

Cymorth	Planning
Cynllunio	Aid
Cymru	Wales

## Annual Report 2008 / 2009



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Cynllunio	Aid
Cymru	Wales

## Interested in **volunteering** with Planning Aid Wales ?

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Planning Aid Wales is a registered charity providing free, professional and independent advice and support on all aspects of land use planning in Wales. We can only do this by working with our growing Wales-wide network of volunteers. As a volunteer with Planning Aid Wales, you can choose to get involved in a variety of activities, including:

- **Advice:** We provide a Helpline service that gives advice on individual planning cases to individuals and community groups who cannot afford a consultant. Much of this work is undertaken by qualified planning volunteers.
- **Training:** Experienced planning volunteers help deliver planning training and engagement support to community groups. We also need other skill sets, including facilitation, training and mediation.
- **Publications:** We produce a range of publications and learning materials to explain the planning system to lay people. Volunteers can assist by writing content, preparing illustrations, proofreading and translating.
- **Serving as a Director:** You can also volunteer your skills by becoming a director on Planning Aid Wales's Board of Management. We need people who have experience in managing organisations, raising funds, marketing and community development – no planning expertise is required.

Volunteers can choose how much time they want to commit, and also the activity areas they want to assist with - some volunteers choose to broaden their horizons by contributing to activities which are outside their normal day job. We can support volunteers at all levels of experience.

Planning Aid Wales is committed to supporting its volunteers by offering free training and networking opportunities. Also, time spent on volunteering for planning aid counts towards Continuing Professional Development.

If you want to know more about volunteering with Planning Aid Wales, please contact Volunteer Co-ordinator James Davies on **02920 464 225** or **join@planningaidwales.org.uk**. Alternatively, visit **www.planningaidwales.org.uk/volunteering** or **http://www.planningaidwales.org.uk/news/1991**

# Planning Aid Wales

## Annual Report

### April 2008 to March 2009

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*Planning Aid Wales – Working towards a fairer planning system*

Website: [www.planningaidwales.org.uk](http://www.planningaidwales.org.uk)  
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**RTPI**

mediation of space - making of place  
cvd drefnu aofod - creu cynefin



Llywodraeth Cynulliad Cymru  
Welsh Assembly Government

## Foreword

Welcome to the Planning Aid Wales Annual Report for the period April 2008 to March 2009. In the year which marked the 30th Anniversary of the delivery of planning aid services in Wales, I feel that the service offered now is at an all-time high.

This year saw the completion of a number of important and exciting projects in which Planning Aid Wales has been involved. These included assisting Carmarthenshire County Council with stakeholder engagement during the early stages of Local Development Plan preparation, developing our outreach work in Communities First areas and production of the Welsh Assembly Government guidance publication *'Planning for Gypsy and Traveller Caravan Sites'*. This and much more has been achieved by a small but extremely dedicated staff team supported by a network of committed volunteers and a supportive Board of Directors.



The launch of the new-look website in July 2008 has paid dividends by attracting considerable interest in our growing range of activities and has also helped to recruit many new volunteers. Planning Aid Wales would not be able to survive without the support of all those volunteers who dedicate their time and energy to help those who most need it. My special thanks go to the staff, Directors and volunteers for all their efforts during the year.

Over the past year we have maintained close links with the Welsh Assembly Government and RTPI Cymru and we are very grateful for their continuing support. This association will continue over the coming year and one of the initiatives arising will be a Wales-wide programme of engagement training for planners. And in spring 2010, Planning Aid Wales will be hosting the National Planning Aid Conference which we hope will attract a great deal of interest from all those involved or interested in the planning system in the UK and Ireland.

But there is one dark cloud ahead. Peter Kingsbury, who has served as Treasurer and financial maestro for the past ten years, has announced his intention to stand down from the post. Whilst I and my fellow Directors accept Peter's decision with regret, we offer him our sincere thanks for all his efforts and commitment to the office and wish him well.

