

COUNCIL OF THE CITY OF CAPE TOWN

30 MAY 2019

ITEM NUMBER: C 39/05/19

**RECOMMENDATION FROM THE EXECUTIVE MAYOR TOGETHER WITH THE
MAYORAL COMMITTEE: 16 APRIL 2019**

**MC 57/04/19 APPLICATION FOR THE DETERMINATION OF A SPECIAL
RATING AREA (SRA) KNOWN AS THE OAKWOOD /
HUGHENDEN / MEADOWS COMMUNITY IMPROVEMENT
DISTRICT (OHMCID)**

It is **RECOMMENDED** that:

- (a) the City of Cape Town determine the area as reflected in the body of the report on the agenda as a special rating area (SRA), known as the Oakwood / Hughenden / Meadows Community Improvement District (OHMCID), in terms of the Special Rating Area Bylaw, 2012, as amended
- (b) the application submitted by N Brook, the registered owner of Erf 7983, Hout Bay, to establish the OHMCID in terms of section 8.1(c) of the By-law, be approved
- (c) the City of Cape Town impose the levying of an additional rate on residential properties in the OHMCID from 1 July 2019 in terms of section 22(1)(b) of the Local Government: Municipal Property Rates Act (MPRA), Act 6 of 2004
- (d) a finance agreement be concluded between the City of Cape Town and the OHMCID Management Committee in terms of section 12(6) of the By-law.



REPORT TO: MAYCO

DATE: APRIL 2019

1. ITEM NUMBER: MC 57/04/19

2. SUBJECT

APPLICATION FOR THE DETERMINATION OF A SPECIAL RATING AREA (SRA) KNOWN AS THE OAKWOOD / HUGHENDEN / MEADOWS COMMUNITY IMPROVEMENT DISTRICT (OHMCID)

AANSOEK OM DIE BEPALING VAN 'N SPESIALE-AANSLAGGEBIED (SRA) BEKEND AS DIE OAKWOOD / HUGHENDEN / MEADOWS-GEMEENSKAPSVERBETERINGSDISTRIK (OHMCID)

ISICELO SOKUMISELWA KOMMANDLA ONGEERHAFU EZIZODWA (SRA) OWAZIWA NGOKUBA SISITHILI SOPHUCULO SOLUNTU LWASE-OAKWOOD / HUGHENDEN / MEADOWS (OHMCID)

3. **RECOMMENDATION FROM THE URBAN MANAGEMENT PORTFOLIO COMMITTEE: 1 APRIL 2019 (URBM 14/04/19)**

It is recommended that:

- a) The City of Cape Town determine the area as reflected in the body of this report as a special rating area (SRA), known as the Oakwood / Hughenden / Meadows Community Improvement District (OHMCID), in terms of the Special Rating Area By-law, 2012 as amended;
- b) The City of Cape Town approve the application submitted by N Brook, the registered owner of Erf 7983, Hout Bay, to establish the OHMCID in terms of section 8.1 (c) of the By-law;
- c) The City of Cape Town impose the levying of an additional rate on residential properties in the OHMCID from 1 July 2019 in terms of section 22(1)(b) of the Local Government: Municipal Property Rates Act (MPRA), Act 6 of 2004;
- d) A finance agreement be concluded between the City of Cape Town and the OHMCID Management Committee in terms of section 12(6) of the By-law.

Daar word aanbeveel dat:

- a) Die Stad Kaapstad bepaal dat die gebied soos weerspieël in die inhoud van hierdie verslag as 'n spesiale-aanslaggebied (SRA), bekend as die Oakwood / Hughenden / Meadows-gemeenskapsverbeteringsdistrik (OHMCID), verklaar word ingevolge die Verordening op Spesiale-aanslaggebiede, 2012, soos gewysig;

- b) Die Stad Kaapstad die aansoek ingedien deur N Brook, die geregistreerde eienaar van erf 7983, Houtbaai, om die OHMCID ingevolge arikel 8.1 (c) van die verordening te stig, goedkeur;
- c) Die Stad Kaapstad met ingang van 1 Julie 2019 die heffing van 'n bykomende tarief op residensiële eiendomme in die OHMCID instel ingevolge artikel 22(1)(b) van die Wet op Plaaslike Regering: Munisipale Eiendomsbelasting (MPRA), Wet 6 van 2004;
- d) 'n Finansiële ooreenkoms tussen die Stad Kaapstad en die OHMCID-bestuurskomitee gesluit word ingevolge artikel 12(6) van die verordening.

Kundululwe ukuba:

- a) ISixeko saseKapa masimisele ummandla njengoko ubonakaliswe kule ngxelo njengommandla ongeerhafu ezizodwa (SRA), owaziwa njengokuba siSithili soPhuculo soLuntu sase-Oakwood / Hughenden / Meadows (OHMCID), ngokungqinelana noMthetho kaMasipala ongoMmandla weeRhafu eziZodwa wango-2012 njengoko ulungisiwe;
- b) ISixeko saseKapa masiphumeze isicelo esingeniswe nguN Brook, umnini obhalisiweyo wesiza-7983, eHout Bay, sokumisela i-OHMCID ngokungqinelana necandelo 8.1 (c) loMthetho kaMasipala;
- c) ISixeko saseKapa masinyanzelise umrhumo olixabiso elongezelelekileyo kwiipropati zokuhlala ezikummandla we-OHMCID ukususela ngowo-1 kweyeKhala 2019, ngokungqinelana necandelo-22(1)(b) loMthetho wobuRhulumente boMmandla ongeMirhumo yeePropati kaMasipala (MPRA) uMthetho 6 ka-2004;
- d) Makuqukunjelwe iSivumelwano seZimali phakathi kweSixeko saseKapa neKomiti yoLawulo ye-OHMCID ngokungqinelana necandelo 12(6) loMthetho kaMasipala.



DATE: 15 MARCH 2019

REPORT TO: URBAN MANAGEMENT

1. ITEM NUMBER URBM 14/04/19

2. SUBJECT

APPLICATION FOR THE DETERMINATION OF A SPECIAL RATING AREA (SRA)
KNOWN AS THE OAKWOOD | HUGHENDEN | MEADOWS COMMUNITY
IMPROVEMENT DISTRICT (OHMCID)

ONDERWERP

AANSOEK OM DIE BEPALING VAN 'N SPESIALE-AANSLAGGEBIED (SRA)
BEKEND AS DIE OAKWOOD|HUGHENDEN|MEADOWS-
GEMEENSKAPSVERBETERINGSDISTRIK (OHMCID)

ISIHLOKO

ISICELO SOKUMISELWA KOMMANDLA ONGEERHAFU EZIZODWA (SRA)
OWAZIWA NGOKUBA SISITHILI SOPHUCULO SOLUNTU LWASE-OAKWOOD |
HUGHENDEN | MEADOWS (OHMCID)

3. DELEGATED AUTHORITY

In terms of section 8 of the Special Rating Area By-law 2012, as amended

This report is

- ☐ Committee name:
- ☐ The Executive Mayor together with the Mayoral Committee (MAYCO)
- ☒ Council

4. DISCUSSION

Property owners of the Oakwood, Hughenden and Meadows areas in Hout Bay identified the need to take ownership of their area and assist the City to create a friendly environment to live within.

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A Steering Committee consisting of property owners from the area was formed to pursue the City Improvement District (CID) model which allows property owners to provide additional municipal services to improve and upgrade their area. These services will be funded from additional property rates to be collected from the property owners in the area.

The Steering Committee was guided through the establishment process as set out in sections 4 to 7 of the Special Rating area (SRA) By-law and paragraphs 9 and 10 of the SRA Policy:

Initiation Phase:

An introductory meeting was held with members of the Steering Committee on 13 July 2017 to inform them of the legislative requirements and timeline of the establishment process.

After a formal request was received from the Steering Committee to pursue CID establishment a data base comprising of all properties was submitted to the Steering Committee for verification which was preceded by an arrears profile which indicated a payment ratio of 103.9% for the period 1 July 2016 to 30 June 2017 in respect of the full municipal accounts.

