Transport Planning Society Review 2013

TransportPlanning *Society*

The voice of UK transport planners



View from the Chair

Nick Richardson, March 2013

I became Chair at February's AGM, at a time when there is much going on both within the Society and in the wider sphere of transport planning. As regards the former, we have new Board members and renewed vigour to spread the word about what we do, to develop skills, to spread best practice, and to strengthen our programme of Regional and National events (in addition to those we hold in London). The Society must reflect the views of its constituents and every individual member needs the opportunity to have their views heard and to keep in touch with others; our valued corporate and stakeholder members continue to fly the TPS flag and sponsor our activities.

Transport planning evolves and changes constantly, in response to policy initiatives generated both from within and outside the profession. The Society needs to inform change and also respond to those seeking views on particular proposals. Our events provide the perfect opportunity to explore these issues in a timely and well informed way. Some key priorities for the Society include:

• Maintaining our high profile events, involving local members and organizations throughout the UK.

• Promoting the skills initiative:

- The uptake of the Professional Development Scheme is encouraging
 we would like to see more local authority involvement as the next stage; and
- the Transport Planning Professional (TPP) qualification is now established as a rigorous standard to which transport planners can aspire. We want to see more individuals applying for TPP and have responded to the views expressed in the survey of potential candidates. Accordingly, the guidance is being re-written so that the options available to candidates and the TPP process are easier to follow. The benefits of obtaining the TPP will be highlighted and we look forward to this year's round of applications.
- Building on the links with our corporate and stakeholder members which now include all the major consultancies and two large local authorities plus our sponsoring organizations (ICE, CIHT, CILT and RTPI), academics, parliamentarians and others interested in transport planning in its many forms.
- Ensuring that our individual members contribute fully to the Society's activities by attending events, contributing to papers, bursaries and consultation responses and playing a role in whatever form they wish.
- Raising the profile of transport planning and the Society's activities at a time when the profession needs to be as active as possible through changing times.

Meet the Board



Nick Richardson is the TPS Chair. He's a Projects Director at Mott MacDonald, dealing with transport strategies and public transport schemes and managing the company's Professional Development Scheme. Nick is also a Director of CILT(UK) and chairs the Board of PTRC.



Nicola Hill is the TPS Secretary. She's a Senior Transport Planner working for Arup in the North East. As Secretary, Nicola is responsible for individual membership applications and enquiries. She is also the lead representative of the TPS North East regional branch.



Chris Mills is the TPS Treasurer. He has studied and worked in the fields of urban and transport planning, in the UK and overseas. He currently works for TfL and was part of the team that delivered the 2012 Olympic transport plan. Chris's hobbies include triathlons and travel.

Sara Andrews is a Transport Planner at Peter Brett Associates and joined the profession in 2009 after graduating from UCL/Imperial College with a Transport MSc. Working together with Graham Grant, Sara's TPS role covers communications, public relations and events.









Ruth Bradshaw is a freelance transport policy consultant, specialising in sustainable transport and the links between transport and other policy areas. She has 20 years' experience in a range of transport policy and research roles, and her TPS Board focus is on policy matters and bursaries.

Keith Buchan is Director of the MTRU consultancy and has 30 years' experience as a transport planner in a wide range of roles. The previous Chair of the TPS, Keith is passionate about raising the profession's public profile and his current TPS role is to focus on policy issues.

Graham Grant is the policy advisor for the Tyne & Wear ITA, former joint winner of the TPS bursary award, and is interested in both the social and the science of transport planning. Working together with Sara Andrews, his TPS role covers communications, public relations and events.

Dominic McGrath is Strategic Transport Manager with Hampshire County Council, responsible for scheme development and implementation, local transport policy and development planning. His TPS Board focus is to promote the TPP and PDS within local authorities. Transport planning is reaching a critical point where our skills are needed more than ever, particularly when obtaining the right funding and resources at the right time can be difficult. Despite some very high profile and contentious issues such as the ongoing aviation capacity debate, road pricing. High Speed Rail and the revised planning framework, there remains a widespread misunderstanding (especially by decision-makers) of what transport is about and what we as transport planners are trying to achieve. Our recent activity coordinating an open letter to Government signed by 32 transport professors and the RTPI (see page 7) gained good press coverage and will be used as the springboard for regional events and debate on the future direction for policy.