Tony Humphreys

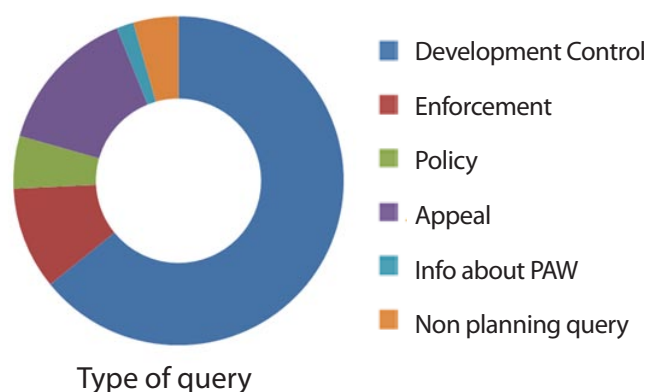
Chair, Planning Aid Wales

## Casework



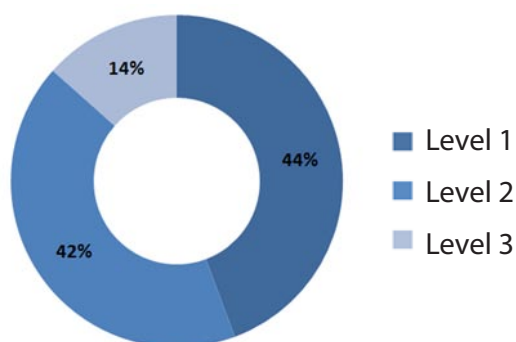
Planning Aid Wales continues to provide a high quality Helpline advice service with assistance from our network of qualified planning volunteers. Between April 2008 and March 2009 we received over four hundred requests for information, advice and assistance on a wide variety of planning matters. Around one fifth of these were from community or local interest groups and elderly and disabled people with a high level of need. We will be working over the coming year to develop a marketing strategy to increase the support we provide to those most in need.

We use eligibility criteria (see Appendix 1) to make sure our limited resources are directed to those people who most need



them. We are not able to help people who are likely to gain financially from a planning decision - these callers are referred on to a list of certified planning consultants.

The diagram below illustrates the eligibility of our clients over the past year:



Client Eligibility

## Casework examples from the past year

### *'Traveller family wins landmark ruling'*

During a long and drawn out case, Planning Aid Wales volunteer Ian Horsburgh helped a Traveller family who had been refused planning permission for the siting of three caravans on land they owned in Newport. Ian worked with the family to prepare their case for appeal, and in a landmark decision in December 2008, the Planning Inspector overturned the local planning authority's decision and allowed them to remain on the site for three years. The Inspector considered that since there were no suitable alternative traveller sites available in the county, three years would be sufficient to allow the authority to provide such sites. Volunteer Karen Potter had worked extremely hard to prepare a flood risk assessment for the application, and went on to draft an evacuation plan to ensure the family could leave the site safely in the event of a flood, as required by the Planning Inspector.

### *'Vulnerable lady allowed to keep fence'*

Mrs A. suffers from multiple sclerosis, is housebound and lives alone. Having been continually harassed by local youths for over a year, she arranged for a fence to be

erected around her property to make her feel more safe. Mrs A. was unaware that the fence needed planning permission and contacted Planning Aid Wales asking for help to prevent enforcement action being taken. Planning Aid Wales helped Mrs A. apply for retrospective planning permission and submitted a full statement explaining her special need for the fence. As a result, the local planning authority allowed the fence to remain for as long as Mrs A. lives at the property.

### *'Volunteer clarifies procedures'*

Planning Aid Wales volunteer Mark Jones gave a detailed explanation of the planning process to Mrs B., who had been incorrectly informed by her local planning authority that she could make a third party appeal against her neighbour's planning approval. Mark clarified that although she had no right of appeal, she should raise the issue through the Council's complaints process and, if necessary, refer the case to the Public Services Ombudsman for Wales.

### *'Sports facility off to a good start'*

Mr C. contacted Planning Aid Wales because his community group was unsure how to start a project to regenerate a sports facility in the Vale of Glamorgan. Volunteer Sarah Hensby advised that they were likely to need a feasibility study to see if the project was viable and advised on how to get support to prepare one. Sarah also advised the group to open an early dialogue with the planning department if they wanted to make any physical changes to the buildings.

