup>/10<sup>th</sup> April 2019)
- Geological Surveying (Issue 2)

Work in Progress topics:-

- Aerial Lidar
- Pedestrian Mobile Mapping
- Close Range Photogrammetry
- Digital Ortho-photography
- Point Cloud Processing Briefing Note
- Augmented Reality
- Commissioning Inshore & Nearshore Hydrographic Surveys

#### **SUA Training (two day course)**

The use of SUAs (Small Unmanned Aircraft) or 'drones' to collect data has rapidly increased in the last few years.

This course has been developed by TSA/The Survey School to assist those planning flights and processing data from these platforms.

It will cover subjects such as photogrammetric theory and practice, SUA digital imagery workflow and processing. It will include demonstration of processing softwares and numerous case studies.

The first course will run on 9th-10th April at The Survey School, delivered by Clive Boardman and the Technical Committee believe this will be a popular course.

### **Proposed Review of PAS128**

It was agreed by Council in October 2018 that TSA donate the sum of £1,000 to BSi and it was hoped that a member from the Technical Committee would sit on the steering group to make a contribution to the review.

### **The He'nan Administration of Surveying, Mapping & Geo Information**

TSA had been approached by the Chinese He'nan Administration to set up a meeting and this visit took place at RICS, Central London, on 16<sup>th</sup>/17<sup>th</sup> August, comprising three members of the Technical Committee, Mike Hopkins, Adam Bradley, and Tony Rogers. Rachel Tyrrell and Rory Stanbridge were the representatives from TSA.

The delegation comprised of six people, along with an interpreter through whom all conversation was conducted. It was an interesting and stimulating exchange – obviously everything in China is on a vast scale, interestingly they have Government Surveyors and not private practices like here in the UK. They were also interested in our National Mapping which is free and they thought this was a very clever idea.

### **Geospatial Commission**

Mike Hopkins and Adam Bradley are due to meet with William Priest of the Geospatial Commission in 2019.

### **PAS 128 Accreditation Scheme**

Last year, I reported that this initiative had stalled, but Sam Roberts from the Technical Committee has worked hard with Lloyds Register to push this forward to the next stage. I can report that a Gap Analysis took place in November and an assessment completed in December on one of the pilot study members, who reported that it had been a comprehensive process, but pleased with the procedure.

In view of the above, Committee agreed that we should now push forward with the pilot scheme and expand with more companies and try and get some major clients backing it.

## **2.5 Finance Report**

Through prudent management of the finances at TSA over the years, a considerable level of Reserves has been built up. In 2017, Council decided that a structured and managed reduction of these reserves should be made to enable specific projects to be undertaken. This enabled the new Apprenticeship scheme, which to date has cost in the region of £22,000, to be set up and which is now operational.

A major difficulty for members was identified as the changes to the CSCS card system which resulted in many members being unable to obtain the necessary card due to a lack of relevant survey qualifications. The Level 3 Diploma in Engineering Surveying was therefore established and financed by TSA. This has been readily accepted by both members and non-members and, more importantly, CSCS too.

One additional major expenditure was on the setting up of the Smartwater Scheme as stolen equipment was, and still is, such a major issue for the profession. TSA is grateful that both Leica and Topcon assisted with the funding of this scheme although TSA paid the bulk of the annual fee.

The three examples above alone show how Council has wisely spent the reserves for the benefit of the membership without increasing the subscription rates beyond the agreed CPI annual increase.

TSA took over the running of The Survey School in 2014 and this has been a drain on the resources both financially and structurally. In 2018 Council took the decision to appoint a Manager for The School and a full financial analysis of both TSA and The School is currently being undertaken by an independent consultant.