The arrears profile is prepared in accordance with the SRA Policy as it reflects the trend of the community in paying their municipal accounts. If the payment ratio is low, then the community may not have the ability to pay for supplementary services which will jeopardise the impact of the benefits of a CID as it may not be sustainable and would expose the City to cash flow risks as the City collects the additional rates and pays over in equal monthly amounts based on the approved budget. Furthermore, the Steering Committee fund the process to establish at their own risk and would be setting off on an unsound base in expending personal funds and energy in pursuing establishment should the payment ratio be low.

This acceptable payment ratio allowed the Steering Committee to continue with the process and conduct an urban management survey to obtain insight into the current status of the area as perceived by property owners and people using the area in respect of the following focus areas under the umbrella of urban management:

- Public safety;
- Cleansing;
- Environment; and
- Social responsibility.

Business Plan Content:

The urban management survey results indicated that property owners are most concerned with public safety, the state of the public areas and the general maintenance of the common areas. These formed the basis for compiling a business plan to address the needs to improve and upgrade the area.

The Oakwood | Hughenden | Meadows Community Improvement District (OHMCID) Business Plan (1 July 2019 - 30 June 2024) consists of a Motivation Report that defines the need and framework required to provide supplemental municipal services, an Implementation Plan proposing relevant action steps to implement the services and the term Budget which reflects the funding required to provide these (attached as annexure A).

The Business Plan was reviewed in terms of the SRA legislative requirements, affordability and sustainability and circulated to all relevant Service Departments on 1 February 2019 requesting them to review the Business Plan and confirm service delivery compliance in terms of the IDP. The Environmental Management Department, Environmental and Heritage Management (North Region) was the only Department that responded; refer annexure B. No other comments were forthcoming from any of the other Departments consulted so it is assumed that a nil response is accepted to mean that the proposed new OHMCID Business Plan aligns with the functions of the respective Departments with whom they will interact should the application to establish be successful.

First Public Meeting:

The Business Plan was presented to property owners and stakeholders of Oakwood, Hughenden and Meadows at a public meeting held on 8 August 2018 after which the obtaining of support commenced. The notice and minutes of this meeting are attached as annexure C.

Obtaining Support:

As the proposed OHMCID is regarded as a residential SRA ito the SRA legislation, more than 60% written support was needed before an application for establishment could be submitted to the City. The Steering Committee obtained support from 131 of the 199 properties (65.8%) within the OHMCID as per their submission.

Application:

The Steering Committee submitted an application to establish the OHMCID as per the application letter dated 26 September 2018 (attached as annexure D) that includes the following:

- The Business Plan (Motivation report, Implementation Plan and Budget);
- The written consent or objections of property owners within the proposed SRA who will be liable for paying the additional rate;
- Property database indicating consent or objection to the SRA proposal per property;
- Affidavit declaring that the required support has been obtained;
- Advertisements and notices of the public meeting;
- Copy of the presentation done at the public meeting; and
- Minutes of the public meeting.

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The application was verified by the CID Department and found to be a valid application as showed in the table below.

Reconciliation of support on application:

Oakwood Hughenden Meadows Community Improvement District (OHMCID)	Total	%
Total number of properties	199	100.0%
Consent required	120	60.3%
Properties supporting on application	131	65.8%
Consent forms referred back for updating	-8	6.1%
Updated Consent Forms returned	4	1.5%
Final verified consent	127	63.8%
Objections received	33	16.6%
Objection forms referred back for updating	-3	9.1%
Final verified consent	30	15.1%

Advertising of the application notice and second Public Meeting:

The application was advertised for comments and objections on 2 November 2018 as required by section 7 of the SRA By-law and paragraph 9.5 of the SRA Policy, The notice was also included with the municipal account of all the affected property owners (refer annexure E).

Property owners had the opportunity to submit their comments or objections to the establishment of the OHMCID to the City until 31 January 2019. The advertised notice also informed all property owners of a further public meeting which was held on 23 January 2019. Minutes and attendance register of this meeting are attached as annexure F.

All the public meetings were attended by officials from the City Improvement District Department to deal with technical questions relating to the application.

Objections:

The Steering Committee was required to engage with the objectors as per paragraph 9.5.3 of the SRA Policy to ensure that there is a clear understanding of the SRA proposal and processes that needs to be followed. A total of 33 objections were received from which 3 were returned for updating as proof was required that the person objecting was legally mandated to represent the juristic body. These forms were never returned leaving 30 valid objections. From the 30 objections, 22 were from Oakwood Estate and 8 from Hughenden and Meadows.

A consultative process followed with the Oakwood Estate (22 objectors) who were represented by a duly mandated group of residents from the Oakwood Estate. The following was agreed on between the Steering Committee and Oakwood Estate:

- The 34 properties of Oakwood Estate are currently paying a substantial levy for security and maintenance of their area will be excluded from paying an additional rate for the OHMCID;
- Oakwood Estate will work in partnership with the CID to coordinate public safety;
- Oakwood Estate will maintain, monitor and upgrade the existing security systems that protect the north east boundary of the proposed OHMCID;
- Oakwood Estate will contribute R 95 000 in the first year towards the OHMCID Business Plan. This amount will increase in line with the annual inflation increase built into the OHMCID Business Plan; and
- The Steering Committee will amend the Business Plan to exclude Oakwood Estate but not amend the CID name as Oakwood Estate will form an integrated part of OHMCID.

The Steering Committee engaged with all of the 11 objectors and the outcome of the engagements are summarized as per annexure G.

Decision:

As per the urban management survey it is clear that Oakwood, Hughenden and Meadows is a well-developed area with good infrastructure that shows signs of urban decay and the need for intervention to turn this downward spiral of degeneration into a well maintained and looked after area as set out in the proposed OHMCID application.

The SRA By-Law, section 9 allows for the establishment of a limited area. The Steering Committee amended their application to exclude Oakwood Estate without reducing the service levels. The amended Business Plan for the limited area was presented to property owners and stakeholders at the second public meeting.

The applicant complied with all the legislative processes and obtained more than the 60% support from property owners for the limited area as required in the SRA By-law and SRA Policy for business properties.

Final reconciliation of support after Business Plan amended:

Oakwood Hughenden Meadows Community Improvement District (OHMCID) (limited area)	Total	%
Total number of properties (excluding Oakwood Estate)	165	100.0%
Consent required	99	60.0%
Properties supporting on application	128	77.6%
Consent Forms referred back for updating	-8	6.3%
Updated Consent Forms returned	4	3.1%
Final verified consent	124	75.2%

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Objections received on application	11	6.7%
Objection forms referred back for updating	3	0.2%
Updated objection forms returned	0	0%
Final verified objections	8	4.8%

After verification and adjusting the support for the limited area, the final verified consent was 75.2%.

Annexure H provides a full list of all properties indicating whether they supported or objected to the application or abstained from the process.

The SRA additional rate will be calculated on the total municipal valuation for business properties within the OHMCID area to enable the City to collect the additional rates required for the OHMCID's first year budget of R 800 703. The City will commence monthly pay overs once the following sections in chapter 2 of the SRA By-law as amended are met:

- Section 10: Commencement with the Business Plan,
- Section 11: Establishment Composition, Powers and Duties of the Management Body; and
- Section 12: Finances (this includes the conclusion of a Finance Agreement)

The additional rate for the OHMCID will be considered for approval by Council with the City's 2019-20 Budget and will be implemented from 1 July 2019.

Financial implications

☒ None ☐ Opex ☐ Capex

☐ Capex: New Projects

☐ Capex: Existing projects requiring additional funding

☐ Capex: Existing projects with no additional funding requirements

Legal Compliance

☒

Staff Implications

☐ Yes ☒ No

Risk Implications

☐ Yes ☒ No

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5. RECOMMENDATIONS

Not delegated: for decision by Council:

It is recommended that:

- a) The City of Cape Town determine the area as reflected in the body of this report as a special rating area (SRA), known as the Oakwood | Hughenden | Meadows Community Improvement District (OHMCID), in terms of the Special Rating Area By-law, 2012 as amended.
- b) The City of Cape Town approve the application submitted by N Brook, the registered owner of Erf 7983, Hout Bay, to establish the OHMCID in terms of section 8.1(c) of the By-law.
- c) The City of Cape Town impose the levying of an additional rate on residential properties in the OHMCID from 1 July 2019 in terms of section 22(1)(b) of the Local Government Municipal Property Rates Act (MPRA), Act 6 of 2004.
- d) A Finance Agreement be concluded between the City of Cape Town and the OHMCID Management Committee in terms of section 12(6) of the By-law.