## Informing and involving communities



Planning Aid Wales aims to increase local community involvement in all aspects of the Welsh planning system. We encourage communities to engage more effectively through a programme of awareness-raising, training and education. The focus for much of our outreach work is deprived, excluded, or 'seldom heard' groups who have traditionally played little or no part in the planning system.

Planning Aid Wales staff and volunteers have been working with a range of target groups to build their capacity to use the planning system for local benefit. Beneficiaries have included small farmers, very small businesses, black and ethnic minority interests, Travellers, older people,

disabled people, tenants and residents associations, Welsh culture groups and local development trusts. During the year April 2008 to March 2009, we helped 21 community groups with planning cases, which represented a total of 184 members. We also delivered 16 separate training and awareness-raising events for a combined total of over 650 people.

### **Local Development Plans**

A major focus for our outreach work during 2008-09 has been raising awareness of the importance of Local Development Plans, and then building community capacity to get involved in the key early stages of plan-making.

We worked with Carmarthenshire County Council to encourage stakeholder engagement during the early stages of preparing a Local Development Plan for the county. This involved devising a detailed engagement programme for the period up until public consultation on the Preferred Strategy and facilitating three stakeholder engagement workshops. These allowed participants to see the broader context of their involvement and then to make a meaningful contribution to developing strategic options for future development.

### **Working with community and town councils**

Following our innovative and well-received pilot training programme for town and community councillors in 2007/08, the Welsh Assembly Government has funded development of a comprehensive suite of distance learning materials for town and community councillors in Wales. Councils will be able to work through these materials on their own or with a tutor, or choose to commission further face-to-face training.

The first trials of these training materials were held in early 2009. Sessions were interactive, using group work and case studies, and were very well received. Jacky Maskall of Overton Community Council said:

*"Those of us who attended the training on improving communication with local planning authorities consider ourselves very fortunate. We are unanimous in saying that it was the most useful training session any of us has attended; we all had our eyes opened about the need to be proactive to alter the situations we were not happy with, rather than just sitting and moaning. We have already taken the first step and are meeting with the Chair of our local authority's planning committee later this month. I personally recommend that everyone (especially those with an interest in*

*planning) who has the opportunity should attend this training session."*

Most of these distance learning training materials will be available for free download from our website by late summer 2009, along with other relevant sources of information and links. Community and town councils will also be able to hire Planning Aid Wales facilitators to run training sessions for them at a discount rate.

### **Working in Communities First areas**

Planning Aid Wales aims particularly to support communities within Communities First regeneration areas with high levels of social and economic deprivation. During 2008-09 we worked with the Green Town initiative in the Communities First area of Bowydd and Rhiw in Blaenau Ffestiniog to support a community visioning project for channeling local community needs and aspirations into the emerging Local Development Plan. We also held bespoke training and awareness raising events for CwmNi Communities First partnership in Treherbert and the Bro Ddyfi Communities First Partnership, and contributed the 'Planning and Land Use' chapter to the Community Action Eco-Guidance Pack for community groups in Communities First areas.

### **Good practice in Access Statements**

In early 2009 Planning Aid Wales was invited by the Welsh Assembly Government to submit a proposal to produce a short, easy-to-read guidance booklet on how to go about preparing a good Access Statement. The main audience for the guidance booklet will be developers and agents who are about to submit a planning application. It is also intended for planning officers



who consider Access Statements with planning applications and Access Groups who may wish to comment on them.

We will be working closely with Access Groups and other experts to draw up this guidance and will collect feedback from stakeholders at focus groups sessions. Publication of the guidance is scheduled for December 2009, after which it will be available free of charge from Planning Aid Wales and to download from a range of websites.