## **APPENDIX I**

### **THE COUNCIL: 2018**

Mr Adam Bradley	-	Jacobs UK Ltd (President)
Mr Nick Hampson	-	Malcolm Hughes Land Surveyors Ltd (V-President)
Mr Tony Rogers	-	APR Services Ltd
Mr Oliver Viney	-	Atlantic Geomatics (UK) Ltd
Mr David Watterston	-	CD Surveys Ltd
Mr Nathan Spencer	-	CSL Surveys Ltd
Mr Adrian Halliwell	-	M&A Surveys Ltd
Mr Sam Roberts	-	MET Geo Environmental Ltd
Mr Stuart Dimond	-	MK Surveys Ltd
Mrs Lucy Powers	-	Powers & Tiltman Ltd
Mr Mike Hopkins	-	Storm Geomatics Ltd
Mr Graham Mills	-	Technics Group

## **APPENDIX II**

### **COMMITTEE STRUCTURE: 2018**

#### 1. Membership and Internal Affairs

Mr Stuart Dimond (Chairman)  
Mr Nick Hampson  
Mr Adrian Halliwell  
Mr David Watterston

#### 2. Public Relations

Mr Oliver Viney (Chairman)  
Mr Nathan Spencer  
Mrs Lucy Powers  
Mr Graham Mills

#### 3. Technical

Mr Mike Hopkins (Chairman)  
Mr Sam Roberts  
Mr Adam Bradley  
Mr Tony Rogers

#### **Notes:**

##### 1. Seconded participants in Committees were:-

Mr Steven Woodards	Jacobs UK Ltd
Mr Stephen Postians	RPS Environmental Management
Mr Damien Campbell-Bell	Wessex Archaeology
Mr Ned Chisholm	Airbus Defence & Space
Mr Luke Steadman	CAT Surveys Ltd
Mr Gordon Livie	MK Surveys Ltd
Mr Jared Pogmore	KOREC Group
Mr Andrew Crumpler	The Survey School

## **Committee Terms of Reference**

MIA – To consider all membership matters including the recruitment and selection of new members and maintaining standards among existing members. Maintenance and development of services to members. Responsible for the TSA Conference, seminars and the AGM.

PUBLIC RELATIONS – Responsible for all matters external to the Association, including relations with other organisations, marketing and promotional activity.

TECHNICAL – Responsible for development of advice and guidance on all technical matters relating to surveying or bearing on the survey business, as well as provision of technical advice to external bodies.



**APPENDIX III**  
**ACCOUNTS: 2018**

The full set of draft accounts will be distributed alongside this report and can also be downloaded from the Members Area of TSA's website once they have been approved.

(Notes to the annual accounts, major items only and those requiring explanation.)

**TSA – Detailed Income and Expenditure Account.**

***Turnover:***

**Membership subscriptions:** this item is for TSA membership subscriptions

**Commission receivable & miscellaneous income:** commission received from the Insurance schemes run by Lockton and JELF. This also includes income from other partner benefits.

**Application fees:** application fees for new members to join TSA.

**Smartwater Support:** contributions from supplier members

***Direct Expenses:***

**Marketing & promotion:** cost of PR consultant producing articles, press releases, TSA coverage in the written and online press, social media promotional campaigns, promotional items and hire of professional photographer for TSA events.

**Smartwater initiative:** Cost to TSA of the Smartwater scheme.

**Exhibitions, conferences, etc.:** Costs for GEO Business Show and TSA seminars.

**Lobbying:** Annual fee for the engagement of the TSA lobbyists, MHP.

**AGM & Conference:** Costs associated with the two major meetings of the year.

**Technical support:** Costs of using external specialists to develop TSA client guides. GDPR compliance.

**IT Services:** Website updates and development.

**Miscellaneous Expenses:** Annual bursary payment (£1000) plus expenses and other minor items.

**Application costs:** The cost of new member evaluation including assessment visit travel, time, credit references and other associated costs.

***Expenditure:***

**Management fee:** Fee for the running of the Secretariat. This fee was based on a percentage of the T/O figure of TSA but excludes T/O for The Survey School.

**Travelling:** Council and Secretariat costs for attendance at meetings, seminars and other relevant events.

**IT Support:** Technical support for Newark including data backup, software and website support.

**Members' training:** CPD certification.

**Council meetings:** The costs of venues and Council members' attendance at Council meetings.

**Apprenticeship Scheme:** Costs incurred to date.

**Legal & professional fees:** Legal costs, data protection fees, debt collection and other professional services.

**Consultancy fees:** Additional time support from the Secretariat for additional meetings/seminars.

### **The Survey School - Detailed Income and Expenditure Account.**

#### **Turnover:**

**Survey School Course Fees:** Fees generated by the TSA course and other short courses that have been run in the year 2018.