AANBEVELINGS

Nie gedelegeer nie: vir besluitneming deur die Raad:

Daar word aanbeveel dat:

- a) Die Stad Kaapstad bepaal dat die gebied soos weerspieël in die inhoud van hierdie verslag as 'n spesiale-aanslaggebied (SRA), bekend as die Oakwood|Hughenden|Meadows-gemeenskapsverbeteringsdistrik (OHMCID), verklaar word ingevolge die Verordening op Spesiale-aanslaggebiede, 2012, soos gewysig
- b) Die Stad Kaapstad die aansoek ingedien deur N Brook, die geregistreerde eienaar van erf 7983, Houtbaai, om die OHMCID ingevolge artikel 8.1(c) van die verordening te stig, goedkeur.
- c) Die Stad Kaapstad met ingang van 1 Julie 2019 die heffing van 'n bykomende tarief op residensiële eiendomme in die OHMCID instel ingevolge artikel 22(1)(b) van die Wet op Plaaslike Regering: Munisipale Eiendomsbelasting (MPRA), Wet 6 van 2004.

- d) 'n Finansiële ooreenkoms tussen die Stad Kaapstad en die OHMCID-bestuurskomitee gesluit word ingevolge artikel 12(6) van die verordening.

IZINDULULO

Azgunyaziswanga-isigqibo seseBhunga:

Kundululwe ukuba:

- a) ISixeko saseKapa masimisele ummandla njengoko ubonakaliswe kule ngxelo njengommandla ongeerhafu ezizodwa (SRA), owaziwa njengokuba siSithili soPhuculo soLuntu sase-Oakwood | Hughenden | Meadows (OHMCID), ngokungqinelana noMthetho kaMasipala ongoMmandla weeRhafu eziZodwa wango-2012 njengoko ulungisiwe.
- b) ISixeko saseKapa masiphumeze isicelo esingeniswe nguN Brook, umnini obhalisiweyo wesiza-7983, eHout Bay, sokumisela i-OHMCID ngokungqinelana necandelo 8.1(c) loMthetho kaMasipala.
- c) ISixeko saseKapa masinyanzelise umrhumo olixabiso elongezelelekileyo kwiipropati zokuhlala ezikummandla we-OHMCID ukususela ngowo-1 kweyeKhala 2019 ngokungqinelana necandelo-22(1)(b) loMthetho wobuRhulumente boMmandla ongeMirhumo yeePropati kaMasipala (MPRA), uMthetho 6 ka-2004.

Makuqukunjelwe iSivumelwano seZimali phakathi kweSixeko saseKapa neKomiti yoLawulo ye-OHMCID ngokungqinelana necandelo 12(6) loMthetho kaMasipala.

ANNEXURES

- Annexure A - Oakwood | Hughenden | Meadows Community Improvement District (OHMCID) Business Plan
- Annexure B - Comments from Directorates
- Annexure C - First public meeting notice and minutes
- Annexure D - Application letter
- Annexure E - Adverts and notices of the application – notice of the second public meeting
- Annexure F - Minutes of second public meeting and attendance register

Annexure G - Steering Committee engaging with objectors

Annexure H - List of all properties indicating whether they support or object to the application or abstain from the process

FOR FURTHER DETAILS CONTACT

NAME	Eddie Scott	CONTACT NUMBER	021 400 1872
E-MAIL ADDRESS	Eddie.Scott@capetown.gov.za		
DIRECTORATE	Urban Management-City Improvement Districts(000000512652)		
SIGNATURE : MANAGER	FILE REF No		

Approval Form

Supported for inclusion on the agenda



CITY OF CAPE TOWN
ISIIXEKO SASEKAPA
STAD KAAPSTAD

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APPLICATION FOR THE DETERMINATION OF A SPECIAL RATING AREA (SRA)

Report Reference: 512652
Meeting: Section 79 Portfolio Committee - Urban Management
Meeting Date: 01.04.2019
Meeting Venue: Council Chamber

Contact Person: Runan Rossouw
Contact Telephone: 0214005148
Contact Email: RUNAN.ROSSOUW@CAPETOWN.GOV.ZA

Item	Section	Approver	Approval	Approved Date	Approver Comments
01	Author	RUNAN ROSSOUW	Approved	19.03.2019 09:00:13	
02	Director	EDWARD SCOTT	Approved	20.03.2019 11:00:55	
03	Executive Director	Bevan van Schoor	Approved	20.03.2019 11:14:51	
04	Legal	Patricia Davis	Approved with Comments	22.03.2019 10:13:11	Legally compliant: Based on the contents of the report.
05	Chairperson	Willie Jaftha	Approved	22.03.2019 15:25:26	

ECS Officer:



OAKWOOD | HUGHENDEN | MEADOWS

COMMUNITY IMPROVEMENT DISTRICT

Limited Area Business Plan

Period: July 2019 – June 2024

Compiled in accordance with the City of Cape Town Special Rating
Area By-Law, 2012 as amended 2016 and Special Rating Area Policy
2017/18.

Date: 30 January 2019

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INTRODUCTION

The proposed business plan covers the period 1 July 2019 to 30 June 2024 and is set out in the following four parts:

Part A: Motivation

Part B: Implementation Plan

Part C: Budget

Part D: Urban Management Survey Report

1. Special Ratings Areas

Special Ratings Areas enable the establishment of a Non-Profit Company managed by a board elected by its members as per the SRA By-law of the City of Cape Town. An SRA refers to a clearly defined geographical area where property owners from the area pay an additional rate to fund additional municipal services to improve and upgrade that specific area as set out in the business plan for the SRA.

The additional municipal services typically include the provision of additional public safety, public area cleaning services, maintenance and/or upgrading of the urban public environment and/or infrastructure and social services that addresses social issues in the area.

The SRA additional rates (which attracts VAT) will be collected by the City of Cape Town from property owners in the area and paid over to the SRA Non-Profit Company (NPC). The budget will be dedicated to the specific area only. The SRA additional rates paid by the property owners in the area means an equitable split based on municipal property valuation. The cost of the additional municipal services allows individual property owners to benefit from a well-managed neighbourhood including a shared sense of communal pride, safety, social responsibility and environmental awareness initiatives.

Advantages of establishing an SRA include:

- A safer public environment to the benefit of all property owners, tenants and visitors.
- Proactive and co-ordinated communication and direct consultation with the City of Cape Town's service directorates to enhance service delivery to the Oakwood, Hughenden Meadows area.
- An equitable distribution of the cost to all property owners for providing supplementary and additional services in the area in proportion to the municipal valuation of their property.
- The protection and tangible growth in property values in the area.

The section 9 of the SRA By-law of the City of Cape Town allows for the determination of a limited special rating area and read as follows:

If an application in terms of section 4 is not accompanied by the consent of most of the property owners required by section 4(3)(c) but the applicant can demonstrate to the satisfaction of the Council, that –

- a) there are such confirmations from owners of rateable properties in a limited geographical area within the proposed special rating area that would meet the requirements of section 4(3)(c) if they were to be applied to that area; and*
- b) the level of services to be provided will not be reduced and the budget will be reduced accordingly as a result of the provision of those services in the limited area alone, as compared to the provision of those services in the whole of the proposed special rating area,*

then the Council may, subject to the other requirements of this By-law, determine a limited special rating area.

