

**THE SURVEY ASSOCIATION**  
**THIRTY FIRST ANNUAL REPORT**

**YEAR 2010**  
**AND ACCOUNTS FOR 2010.**



**THE SURVEY**  
**ASSOCIATION**

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**THIRTY FIRST ANNUAL REPORT OF THE COUNCIL**  
**YEAR 2010**  
**AND ACCOUNTS FOR 2010**

**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 2010 ACTIVITIES**

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

**THE SURVEY ASSOCIATION**  
**OFFICERS AND OFFICIALS 2010.**

**OFFICERS**

**PRESIDENT - MR G MILLS**

**VICE-PRESIDENT - MR J WITHERDEN**

**OFFICIALS**

**SECRETARY GENERAL - MR R M STANBRIDGE**

## **APPENDICES**

**APPENDIX I - The Council, 2010.**

**APPENDIX II - Committee Structure, 2010.**

**APPENDIX III - Report and Accounts of the UK Land and Hydrographic Survey Association Ltd for 2010.**

**APPENDIX IV - Minutes of AGM in 2010.**

**TWENTY NINTH ANNUAL REPORT**  
**OF THE COUNCIL OF TSA**  
**YEAR 2010.**

**1 THE ASSOCIATION**

**1.1 Introduction**

The year of 2010 was once again a very difficult one for members although membership numbers remained constant throughout the year. Despite lower employment levels within the membership in 2010, the fees per employee rose slightly from 2009 showing that perhaps recession can help to improve efficiency.

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 HQ of member company FARO and included a comprehensive equipment demonstration. Our thanks go to FARO for hosting the event. The Discussion Group was held at West Bromwich Albion FC and was again very well attended and received. More of this in the MIA report later.

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 2009. TSA took the decision to attend neither show in 2010 and is still trying to influence the organisers of the shows regarding future operations.

TSA once again took an active role in the SLG (Survey Liaison Group) and was instrumental in introducing a new membership scheme for the CICES in November 2010.

Council met as usual four times in the year. The amount of business now conducted at these meetings has been greatly assisted by the use of electronic communications and in 2010, TSA introduced cloud computing to ensure the smooth running of the Secretariat. Summaries of all meetings are made available to the membership on the association's website.

## Message from the President – Graham Mills

My first year in the hot seat has whizzed by. It has been an eventful time with the pressure being on to be working in my business due to the tough economy and trading conditions but at the same time wanting to move TSA forward. The trading conditions that I have experienced have been echoed by members up and down the country. All businesses of all sizes have been affected and the owners or Directors have suffered whilst trying to run their companies in a market that changes from feast to famine in an instant and where the value of a survey only appears to be measured on price.

However we must be positive, talking to other members and wider businesses everyone is bored with the recession now. We have all done the cost cutting, reduced in size, made our businesses leaner and suffered the emotional turmoil. Now we are ready to move on, rebuild, reinvest and grow. It's not going to be easy but then none of us went into the survey profession expecting it to be smooth ride and without challenge.

Despite making contingencies for losing members I am delighted to report that there was only a net loss of two member companies over the year. There has also been a marked increase in interest to join, it is great to see that companies can see the benefits that being a member of TSA has.

I am proud of TSA's achievements in the last 12 months and excited about the plans we have for the coming years. Looking back we have:-

**Helped members by:** Holding seminars on Finance, Linked In, Health & Safety, Getting More Clients and Looking After Your Staff, introducing SurveySure insurance, holding a Discussion Group meeting, getting an agreement with Chartered ICES that TSA company owners and Directors can apply for Fellowship of the Institution.

**Raised the profile of TSA by:** Improved website, increased social media presence, affiliated with the Civil Engineering Contractors Association, working with the UK Contractors Group, the Home Builders Federation now recommend TSA member companies, attending the Association of Building Engineers award ceremony at the House of Lords, attending the Trimble conference in Las Vegas,

**Improved our industry by:** Being on the Survey Liaison Group, attending the UK Geoforum, attending the DEFRA Flood Forum.

Looking forward we have:-

Written a new business plan, planned changes to the website and started new PR initiatives. There is plenty more to come.