Often what we do is invisible to the travelling and consuming public, and praise is strictly limited when, as they usually do, our systems work well. However, some fundamental issues remain – 'peak oil' and where we go from here in the energy debate, the continuing impacts of road traffic congestion and the social/health impacts of car dependency, the proper integration of land use and transport planning and how truly sustainable initiatives can support economic growth. Everyone has a view on transport both from their own experiences and their expectations for the future and these need to be considered from the point of view of the professional.

We need to reassert our role constantly to challenge preconceptions, particularly the widely held view that building more infrastructure capacity is good and everything else is secondary. We also need to be reminded that climate change is still a major issue that will affect everyone and that sustainable transport is a key element of any programme to address it.

The Society is ideally placed to steer debate on the issues that affect us all as transport planners and the wider society. I hope that you will get involved and I hope to meet with as many of you as possible over the next two years.





and project management specialist currently managing the delivery of South Hampshire's £31m LSTF programme. As a mentor/reviewer for the TPP qualification, he supports personal development & knowledge transfer within the profession.

John Rider is a transport planning





Tim Morton obtained a Transport MSc at ITS Leeds and worked for Scott Wilson before spending 34 years with Mott MacDonald, rising to Divisional Director. Recently retired, and with decades of experience in a wide range of projects, his Board focus is on policy matters.



Dave Whyte is a Principal Officer in the City Policy Unit of Manchester City Council, leading on transport policy and focusing on supporting the delivery of several major transport projects in the city. On the TPS Board, he is responsible for Regions and Nations.





Alan Wenban-Smith represents:



Howard Potter represents:



Andy Costain, formerly Managing Director of PTRC, is the TPS Development Officer and is responsible for liaison with Stakeholder and Corporate Members, the monthly e-bulletin, careers advice, the Annual Dinner and for posting job vacancies and training events on the TPS website.

Martin Richards is TPS Director for Skills. Since retiring as Executive Chairman of MVA in 2000, he's been deeply involved in the training, education and professional recognition of transport planners, including as Trustee of the Brian Large Bursary Fund.

Daniel Parker-Klein represents:



The Chartered Institute of Logistics and Transport (UK)





Annual Member Survey

Transport planners tell it like it is

The Transport Planning Society annual survey of its members reveals what has changed and what hasn't in the past year. One key fact is a doubling of those who think that there will be new work possibilities arising from the need for cost savings – rising from 22.8% last year to 49.4% in the current survey. This reflects the views expressed in the discussion groups held as part of the TPS "Adapting to Change" initiative (see page 5, opposite), and at TPS national and regional events.

A new question on aviation policy showed a wide range of views – the largest group said that air travel should be charged at the same rate as other modes and this would mean new capacity was not needed (41.5%). However, 30.1% said that SE airports were reaching capacity and must be expanded. Almost as many (28.4%) said they wanted airport investment to focus on the regions, a view held equally by members in the SE and in regions.

Priorities for Spending

Of the 17 options rated, support for walking and cycling has risen to first place (52.5%) swapping with "Smarter Choices" 48.5%). However, the top four are now closer together than in previous years, with non-high speed rail improvements at 48% and road maintenance at 47.5%. There is then quite a gap to urban rapid transit at 31.7% (down to 5th from 4th) and railway electrification at 30.2% (up to 6th from 7th). Rising up the list (from 10th to 7th) is bus revenue support at 26.5%.

Lower down the list, major trunk road spending had a higher score but is still in 16th at 13.9%, but bottom place (17th) goes to grants for electric cars, losing half the score from last year (down to 5.4% from10.2%). High speed rail is still in 9th place, but support has fallen slightly (down from 24.7% to 20.8%)

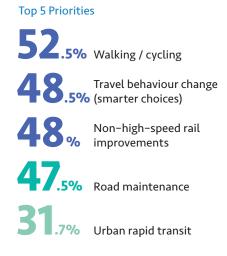
Appraisal

Perhaps the most striking fact is the continued lack of confidence in the DfT approach to appraisal. Despite being prompted to bear in mind the new Smarter Choices Unit, there was no score in the "completely satisfactory" category, and there was little change in the "satisfactory but requires minor adjustment" (up to 34.3% from 33.7%). The "fails to reflect key drivers" score went down slightly (37.7% from 43.2%) while the somewhat cynical "decisions are always political anyway" option rose (from 15.4% to 21.7%).