Following the first public meeting at which a business plan was presented to cover the Oakwood Hughenden Meadows areas there followed as period of obtaining support for the establishment of Oakwood | Hughenden | Meadows Community Improvement District (OHMCID). The outcome of the consents/objections process were as follows:

	Full Area	Oakwood Estate	Hughenden Meadows
Consent	131	3	128
Consent (unresolved)	4	0	4
Verified consent	127	3	124
Consent %	64%	9%	75%
Objections	33	22	11
Objections (unresolved)	3	0	3
Verified objections	30	22	8
No Response	35	9	26
Total Properties	199	34	165

The substantive objections were received from Oakwood Estate property owners, where they are currently paying a substantial levy for security and maintenance of their area. The Estate's property owners have motivated for a different relationship with the CID where they support the CID but remain outside the Special Ratings Area. Oakwood Estate have agreed to contribute R95 000.00 in the first year of the CID business plan and to make incremental increased annual contributions in line with the annual inflation built into the business plan budget. They have further agreed to maintain, monitor and upgrade their security systems which protect the North Eastern boundary of the CID. This removes the responsibility from the CID to fund the security and camera installations in this area. Oakwood Estate will also work in partnership with the CID to coordinate public safety measures.

As a result of the objections process it was agreed to revise the business plan for a limited geographical area excluding Oakwood Estate and make an apply for a Limited Special Ratings Area on the basis that:

- a) there are confirmations from 75% owners of rateable properties in the limited geographical area within the proposed special rating area that would meet the requirements of section 4(3)(c) if they were to be applied to that area; and
- b) the level of services to be provided will not be reduced and the budget will be reduced accordingly as a result of the provision of those services in the limited area alone, as compared to the provision of those services in the whole of the proposed special rating area.

2. Steering Committee

This document was prepared by the Steering Committee of the proposed Oakwood Hughenden Meadows City Improvement District by:

SRA Name:	Oakwood – Hughenden – Meadows Community Improvement District (OHMCID)
Address:	4 Grotto Way, Hout Bay, Cape Town, 7806
Email:	info@ohmcid.co.za
Telephone:	082 295 8208
Website:	www.ohmcid.co.za

Steering Committee Members:

Name	Address	Email
Norman Brook	4 Grotto Way, Hout Bay, Cape Town, 7806	norman@brooksportandlesiure.com
Chris Tisdall	6 Meadow Close, Hout Bay, Cape Town	chris.tisdall@gmail.com
Christian Stewart	13 Meadow Lane, Hout Bay, Cape Town, 7806	chrisstewart@mweb.co.za
Henriette Sparkes	23 Hughenden Road, Hout Bay, Cape Town, 7806	h@brightsparkes.com

3. Geographic Boundary (Limited Special Ratings Area)

The Oakwood - Hughenden – Meadows (OHM) area is accessible from Main Road by turning into Hughenden Road. The OHMCID falls within:

Northern Boundary

Main Road and portion of ERF 5454 (Road Reserve).

Eastern Boundary

Grotto Road from ERF 8633 to ERF 8705 and ERF 2224

Southern Boundary

ERF 2224 and ERF 2054 (Mountain Area).

Western Boundary

ERF 6356 & ERF 2848 (Imizamo Yethu/Hughenden Road) and ERF 2516 & ERF 1450 (Hout Bay Graveyard).

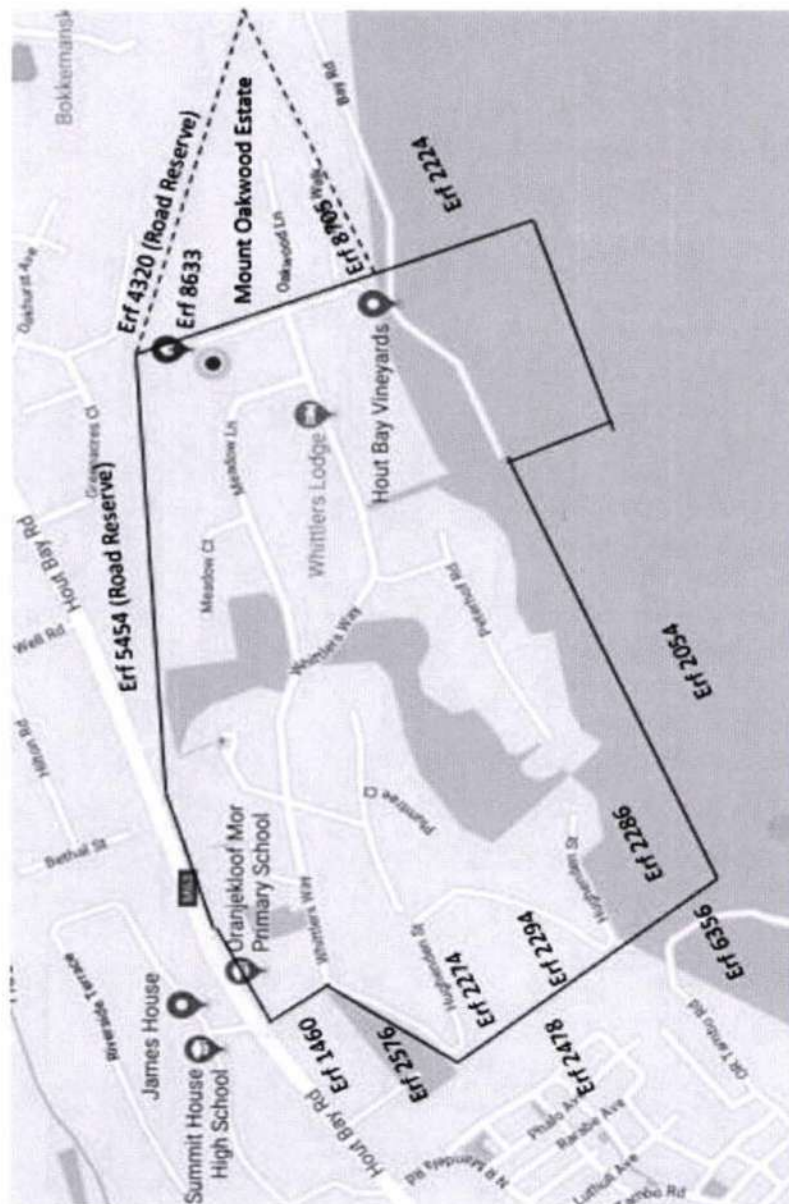


Figure 1: Map of the Oakwood Hughenden Meadows City Improvement District

A: MOTIVATION

1. Executive Summary

In line with other community areas in Hout Bay a steering committee of property owners has been formed to prepare and motivate for the establishment of a Special Rating Area (SRA) for the Oakwood, Hughenden and Meadows (OHM) area. This area will be called the Oakwood | Hughenden | Meadows Community Improvement District (OHMCID). The aim of the OHMCID is to improve the safety of residents and visitors to Oakwood, Hughenden and Meadows, to enhance the local environment and amenities, and contribute to social responsibilities. The OHMCID is not intended to substitute existing services provided by the City of Cape Town (CCT) but rather seek to enhance such services.

The original business plan presented to property owners envisioned the inclusion of three areas i.e. Oakwood, Hughenden and Meadows. During the consents/objections phase it became evident that the substantive objections were received from Oakwood Estate where properties owners are currently paying a substantial levy for security and maintenance of their area. The Estate's property owners have motivated for a different relationship with the CID where they support the CID but remain outside the Special Ratings Area. Oakwood Estate have agreed to contribute R95 000.00 in the first year of the CID business plan and to make incremental increased annual contributions in line with the annual inflation built into the business plan budget. They have further agreed to maintain, monitor and upgrade their security systems which protect the North Eastern boundary of the CID. This removes the responsibility from the CID to fund the security and camera installations in this area. Oakwood Estate will also work in partnership with the CID to coordinate public safety measures.

Having considered the position of most property owners in Oakwood Estate, and having come to an agreement with the estate that would ensure that the level of services to be provided to the original area will not be reduced, the Steering Committee motivated for a Limited Special Ratings Area to be formed based on confirmations from 75% owners of rateable properties in the limited geographical area within the proposed special rating area that would meet the requirements of section 4(3)(c) if they were to be applied to that area.