I would like to extend a big thank you to all the people who are involved in making TSA the success that it is. Thanks for the professionalism and dedication shown by Rory, Rachel and Susan who 'just make everything happen'. Thanks for the voluntary time, wisdom and the energy given by everyone on Council who all strive to make our Association and profession better. Despite the pressure on their own businesses the Council members continue to attend meetings and undertake projects, some have been involved with TSA for many years, their time is valuable and appreciated. Thanks to those who are not on Council but have added their skills to and helped with Guidance Notes or attending meetings on TSA's behalf. Finally thanks to all the people and organisations that help us, and particularly to Jonathan Bogan of Lockton who provide the annual President's prize.

I welcome any contact from anyone who would like to share their ideas, thoughts about TSA good or bad, offer assistance on committees or projects, every input helps to make TSA and our industry better.

It's your Association – Join In.

[Graham.mills@technicsgroup.com](mailto:Graham.mills@technicsgroup.com)

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

At the 2010 Annual General Meeting, Mr Graham Mills of Sitetechnics 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 2010 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 2010 can be found at APPENDIX III. The full accounts for 2010 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 2010 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 again to all those who have devoted time to Council and Committee activities during 2010. 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.

Active political lobbying was replaced in 2010 by a new watching and reporting brief by TSA's lobbyists, MHP, and a monthly report was submitted to members via the TSA Update newsletter.

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 2010, 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 2010 membership stood at one hundred and thirty five.

Much of the work of the MIA committee in 2010 was to again 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 Social Media. As in previous years, the total of attendees taking advantage of the FREE course was in excess of one hundred attendees. The H&S seminar has now become an annual fixture and our thanks go to Leica for continuing to host it each year.

In 2010 a new regular electronic employment legislation update was provided by a firm of solicitors based in Manchester. These are now sent out to members as and when they are received by the Secretariat. 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 PI scheme run by Lockton continues to attract new members. At the end of 2010, well over 60% of eligible members were included in the scheme. Jonathan Bogan from Lockton continues to work with TSA and its members giving advice and guidance when required.

JELF, another supplier member of TSA, developed a 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.

A new section will shortly be introduced to the website showing sample surveys to assist both clients and members to understand what is expected of a TSA member in terms of survey content and presentation. This is aimed at improving both standards and understanding generally.



### **2.3 Public Relations Committee**

The Committee was chaired by Trevor Burton in 2010. TSA's main promotional tool is the website which continued to attract an average of 8,500 visitors a month. Further improvements were made to the site during the year, such as a redesigned Member's Area and a new 'For Clients' section. The new section for clients was part of a re-focus of the site to push more work towards TSA Members as the difficult trading conditions persisted.

Members voted overwhelmingly in August 2010 (84% in favour) to introduce a postcode search to the site, allowing visitors to look for member companies in a far more specific way. This is due to be completed and launched in 2011. The website has also been refreshed with new images.

The Become a Surveyor website has also had a redesign and will be launched early 2011.

On 1 October, Mandate merged with two of their sister companies, Penrose (who specialise in public relations for the financial services sector) and Hogarth (who specialise in investor communications) to form a new company, called MHP Communications. MHP have provided monthly Political Monitoring Reports throughout the year which have been very well received by the membership. Malcolm Sullivan and Nick Bevan from MHP gave a presentation to members at the Discussion Group meeting on 3 November.

The Committee also decided to use a PR agency to run a short promotion of the Utility Surveys Guidance Note. Four companies were invited to submit proposals and Captive Minds were chosen for the task. A short video will be produced and made available on the website and then flagged via social networking channels.

TSA met with the Civil Engineering Contractors Association (CECA) and also the UK Contractors Group in October. Both organisations have promoted the Utility Surveys Guidance Note to their members and have also agreed to contribute to the promotional video.

TSA's group on LinkedIn continues to be a success with over 250 members by the end of the year. TSA is also using Twitter and has 130 followers.

### **2.4 Technical Committee**

The Technical Committee under the chairmanship of Bernhard Becker and Peter Barker 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 which was published in December 2009 has now been downloaded almost one thousand times. All other guidance notes are regularly updated and monitored to ensure that they are kept up to date and are available as free downloads from the TSA website.

Plans are in place to produce a short web based video to promote both the underground utility guidance note and the association in general. It is hoped that this will be available in April 2011.

TSA is also represented on both the NUAG and HUAC committees by Graham Mills and Peter Barker respectively. Graham Mills also represents TSA on the SLG.