Revenue

The 10 options for raising money nationally showed strengthening support for road tolling, (up to 3rd from 6th) and Lorry Road User charging (up to 1st from 2nd). National road pricing is also strongly supported in 3rd place, but all were very close.

For local fund raising, changes were even more modest, with no change: a transport levy on new development 1st; followed by workplace parking levies; then charging for all parking, including retail.



TPS Bursaries

The TPS bursaries provide the opportunity for members to research a topic - and be rewarded for it!

In 2012, four bursarians were selected to produce a paper for presentation to the Board early in 2013. The process involves the support of a mentor, gaining useful experience in researching a topic and creating a paper that appeals to others plus £500 each. This year's theme was 'A harder edge for soft measures: what can we do to encourage and accommodate all transport users?'. The aim was to focus on smarter/soft measures to spotlight their role alongside the current high profile of infrastructure. The papers produced in response included:

- James Gleave (Central Bedfordshire Council) Helmets – a help or hindrance when promoting cycling?
- Helen Jones (MVA Consultancy) London 2012: a platform for a successful behavior change programme?

- Katie Clarke (Transport Planning Associates) Why is it so hard to be soft? How perceptions of effectiveness and acceptance of measures can be improved to encourage smarter travel.
- **Rebecca Fishburn** (Atkins) Reaching the target audience: how can we encourage increased mode shift if our surveys are biased towards those already using smarter modes?

Production of the papers was guided by mentors John Dales, John Rider, Keith Buchan and Ruth Bradshaw for submission by the end of 2012. The Board then considered each response and invited the bursarians to present their papers to Board members in London in January. The additional award for the Best Bursary of 2012 was given to Rebecca Fishburn who augmented her paper with an excellent presentation. It is hoped that this year's bursarians will also have the opportunity to present at Regional events and at the Transport Practitioners Meeting in July. The theme for the 2013 Bursaries will be taken from the open 'Professor's Letter' written at the end of 2012 (see page 7).



2012 Winner Rebecca Fishburn receives her award from Chair Keith Buchan

Adapting to Change

The Adapting to Change report, published in 2012, was the outcome of two seminars and three workshops held under the Chatham House Rule and attended by 50 of the most senior transport planning professionals in the UK from the public and private sectors, academia and the training sector. These meetings were arranged to understand the key changes experienced within transport planning as a consequence of the recession and austerity measures, and to consider how we should respond. The full report is available on the TPS website.

Clearly staff numbers have fallen dramatically and the skills base has been eroded, at the same time as clients and employers have demanded higher levels of efficiency and service. The extent of the lost capacity in terms of numbers and professional capability could have a severe effect on the industry's ability to deliver on the government's infrastructure expansion and carbon reduction agendas as the economy seeks to recover. Some key findings are set out below.

Procurement

Procurement changes designed to reduce costs were having adverse impacts, including:

- unsustainable profit margins eroding investment in service quality, innovation and staff development;
- price remains the overriding factor in procurement, even when quality is intended to be dominant;
- the cost and complexity of public procurement processes are effectively precluding SMEs from bidding for many contracts;
- many authorities allow minimal involvement from professional technical staff during procurement, inhibiting quality assessment;
- bid costs are rising and the proportion of time spent bidding as opposed to working on projects is increasing; and
- the process is restricting innovation and freedom to focus on problem solving.

However:

 there are examples of good practice and these need to be reflected in a new and more consistent approach.

Skills Base

In terms of the skills base there has been:

 loss of the capability developed in the five years post Transport Planning Skills Initiative;

- lack of new entrants, with few organisations recruiting over the last 2-3 years;
- loss of capacity to meet demand for transport planning when the economy recovers; and
- insufficient understanding by the DfT of the transport planning industry and vice-versa.

There is thus a need for:

- wider understanding of the nature and value of transport planning;
- training and Professional Development
 support for external training has fallen in excess of the reduction in staff numbers;
- Transport Masters courses to be retuned to evolving market requirements (but there's a risk that the focus may increasingly be on the non-EEA market):
- particular attention to be given to new ways of developing generic skills, especially those related to communication and facilitation; and
- the public sector to provide structured professional training schemes for its transport planners.

Also:

- employers are putting increased emphasis on lower cost in-house training;
- issues have been encountered in satisfying TPP and TPS Professional Development Scheme requirements; and
- the lack of new entrants has had an adverse impact on the development of existing staff.