## **Planning guidance for Gypsy and Traveller communities**

In November 2008 the Welsh Assembly Government published a booklet entitled 'Planning for Gypsy and Traveller Caravan Sites', which was prepared by Planning Aid Wales. It explains in plain language the rules and procedures for establishing new Gypsy and Traveller sites. It also gives information about the rights of people who live on a site without planning permission and gives hints about where to go for further help and information. The booklet can be downloaded from the Assembly Government's website on <http://new.wales.gov.uk/topics/planning/policy/guidance/gandtcaravansites/?lang=en>

## **Publications**

Planning Aid Wales has published a number of advice publications on different planning topics, including:

- *'A public guide to the land use planning system'*
- *'A community and town councillor's handbook'*
- *'What to do when faced with a planning application'*
- *'Planning and your rights to light'*
- *'Planning enforcement'*

## **Planning Aid Wales website and newsletter**

Planning Aid Wales' new website, which was generously supported by the Welsh Assembly Government, was launched in July 2008 and by the end of March 2009 had attracted 42,000 visitors. The site is fully bilingual and provides the general public with a comprehensive, user-friendly information resource on all aspects of planning in Wales. We want the website to encourage more meaningful public participation in planning by guiding the non-planner through the array of relevant information already available online, and interpreting as necessary. The website can be accessed on [www.planningaidwales.org.uk](http://www.planningaidwales.org.uk)

In September 2008 we also launched our community newsletter, which is distributed electronically to partners, stakeholders and anybody interested in receiving news about our work. You can subscribe to the newsletter by emailing [marika@planningaidwales.org.uk](mailto:marika@planningaidwales.org.uk)

## **Offering a bilingual service**

We have now completed the second year of our Welsh Language Scheme, which charts the action needed over a three year period to provide our services fully bilingually. During 2008-09 we offered clients seeking advice the choice to discuss their case in either English or Welsh, and all our publications, including the website, are available in both languages.

In March 2009 we held a Welsh Language Awareness training day for staff, directors and volunteers, which left participants enthused about reviewing and expanding the Welsh Language Scheme during 2009-10 for the next three years.

## Building the organisation



Services provided by Planning Aid Wales are co-ordinated by a small team of paid staff working with a Wales-wide network of planning and community volunteers. A Management Board of fifteen directors helps to steer the organisation, making sure we carry through our responsibilities under company and charity law.

### The staff team

Planning Aid Wales is headed up by a Chief Executive, responsible to the Board of Directors for sustaining and managing the organisation and its staff.

A Planner and Case Manager is responsible for the Helpline, including referrals to volunteers, and for developing

the Wales-wide volunteer network.

A Development Worker is employed part-time to develop our outreach work programme with local communities and marginalised groups.

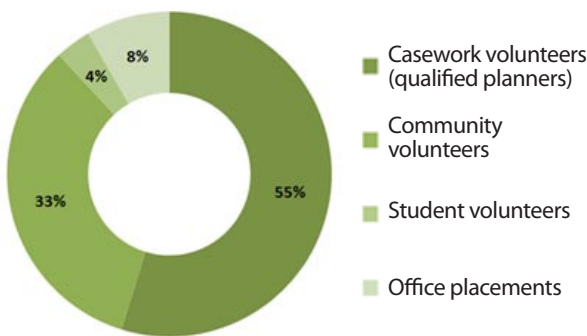
An Administration and Finance Officer supports the Chief Executive and other staff.

Planning Aid Wales intends to build its staff team over the coming year. We are seeking start-up funding for a Training Officer to co-ordinate our training activities and also aim to appoint a graduate Planning Assistant to help service the Helpline and increase the proportion of cases referred on to volunteers.

## The volunteer network

The volunteer network grew significantly over the last year with 33 new volunteers joining the organisation, giving a total of 82. We have always relied on volunteers to provide valuable support for our casework and training services, but can now also welcome volunteers from non-planning backgrounds. We have developed two new categories of volunteer to complement the qualified planners who can offer advice and support to members of the public. These are the community volunteers helping to develop our outreach activities, and the office volunteers undertaking work placements in our Cardiff office.

So in addition to the skills and experience offered by the experienced planners who still make up the majority of the volunteer network, we can now tap into the energy and enthusiasm of younger planners, student volunteers and people wanting to help communities engage in the planning process.



Volunteer types

Between April 2008 and March 2009, we estimate that our volunteers collectively contributed over seven hundred hours of their time to helping Planning Aid Wales with its work. Over the coming year, we will be putting in place mechanisms to record in detail the time volunteers contribute and the activities they undertake.

