

THE SURVEY ASSOCIATION
THIRTIETH ANNUAL REPORT

YEAR 2009
AND ACCOUNTS FOR 2009.



THE SURVEY
ASSOCIATION

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THIRTIETH ANNUAL REPORT OF THE COUNCIL
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THE SURVEY ASSOCIATION
OFFICERS AND OFFICIALS 2009.

OFFICERS

PRESIDENT - MR N HARVEY

VICE-PRESIDENT - MR J WITHERDEN

OFFICIALS

SECRETARY GENERAL - MR R M STANBRIDGE

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THIRTIETH ANNUAL REPORT **OF THE COUNCIL OF TSA** **YEAR 2009.**

1 THE ASSOCIATION

1.1 Introduction

The year of 2009 was a very difficult one for members and the impact of this has been emphasised in the President's report below.

The lobbying campaign which commenced with the House of Commons Reception in May 2007 has continued albeit on a reduced level. Some of the funds previously directed towards the lobbying campaign were used instead for the introduction of business improvement seminars. More of this in the MIA report.

The survey training course continues to attract great publicity for TSA and positive comments. The graduation day ceremony is rapidly becoming one of the most important diary dates for the year. The quest for recognition of the course continues and a second course on underground mapping is currently under development.

The two major events of the year, the AGM and the Discussion Group were both deemed a great success. The AGM was held at the XCES show in York enabling members to visit the show at the same time as taking an active role in TSA. The Discussion Group was held at the Ordnance Survey in Southampton and included the launch, to members, of the Guidance Note on Utility Surveys. A number of other speakers made the day a real success and our thanks go to the OS for hosting the event in such a professional manner.

The SLG, Survey Liaison Group (ICES, RICS and TSA) met twice in the year to discuss topics of mutual interest. Members may have already noticed that one positive result of this grouping is that all guidance notes and client guides produced by the three members of the group are now endorsed by the others. The Secretariat duties for the group have now been taken over by TSA.

Many members will be aware of the concern that was created throughout the industry by the announcement of two survey related exhibitions to be held in 2010. TSA took an active role in attempting to arrive at a solution to this problem but unfortunately it was to no avail.

Message from the President

Another decade passes and thankfully TSA is able to report that the Association and membership has held steady despite a year of incredibly difficult trading conditions for all members and industry generally, apart from the bankers (let's not go there). At the start of the year we made some contingencies for losing members because of the economy but we are extremely pleased that nearly all members value their membership of TSA highly and continue to support the Association. In fact we are still receiving applications to join as this value is recognised by those not in the "club" yet and membership is increasing.

Towards the end of last year TSA launched the Utility Mapping guide which was written by Peter Barker with many contributions from other member and non member companies. Utility mapping has become a larger and very important part of the service offering of companies and TSA's strategy to develop a more professional approach has led to this document being produced. It is intended to provide a broader knowledge of techniques, methods, procurement process and general understanding for use by both practitioners and clients alike. It is an excellent document and again helps to raise the professionalism and profile of TSA. Thanks go to Peter and all contributors of the guide and to you members that use it and promote it to your clients.

It has become evident over the last twelve months that member companies are cooperating with each other as never before. Halving of staff numbers in this time has not been unusual and I'm sure we're all saddened by the loss of good enthusiastic surveyors not just from individual companies but likely from the industry for ever. All companies have invested heavily in their people in the last decade particularly putting staff through the acclaimed TSA training course as the only industry option. The course continues to run and we hope to have news of new developments through the TSA/Survey School training partnership in the near future. Please keep an eye on the website for news or the monthly newsletter and emails for updates and support the training courses whenever possible. We're all in this fight together so its just as important we all support each other, talk and cooperate to emerge as a strong industry again.

This is my last communication as President and so I wish to thank, all members for their support of TSA and not giving me too much hassle, all those who have played a part on Council or helped on committees and to the Secretariat for their fantastic support and without who, the Presidents job would be impossible. Please continue to support TSA and remember as with any club, you only get out what you are prepared to put in. It has been good to see more new faces this year putting themselves forward to work on Council and we would like to see more contributions from members, whether these are criticisms, ideas offers of help, whatever, just get involved.

Neil Harvey

1.2 The Officers of the Association

At the 2009 Annual General Meeting, Mr Neil Harvey of Met Surveys was confirmed as having been elected President by the Council for one year, and Mr John Witherden of Aworth Land Surveys was confirmed as Vice President for one year.

1.3 The Council

Council members at 31 December 2009 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 abbreviated accounts for the year 2009 can be found at APPENDIX III. The full accounts for 2009 and those of previous years may be found on the Members' Only area of the website.