The budget in this limited special ratings area business plan has been reduced accordingly as a result of the provision of those services in the proposed limited area alone, as compared to the provision of those services in the whole of the original proposed special rating area.

This budget together with support from Oakwood Estate will ensure that the levels of service envisioned in the original business plan will be maintained.

This business plan has been informed by property owners of the Oakwood, Hughenden and Meadows area who participated in an Urban Management Survey conducted in August-September 2017 which considered the four core issues that improvement districts are established to address:

- Public Safety;
- Cleaning & Urban Management;
- Environment; and
- Social Responsibility.

The business plan addresses these core issues along with two aspects of implementation, namely:

- Governance & Finance;
- Communications.

The business plan has been developed in accordance with the City of Cape Town Special Rating Area By-Law, 2012 as amended 2016 and Special Rating Area Policy 2017/18. It is also consistent with the City of Cape Town's Integrated Development Plan.

Governance & Finance

The business plan will be implemented through the establishment of a Non-Profit Company (NPC) managed by a board elected by its members as per the company's Memorandum of Incorporation. The NPC will be called Oakwood Hughenden Meadows Community Improvement District and will be subject to the same high standards of governance and financial control expected of all registered companies.

The NPC will also be required to comply with the City of Cape Town Special Rating Area By-Law, 2012 as amended 2016 and Special Rating Area Policy 2017/18.

The budget sets out the income that will be received through the application of an additional rate for the investment in public safety, cleansing, urban management, environmental management and social responsibility in the OHMCID.

Public Safety

Safety and security is a concern to all OHMCID property owners, tenants and visitors given the high levels of crime experienced in the area from time to time. The public safety aspect of this plan is informed by the Hout Bay Neighbourhood Watch Safety and Security Plan for OHM. The plan was designed using the Physical Protection System developed by Sandia National Laboratories. The Physical Protection System being considered the international standard for safety and security planning.

This plan sets out to ensure that the OHM area has an effective deterrence, detection, delay and response system in place in order to protect people and property. The plan considers the characteristics of the area and reported incidents in the area to analyse actual threat to public safety. The plan seeks to deal with these threats by seeking to detect (CCTV/Observant Residents/Lighting), delay (encouraging property owners to secure properties/maintaining fences/gates in public areas), and respond (SAPS, SSPs, HBNW).

Cleansing & Urban Management

Whilst the OHM area is generally kept clean and is well maintained, the urban management survey identified the need for additional cleaning and beautification of sites in the OHM area. Hughenden Road was singled out as having eyesores that need to be addressed.

The business plan seeks to improve the cleaning of the OHM area and to ensure that areas where people are dumping are cleaned. Spots in the area that have become eyesores would be addressed. The plan also envisages more engagement with the CCT through its C3 notification system and consultation with service directorates to ensure that CCT infrastructure is kept well maintained.

Environmental management

Many properties in the OHM area sit close to open areas of vegetation. Some of these areas are the responsibility of the CCT and others SAN Parks. There are concerns that fire breaks are not being maintained and that alien vegetation is not being removed. In many cases where work is undertaken by contractors to establish fire breaks or remove alien vegetation, the contractors fail to remove the vegetation that has been cut down creating the further fire risk of dry vegetation.

Other concerns identified in the Urban Management Survey include overhanging trees on the roads in the OHM area, fallen trees and branches not being removed, the meadow not being cut on a regular basis, and verges that need beautification.

The business plan seeks to address the problems of alien vegetation, poorly maintained firebreaks and areas in need of beautification by providing for additional services and through consultation with CCT service directorates.

Social Responsibility

The majority of the OHMCID is residential property with limited opportunities to engage with local NGOs in the area. The area does however include the Oranjekloof Moravian Primary School which is a collaborative school managed by the Common Good Foundation. The school provides mainly for children from Imizamo Yethu which is an informal settlement with high levels of poverty and unemployment.

The business plan aims to address social responsibility by supporting extra-curricular activity at the Oranjekloof Moravian Primary School and to help ensure a safe and supportive learning environment for the children who attend the school.

The business plan also aims to ensure that employment opportunities created through the provision of additional cleansing, urban management and environmental activities engage people from Imizamo Yethu.

Communications

Along with good governance and financial management, excellent communications with OHMCID property owners, tenants and other stakeholders is vital to the successful delivery of the OHMCID business plan.

Opportunities will be provided for regular engagement with property owners and tenants through the Annual General Meeting (AGM) and a public open session lasting 30 minutes at monthly Board meetings.

The OHMCID NPC will communicate through monthly newsletters, a website, social media and notices by email to all property owners.

The OHMCID will also seek regular communication with stakeholders including the CCT, CPF, SAPS, HBNW and other CIDs.

Way Forward

It is envisaged that if the business plan receives at least 60% support from the property owners before 30 September 2018 and the approval of the City of Cape Town Council thereafter, the first operational year will be 1 July 2019 to 30 June 2020 (with first funding received at the end of July 2019 or early August 2019).

2. Vision

The vision of OHMCID is to preserve the area as a residential family focused community that is community driven and exists in harmony with its neighbours.

Where there is respect for the natural and built environment, the area is clean, alien vegetation is removed, and the area adds to biodiversity richness.

A safe neighbourhood for residents of OHM and visitors to the area.

3. Mission

The creation of a sustainable, safe environment and infrastructure in the OHM area to the benefit of residents and visitors enabling all to enjoy public and private spaces, to support the protection and growth of homeowners' property values.

4. Objectives

The OHMCID will, in partnership with the CCT and other stakeholders, seek to:

- Manage and conduct the affairs of OHMCID to the highest standards of good governance;

- Improve public safety within the public spaces of OHMCID to the benefit of residents and the general public;
- Keep the public areas within the OHM area clean, free from litter and graffiti;
- Maintain and upgrade the infrastructure within the OHMCID area where necessary;
- Protect the natural environment within and around the OHMCID area;
- Support social development activities, focusing on the Oranjekloof Moravian Primary School;
- Maintain a safe environment for learners attending the Oranjekloof Moravian Primary school;
- Promote cooperation and good relations with neighbouring areas;
- Communicate with OHMCID property owners, tenants and stakeholders.

5. Motivation

The establishment of an SRA for the OHM area is aimed at improving public safety and improving the local environment and amenities. The OHMCID aims to enhance services in the OHM area, not to replace existing services provided by the CCT, to improve public safety, cleansing, urban management, the local environment, address social issues and communication between property owners and other stakeholders.

5.1 Governance & Finance

Subject to the support of property owners and approval by the City of Cape Town, OHMCID will register as a Non-Profit Company (NPC), register as a Public Benefit Organisation, apply for tax exemption and will commence to function on the 1st July 2019. By being tax exempt the CID will be able to attract donations and issue tax deductible receipts to donors.

Governed by the Companies Act (71 of 2008) the OHMCID NPC will manage its own finances and appoint its own auditors. The company must submit audited Annual Financial Statements and an Annual Report to the Company and Intellectual Property Commission (CIPC).

The OHMCID NPC Board will implement the business plan in accordance with the approved five-year budget for 2019-2024, starting with the one-year proposed budget for 2019-2020. The CCT will pay OHMCID a monthly amount equivalent to one-twelfth of its approved budget less 3% as a provision for bad debts. The provision for bad debt is kept by the CCT in a ring-fenced account for the OHMCID. At the end of the financial year the CCT reconciles this account. When the latter is less than the provision for accumulated bad debt, 75% of the difference is paid to the OHMCID as per the Finance Agreement concluded between the CCT and the OHMCID.

OHMCID sets its own budget according to input from its members as per the approved five-year business plan. Each year, the board is required to submit a detailed budget and implementation plan to the City by 31 January after approval at the AGM. The proposed budget and implementation plan may not deviate materially from the approved five-year budget in the business plan. If there is a material deviation, an application in terms of Section 14 of the SRA By-Law is required.

The members of the OHMCID will be those registered property owners from within the boundaries of the OHMCID who formally apply for membership. A board of directors will be elected by the members at the Annual General Meeting. The board will thus be mandated and be responsible for implementing the business plan.

