

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

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Minutes of HPP NPC Board Meeting  
Held virtually via MS Teams, at 15:00 on 23 June 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, Kari Brice, Hennie Niemand and Marcia Bown.

The Chairperson advised that the meeting was recorded.

**2. Apologies**

No apologies. All invitees in attendance.

The Chairperson advised that Brigitte Sabbe has formally resigned with immediate effect from the Board due to ill health.

**3. Retirement of our Manager, Hennie Niemand**

The Chairperson formally announced the retirement of Hennie Niemand, who served as the Manager of the HPP for 11 years. The outstanding contribution Hennie has made to the HPP was acknowledged and celebrated.

It is noted that Ms Bown will take over the administrative duties that were carried out by Mr Niemand.

**4. Approval of Minutes of Previous Meeting (held on 29 April 2021)**

Minutes of the previous meeting were approved. Proposed by Mrs A. Wright and seconded by Theuns Coetzee.

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

**5. Matters Arising from Previous Minutes**

Immediate Priorities from previous minutes were reviewed.

<b>ACTION</b>	<b>RESPONSIBLE</b>	<b>OUTCOME</b>
Assist with the establishment of the Incident Command Centre (ICC) with various stakeholders.	A. Hartman & T.J Coetzee	Refurbishment is underway. T.J.C and A.H working closely with OM stakeholders.
Co-ordinate the nomination of a representative of HPP Board to be on the CPF.	C. Lerm	HPP board member to attend CPF meetings on rotation. Resolved.
Letter of motivation for funding for surveillance project to be sent to K. Brice.	A. Hartman	T.J.C provided letter. Resolved.
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	Resolved.
Activity update reporting: A synopsis of the daily report to be combined for distribution bi-weekly.	T.J Coetzee & M. Bown	Monthly performance report circulated to all ratepayers, includes highlights of activities from daily reports. Resolved.
Vagrant and Homeless Shelter support. Issue to be raised with PPP.	T. Louw & <del>B. Sabbe</del>	Raised with PPP, agenda item. EPWP and WOF possible options to create opportunities. Social Worker contract to be extended to support.
Parking management. Issue to be raised with PPP.	T. Louw & <del>B. Sabbe</del>	Raised with PPP, agenda item. COVID impacting appointment of official car guards.
Update 5-year budget, to indicate surveillance expansion.	T. Louw & T.J Coetzee	In process.
Develop Policy: Cameras on private properties.	M. Bown	In process.

## 6. Items for Discussion

### a. Finance

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

The HPP end of year (30 June 2021) balance is projected to be in the order of R 3,2 million.

Significant increase in the CCTV hardware expenditure since April 2021 which will continue into the first part of the 21/22 period.

Notwithstanding HPP remain in a healthy position by 21/22-year end (30 June 2022), i.e., circa R2,760m surplus. In line with the Financial Agreement, HPP must hold around R1,3m balance intact.

HPP currently have R2m invested in medium-term interest-bearing accounts.

OM still retain 10% to cover potential non-payments. Reconciliation and transfer of fair portion to be requested from OM.

Directors

E van Staden (Chair) | TJ Coetzee | AM Hartman | CH Lerm | TH Louw | AE Wright

The 21/22 Budget and implementation plan that had been approved largely still applies, but additional items to be included in the 22 /23 budget and implementation plan.

Workshop planned for August to discuss implementation plan and new activities aligned with HPP objectives.

Mr Coetzee expands on the planned expenditure for the CCTV expansion programme. R600,000 allocated – 62% will go towards the installation of new cameras across the SRA, 29% towards the installation of a new AVR (hardware) and software licensing. The remaining budget is for control room upgrades.

Consideration for fast-tracking four-year plan to expand and upgrade CCTV network raised.

With the resignation of Barry van Vuren (Director) and Hennie Niemand (Manager), new banking signatories should be nominated. The following resolution was taken:

*Ordinary Resolution number one:*

**“IT WAS RESOLVED THAT** the T.J Coetzee and M.M Bown be added as banking signatories”.

M. Bown proposed by H. Niemand and seconded by A Hartman. T. Coetzee proposed by T. Louw and seconded by E. van Staden.

*b. Operations: Safety and Monitoring*

Mr Coetzee described his progress on improving the CCTV network system and other operations.

Feedback:

- Control room update to meet the required standards and to accommodate the planned ICC changes. Project completion expected by 15 July 2021.
- Voelklip cameras operational.
- New Fernkloof camera installation in process. This is being fully funded through donations received from the Fernkloof residents.
- Navic (national Vehicle Information Cloud) installed. Finalizing SAPS and LE protocol.
- Demonstration on Avigilon NVR (smart camera back-bone) in Paarl.

New Points:

- Request board approval that for all future CCTV/camera and related services at least 2 quotations for all CCTV installations and related services is sought. The Board concurs.
- Request from Abagold to monitor their camera network. Additional discussion required, special meeting to be arranged.

Mr Lerm requested a map of the locations of all cameras be shared with the Board.

*c. Operations: Cleansing, including Cliff Paths*

Mrs Wright gave an update on the cleansing campaigns. Good coverage of June clean-up.

Next planned events are World Coastal Clean Up day, 18 September, and a children's art competition to run for a month in August.

Signage along Cliff Path to be reviewed and updated. In process with Cliff Path Management Group (CPMG).

Hoy's Koppie cleansing and vagrant clearing to be coordinated with OM. Issue of fire risk raised.

Issue of weekend cleansing of CBD raised. Further investigation required.

Mrs Wright to meet with Mr Louw regarding funding for potential additional cleansing initiatives.

*d. Liaison with Overstrand Municipality*

Mr van Staden described a meeting held Thursday, 17 June with the OM, Hermanus SRA (HPP), Kleinmond SRA and Onrus/Vermont SRA.

A very productive meeting with ideas shared and clarifications sought.

*e. External Relations*

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

The inaugural Overberg Public Safety Forum meeting to be held Friday, 25 June. Feedback will be given following the meeting.

*f. Admission of New Members*

Three (3) new ratepayers have applied to be members of the HPP NPC since 30 April 2021. A total of 157 voting members are registered.

1. M.D.A Clark, 2. J. de Vries, 3. D.J van der Zee.

*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.

**7. General**

*a. Reimbursement Policy*

Mr Louw stated that the HPP Reimbursement Policy has been circulated. The policy is to be adhered to by all directors.

*b. HPP Reports*

Mr van Staden recommends that the current external communications remain as the Monthly Newsletter and Monthly Performance Report. The Board supports.

*c. Perception Survey*

Ms Bown detailed the responses to the annual satisfaction survey. Around 5% of ratepayers have responded, responses have been positive.

Board supports closing the survey at the end of the month and include findings in next newsletter.

**8. Immediate Priorities**

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Vagrant and Homeless Shelter support. Issue to be raised with PPP.	T. Louw	Raised with PPP, agenda item. EPWP and WOF possible options to create opportunities. Social Worker contract to be extended to support.
Parking management. Issue to be raised with PPP.	T. Louw	Raised with PPP, agenda item. COVID impacting appointment of official car guards.
Update 5-year budget, to indicate surveillance expansion.	T. Louw & T.J Coetzee	In process.
Develop Policy: Cameras on private properties.	M. Bown	In process.
Strategy Meeting to be planned to discuss new initiatives, 22/23 FY budget and implementation plan.	E. van Staden	
Feedback on Abagold discussion.	T.J Coetzee	
AGM – planned for early September. Commence process.	E. van Staden	

**9. Next Meeting**

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

Meeting concluded at 16:14.