

Minutes of HPP NPC Board Meeting  
Held at Lizette's Kitchen, Voelklip, at 15:00 on Tuesday, 25 January 2022

**AGENDA**

**1. Welcome**

The Chairperson, Errol van Staden welcomed all attendees.

In attendance was Errol van Staden, T.J Coetzee, Tobie Louw, Ann Wright, Kari Brice and Marcia Bown.

**2. Apologies**

Apologies received from Anton Hartman. The Chair formally informed the Board that Mr Hartman has tendered his resignation from HPP Board as of 21 January 2022.

**3. Approval of Minutes of Previous Meeting (held on 30 November 2021)**

Minutes of the previous meeting were approved. Proposed by Mr. T. Louw and seconded by Mrs A. Wright.

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

**4. Matters Arising from Previous Minutes**

*Operations*

Mr Louw made the appropriate introduction of Mr Coetzee to Mr Joe Terblanche to proceed in Voelklip.

**5. Portfolio Feedback**

*a. Finance*

Mr Louw circulated the 6-month budget to the end of the financial year, 30 June 2022. The HPP continues to have a healthy balance. Surplus allowance of two-month reserve is maintained.

Mr Louw stated that there is likely to be a R450,000 saving on the budget by the end of the financial year. Mr Louw suggests that these funds be considered for improved surveillance in critical areas and the social upliftment programme as well as improving the Cliff Path and Cliff Path signage.

Mr Louw has also stated that the anticipated annual municipal rate increase will be around 4%.

*b. Operations*

Mr Coetzee apprised the board of the success of festive season safety plan that was in place from 14 December 2021 to 10 January 2022.

Mr Coetzee updated the board on the following actions:

- i. The 2021/22 upgrade and installation of the new cameras and software has been completed. HPP acquired, installed and commissioned the Avigilon NVR system and also installed new generation cameras at six new sites and an additional PTZ camera.
- ii. HPP will meet with service providers and other stakeholders on 26 January 2022 to develop various programs to maximise the capacity and outputs of the LPR and the Avigilon smart cameras.
- iii. After the recent attacks on the Cliff Path and in the CBD, HPP's Operations Director met with the SAPS, Law Enforcement, the Security Company providing security service at the Waterfront complex. The SAPS and Law Enforcement agreed to deploy foot patrols in the CBD and the Cliff Path on a frequent basis and the Security Company agreed to be more vigilant and also patrol the adjacent parking areas until the restaurants close. With the foreseen increase in armed robberies, HPP must consider the option to increase the patrollers during public holidays and school holidays. The Board agree that this is feasible and a plan needs to be developed.
- iv. The purchase of a drone should be a priority. The Board agree for the Operations Director to seek quotations for a drone and cost of operation.
- v. HPP should develop new security awareness signage to be installed at selected places on the Cliff Path and hand out flyers to advise the joggers/walkers on security issues on the Cliff Path. The Board agrees that improving the signage is a priority and will coordinate with Cliff Path Management Group.
- vi. HPP met with representatives of the East Cliff Community and Jean Joubert of Marine Terrace to discuss the installation of cameras in East Cliff. The initial plan with costs will be presented to them on Wednesday 26 January 2022. HPP will advise and guide them throughout the project and ensure these cameras meets the technology to interface with existing software (Avigilon NVR).
- vii. Although we provide some feedback in our monthly report, the community is not fully aware of the daily operational challenges HPP face, nor are they aware of our successes. It is recommended that we compose and distribute a weekly operational summary focusing on the specific tasks performed as well as the operational successes. The Board agree to continue with a monthly update for the time being.
- viii. HPP had service review meetings with the two main service providers on Monday 17 January 2022. The review included, but not limited to, the quality of their existing services, the completion of the budgetary items for the 2021/22 financial year and the importance of future cost management/savings initiatives.
- ix. HPP cannot prevent or manage the ever-increasing vagrants, illegal car guards and the alarming armed robberies alone. We must have the buy-in and constant support of all the law enforcement agencies and the Municipality Public Safety Department. As this is a serious risk that will definitely harm Hermanus reputation I recommend we meet with the Mayor and request her to initiate an urgent security and safety workshop to develop and implement integrated solutions. Mr Louw confirms that a request to meet with the Mayor has been requested.

- x. Mr Coetzee stated that Business should have representation on the Board or a nominee. Mr van Staden agrees. The business chambers will be approached for a representative.

*c. Cleansing*

Mrs Wright gave an update on activities undertaken in December. This pertained to the cliff path section in front of the Marine Hotel. Fynbos Gardens completed clearing a portion of the cliff path of alien invasive plants and overgrowth. The project included training for local unemployed youths. The responsibility of the flower beds has not been resolved. Ms Brice offered to follow up with the municipality and the Marine Hotel.

Mrs Wright will be instigating a new initiative in the coming weeks. The initiative will be aimed at school children to create videos raising awareness about the environment. The board confirmed that the initiative aligned with HPP and OM objectives.

Mrs Wright raises the issue of improving the park areas, Swallow Park and Bekker's Park. The Board agree to focus on improving Bekker's Park. A proposal will be developed.

*d. External Relations*

Due to Mr Hartman's resignation, external relations was not addressed.

*e. Admission of New Members*

Since the last Board meeting, no new ratepayers applied for admission as a voting member to the HPP NPC.

**6. General**

*a. Board succession*

Due to recent resignations from Mr C. Lerm and Mr. A Hartman, succession planning is urgently required. The Chairperson suggests that the composition and portfolios of the board are reviewed. Mr Louw recommends that the board have the minimum of three board directors supported by advisors and non-executive members that can provide expertise on specific issues on a short-term basis.

*b. Social Upliftment: Appointment of Consultant*

Mr Louw advised the board that an external consultant has been identified to assess the homeless and vagrant status in Hermanus and to provide recommendations. Following a meeting with the Mayor, to ensure support and agreement, the consultant will be appointed to undertake a inception report followed by a recommendations report.

*c. CCTV Footage Access*

Mr Coetzee updated the Board on the current list of persons with access to the HPP CCTV feed and control room. Ms Bown advised that persons outside of the HPP board and service providers with access to HPP CCTV footage leaves the HPP open to liability should the feed be misused. The draft HPP CCTV policy will be amended to include a sections of persons outside of the HPP viewing the footage, its use and their responsibilities. Ms Bown and Mr Louw to draft for review by a legal expert for opinion.

*d. Satisfaction Survey 2022*

The Board agree that the Satisfaction Survey will be circulated to HSRA ratepayers on an annual basis. The next survey will be sent to ratepayers in May 2022. Ms Bown to oversee the survey.

**7. Immediate Priorities**

*a. Service Provider Agreements*

The review of service provider agreements is due before the financial year end. Ms Bown to update Board on dates of agreements termination.

**8. Next Meeting**

Date to be confirmed.

Meeting concluded at 16:29.