**Town and Country**

**Planning Association**

**17 Carlton House Terrace**

**London, SW1Y 5AS**

**www.tcpa.org.uk**

**MINUTES OF THE 122nd TCPA ANNUAL GENERAL MEETING HELD VIRTUALLY AT 17:30 ON WEDNESDAY 13 JULY 2022**

**Present:**

Rt Hon Nick Raynsford (President), Mary Parsons (Chair of the Board), Lee Shostak OBE (Hon. Treasurer), Gilian Macinnes, Andrew Pritchard, Peter Geraghty, Peter Ellis, Diane Smith, Nick Gallent, Stephanie Bamford, Aranvir Singh Gawera, David Farnsworth, Catriona Riddell, Sandra Fryer, Anna Rose (on behalf of Planning Advisory Service), Stuart Andrews, Jack Dangerfield, Peter Richmond (on behalf of Bournville Village Trust), Sally Tagg, Daniel Scharf, Marilyn Evers, Steve Craddock (on behalf of the Canal and Rivers Trust), Simin Davoudi and Kirsten Williams.

**TCPA Staff in attendance:**

Fiona Howie (Chief Executive), Hugh Ellis and Katy Lock

1. **Apologies for absence**

Apologies were received from Lord Blunkett, Penelope Tollitt, Simeon Jackson, Lucy Natarajan, Sarah Wells, Robin Smith, Gwyn Roberts (on behalf of BRE), Barry Davies and SallyAnne Logan.

1. **Minutes of the 121st AGM of 14 July 2021**

These were agreed as a correct record.

1. **Matters Arising from the Minutes of the 121st AGM of 14 July 2021**

The President noted that there had been a useful discussion about the TCPA’s membership at the last meeting and that there would be an update about progress since then under item 11.

There were no other matters arising.

1. **Annual Report of the Board and Financial Statements 2021**

The Chair of the Board and Honorary Treasurer gave brief overviews of the achievements and financial position of the Association. The Chair highlighted that the organisation had published a new strategy in January 2021 and the annual report demonstrated that good progress was being made against the strategic priorities.

The Honorary Treasurer noted that the financial statements showed the Association had reported a small surplus, which was very positive in light of pandemic. He thanked the staff for all of their hard work during 2021.

The President echoed that a small surplus in the context of the uncertainty posed by the pandemic was a positive outcome. He proposed that the Annual Report and Financial Statements should be agreed. This was seconded by Stephanie Bamford and agreed by the members.

1. **Election of President for 2022-23**

The Chair of the Board of Trustees proposed the Rt Hon Nick Raynsford to continue to serve as President for another year. This was seconded by Lee Shostak. There were no other nominations, and the members agreed the Rt Hon Nick Raynsford be elected. The Chair of the Board of Trustees thanked the President for his ongoing advice, support and counsel.

1. **Election of Vice-Presidents for 2022-23**

The President then proposed the currently serving Vice Presidents for re-election for the year ahead. They are Gideon Amos OBE, Mike Ash CBE, Graeme Bell OBE, Lord Richard Best, John Blake, Rt Hon David Blunkett, Sir Kenneth Collins, Lord Deben, John Deegan, Tony Fyson MBE, Nicky Gavron, Vincent Goodstadt, Sir Malcolm Grant CBE, Ray Green, Baroness Sally Hamwee, Kate Henderson, Peter Hetherington, Rt Hon Keith Hill, Reverend James Jones, Jiggy Lloyd, David Lock CBE, Mary Riley, Prof Peter Roberts OBE, Diane Smith, Pam Warhurst CBE and John Zetter.

The proposal was seconded by Andrew Pritchard and agreed by the meeting.

**7. Election of Trustees**

The Chief Executive reported that there had been nine candidates nominated for five vacancies and therefore an election had been held electronically before the AGM.

The successful candidates were:

* Simin Davoudi
* Aranvir Singh Gawera
* Andrew Pritchard
* Robin Smith

The President declared the candidates ELECTED.