OHMCID NPC will produce Annual Financial Statements which are independently audited and an Annual Report setting out the company's activities and achievements. The Annual Audited Financial Statements (AFS) form part of the City of Cape Town's consolidated AFS, which are reviewed by the Auditor-General. In addition, monthly financial reports are submitted to the City to monitor and to ensure that expenditure is incurred according to the approved budget.

The OHMCID NPC is also required to submit the AFS and Annual Report to the relevant Sub council of the City of Cape Town, within three months of the AGM, for noting.

The board will meet monthly, or more frequently if required. The Board will consist of at least three but not more than eight directors. One third of the directors must step down annually but are immediately eligible for re-election. The board of directors will be responsible for the implementation of the business plan by having portfolios. The board will consist of a Chair, Secretary, Treasurer and five directors holding the following strategic portfolios:

- Public Safety;
- Cleansing and Urban Management
- Environment;
- Social Responsibility;
- Communications.

The portfolios have the following functions:

Role	Description
Chair	Oversight role, chair meetings, overall direction. Delegation of specified tasks.
Treasurer	Maintaining accounts, oversight of bookkeeper and preparation of VAT returns, certificates, financial reports to the Board and the City, payment of contractors, annual tax clearance certificates. Annual Returns and registrations. Comply with the Companies Act Requirements and serve as Company Secretary.
Secretary	Preparation and arranging of AGM (including advertisements) and other meetings, venue hire, keeping of minutes, managing membership list, compliance with City requirements.
Public Safety Portfolio Director	Appointment, liaison and management of Security Service Providers, monitoring of security service providers, interaction with neighbourhood watches, SAPS, SAN Parks and other Security Service Providers, CCTV monitoring oversight. Investigation and recommendations for upgrades to these services. Maintenance of CCTV and other security assets and infrastructure. Compliance issues relating to security.
Cleansing and Urban Management Portfolio Director	Liaison with City officials and monitoring of cleanliness in area. Notification and guidance as to needs in the area. Top-up Cleaning, Communication with City officials as to planned and scheduled repairs and upgrades required.
Environment Portfolio Director	Biodiversity monitoring and enhancement, supervision of fire break maintenance and removal of alien vegetation. Communication with City officials as to planned and scheduled repairs and upgrades required. Appointment, liaison and management of service providers.
Social Responsibility Portfolio Director	Identify, coordinate and determine strategies that address the social benefits of the community and neighbouring areas (where possible). Working in conjunction with Moravian Oranjekloof School and Common Ground Foundation.
Communications Portfolio	Public relations communication and newsletters, website content management, community liaison (including via social media).

The members will monitor the performance of the board in the implementation of the business plan.

The NPC will have a memorandum of incorporation (MOI) which complies with the Companies Act 71 of 2008 and is prescribed by the CCT SRA Policy.

The Board will appoint a book keeper to prepare monthly accounts, submission of VAT returns and other financial requirements. The progressive monthly income and expenditure reports will be tabled at Board meetings and forwarded to the CCT.

A CID may be dissolved after establishment in accordance with section 4 of the SRA By-law of the City of Cape Town.

Should property owners receive partial or full relief in respect of rates they would enjoy full exemption from the payment of this additional property rate.

Members of the OHMCID NPC may be invited to attend to observe proceedings or to speak on a specific issue at the beginning of all board meetings.

A political representative will be appointed to the Board as an observer by the Executive Mayor of the City of Cape Town.

Services as set out in the business plan will be provided by contracted service providers who will be appointed by the Board of Directors through a competitive process. The outcome of the appointment processes and reasons for the selection of service providers will be recorded in the minutes.

As a Non Profit Company, OHMCID will aim to achieve expected standards of good governance by:

- ensuring all resources, energies and activities are devoted to promoting the public benefit purpose of the organisation and not to any members personal or private objectives;
- demonstrating a commitment to the highest standards of integrity, and to require that all persons who represent or act on behalf of OHMCID to live up to these expectations;
- using funds and resources in a responsible manner for the purpose that they are allocated given without extravagance or undue risk;
- ensuring directors declare conflicts of interest and guard against self-dealing;
- promoting equality, avoiding discrimination and ensuring the organisation adheres to democratic principles;
- promoting openness and transparency through regular communication with the property owners in OHMCID and other stakeholders;
- ensuring legal and fiscal compliance meeting the standards of good governance expected by the CIPC, SARS, CCT and any other legislation;
- providing a mid-year performance review to the Board and the CCT.

5.2 Public Safety

Public safety is a major concern for property owners and tenants in the OHMCID as demonstrated by over 75% of respondents to the Urban Management Survey (UMS) supporting detection, delay and response measures.

Individual crimes such as muggings where the victim is usually held up at knife point and house crimes, both burglary and aggravated home invasions, are common in the area. It is not just property owners or their tenants that fall victim to crime, but also visitors to the area. The informal settlement of Imizamo Yethu experiences high levels of crime and residents from this community are often victims of crime as they pass through OHM on their way to and from work.

The following crime map indicates incidents to date (22 June 2018) during 2018:

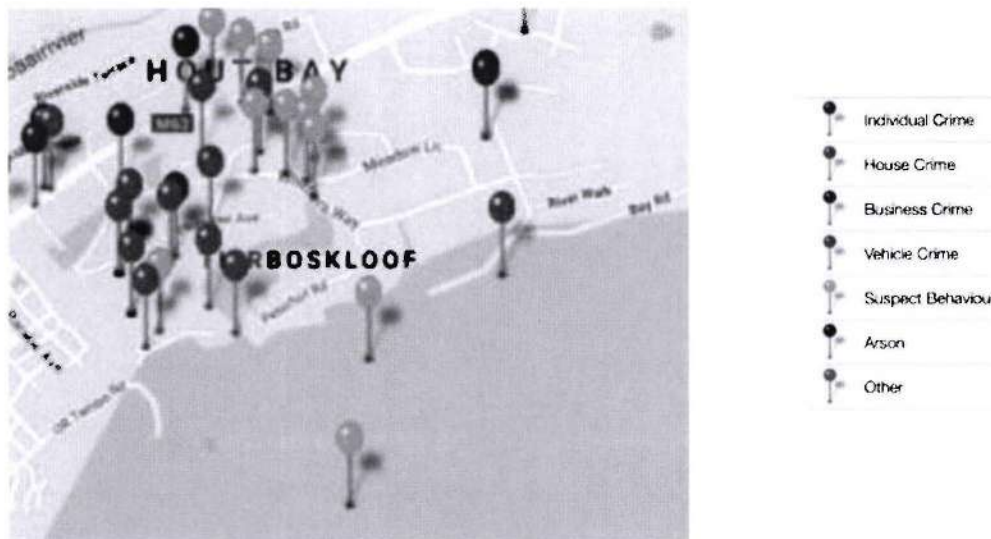


Figure 2: Crimes reported in OHM area via HBNW in 2017

OHM Neighbourhood Watch currently has a Physical Protection Plan and a range of safety and security assets. It is proposed that ownership of the plan and assets will transfer to OHMCID after its establishment.

The Hout Bay Neighbourhood Watch Safety and Security Plan for the OHM area is designed using the Physical Protection System (PPS) developed by Sandia National Laboratories. The Physical Protection System being considered the international standard for safety and security planning.

This plan sets out to ensure that the OHM area has an effective deterrence, detection, delay and response system in place in order to improve public safety.

There are 189 properties in the OHMCID and there is only one access road by which vehicles can enter or exit. Criminals have entered the area by car to commit crime, but most incidents involve suspects on foot. The mountain above, road reserve and Main Road below, and the valley between Oakhurst/Oakwood and Bokkemenskloof are used by criminals on foot.

As the OHM area is not a security estate and it does not have a common secure perimeter fence. The security of the perimeter is only as good as the security measures each property has in place. Whilst some properties have good perimeter fences others are weak providing an access point to some properties in the area and often allowing criminals to jump fences from one property to another.