1.6 Minutes of the previous meeting

The minutes of the previous meeting held in 2009 can be found at the end of this document.

2 THE ASSOCIATION'S ACTIVITIES

2.1 Introduction

All Council members serve on one or other of the four 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 to all those who have devoted time to Council and Committee activities during 2009. 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, signing up for the Forum on the website. The closer TSA can come to being able to demonstrate total active involvement of its member companies, the better and more effective the Association can be.

Supplier Members, the numbers of which are increasing, are encouraged to become more involved with sponsorship of events, and thanks go to those members that contributed last year. Further opportunities for sponsorship are currently under consideration to enable the Supplier members to take an even more active role in TSA business.

2.2. Membership and Internal Affairs Committee

Part of the remit for the MIA committee, chaired by Matthew French in 2009, is to assess the suitability, both professionally and financially, of new applications to join the Association. Despite the serious downturn in the economy, applications for membership continued to be received and by the end of 2009 membership stood at one hundred and thirty five.

The main work of the MIA committee in 2009 was to assist the members with business support and advice. To this end a number of member seminars were developed and held on subjects such as financial management, sales, marketing, H&S and leadership. A total in excess of one hundred attendees took advantage of these FREE courses representing fifty four different member companies.

The online monthly polls were carried out on a number of issues and it is pleasing to report that almost 50% of the members contribute to these polls each month.

A new set of TSA T&C were issued online in July and a number of members downloaded the new set from the website.

The PI scheme run by Lockton continues to attract new members. At the end of 2009, well over 50% of eligible members were included in the scheme. Jonathan Bogan from Lockton has also worked with the MIA committee on developing a members guidance note on collateral warranties which should be published in 2010.

JELF, another supplier member of TSA, has developed a survey equipment insurance policy exclusive to members of TSA. The policy called SURVEYSURE became operational at the end of 2009.

Regular TSA news is now imparted to the membership via the emailed TSA Update each month which, combined with the reports on the website, should mean that all members are fully aware of everything that is happening at TSA..

2.3 Public Relations Committee

The Committee was chaired by Trevor Burton in 2009. Further to the re-development of the website, attention was turned to search engine optimisation – thus ensuring that the TSA website is scoring highly in searches and is easy to find. As a result, the visitor numbers reached the highest figure yet in a single month – 10,667 in October 2009. TSA has also experimented with profiles on social networking sites such as LinkedIn, Facebook and Twitter.

A new HTML email format was designed for the ‘TSA Update’ emails that go out to members at the end of every month.

TSA exhibited at both Geo-9 and XCES exhibitions in 2009.

Work continued with Mandate on the Lobbying Programme, and TSA supplied evidence to the Business, Enterprise and Regulatory Reform (BERR) Committee hearing into support for SMEs. Throughout 2009 TSA also met with a further nine MPs with an interest in either Flood Mapping or Small Business Issues. Good relations have been forged with Rob Marris MP in particular. Mandate officially finished their contract in May, but continued to supply advice and guidance when necessary during the rest of the year. At the end of 2009 it was agreed to engage Mandate for 2010 on a Political Monitoring project, covering topics relevant to the surveying industry in general and members in particular.

Mandate also ensured that TSA was invited to a breakfast meeting with Lord Chris Smith, Chairman of the Environment Agency in June. TSA also met with the Association of British Insurers (ABI) and the Association of Building Engineers (ABE) in 2009 and is pursuing closer links, particularly with the ABE.

2.4 Technical Committee

The Technical Committee under the chairmanship of Graham Mills continued to work hard on a number of vitally important issues for the surveying industry. The subjects covered during the year were:

- Inshore Hydrography
- Confined Spaces
- Heighting accuracy from low level photogrammetry
- Underground Utility Mapping
- Terrestrial Laser Scanning.
- Qualifications & training
- Aerial LiDAR
- Mobile LiDAR
- Highways Agency grids
- Building surveys
- Instrument calibration
- Protecting and securing equipment

The guidance note on Utility Surveys was published in November and is now available as a download from the TSA website. Thanks go to Peter Barker for his efforts in producing this superb and well received document.

Guidance notes on many of these subjects are now available on the TSA website and others will be published as they are completed.

TSA is also represented on both the NUAG and HUAC committees by Graham Mills and Peter Barker respectively. In 2009, Graham Mills became Chairman of the SLG.

2.6 **Finance Committee**

The Finance committee under the Chairmanship of John Furniss drew up the budget for 2009 in December 2008 at a time of great uncertainty for the survey industry.