We know from our volunteers that volunteering with Planning Aid Wales gives new and useful perspectives on public involvement in the planning process. Volunteers continue to report that the experience gained is invariably rewarding and useful when applied back in the workplace.

*'My volunteering highlight of the year was helping to win an appeal for a family who would otherwise have lost their home. As well as giving me a great sense of satisfaction in lending my skills to their cause, I also pushed my own boundaries and gained valuable new skills and experience within the supportive environment of Planning Aid Wales.'*

Karen Potter, casework volunteer

*'For me, volunteering to help members of the community with planning problems is simply about helping people, nothing more. What keeps me going and wanting to do more is knowing that sometimes my advice can really help people who might otherwise feel powerless to affect planning decisions which have real consequences on their lives.'*

Ste James, casework volunteer

*'I volunteer because I think it is important that everybody has the chance to influence what happens in their community. Planning Aid Wales helps give a voice to those who would otherwise remain silent.'*

Justin Waite, casework volunteer

*'I became an office volunteer with Planning Aid Wales to help me understand the context of the UK planning system and to develop my planning skills for my career. I also find helping staff to assist communities very rewarding.'*

Prachi Pandya, office volunteer

## Recruiting volunteers

Planning Aid Wales will be working over the next three years towards achieving the Investing in Volunteers standard. We have an action plan in place to develop all aspects of the volunteer network in compliance with the standard.

We are always on the lookout for new volunteers so if you are interested in volunteering your planning or community engagement skills, please do visit [www.planningaidwales.org.uk/volunteering](http://www.planningaidwales.org.uk/volunteering) to find out more.

Planning Aid Wales allows volunteers to develop personal and professional skills, and gain unique perspectives on the planning system.

## Departing volunteers

Many thanks and good luck to departing volunteers Gemma Hideng, Sonja Thompson, Janice Tse, Siobhan Wiltshire, Max Smith, Alan Groves, Mike Thorne and Paul Carter.

## Volunteer training and networking

Planning Aid Wales provided two induction events / volunteer evenings for new and existing volunteers in both North and South Wales this year. The events were designed to introduce our values, policies and practices to new volunteers and also gave existing volunteers a chance to refresh their skills. These events will continue to be offered every six months as part of our annual volunteer training programme.

Volunteers are being offered free places at engagement training events being organised by Planning Aid Wales for local authority planners. These are

due to take place in June 2009 in five regional locations across Wales, offering opportunities for planners to develop their community engagement skills.

Working with the Young Planners Network of the Royal Town Planning Institute, we organised two quiz nights over the past year for volunteers, planner colleagues and young planners in Cardiff. Both events were very successful, with 180 planners attending and raising almost £500 for Planning Aid Wales. We will be organising further quiz nights and similar events over the coming year.

## Management Board

The Board meets formally four times each year and is accountable under charity and company law for making sure Planning Aid Wales keeps to its founding objectives and that finances are managed effectively. Directors are drawn from different sectors including local government, consultancy and academia, and come from locations across Wales. One director is nominated by Royal Town Planning Institute Cymru.

Over the past year the Board has helped to strengthen our organisational risk management arrangements, reviewed the staff Handbook to reflect recent changes in employment law and undertaken a comprehensive audit of Board skills.

Over the coming year we will be seeking to recruit three additional directors who can bring new skill-sets to complement those offered by existing directors. We have an adopted strategy for Board recruitment and renewal, and a comprehensive information and recruitment pack for people interested in joining the Board is in place - see <http://www.planningaidwales.org.uk/volunteering/board-recruitment>

## Working in partnership



**P**lanning Aid Wales cannot work effectively without partner support, both for funding and for generating new project initiatives. We currently receive core funding from the Welsh Assembly Government and RTPI Cymru, which covers the staffing, accommodation and other costs needed to deliver our core advice and information services.

We augment core funding by undertaking project commissions with a range of partner organisations and by delivering training. Project work and other fee paying activities are instrumental to developing our work and contribute to a more sustainable funding mix.

Appendix 2 gives financial details of how resources were generated and expended by Planning Aid Wales over the financial year April 2008 to March 2009.