Requirements for the Transport Planner of the Future

- There is an increasing emphasis on the need for skilled generalist transport planners;
- transport planners of the future will need to have a broader skillset, knowledge of a wider range of policy agendas, and the ability to apply skills in a more effective manner;
- the ability to demonstrate the value of transport planning will take on greater importance;
- facilitation and negotiation will become a core role in transport planning;
- technical modelling outputs will need to be applied in a more considered manner;
- transport planners will need to understand a broad range of policy scenarios; and
- advising on implementation, and how to achieve objectives, rather than just presenting data, will be a key change.

Key changes in the way transport planners will need to communicate in the future

- In effect, the changes in communication described represent a move from delivering findings to facilitating outcomes. It demands political nous as well as technical knowledge and presentation skills, the ability to understand changing requirements as they evolve and the energy to find satisfactory alternatives. Being seen to listen and heed what others say is central to this process of facilitation and negotiation. As such, advanced written and oral communication skills and the ability to adapt presentation style to match the needs and competencies of the target audience will become of paramount importance.
- To take this initiative forward, the TPS has drawn up an action plan, a summary of which is set out below. There has already been considerable activity in terms of what TPS can do, particularly raising awareness of the profession, and making the TPP and PDS more user friendly. There is still much to be done (especially items 5 and 6) and members are encouraged to get involved.

Adapting to Change - Action Plan

- 1 Connecting the existing skills base with the new intake.
- 2 Reviewing the TPP and encouraging its take up.
- **3** Broadening the user base of the TPS Professional Development Scheme (PDS).
- 4 Finding new ways of encouraging and recognising progress through the TPS PDS.
- **5** Simplifying public procurement, making it more open to SMEs, and encouraging innovation.
- 6 Engaging more effectively with central and local Government.
- 7 Engaging more effectively with all the other organisations involved in transport planning and provision.
- 8 Promoting a greater understanding among the public, as well as decision makers, of what we do and why it is important.

2012/13 Event Highlights



Pub Quiz, March 2013

In what has become a much anticipated annual event on the TPS calendar, the Old SEERAonians claimed the top spot in this year's National Pub Quiz. Held simultaneously in different venues across the country, teams pitted their wits against each other, answering questions on topics including children's television, food and drink, and sport. The Old SEERAonians (Winchester) came second in 2012 and scored 58 points to secure the 2013 trophy. They were very closely followed by 'Flabbergasted' from MVA Manchester who scored 57 points.

In total, around 170 people in 34 teams took part in the quiz, and at same time raised money for charity. In London alone (winners 'Quizzy Rascals' shown above), nearly £120 was raised for Transaid.

Thank you to all who took part. We're already looking forward to next year's quiz, and if anyone is interested in hosting a TPS quiz in their region in March 2014, please get in touch!



Annual Dinner, November 2012

The ever-popular TPS Annual Dinner was held at Banger's Wine Bar & Grill in the City of London on Thursday 22 November. TPS members, their guests and other transport professionals enjoyed an informal evening of fun, good company and conversation: perhaps on professional topics; perhaps not!

As in the last two years (following Norman Baker MP and Louise Ellman MP), the pre-dinner speaker has a very high profile in the transport world. Peter Hendy, Commissioner for Transport at TfL, entertained the throng with a talk covering transport successes and lessons from London's Olympic summer. His appearance at this event was almost certainly responsible for the knighthood he received shortly afterwards!

This was the third year in a row that the annual get-together has been held in this format, and its success suggests there'll be many more to come.

Rail in the North West, November 2012

The North West branch of TPS had its second "full house" of the year as over 50 people members and guests packed into the offices of Transport for Greater Manchester to hear Network Rail experts - Natalie Keskin and Richard Ellis-Hobbs - talk about two key subjects in the region. The first talk covered the raft of new rail developments currently either under development or being constructed, including the North West Electrification Programme, new rolling stock procurement and cascade, and the £500m Northern Hub which will see new lines constructed and more platforms for Manchester Piccadilly station. The second presentation covered Network Rail's new "Long Term Planning Process" which aims to enable Network Rail plan for the future demand for rail travel whilst taking into account the views and desires of key stakeholders from outside the industry



A Gold Medal for Transport at the London Olympic and Paralympic Games? October 2012

What a year for transport in Great Britain, and especially in London! In association with Transport for London, TPS hosted an event where speakers from Transport for London and the London Organising Committee of the Olympic Games and Paralympic Games (LOCOG) presented their experience of the London 2012 Games.