The original budget allowed for a number of business failures in 2009 and as a result a predicted lowering of the income was forecast. In the event and as mentioned in the President's message, the number of failures was minimal. As a result, TSA's finances were in better shape than predicted despite the increased spending on members' seminars.

Solid finance is the foundation of any organisation and as such Council examines the financial position of TSA on a regular basis. As the year progressed it was clear that the possibility of a reduction in income was not going to arise so Council decided that the reserves should be increased in 2009 to afford breathing space for the following year. As a result of this, a surplus of almost £11000, before tax, was achieved in 2009.

APPENDIX I

THE COUNCIL: 2009

Mr N Harvey	-	MET Surveys Ltd
Mr J Furniss	-	Malcolm Hughes Land Surveyors
Mr J Witherden	-	Aworth Land Surveys Ltd
Mr A Rogers	-	APR Services Ltd
Mr B Becker	-	Becker Geomatics Ltd
Mr G Mills	-	Sitechnics Ltd
Mr J Loy	-	Loy Surveys
Mr M French	-	Fathoms
Mr T Burton	-	Fugro-BKS
Mr P Barker	-	Stratascan Ltd
Mr D Corfield	-	CMCR (resigned 2 October 2009)
Mr S McKendrick	-	Cartographical Surveys (co-opted May 2009)
Mr A Halliwell	-	M&A Surveys (co-opted October 2009)
Mr L Neill	-	Fugro-BKS (resigned April 2009)
Mr G Moates	-	C A Design Services Ltd (resigned April 2009)
Mr J Fraser	-	Milton Keynes Surveys (resigned April 2009)

APPENDIX II

COMMITTEE STRUCTURE: 2009

1. Membership and Internal Affairs

Mr M French	(Chairman)
Mr J Witherden	
Mr D Corfield	
Mr N Harvey	
Mr A Halliwell	

2. Finance

Mr J Furniss	(Chairman)
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3. Public Relations

Mr T Burton	(Chairman)
Mr J Loy	
Mr T Rogers	
Mr J Furniss	

4. Technical

Mr G Mills	(Chairman)
Mr B Becker	
Mr P Barker	
Mr S McKendrick	
Mr P Brownnett	
Mr A Bradley	

Notes:

1. Seconded participants in Committees were:-

Mr P Brownnett	Infoterra
Mr A Bradley	Jacobs Geomatics

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 Discussion Group.

FINANCE – Stewardship of TSA finances.

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: 2009

The full set of accounts can be found on the TSA website and downloaded if required. The abbreviated accounts, P/L and B/S are attached to this report as pdf files.

Notes to the annual accounts, major items only:

Income:

Income: this item is for membership subscriptions and other income streams. The income is almost the same as in 2008.

Course fees: commission from non members' participation in the Survey Training Course and income from TSA sponsored training courses.

Commission receivable: commission received from the PI Insurance scheme run by Lockton.

New member enrolment fees: application fees for new members to join TSA. This was increased to £400 from 2009.

Expenditure:

Consultancy fees: additional support from the Secretariat primarily for the lobbying campaign and additional meetings/seminars.

Computer software etc.: costs of changes and updates to the website.

Technical support: annual awards ceremony at the Survey Training School, development of guidance notes, H&S seminar and technical support for Newark.

Trade subscriptions: cost of annual membership of CIC.

Management charges: fee for the running of the Secretariat.

Travel & Subsistence: Council and Secretariat costs for attendance at meetings and exhibitions.

Advertising, exhibitions, etc.: this figure contains £12000 for lobbying activities and the cost of attendance at the XCES and GEO9 shows.

Members training: the costs associated with running the members' business development seminars.

Meeting expenses: this item is for costs associated with the AGM, the Discussion Group and all Council and committee meetings.

Legal & professional fees: includes the cost of credit checks on new applicants, legal costs and any other professional services. Includes for the development of new T&C.

Assessment visits: costs incurred in assessing new applicants.

Secretariat costs: this includes for rent, phones, postage, travel, subsistence etc.

APPENDIX IV

MINUTES OF AGM - 2009

Subject: REPORT OF THE 29TH ANNUAL GENERAL MEETING OF THE UK LAND & HYDROGRAPHIC SURVEY ASSOCIATION LTD HELD AT 12.00 AM ON WEDNESDAY 22ND APRIL 2009 AT THE KNAVESMIRE SUITE, YORK RACECOURSE.