OHM Neighbourhood Watch has a range of existing security assets, mainly CCTV cameras, placed in strategic positions. Additional assets required have been identified through an analysis of "criminal pathways" into and out of the area which indicate where these additional assets should be placed in order to improve the detection of crime.

In line with the PPS, the area public safety plan looks to threat-informed security design, in order to detect, delay and respond to criminals the OHM area, so that property owners, tenants and visitors can be safe and secure.

Detection

This plan seeks to develop the areas capacity to detect criminal or potential criminal activity as a first step. Assets such as CCTV cameras and sensors can help in this regard along with alert property owners. The aim is to detect activity as far away as possible from properties in the area. Early detection provides enough time for effective deployment of a response team. In the OHM area this means detecting activity on the mountain, road reserve, gulley and roads. Detection mechanisms within the area serve to track and identify criminals. Although a secondary priority, detection assets also serve to direct SAPS and other responders to the right place.

Delay

This plan seeks to delay criminals through a range of barriers such as fences and gates encouraging property owners to secure their properties and working with other land owners to secure known access points into the area. Maintaining impediments along the path the adversary has chosen can make time for property owners to react and response teams to arrive. The aim is to delay criminals as close to the property they are targeting as possible in order to allow responders to focus on a specific location. This places an onus on property owners to have adequate security measures in place.

Response

This plan aims to head off criminal activity or apprehend criminals by ensuring where possible a professional response to detected criminal activity by SAPS or Security Service Providers (SSPs). Response may also involve property owners or residents, but ideally should be managed by SAPS or a dedicated response team provided by a contracted SSP. Good communications between responders and those monitoring CCTV cameras being provided through a central control room.

To maintain and enhance public safety in the OHM area by:

- reviewing annually, updating and implementing the OHM area safety and security plan which is based on the Physical Protection System;
- maintaining and upgrading existing and invest in new CCTV cameras in the area to increase the detection of threats to public safety and ensure a prompt response to threats by SAPS and the Security Service Providers;
- engaging with a service provider to provide 24/7 monitoring of cameras using analytics;
- working with the existing Hout Bay Neighbourhood Watch Control Room to co-ordinate the deployment of security responses in a manner that integrates with the broader Hout Bay initiatives;
- maintaining, upgrading and establishing security fences and gates erected in public areas to increase public safety;

- engaging with a security service provider to provide a dedicated response team to threats detected in the area;
- engage with a security service provider to deploy security guards to patrol public areas as required; and
- Informing property owners and residents of safety and security procedures to request security assistance or report concerns on an ongoing basis.

5.3 Cleansing & Urban Management

The UMS demonstrated that most property owners would like to see regular cleaning of litter from Public Open Spaces and weekly litter picking on the streets in the area. Although the OHMCID is generally well maintained and kept clean through the joint efforts of the CCT and property owners in the area, there are several hot spots where littering and illegal dumping are a problem.

In addition to cleansing concerns, property owners also identified in the UMS that there were issues regarding CCT infrastructure where maintenance was required or where further infrastructure such as traffic calming measures or strategic lighting would be desirable.

The survey also identified a need to develop an additional road access to the area given the congestion outside of the Oranjekloof Moravian School, the difficulty exiting on to Main Road and the safety risk of having just one exit for so many people in the case of a fire.

The OHMCID would seek to maintain the look and feel of the area ensuring ongoing street cleaning through increased communication with the CCT utilising the C3 process and the provision of additional cleaning services as required. The CCT C3 procedures will also be used to report defects to City infrastructure and monitor progress.

As a residential area the speed limit in the OHM area is 40km/hour. Traffic in the area frequently travels at higher speeds creating a safety risk to pedestrians, children playing in the area and non-domestic animals. OHMCID will work with the CCT to establish additional traffic calming measures.

The OHM area has limited street lighting which most property owners prefer to see maintained. There are however some strategic spots where public lighting would enhance safety. OHMCID will work with the CCT to install public lighting that does not lead to extravagant light pollution.

Access and egress to the OHM area is from Main Road via Hughenden Road. Main Road is very busy making access and egress dangerous. The turn off Main Road into Hughenden Road is beside the Oranjekloof Moravian Primary School. Traffic congestion on this short piece of road is high during school hours and causes a safety risk to all. Further developments in the Hughenden area are likely to exasperate an already difficult situation. Whilst the cost of creating a separate access road into the centre of Meadows is beyond the budget capabilities of OHMCID, the OHMCID will motivate to the CCT to create an additional access road to the area.

To enhance the cleansing and urban management in the OHM area by:

- appointing service providers with a requirement to employ local labour to provide additional street cleaning services as required in consultation with the CCT;
- working with the CCT to establish public lighting and traffic calming measures in strategic locations;
- advocating for a new access road into the Meadows area via the Meadows Gulley;
- report defects to City infrastructure via the CCT C3 notification process and to monitor progress on addressing defects by the CCT;
- monitor and report illegal dumping in the area.

5.4 Environmental Management

The Urban Management Survey indicated that most property owners wish to see regular grass cutting in public open spaces, maintenance of trees and shrubs on public open spaces and the beautification of these spaces. The maintenance of firebreaks and removal of alien vegetation were also considered important for more than half of property owners.

OHM includes several areas of natural vegetation that require regular maintenance especially in respect of alien vegetation. The CCT and Table Mountain Park provide services to manage vegetation in the area, but this is insufficient. As a result, the area has high levels of alien vegetation and fire breaks are poorly maintained potentially putting properties in the area at risk. The establishment of OHMCID will enhance the management of the environment, improve management of alien vegetation, and reduce potential fire risks. Service providers will be appointed to upgrade the environment and make use of local labour.

In addition, OHMCID will seek to beautify green areas that have been neglected.

The OHMCID will also seek to implement recycling and water efficiency initiatives in the area aimed at encouraging property owners to recycle and save water.

To enhance the local environment in the OHM area by:

- appointing service providers to maintain firebreaks, manage vegetation and remove alien species from public open spaces within and around the OHM area as required and in consultation with the CCT and South African National Parks;
- appointing service providers to provide additional grass cutting services for verges and grass in open public spaces such as the Meadow as required and in consultation with the CCT;
- beautifying and maintaining areas that have become eyesores in the OHMCID area;
- promote recycling and water efficiency projects initiatives in the OHMCID area.

5.5 Social Responsibility

Most property owners who completed the Urban Management Survey were in favour of supporting the Moravian Oranjekloof School (Common Good Foundation), which is situated in the OHMCID by improving the fabric of the school and helping to raise standards of education. They also supported the principle ensuring employment opportunities generated by the OHMCID service providers benefit community members from Imizamo Yethu.

The Oranjekloof Moravian Primary School provides education for pupils from Imizamo Yethu and surrounds. This school has recently become a cooperative school managed by the Common Ground Foundation resulting in a significant improvement in standards at the school. The OHMCID would seek to support extra-curricular activities at the school and ensure that the school provide a safe and positive learning environment for learners.

To address social issues in and around the OHM area, the OHMCID will seek to:

- working with the Common Ground Foundation and the Board of the Oranjekloof Moravian Primary School to support the school in providing a safe and positive learning environment for their learners;
- communicating with community groups from the informal settlement of Imizamo Yethu to promote cooperation and good relations;
- supporting community development projects in the OHM area.
- appointing NGOs as service providers for cleansing, urban maintenance and urban management projects where they provide employment opportunities for local labour;
- working with the Hout Bay Partnership and other local NGOs to promote community development projects in the OHM area.
- working with the CCT Social Programmes to draw down opportunities and resources for social responsibility projects.

5.6 Communications

OHM property owners will be eligible to join the company as members. In order to promote openness and transparency with OHM property owners, tenants and other stakeholders, OHMCID will seek to:

- produce a monthly newsletter updating property owners and residents in the area on the implementation of the business plan;
- meet with property owners and tenants to consult with them and ensure that current issues of concern to property owners and tenants are addressed through the business plan;
- maintain regular communications with other stakeholders including Hout Bay Neighbourhood Watch, Hout Bay Community Policing Forum, Hout Bay SAPS, other Hout Bay CIDs;
- communicating with community groups from the informal settlement of Imizamo Yethu to promote cooperation and good relations;
- maintain a website for the OHMCID and use social media to communicate with property owners and tenants in the area;
- ensure the first 30 minutes of monthly board meetings will be open to the public to address the board.

