

HERMANUS PUBLIC PROTECTION (HPP)
Non-Profit Company (NPC) | Registration Number 1999/015007/08
Website: <https://hpp.org.za> P.O. Box 1599, Hermanus, 7200

Minutes of HPP NPC Board Meeting
Held virtually via MS Teams, at 15:00 on 29 April 2021

AGENDA

1. Welcome

The Chairperson, Errol van Staden welcomed all attendees.

In attendance was Errol van Staden, Clinton Lerm, Tobie Louw, Ann Wright, T.J Coetzee, Anton Hartman, Brigitte Sabbe, Kari Brice, Hennie Niemand and Marcia Bown.

The Chairperson advised that the meeting was recorded.

2. Apologies

No apologies. All invitees in attendance.

3. Approval of Minutes of Previous Meeting (held on 10 February 2021)

Minutes of the previous meeting were approved. Proposed by Mrs A. Wright and seconded by Ms. B Sabbe.

Board Meeting Minutes will be made available on the HPP website.

4. Matters Arising from Previous Minutes

No matters raised from previous minutes.

5. Items for Discussion

a. Resignation / Appointment of Board Members

Barry van Vuren formally resigned from the Operations Director position on the 11th of February 2021.

Due to the importance of the Operations role, the Board resolved to co-opt T.J Coetzee as the Director of Operations (T.J Coetzee biography circulated to the Board and available on HPP website).

Directors

Errol van Staden | T.J Coetzee | Tobie Louw | Brigitte Sabbe | Ann Wright | Anton Hartman | Clinton Lerm

Ordinary Resolution number one:

“IT WAS RESOLVED THAT the T.J Coetzee be co-opted as a director”.

Proposed by Mr E. van Staden and seconded by Mr. A Hartman.

b. Finance

Mr Louw highlighted the current financial status of the HPP NPC.

The current HPP balance is R2,724 m. OM monthly payment of R715k is due. There are some upcoming VAT obligations, however, HPP remains in a healthy financial position.

Two R1m deposits in short-term interest-bearing accounts have been made at FNB. Current rates are very low. Longest term is 6 months as expectations are good for rate increases in the 2nd semester.

OM currently deducts 10% retention on the full HPP rate amount. This is to provide for non-payments. Given current economic circumstances, the retention will remain at 10% for the next year. Hopefully, reducing to 8% thereafter. The rate increase proposed is 3.5%.

At the end of the FY, HPP should receive a lump sum to reflect the correction after the FY OM reconciliation.

The long-term budget will need to be updated to include long term surveillance infrastructure expenditure plan. Some of the current equipment is outdated and needs urgent upgrade. The updated long-term budget will include projections for all other HPP cost items as well.

Mr van Staden added that the rate recovery for Ward 3 by the Overstrand Municipality is high.

c. Operations: Safety and Monitoring

Mr Coetzee thanked the Board. Mr Coetzee then gave a brief background to his experience with the Overstrand Municipality and developing their Safety Masterplan.

Mr Coetzee then described his progress on developing the HPP Safety Masterplan which aims to improve the CCTV system and other operations.

Progress to date

- An assessment with recommendation to improve the Control Room was submitted.
- The FADT patrollers and Romeo team’s utilization has been amended to include a focus on sweep operations, managing vagrants and night observation posts.
- A 5-year CCTV/surveillance expansion plan (Cameras and other specialized operational equipment) has been developed and will work with T. Louw on aligning the plan to the available budget.
- Provided a broad CCTV strategy document for review and improvement.

Directors

Errol van Staden | T.J Coetzee | Tobie Louw | Brigitte Sabbe | Ann Wright | Anton Hartman | Clinton Lerm

- Weekly meetings with FADT and other role players to assess the crime patterns of the previous week and then adjust the operational plan for the coming week.
- Will meet tomorrow the Fernkloof team to discuss camera network plans.
- Eight (8) Voelklip cameras to come online by 15 May 21.
- The NAVIC vehicle identification system that integrates with the LPR cameras will be operational not later than 15 May 21.
- Various meetings with the Kleinmond SRA in support.
- Various meetings with Dir Neville Michaels (OM) to ensure joined planning and avoid duplication. Agreed to test/pursue the same NVR/server system. Incident Management Center (IMC) concept discussed to ensure alignment of objectives and future spending.
- Met with Kari Brice on camera funding.