## 2.6 **Finance Committee**

The Finance committee under the Chairmanship of John Furniss drew up the budget for 2010 in December 2009, once again at a time of great uncertainty for the survey industry. As in previous years, the budget is drawn up by the Chairman of Finance, the President and the Secretary General prior to being presented to Council for approval.

The original budget again allowed for a number of business failures in 2010 and as a result a predicted lowering of the income was forecast. In the event the number of failures was minimal. As a result, TSA's finances were in better shape than predicted despite the increased spending on members' services, seminars and general running costs.

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 severe reduction in income was not going to arise so Council decided that the reserves should be increased in 2010 to afford breathing space for the following year. As a result of this, a surplus of almost £10000, before tax, was achieved in 2010.

For the second consecutive year, subscription levels remained the same as the previous year despite a dramatic increase in the RPI rate.

**APPENDIX I**

**THE COUNCIL: 2010**

Mr G Mills	-	Sitechnics Ltd
Mr N Harvey	-	MET Surveys Ltd
Mr J Furniss	-	Malcolm Hughes Land Surveyors
Mr J Witherden	-	Aworth Land Surveys Ltd
Mr A Bradford	-	APR Services Ltd
Mr B Becker	-	Becker Geomatics Ltd (resigned December 2010)
Mr J Loy	-	Loy Surveys
Mr M French	-	Fathoms
Mr T Burton	-	Fugro-BKS
Mr P Barker	-	Stratascan Ltd
Mr S McKendrick	-	Cartographical Surveys
Mr A Halliwell	-	M&A Surveys
Mr A Rogers	-	APR Services Ltd (resigned April 2010)

## APPENDIX II

### COMMITTEE STRUCTURE: 2010

1. Membership and Internal Affairs

Mr M French	(Chairman)
Mr J Witherden	
Mr J Furniss	
Mr A Halliwell	

2. Finance

Mr J Furniss	(Chairman)
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3. Public Relations

Mr T Burton	(Chairman)
Mr J Loy	
Mr G Mills	
Mr N Harvey	

4. Technical

Mr B Becker	(Chairman)
Mr P Barker	
Mr S McKendrick	
Mr A Bradford	
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: 2010

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

#### **Notes to the annual accounts, major items only:**

##### ***Income:***

**Income:** this item is for membership subscriptions. The income is slightly lower than 2009 due to a few member companies dropping a subscription band..

**Course fees:** commission from non members' participation in the Survey Training Course. This is lower than 2009 due primarily to the effects of the recession.

**Commission receivable:** commission received from the PI Insurance scheme run by Lockton. Part of this in 2010 has been held over to 2011 for administrative reasons.

**New member enrolment fees:** application fees for new members to join TSA. The income was the same as 2009.

##### ***Expenditure:***

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

**Council meetings:** the costs associated with running council meetings.

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

**Management charges:** fee for the running of the Secretariat. This fee has remained the same for the second successive year.

**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.

**Advertising, exhibitions, etc.:** this figure contains £12000, prepaid for lobbying activities in 2011.

**Marketing:** the development of an online promotional DVD.

**Legal & professional fees:** includes the cost of credit checks on new applicants, legal costs and any other professional services such as new member assessment visits. This figure has been substantially reduced from 2009 as no new legal documents were produced.

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

**Trade subscriptions:** cost of annual membership of CIC. TSA resigned membership in 2010.

**Computer software etc.:** costs of changes and updates to the website, software updates and remote backup and access.

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



## **APPENDIX IV**

### **MINUTES OF AGM – 2010**

**Subject: REPORT OF THE 30<sup>TH</sup> ANNUAL GENERAL MEETING OF THE UK LAND & HYDROGRAPHIC SURVEY ASSOCIATION LTD HELD AT 10.30 ON TUESDAY 20<sup>TH</sup> APRIL 2010 AT FARO UK, 9-10 COBALT CENTRE, SISKIN PARKWAY EAST, MIDDLEMARCH BUSINESS PARK, COVENTRY, CV3 4PE**