Those Present:

Neil Harvey - MET Surveys (Chairman)
Tony Rogers - APR Services
Bernhard Becker - Becker Geomatics Ltd
Stuart McKendrick - Cartographical Surveys
John Waterman - Cartographical Surveys
Guy Moates - CA Design Services
David Corfield - CMCR Ltd
Brian Spencer - CSL Surveys (Stevenage) Ltd
Gary Cunningham - Encia
Trevor Burton - Fugro-BKS
Jonathan Bogan - Lockton
Steve Hawkins - Laser Surveys
Martin Willard - Laser Surveys
David Price - Leica Geosystems
John Furniss - Malcolm Hughes Land Surveyors
Alan Thunhurst - MJ Rees & Co
Dr Stuart Edwards - Newcastle University
Bob Jones - On Centre Surveys
Richard Otto - Severn Partnership
Mark Combes - Severn Partnership
Graham Mills - Sitechnics Ltd
Howard Wood - Site Surveying Services Ltd
Mike Hopkins - Storm Geomatics
Joe Johnson - Survey & Engineering Projects
Andy Hillyer - Survey Three Ltd

Also Present:

Rory Stanbridge – Secretary General
Rachel Tyrrell – Administration Manager
Sarah Habermass – Administration Assistant

1 Apologies

Sam Butler - Roger Coy Partnership
Martin Weaver - Subsight Surveys Ltd
Julian Brotherton - J Brotherton & Prtrs
Jonathan Davy - Walker Ladd Limited
Mark Johnson - Landmark Surveys (Wales) Ltd
John Witherden - Aworth Land Surveys
Richard Arrowsmith - Co-ordinated Surveys
Anthony Mills - Trimble

Chris Tutin - CT Surveys
Douglas Brown - Star Net Geomatics
Debbie Horner - AD Horner Ltd
Jim Loy - Loy Surveys Ltd
Mike Homfray - Contract Surveys (Wales) Ltd
Robin Griffiths - Total Surveys Ltd
Anne King - Kingsland Surveyors Ltd
Nick Smith - Three Dimensional Services
Luke McInerney - Bridgeway Consulting
Alan Rhodes - Alan Rhodes Associates
Timothy Bloxham - Timothy Bloxham Mapping
David Rust - Milton Keynes Surveys
Chris Dunster - Mole Data
John Agar - MSA Surveys
Ian Smith - Survey Operations
Norman Oliver - ND Oliver & Co Ltd
Anthony Brookes - Anthony Brookes Surveys Ltd
David Watterston - CD Surveys Ltd
Steven Ashcroft - Paragon Surveys
Simon Stowe - Stratascan
Neil Fowler - Azimuth Land Surveys

2 Approval of the report of the previous meeting

The minutes of the previous meeting were accepted without amendment.
Proposed by John Furniss and seconded by Trevor Burton.

3 Matters arising

There were no matters arising.

4 To approve the Resolution: To receive the 29th Annual Report and the report and accounts for 2008.

The report and accounts were accepted without comment. Proposed by Tony Rogers and seconded by Brian Spencer.

5 To approve the Resolution: To appoint CBR Accountancy as the Association's accountants for the coming year

The resolution was approved unanimously. Proposed by Tony Rogers and seconded by David Corfield.

The Chairman stated that CBR had provided an excellent service to TSA during 2008 at half the cost of the associations' previous auditors.

6 To announce the composition of the Council, and the incoming President and Vice President

The Chairman expressed his thanks to those members of Council that had recently stood down. He then announced the composition of the new Council as:

- Neil Harvey – President John Witherden – Vice President
- Council: John Furniss, Matt French, David Corfield, Trevor Burton, Jim Loy, Tony Rogers, Bernhard Becker, John Fraser, Graham Mills and

Peter Barker.

- Stuart McKendrick and Phil Brownnett are co-opted members of the Technical committee.

7 President's Prize

The Chairman 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. This year the recipient was Lynn Neill who had recently stood down from Council. The award was given in recognition of Lynn's hard work and dedication to TSA over a number of years.

A trophy and a digital video camera were presented by Jonathan Bogan to Trevor Burton who accepted the award on behalf of Lynn as he was unable to attend the meeting. Trevor expressed Lynn's sincere thanks to all at the meeting and to Lockton and his Council colleagues in particular.

8 Any other business

The Chairman expressed his thanks to all for attending the AGM.

8 Closing of AGM.

The Chairman closed the AGM meeting at 12.15 pm.

Following the AGM, an open discussion forum took place entitled, "the state of the industry." This encouraged a number of suggestions, questions and general discussion on matters troubling the membership in general.