Over the past year we have worked with the following partner organisations, at different levels of influence and across different geographical and subject areas.

### **Strategic partners**

- Welsh Assembly Government
- Royal Town Planning Institute Cymru

### **Programme partners**

- One Voice Wales
- Communities First

### **Project partners**

- Carmarthenshire County Council
- The Planning Aid services in Scotland, England and London
- Organisations supporting Gypsies and Travellers
- Disability Wales

## Looking ahead



**W**ith continuing grant support from the Welsh Assembly Government and Royal Town Planning Institute Cymru, we have developed into new areas of work. To complement the telephone Helpline, we now also deliver planning training for a range of audiences, publish advice leaflets and guides, assist with local authority community engagement initiatives and respond to national policy consultations on behalf of users of the planning system.

### **Over the coming year...**

... planning aid services across all areas of the United Kingdom will take an even more mainstream role in the planning process, supported by planning reforms.

... Planning Aid Wales will respond by building the capacity of its staff team and volunteer network. A strategy for growth is in place in the form of a business plan for 2009 to 2012.

... our capacity to engage in proactive work with marginalised communities will increase through new and innovative outreach activities and partnerships.

... continuing implementation of our referral strategy will steadily increase the

proportion of Helpline calls from higher eligibility clients, and a new marketing strategy will market our services to those who most need them.

... our network of qualified and experienced planning volunteers will continue to grow, supported by a programme of useful training, induction and networking opportunities in locations across Wales.

... a larger proportion of Helpline cases will be referred on to volunteers, and volunteers will be drawn into contributing even more across all areas of our work.

... we will publish a comprehensive suite of targeted planning training materials for community and town councillors.

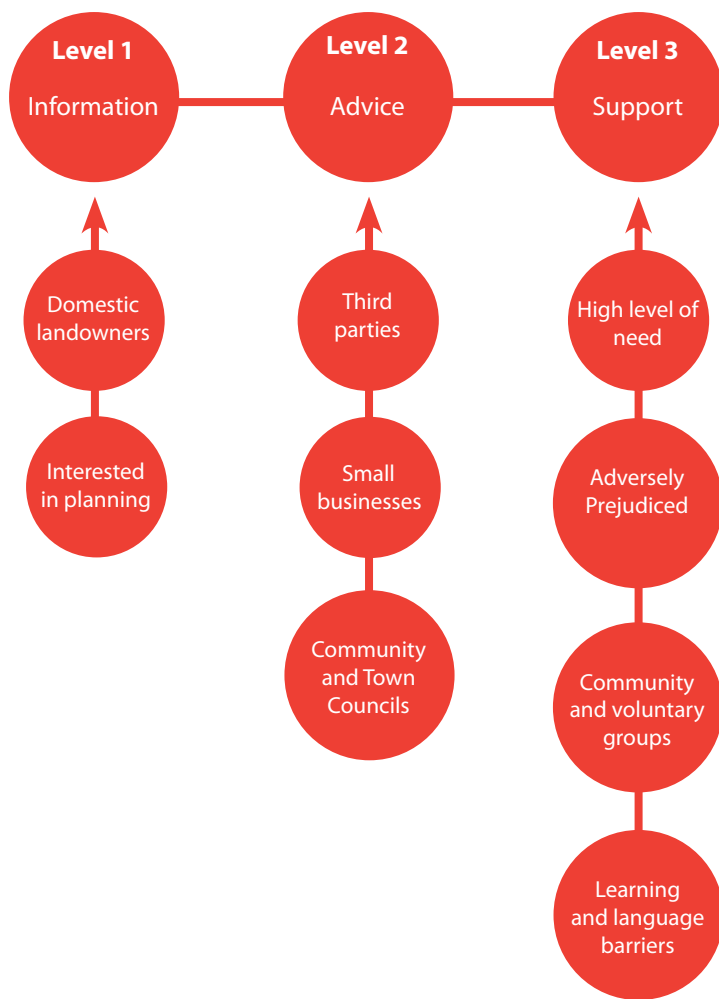
... we will prepare a new Welsh Language Scheme for the next three years.

... we will host jointly with RTPI Cymru a Planning Reception for Assembly Members and others.