Main Strategic Objectives of the CCTV/ Surveillance Strategy:

1. **To develop a state of the art, intelligent Control Room.** The CR must be able to manage AI systems which includes, but is not limited to, facial recognition, vehicle identification and movement patterns, people movement and emergency incident identification.
2. **To install state of the art AI cameras and support equipment.** To upgrade/replace the existing cameras that have a limited/no AI capacity and to ensure that all future cameras and specialized equipment have AI capabilities.

Meeting held with AVIGALON, presented NVR/server capacity and wide range of cameras and other equipment. A live demonstration will be given to the Directors as well as OM camera project in coming month. A “Proof of Concept” will be provided in early June. During the 60 days POC they will provide and integrate/demo smart AI cameras and HPP cameras to demonstrate planned integration. This POC is being provided at no cost.

Mr van Staden noted that this is a critical portfolio, where a large part of the budget is spent. This must be approached strategically, integrate with the Overstrand Municipality, and continue to liaise with the other SRAs in the area.

d. Operations: Cleansing, including Cliff Paths

Mrs Wright gave an update on the implementation of the by-laws on the cliff path. Many users are not compliant and are insolent when asked to leash dogs or pick up dog waste by patrollers.

The issues surrounding vagrants was discussed in detail. A social worker has been appointed until the end of June, however, many of the options to assist vagrants are overwhelmed, and the shelter remains incomplete. Twenty vagrants are actively being assisted. Further discussion to plan a way forward required.

A litter campaign is being developed in conjunction with Abagold and the OM for June and/or September. A programme is also being developed for schools recycling art project, budget permitting.

Four (4) additional dustbins are required on the cliff path. OM and CPMG have identified the spots for placement.

Directors

Errol van Staden | T.J Coetzee | Tobie Louw | Brigitte Sabbe | Ann Wright | Anton Hartman | Clinton Lerm

Mr Coetzee stated that Dir Michaels has committed to provide a law enforcement officer for two weeks (from 3 May 2021) to patrol the cliff path and issue fines to those who disregard legislation.

Dog waste on the cliff path remains an issue. The cliff path patrollers are now equipped with dog poop bags for distribution to users.

Mr Niemand advised that the cliff path portable toilets will be replaced in the coming days, changing from orange to a turquoise colour and placing the toilets in more discrete spots.

e. Liaison with Overstrand Municipality

Mr van Staden detailed the outcome from the quarterly meeting with the Overstrand Municipality (delayed until 29 April 2021 due COVID-19).

The meeting was attended by E. van Staden, T. Louw, M. Bown for the HPP, K. Brice (Ward 3 Councillor), S. Reyneke-Naude (OM CFO) and A. Geldenhuys (OM Rates and Data Control Manager).

The meeting was productive. Operations, finances, surveillance, integration and policies in broad terms and the upcoming perception survey were discussed.

The Chairperson confirmed these meetings will be held quarterly to ensure open channels of communication between the HPP and OM.

Ms Brice added that the willingness of HPP to share knowledge with other SRAs and stakeholders is appreciated.

f. External Relations

Mr Hartman stated that several meetings between the HPP and stakeholders have been held.

First meeting held with Kleinmond SRA and Onrus / Vermont SRA steering committees. Strong willingness to collaborate and develop an Overberg SRA Forum.

A meeting with Law-and-Order stakeholders was held with Brig Heilbron (SAPS), Dir Michaels (OM), P. de Villiers (Cape Nature) and G. van Eeden (DEFF) to discuss the surveillance strategy and Incident Command Centre (ICC). Further meetings to be held to integrate surveillance strategies and establish the ICC.