#### **Attendees**

Neil Harvey - MET Surveys (AGM Chairman)  
Tony Rogers - APR Services Ltd  
Andy Bradford - APR Services Ltd  
Jonathan Witherden – Aworth Land Surveys  
Stuart McKendrick – 40SEVEN  
David Watterston - CD Surveys Ltd  
Steve Wheeler - CD Surveys Ltd  
Matt French – Fathoms  
David Homewood - FARO  
James-Philip Needham - FARO  
Mark Billingsley - FARO  
Trevor Burton - Fugro BKS  
Graham Stroud - Ground Surveys Ltd  
John White - J C White Geomatics Ltd  
Andy Barton - Jelf Professions  
Steve Hawkins - Laser Surveys Ltd  
Martin Willard - Laser Surveys Ltd  
Simon Mears - Leica Geosystems  
Jonathan Bogan - Lockton  
Adrian Halliwell - M & A Surveys Ltd  
John Furniss - Malcolm Hughes Land  
Richard Maltby - Maltby Land Surveys  
Duncan Rone-Clarke - Midland Survey Ltd  
David Johnson - Midland Survey Ltd  
Alan Thunhurst - M J Rees & Company Ltd  
Joe Johnson - SEP  
Peter Barker - Stratascan Ltd  
Graham Mills - Sitechnics Ltd  
Craig Simmonds - Subtechnics Ltd

#### **Also Present:**

Rory Stanbridge – Secretary General  
Rachel Tyrrell – Administration Manager  
Susan Murphy – Administration Assistant

## **1 Apologies**

Richard Arrowsmith - Co-Ordinated Surveys  
Neil Martin - D B Surveys Ltd  
Stephen Hayes - H & H Surveys Ltd  
Anne King - Kingsland Surveyors Ltd  
Jon Mills - Newcastle University  
E Brooks - Retail Design Solutions  
Andrew Cooke - Sumo Services Ltd  
Jonathan Davy - Walker Ladd Ltd  
Geoff May - G M Surveys Ltd  
Guy Moates - C A Design Services Ltd  
Tim Viney - Atlantic Geomatics  
Anthony Mills - Trimble  
Chris Tutin – CT Surveys

## **2 Approval of the report of the previous meeting**

The minutes of the previous meeting were accepted without amendment.  
Proposed by Graham Mills and seconded by Graham Stroud.

## **3 Matters arising**

There were no matters arising.

## **4 To approve the Resolution: To receive the 30th Annual Report and the report and accounts for 2009.**

The report and accounts were accepted without comment. Proposed by Matt French and seconded by Tony Rogers.

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

The Chairman stated that CBR had once again provided an excellent service to TSA during 2009.

The resolution was approved unanimously. Proposed by Adrian Halliwell and seconded by Trevor Burton.

## **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:

Graham Mills – President                  John Witherden – Vice President

Council: John Furniss, Matt French, Adrian Halliwell, Trevor Burton, Jim Loy, Andy Bradford, Bernhard Becker, Stuart McKendrick, Neil Harvey and Peter Barker.

Adam Bradley 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 Peter Barker in recognition of his work on the development of the Underground Utilities Specification.

A trophy was presented by Jonathan Bogan to Peter and a donation to Peter's favourite charity will be made by Lockton. Peter thanked both the President and Lockton for their generosity. He also thanked all those colleagues that had helped in the development of the specification.

## **8 Any other business**

Richard Maltby expressed his concern at the development of the competing survey exhibitions that were recently held in the UK. Richard's concern was that the industry could end up with no show at all. Despite TSA's attempts to bring the parties together last year, it was agreed that TSA should once again attempt to mediate between the two parties. After a lengthy discussion it was agreed that TSA would write to all its Supplier members and ask for their support to push the exhibition organisers to agree to provide one show only, possibly in alternating years. It was also agreed to use the mini poll system to ask the members for their opinion on the number of shows that the industry needs.

## **8 Closing of AGM**

The Chairman closed the AGM meeting at 11.10 pm.

Following the AGM, Matt French in his capacity of Chairman of the MIA committee gave a brief presentation on things that the members need to remember and the benefits that can be gained from membership.

Graham Mills then took over as President of TSA and made a presentation to the outgoing President, Neil Harvey, and thanked him on behalf of the membership for his sterling efforts over the last three years.

There then followed an open discussion. This encouraged a number of suggestions, questions and general discussion on matters troubling the membership in general.

The meeting closed at 12.30 at which time lunch was served whilst FARO demonstrated some of their scanning equipment.