... we will publish user-friendly guidance on Access Statements.

... Planning Aid Wales looks forward to hosting the annual United Kingdom Planning Aid Conference in early 2010.

## Appendix 1: Eligibility criteria



### Eligibility levels

#### Level 1 - Information

Domestic landowners who wish to carry out a development, and people who are unaware of the planning system and would like to participate.

#### Level 2 - Advice

Third parties wishing to express their views on a planning application or development plan, businesses with five employees or less, and community and town councils.

#### Level 3 - Support

Community and voluntary groups, people who may be prejudiced due to age, race, nationality, language, disability, gender, sexuality or social background, or anyone unable to engage with the planning system due to learning or language barriers.

### Eligibility explained

Planning Aid Wales provides different levels of service to clients dependent upon their circumstances. Our current eligibility criteria were adopted in January 2008, offering three levels of service to clients:

**Information:** Includes a description of the relevant area of the planning process, referral to relevant guidance literature or to a list of certified planning consultants.

**Advice:** Includes helping clients develop strategies and arguments to address planning issues and navigate the planning system.

**Support:** Includes representing clients, liaison with associated parties,

completion of correspondence and forms as appropriate, and helping prepare responses to planning applications.

### Who we cannot help

Planning Aid Wales cannot help the following people:

- Planning consultants, architects, agents
- Medium to large commercial businesses.
- Individuals or groups who stand to make a profit from anything other than a minor householder development.
- Those with sufficient disposable income to engage a planning consultant.

## Appendix 2: Financial information 2008/09

### Statement of financial activities, year ended 31st March 2009

	Unrestricted Funds £	Restricted Funds £	Total 2009 £	Total 2008 £
<b>Incoming resources</b>				
<b>Activities in furtherance of the charity's objects</b>				
Grants received	8,000	127,265	135,265	125,225
Donations	40	-	40	355
Fundraising events	659	-	659	204
Sale of publications	735	-	735	2,325
Bank interest received	415	-	415	433
Other income	1,329	-	1,329	216
Fees receivable	-	-	-	8,030
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Total incoming resources</b>	11,178	127,265	138,443	136,788
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Resources expended</b>				
Direct charitable expenditure <i>(see below for details)</i>	-	134,382	134,382	121,230
Management and administration	3,480	-	3,480	4,232
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Total resources expended</b>	3,480	134,382	137,862	125,462
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Net incoming resources for the period</b>	7,698	( 7,117)	581	11,326
Funds brought forward	23,321	22,220	45,541	34,215
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Funds carried forward</b>	<b>31,019</b>	<b>15,103</b>	<b>46,122</b>	<b>45,541</b>
	=====	=====	=====	=====

### Direct charitable expenditure

	Unrestricted Funds £	Restricted Funds £	Total 2009 £	Total 2008 £
Gypsy and Traveller project	-	2,989	2,989	1,354
Locum	-	-	-	1,265
CTC Phase 2 2008	-	2,327	2,327	-
Carmarthenshire 2008 project	-	2,136	2,136	-
Access 2009 project	-	7	7	-
Engagement training project	-	652	652	-
Welsh Language Scheme	-	1,929	1,929	-
Salaries	-	87,415	87,415	82,542
Pension contributions	-	2,416	2,416	1,490
Indemnity Insurance	-	875	875	904
Telephone, fax and internet	-	2,847	2,847	2,660
Accommodation	-	7,551	7,551	7,104
Directors expenses	-	1,101	1,101	1,026
Stationery and office supplies	-	1,372	1,372	943
Postage and printing	-	1,274	1,274	204



	Unrestricted Funds £	Restricted Funds £	Total 2009 £	Total 2008 £
Legal and professional fees	-	505	505	421
Marketing	-	509	509	1,033
Recruitment costs	-	515	515	797
Staff and volunteer training	-	1,496	1,496	6,842
Subscription and books	-	1,102	1,102	1,039
Staff and volunteer expenses	-	3,248	3,248	3,949
Meeting and video conference expenses	-	651	651	283
North Wales Office	-	1,248	1,248	1,328
Website / IT	-	7,422	7,422	5,722
Handbooks	-	39	39	162
Summer school	-	-	-	162
Outreach network	-	336	336	-
Other training costs	-	70	70	-
Brecon Beacons NP training	-	2,350	2,350	-
	—	—	—	—
	-	134,382	134,382	121,230
	===	=====	=====	=====