A meeting was held with K. Brice (Ward 3 Councillor) to discuss additional funding for surveillance. Written motivation to be provided to K. Brice.

A meeting has been scheduled to advise and support Hawston Neighbourhood Watch.

g. Admission of New Members

Three (3) new ratepayers have applied to be members of the HPP NPC since 11 February 2021. A total of 154 voting members are registered.

Directors

Errol van Staden | T.J Coetzee | Tobie Louw | Brigitte Sabbe | Ann Wright | Anton Hartman | Clinton Lerm

1. J. Davis, 2. R. Taljaard, 3. K. van Velden.

Ordinary Resolution number two:

“IT WAS RESOLVED THAT the admittance of three (3) new members as presented be approved”.

Proposed by Mr E. van Staden and seconded by Mr. T Louw.

6. General

a. Assets on private property

Mr Coetzee presented the status of cameras that monitor public urban spaces on private property, monitored by the HPP. There are currently 9 cameras on private property which will increase to 15.

The OM has a draft CCTV Policy in process that allows for CCTV cameras to be placed on private property, however, the location and reason for the installation must be submitted to various stakeholders for record.

Discussions are underway to incorporate the Voelklip cameras into the HPP network.

Fernkloof residents also intend to make a donation toward cameras to be incorporated into the HPP network. These cameras will be positioned in Fernkloof.

Agreements for use will be put in place with all property owners.

b. Perception Survey

Ms Bown detailed the upcoming annual public perception survey. The survey will have questions on the HPP performance as well as some of the base questions that were used in the original urban management survey.

The survey will be disseminated to all ratepayers (with email contact details) electronically, using email, Facebook and WhatsApp. It will be disseminated during May and the objective is that not less than 15% of ratepayers should be responding.

c. Cliff Path Toilets

Addressed under Operations: Cleansing 5.d.

d. Greeff Property – proposal

Greeff Property have offered in-kind support to the HPP. The Board agreed that no association with single brands be entered into, however, would like for all estate

Directors

Errol van Staden | T.J Coetzee | Tobie Louw | Brigitte Sabbe | Ann Wright | Anton Hartman | Clinton Lerm

agents in the area to promote the HSRA to new property owners and will advise accordingly.

e. Other Matters Raised

Reporting: Proposed more frequent synopsis of activities via WhatsApp to subscribed ratepayers. Agreed that a bi-weekly WhatsApp message be circulated.

Homeless Shelter: Proposed HPP support the completion of the shelter. Board do not feel that this forms part of the HPP mandate. PPP more suited to initiate.

Parking management: Proposed that HPP investigate parking management. Board do not feel that this forms part of the HPP mandate. PPP more suited to initiate.

7. Immediate Priorities

ACTION	RESPONSIBLE
Assist with the establishment of the Incident Command Centre (ICC) with various stakeholders.	A. Hartman & T.J Coetzee
Co-ordinate the nomination of a representative of HPP Board to be on the CPF.	C. Lerm
Letter of motivation for funding for surveillance project to be sent to K. Brice.	A. Hartman
Greeff Property and other estate agents: request that agents promote the HSRA and HPP service to new owners in the area.	E. van Staden & C. Lerm
Activity update reporting: A synopsis of the daily report to be combined for distribution bi-weekly.	T.J Coetzee & M. Bown
Vagrant and Homeless Shelter support. Issue to be raised with PPP.	T. Louw & B. Sabbe
Parking management. Issue to be raised with PPP.	T. Louw & B. Sabbe
Update 5-year budget, to indicate surveillance expansion.	T. Louw & T.J Coetzee
Develop Policy: Cameras on private properties.	M. Bown

8. Next Meeting

Next meeting will be held in June. Date to be confirmed.

Meeting concluded at 16:27.

Directors

Errol van Staden | T.J Coetzee | Tobie Louw | Brigitte Sabbe | Ann Wright | Anton Hartman | Clinton Lerm