**Application fees – Level 3.** Income generated from registration of candidates for the Level 3 Diploma.

**Assessment & certification fees – Level 3.**

#### **Direct Expenses:**

**Tutor fees:** Fees for both internal and external tutors.

**Course fees:** This includes for course lunches and hire of Pitchcroft (adjacent land owned by council) and graduation day costs.

**Application fees – Level 3.** Cost of registration of candidates for the Level 3 Diploma.

**Assessment & certification costs – Level 3.**

**Level 3 costs:** Costs for registering The School as a ProQual centre, annual audit, the training of the assessors and the ongoing development and improvement of the qualification.

#### **Expenditure:**

**Management fee:** Cost of the admin staff at The Survey School plus a proportion of the bookkeeper's salary in Newark and additional management time from Newark.

**Post and stationery:** This includes for the cost of printing course manuals and postage.

**IT Support:** Ongoing development of new website, laptop installation, general IT support and data backup services.

**Depreciation:** depreciation of equipment bought for The School. Assets at The School are the only assets owned by TSA.

## APPENDIX IV

### MINUTES OF AGM – 2018

#### **REPORT OF THE 38th ANNUAL GENERAL MEETING OF THE UK LAND & HYDROGRAPHIC SURVEY ASSOCIATION LTD HELD AT 10.15 ON WEDNESDAY 18<sup>TH</sup> APRIL 2018 AT EDGBASTON CRICKET GROUND, BIRMINGHAM.**

##### Attendees

Adam Bradley – Jacobs UK (AGM Chairman)  
Alex Riley – 3D Scan Solutions Ltd  
David Gibbs – 3D Services  
Angela Werner – Academy Leasing Ltd  
David Johnson – Amethyst Surveys  
Andy Bradford – APR Services  
Olly Viney – Atlantic Geomatics  
Jill Tickle – Blue Hat Services Ltd  
James Trower – Brandon Surveys Ltd  
Callum Tyler – Brandon Surveys Ltd  
Luke Steadman – CAT Surveys Ltd  
David Watterston – CD Surveys Ltd  
Nigel Lea – Citation  
Brett Taylor – Citation  
Stephen Walker – Construction Skills Training Academy  
Nathan Spencer – CSL Surveys (Stevenage) Ltd  
Dave Luscombe – Datatag Ltd  
Colin Tickle – Drilline Products Ltd  
Andy Pettifer – ELS Land Consultants  
Andy Roberts – Formby Surveys Ltd  
Sheila Ramaiya – Geo Business Show  
Malcolm Wheatman – Global Surveys  
Steve Hollis – Global Surveys  
Neil Jefferies – Greenhatch Group Ltd  
Mike Guntripp – J C White Geomatics Ltd  
Nick Blakeway – Jacobs UK  
Andy Barton – Jelf  
Jared Pogmore – KOREC  
Ryan Bowles – KOREC  
Helen Gilmartin – KOREC  
James Phillips – KOREC  
Alan Browne – KOREC  
Steve Hawkins – Laser Surveys Ltd  
John Fraser – Leica Geosystems  
Martin Edwards – Leica Geosystems  
David Isherwood – Lockton  
Mark Beaver – Mark Beaver Surveying  
David Maltby – MBS Survey Software Ltd  
Adrian Halliwell – M & A Surveys  
Nick Hampson – MHLS  
Rob Brassington – M J Rees & Co  
Stephen Winship – M W Surveys Ltd  
Stuart Dimond – M K Surveys  
Gordon Livie – M K Surveys  
Tim Faulkner – M K Surveys  
Colin Murphy – Murphy Surveys  
Rekha Voralia – Murphy Surveys  
Richard Bowler – Ordnance Survey  
Rob Wesson – On Centre Surveys  
Lucy Powers – Powers & Tiltman  
Stephen Postians – RPS Group