The speakers discussed topics such as the Olympic Route Network, Travel Demand Management and Venue Transport Management. Facilitated by TPS Chair Keith Buchan, there was an interesting discussion afterwards on the challenges and successes of the 2012 Games, and how we can feed these in to the transport planning profession.



and within. A lively discussion ensued with questions ranging from the topical to the arcane and all were dealt with expertly by the chair (TfGM's Roy Chapman) and speakers.

Open Letter

Skills

Does UK transport policy need a new direction?

At the end of 2012, the TPS took the lead in producing a new open letter on transport policy to the Secretary of State for Transport, published in January this year. It was signed by 32 UK transport Professors, the Chair of TPS, and the Chief Executive of the RTPI. The letter represents a document to which the great majority of professional transport planners and transport academics could agree, and attracted wide coverage in the national press.

Four areas of particular concern were raised:

- Whether currently proposed infrastructure investments will deliver the employment and economic growth that they claim.
- 2 A need to recognise the value of integrated land-use and transport policy and the dangers of a rush to develop quickly rather than well.
- 3 The lack of understanding of how investment in cities and the new range of smart growth policies can deliver economic and environmental benefits.
- 4 A lack of clarity over big questions such as how we fund transport.

In his introduction, the then Chair of TPS, Keith Buchan, said, "We want the letter to be seen as a friendly and constructive initiative to raise the level of debate and get these arguments out into the open. Our aim is to encourage the Secretary of State to recognise what smarter transport and land use planning could achieve if placed at the heart of policy. We do not want to see the UK slipping back into over reliance on trying to build our way out of congestion."

During the course of this year, there will be a series of TPS-coordinated meetings in London and elsewhere across the UK, working with the Professors and with other institutions. These will debate the key issue of whether or not transport planning is critical to achieving economic and environmental objectives, and, if it is, how to maximise its contribution.

The full letter and list of signatories is available on the TPS website.

TPS is committed to the recognition of transport planners as true professionals

In support of this core objective, the Society has a professional development scheme, the TPS PDS. This provides new and recent entrants with a structure for obtaining the breadth and depth of skills they need and it awards the Transport Planning Professional, TPP, qualification jointly with the Chartered Institution of Highways and Transportation.

Since its launch in 2008, the TPS Professional Development Scheme has been adopted by most of the major transport planning consultants, as well as local authorities. Consultants AECOM are the most recent to adopt it.

Building on experience gained over the first four years of its use, working closely with employers, the TPS has prepared Version 3, to make it easier for trainees and mentors to understand the requirements and record progress.

The PDS is available under licence to Stakeholder members of the Society. as well as any Local Authority that is a Corporate member and to other Corporate members with a total staff of no more than 20. There is also a Consortium Licence arrangement for groups of Local Authorities co-operating in providing and managing their PDS. The Society provides in-house training sessions for licensees, and has a discussion board to enable mentors to share experience and for the Society to answer any queries. A pilot review process to ensure consistency within and between licensees was commenced during 2012, with the target of initiating regular reviews of all licensees in late 2013.

Changes have also been made to the TPP qualification. Based on extensive research undertaken for the TPP Professional Standards Committee, the requirements have been revised to better meet the skill set that can be expected of younger professionals, and the TPP documentation is being extensively rewritten to provide a complete set of information on all requirements in a single document.

For further info on the TPP and TPS PDS go to: www.tps.org.uk/main/profession/ or e-mail: info@tps.org.uk.

AECOM, the TPP and the TPS PDS

Kate Morris, the AECOM Director with responsibility for the development of skills and knowledge within the transport planning discipline, says that "AECOM see the TPP qualification as the only professional qualification dedicated to transport planning and its award marks out those with it as professionals in the field. Ensuring our transport planners can obtain the TPP is an important value-add to our clients, and it is something they will increasingly look for in the future".

Use of the PDS is overseen by Kate, who strongly believes "that the structured platform the PDS brings enables AECOM to offer both new graduates and existing transport planners a clear path to professional accreditation in an increasingly competitive market place in which international consultancy will play an ever more significant part".