The President explained that the current Chair, Mary Parsons, was stepping down both as the Chair and as a Trustee, following six years as the former and 10 years as the latter. The President noted that when Mary Parsons agreed to take on the Chair role she could not have expected such a turbulent external context, including Brexit and the pandemic. She showed calm and inclusive leadership, which helped ensure the Association has come through a difficult period.

The Honorary Treasurer also thanked the Chair. He highlighted that Mary’s term has seen her work with two Chief Executive’s, change within the Board of Trustees and undertake succession planning for her role. As well as seeking to work with ever-changing Ministers and decision makers. He asked attendees to thank her for her hard work and leadership.

The Chair thanked the Honorary Treasurer who helped get her involved in the Association originally. She also thanked the members for enabling her to be a Trustee. She said that the Association is an organisation like no other. She encouraged people to get more involved in the governance of the organisation, noting that organisations should not stand still, and new energy and insights within the governance were, therefore, important. She welcomed Simin Davoudi onto the Board.

The President explained that in line with the memorandum and articles of association, the Chair of the Board must be an existing Trustee. As the candidate to replace the outgoing Chair was uncontested, a vote of affirmation was held with Policy Council members at its meeting on 6 July. Following that process, the President welcomed Andrew Pritchard as the new Chair of the Board.

Andrew Pritchard thanked the outgoing Chair and highlighted that he looks forward to working with the Board and members. He confirmed that Catriona Riddell will work closely with him as the Vice Chair. He noted that the Association has a wide ranging agenda and is more relevant than ever, but he also has inward facing priorities such as working to make sure the organisation is financially sound.

**8. New Members of the Policy Council**

The President reported that there had been five nominations for six vacancies on the TCPA Policy Council. An election had not, therefore been held ahead of the AGM.

The Chief Executive confirmed that the five nominations for Policy Council were:

* Jack Dangerfield
* Karl Roberts
* Jake Shepherd
* Hollie Heavens (nee Stacey)
* Penelope Tollitt

The President declared the candidates ELECTED.

The outgoing Chair of the Board welcomed the new members and thanked staff, Trustees and Policy Council members for their insight and expertise. She also thanked the retiring Policy Council members, which were Danny Kaye, Chris Jones and Frances Toomey for their involvement.

**9. Appointment of Auditors**

The Honorary Treasurer proposed the re-appointment of Sayers Butterworth as Auditors. The Honorary Treasurer put the proposal to the meeting, it was seconded by Gilian Macinnes, and agreed by the meeting.

**10. Any Other Business**

There was no other business.

The President declared the formal AGM closed at 18:03.

**11. Discussion: current internal and external priorities for the Association**

The Chief Executive gave a short presentation about the Association’s current priorities, including our outward facing work to influence and support action at local and community levels, while also seeking to influence at the national level. She highlighted that the Association is keen to learn from work it is doing with communities through projects including Planning Aid for London and to reconnect art and planning, and to use that to inform funding applications to enable us to do more. She also noted that while the Association has a strong track record of international work, our current EU funded project will conclude at the end of August.

The Chief Executive explained that internal priorities included membership recruitment and retention. A membership survey to gather more information from existing members, to inform how we might seek to recruit more members, had been undertaken in late 2021, which provided a useful snapshot of why respondents joined the TCPA, which benefits they valued you most, and also demographic information. She highlighted that the organisation had launched a new website, and recently attended the LGA Annual Conference to raise awareness of the organisation and our work. The Association had also launched a new Equality, Diversity, Inclusion and Equity Strategy.

The President then chaired a brief discussion with members asking about the Association’s attendance at the LGA Annual Conference and whether there are other organisations, such as CPRE: the Countryside Charity, that we could learn from in relation to growing our membership.

The informal discussion session was drawn to a close at 18:30 with the President thanking the Chief Executive and the staff team for keeping the Association going through a difficult time. He noted that it is more vital than ever that we have a powerful and effective TCPA. He reiterated the thanks to the outgoing and incoming Chairs, Treasurer, Trustees and Policy Council members for their expertise and guidance. And he thanked all the attendees for their input into the meeting and their ongoing support.

**Signed by the President:.……………..…………… Dated:………………............**