Oliver Brooks – SEP (Site Engineering Personnel) Ltd  
Jamie Price – Severn Partnership Ltd  
Steve Jones – Severn Partnership Ltd  
Simon Bailey – Site Vision Surveys  
Paul Cox – Site Vision Surveys  
Rachel Allison – Sitaline  
Mark Kieras – Sitaline  
Stuart Hussey – Speedy Asset Services Ltd  
Paula Field – Speedy Asset Services Ltd  
Mike Hopkins – Storm Geomatics  
Polly Hopkins – Storm Geomatics  
Peter Barker – Sumo Services  
Dave Orritt – Survey Operations  
Ian Smith – Survey Operations  
David Price – Survey Max  
Graham Mills – Technics Group  
Andy Beardsley – Terra Measurement  
Dale Rose – Terra Measurement  
John Lane – Terrain Surveys  
Andrew Crumpler – The Survey School  
Simon Crowhen - Topcon  
Ian Pennington – Trimble  
Charlie Cropp – Z+F Laser UK Ltd

**Also Present:**

Rory Stanbridge – TSA Secretary General  
Rachel Tyrrell – TSA Manager  
Susan Murphy – TSA Office Manager

**In Attendance (Guests)**

Gordon Jenkins – CSCS  
Ruth Badley – P R Consultant  
Robin Sandry – Sandry Studio

**Apologies**

Chris Tutin – C T Surveys Ltd  
Kirsten Gamet – Geosight  
Graham Stroud – Ground Surveys Ltd  
Anne King – Kingsland Surveyors Ltd  
Nick Minns – LSTC  
Richard Maltby – Maltby Land Surveys Ltd  
Martin Mulholland – MD Safety Management  
Geoff Davies – MD Safety Management  
Sam Roberts – Met Geo  
Norman Oliver – N D Oliver & Co Ltd  
Peter Todd – Ordnance Survey  
Neil Richardson – Spatial Data  
David Bennett – Topcon  
Ian Stilgoe – Topcon  
Levi Brown – Topcon

**Approval of the report of the previous meeting**

The minutes of the previous meeting were accepted without amendment.  
Proposed by Nathan Spencer and seconded by Adrian Halliwell.

## **Matters arising**

There were no matters arising.

### **To approve the Resolution: To receive the 38<sup>th</sup> Annual Report and the report and accounts for 2017.**

These were accepted and approved without amendment.

Proposed by Mike Hopkins and seconded by Nick Hampson.

### **To approve the Resolution: To appoint Park Accountancy as the Association's accountants for the coming year.**

The Chairman stated that Park Accountancy had given TSA excellent support over the last twelve months.

Proposed by Graham Mills and seconded by Adrian Halliwell.

### **To announce the composition of the Council, and the incoming President and Vice President**

The Chairman announced the composition of the new Council as:

Adam Bradley – President      Vice President – Nick Hampson.

Council: Graham Mills, Adrian Halliwell, Mike Hopkins, Oliver Viney, Tony Rogers, David Watterston, Stuart Dimond, Sam Roberts, Nathan Spencer and Lucy Powers.

The Chairman welcomed both Nathan Spencer, who had previously been a co-opted member, and Lucy Powers who has now been elected to Council. He also thanked Luke Steadman who had put his name forward for the election but had been unsuccessful in gaining sufficient votes to be elected.

The Chairman then offered his sincere thanks to all members of Council for their work and dedication over the last twelve months.

## **President's Award**

The President informed the meeting that Lockton, the recommended PI Insurers for TSA, had introduced in 2008 an annual prize to be awarded at the discretion of the President. The Award is given to a person who the President believes has made an outstanding contribution to The Survey Association or the survey profession.

This year the award was presented to Andrew Crumpler for his dedicated and lengthy contribution to the training of our future surveyors through his work at the Survey School. In addition to the trophy which was presented by David Isherwood from Lockton, a cheque in the sum of £100 will be donated to a charity of the recipient's choice.

### **Any other business**

There was no AOB.

### **Closing of AGM**

The Chairman again expressed his thanks to all members of Council and Committees for their continued efforts on behalf of TSA and to the Secretariat for their excellent and continuing support.

He then announced that the next TSA Conference will be held on Wednesday 7<sup>th</sup> November 2018, at Holdenby House, Northamptonshire. The topic for the day will be **“Surveying of iconic structures.”**

The meeting closed at 10.30.