Emma Dalton TPP

Emma Dalton was awarded the TPP in 2012. She joined Jacobs in 2005 and has been "fortunate to obtain a wide range of experience, including transport assessments, travel plans, feasibility studies, data collection and monitoring and the development of policies and strategies early in my career".



With a transport MSc from Southampton, Emma has led the Traffic and Transport team in Jacobs' Exeter office since 2010, and is the TPS representative for the South West. She was keen to pursue the TPP qualification "to demonstrate the skills I've obtained in my career, to achieve professional recognition, and display this to others in the industry. I'd recommend others to go for the qualification - it's great for professional development and provides a real sense of achievement."

Other TPP Awards in 2012

Other TPS members who were awarded the TPP qualification in 2012 include: Peter Crane – Mott MacDonald; Nicola Kane – Peter Brett Associates; Andrew Redhead - Bryan G Hall; and Stefan Trinder – TfL.

Join Us

Individual Membership

Individual membership is open to transport professionals and students who have a genuine interest in transport planning and wish to further their career. You can join as a Student Member, as a Standard Member, or as a Designated Member. Designated Membership is for those with the Transport Planning Professional (TPP) qualification (See page 7).

Individual membership benefits include: free attendance at TPS meetings; eligibility for the TPP qualification; <30% discounts on publications including Local Transport Today, New Transit, Planning & Passenger Transport; discounts at TPS supported conferences (e.g. the annual Transport Practitioners' Meeting); & eligibility to apply for a Bursary Award for younger professionals (see page 4 and below).

Membership is excellent value, with annual fees at April 2013 being as follows: Student – free for first year then £10/ year for next 3 years; Standard – £35; and Designated – £95

Organisational Membership

Organisations can support and benefit from the work of the TPS through two forms of membership:

Corporate membership benefits include:

- A licence to use the TPS Professional Development Scheme for local authorities and organisations employing a total of no more than 20 staff
- Access to TPS members to circulate material of direct professional interest
- Card allowing one employee to attend TPS events for free
- Discounts at TPS-supported events
- Great networking opportunities with like-minded organisations
- Copies of the annual TPS Review, and regular event and news bulletins by email

Stakeholder membership benefits include:

- A licence to use the PDS, together with advice on establishing and managing the Scheme, participation in Scheme Workshops and identification as a Scheme user on the TPS website
- Branding on the TPS website with a link to your website

Join In

London Events

We have a varied programme of regular events on themes of interest to transport planners, with attendance being free for TPS members. Our largest events tend to be held in London, often at the Institute of Civil Engineers, just off Parliament Square. For details about the latest upcoming events, please visit

www.tps.org.uk/main/events.

Regions & Nations

We also have a number of regional and national branches that are actively promoted through regular events. To locate your nearest branch, please visit www.tps.org.uk/main/regions. All branches welcome ideas and assistance in running events.

Bursaries for Younger Professionals

We especially encourage younger professionals to become involved in debate, discussion, research and training. Our Bursaries programme provides £500 to individuals to prepare a research paper that will be both stimulating and relevant to TPS members and the wider transport planning community. Find out more at www.tps.org.uk/main/bursaries.

- Cards allowing up to five employees to attend TPS events for free
- Opportunity to host evening TPS meetings on issues your organisation is leading on
- Discounts at TPS-supported events and on attendance at PTRC training courses
- Free advertisement of job vacancies on the TPS website
- Access to the Undergraduate Work Experience scheme
- Great networking opportunities with like-minded organisations
- Copies of the annual TPS Review, and regular event and news bulletins by email

New MTPS Post-nominal

TPS Members who commit to working to the Society's Code of Professional Conduct will become Registered Members of TPS and be permitted to use MTPS as postnominals, identifying them as professional transport planners and raising the profile of transport planning as a profession.

How to Join

To join, please complete an application online at: www.tps.org.uk or contact us at: info@tps.org.uk.

Linked in.

Linked In Discussion Forum

Join in the debate on current hot transport topics – or start a discussion thread of your own – by joining the **Transport Planning Society Group** on Linked In. It's free and it's easy, so what are you waiting for?



Twitter

Follow us on @TransPlanSoc to receive flashes about important news for transport planners, prompts about TPS events, and live bulletins from them on the **#TPSevent** hashtag.

Contact Us

For more information about the TPS or to ask us a question, please visit www.tps.org.uk, email us on info@tps.org.uk or write to us at:

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