## Balance sheet as at 31st March 2009

	2009 £	2008 £
<b>Fixed assets</b>		
Tangible assets	494	1,222
	—	—
<b>Current assets</b>		
Stocks	300	300
Work in progress	-	8,030
Debtors	8,461	1,461
Cash at bank	39,851	47,419
	—	—
	48,612	57,210
<b>Creditors: amounts falling due within one year</b>	( 2,984)	( 2,891)
<b>Deferred income</b>	( - )	(10,000)
	—	—
<b>Net current assets</b>	45,628	44,319
	—	—
<b>Total assets less current liabilities</b>	<b>46,122</b>	<b>45,541</b>
	=====	=====
<b>Funds</b>		
Unrestricted	31,019	23,321
Restricted	15,103	22,220
	—	—
<b>Members' funds</b>	<b>46,122</b>	<b>45,541</b>
	=====	=====

The above figures are taken from the 2008/09 draft accounts, which are subject to audit. Full accounts are available on request.

## Appendix 3: Volunteers, directors and staff

### Volunteers

Adam Wilkinson	Francis Amekor	Laura Dagless	Peter Kingsbury
Allan Archer	Guy Hamilton	Lucie Taylor	Peter Laxton
Anouska Francis	Heather Williams	Lucy Hill	Peter Taylor
Barry Lomax	Helen Ridgway	Marianne Auzanet	Phil Bristow
Brian Davies	Huw Thomas	Mark Dakeyne	Phil Mclean
Catrin Jones	Ian Horsburgh	Mark Jones	Prachi Pandya
CE Zhang	Iwan Lloyd Hughes	Matt Lord	Rachel Robertson
Celia Chow	John Bowers	Matthew Griffiths	Rhian Brimble
Clare Taylor	John Lambert	Michael Fowler	Robert Green
Clive James	Jon Talbot	Michael Hughes	Sarah Hensby
Clive Williams	Jonathan Parsons	Mike Jones	Sarah Minett
Daphne Thomas	Julia Phan	Miriam Evans	Sebastian Loyn
Dave Lucas	Justin Waite	Mutahir Awan	Solomon Anyiam
Davina Powell	Karren Potter	Naganika Sanga	Ste James
Elaine Thomas	Kate Powell	Natasha Lade	Stephen Agyeman-Kuma
Eleri Davies	Kate Thomas	Nicola Caie	Steve Cranston
Elliw Owen	Katherine Hughes	Owain Wyn	Tracey Brooks
Emily Dawson	Katherine Salter	Patrick Moss	Victoria Phillips
Emma Parsons	Kathleen Norton	Paul Slater	Xi Zhang
Ffion James	Kay Powell	Pete Drew	
Francesca Diamani	Ken Richards	Peter Glyn Aubrey	

### Directors

#### Chair

Tony Humphreys      Planner (retired)

#### Treasurer

Peter Kingsbury      Cardiff Council

Allan Archer	City and County of Swansea
Kathryn Beard	Welsh Assembly Government
Steve Cranston	Steve Cranston Associates (to July 2008)
Mark Dakeyne	Planning Inspectorate (to April 2008)
Martin Eaglestone	Isle of Anglesey County Council (to February 2009)
Neil Harris	Cardiff School of City and Regional Planning
James Hooker	RTPI Cymru representative (to December 2008)
Ian Horsburgh	Cardiff Council
Katherine Hughes	Community research and development consultant
Sioned Hughes	Community Housing Cymru (to April 2008)
John Lambert	Environment Agency Wales
Kathleen Norton	Planner (retired)
Lucie Taylor	RTPI Cymru representative (from January 2009)
Owain Wyn	Planning and regeneration consultant

### Staff

Elwyn Thomas	Chief Executive
James Davies	Planner and Case Manager
Marika Fusser	North and Mid Wales Development Worker
Sue Saunders	Administrator