6. Consistency with Integrated Development Plan

The establishment of an CID in the OHM area will support the City of Cape Town's Integrated Development Plan:

Opportunity City – The OHMCID will create **employment opportunities** through its commitment to enhance management of vegetation, maintenance of the environment and cleansing of the area. Contributing to Objective 1.3: economic inclusion and Objective 1.4: Resource efficiency and security.

Safe City – Through the area **safety and security plan** based on the Physical Protection System the OHMCID will seek to improve further public safety for the benefit of residents in OHM. Contributing to Objective 2.1: Safe communities.

Caring City – The OHMCID will support **social upliftment** through support of the Oranjekloof Moravian Primary School and their learners, and through the creation of employment opportunities. Contributing to Objective 3.1: excellence in basic service delivery.

Inclusive City – The OHMCID will work closely with the CCT to promote the **building of integrated communities** taking part in public participation programmes and building relationships with other areas. Contributing to Objective 4.3: Building integrated communities.

Well Run City – The OHMCID will through its incorporation as a Non-Profit Company ensure the funds raised through the additional property rate will be used in an **open and transparent** manner to the benefit of the community. Contributing to Objective 5.1: operational sustainability.

B: IMPLEMENTATION PLAN

Program 1 – Governance & Finance										
Number	Action	Responsibility	Frequency	Duration					Performance Indicator	Comment
				Year 1	Year 2	Year 3	Year 4	Year 5		
M1	Register OHM NPC with CIPC	Steering Committee	Once	1	0	0	0	0	NPC issued CIPC company registration documents	
M2	Elect Chairman and assign portfolios.	Steering Committee	Once	1	0	0	0	0	First meeting of board of directors.	
M3	Open Bank Account for OHM CID	Treasurer	Once	1	0	0	0	0	Bank account opened.	
M4	Apply to SARS for tax exemption.	Steering Committee	Once	1	0	0	0	0	Receipt of Tax Exemption Certificate before end of first financial year.	
M5	Register for VAT.	Steering Committee	Once	1	0	0	0	0	Receipt of VAT Registration Number.	
M6	Supplier Application.	Steering Committee	Once	1	0	0	0	0	Receipt of Vendor Number.	
M7	Register as a Community Based Organisation (CBO) with the CCT	Secretary	Once	1	0	0	0	0	Receipt of CBO registration within first year of operation.	
M8	Appoint Service Providers	Specific Portfolio Holders/Board	Annually	1	1	1	1	1	Signed Service Contracts with appointed service providers. Well documented process.	Includes operations manager, security service providers, auditors, bookkeeper
M9	Members Meeting	Chairman & Secretary	Annually.	1					First Members Meeting to be held within 6 months of registration as the NPC.	
M10	Annual General Meeting	Secretary	Annually	1	1	1	1	1	Annual General Meeting held to report back to members, elect directors and full compliance with legal requirements.	Before end of December Annually
M11	Financial Reporting to the Board.	Treasurer	Monthly	12	12	12	12	12	Monthly Financial Reports submitted monthly to board members.	Review bank statements. Monitor creditors/debtors monthly. Pay creditors. Review monthly income from City. Prepare monthly management accounts.

Program 1 – Governance & Finance										
M12	Financial reports to the City of Cape town	Treasurer	Monthly	12	12	12	12	12	Monthly financial reports lodged with CID unit by 15 th of the following month.	
M13	CID Arrears	Treasurer	Monthly	12	12	12	12	12	Observe and report concern over outstanding amounts	Directors in arrears may not take part in board meetings.
M14	Annual Financial Statement	Treasurer	Annually	1	1	1	1	1	Submit AFS to CCT sub-council by 31 August annually.	
M15	Submit Financial Report and AFS.	Treasurer	Annually	1	1	1	1	1	Within 3 months of AGM submit Annual Report and AFS to sub-council.	
M16	CIPC compliance	Treasurer	Annually	1	1	1	1	1	CIPC Annual Submissions lodged.	Register auditors with CIPC within 10 business days of appointment. Register/Unregister directors within 10 business days of appointment of new directors. Submit annual returns within 30 days of anniversary of registration. Maintain membership list.
M17	SARS Tax Clearance Certificate	Treasurer	Annually	1	1	1	1	1	Annual Tax Clearance Certificate received from SARS and submit form to CCT.	Obtain Tax Clearance Certificate from SARS within one month after expiry of previous Tax Clearance Certificate
M18	VAT Compliance	Treasurer	Bi Monthly	6	6	6	6	6	Submit VAT reconciliation to SARS bi-monthly.	
M19	Tax Compliance	Treasurer	Annually	1	1	1	1	1	Submit tax returns annually.	
M20	Integrated Development Plan	Board - Secretary	Annually	1	1	1	1	1	Submit input to the Integrated Development Plan to Sub-Council Manager in Oct-Feb annually.	
M21	City Capital/Operating Budget	Board - Secretary	Annually	1	1	1	1	1	Submit input to the City Capital/Operating Budget to the Sub-Council Manager by September annually.	
M22	Conduct Board Meetings	Chairman - Secretary	Monthly	12	12	12	12	12	Signed Minutes of Monthly board meetings	

Program 1 – Governance & Finance										
M23	Perform Mid -Year Budget Review.	Treasurer	Annually	1	1	1	1	1	Submitted to CCT by 31 January	
M24	Mid-Year CID Performance Review	Secretary	Month six of financial Year	1	1	1	1	1	Business Plan performance mid-year review submitted to CCT by 31 January	As approved by the Board.
M25	Annual CID Implementation Plan and Budget	Board – Secretary - Treasurer	Annually	1	1	1	1	1	Submit each year a draft updated annual implementation plan and budget to the CCT CID Unit for verification. Presented for approval by the members the annual implementation plan and budget at the AGM.	Submit to CCT for approval as part of the budget process.
M26	Renewal Application	Board – Secretary - Treasurer	Fourth Year of Five-Year Plan	0	0	0	1	0	OHM CID Term 2 Business Plan approved by Members at AGM submitted to CCT for approval.	
M27	Successful day-to-day management and operations of the CID	Portfolio Directors	Ongoing	⇒	⇒	⇒	⇒	⇒	Report on CID implementation plan progress which includes management accounts and operations reports per portfolio.	
M28	Manage and monitor the C3 notification Process.	Portfolio Directors	Ongoing	⇒	⇒	⇒	⇒	⇒	Complete reports of C3 notifications and monitor existing issues.	
M29	Build working relationships with Area Director and relevant CCT department that deliver services in the CID.	Portfolio Directors	Ongoing	⇒	⇒	⇒	⇒	⇒	Successful and professional relationships with Area Director and officials resulting in enhanced communication, cooperation and service delivery.	
M30	Evaluation of Service Providers	Treasurer and Portfolio Directors	Ongoing	⇒	⇒	⇒	⇒	⇒	Submit monthly report to Board	

Program 2 - Public Safety										
Number	Action	Responsibility	Frequency	Duration					Performance Indicator	Comment
				Year 1	Year 2	Year 3	Year 4	Year 5		
PS1	OHMCID Physical Protection Plan	Public Safety Portfolio Director	Annually	1	1	1	1	1	Reviewed OHMCID Physical Protection Plan approved by the Board.	
PS2	Consult with relevant role players in respect of the Physical Protection Plan	Public Safety Portfolio Director	Ongoing	⇒	⇒	⇒	⇒	⇒	Consult with HBNW, HBCPF, SAPS, CCP and Security Service Providers to establish Public Safety Patterns within the CID area to inform reviews of the Physical Protection Plan.	
PS3	Appoint service providers.	Public Safety Portfolio Director	Ongoing	⇒	⇒	⇒	⇒	⇒	Contracts with service providers for services and provision and maintenance of assets agreed by the Board. Well documented.	Open tender process.
PS4	Identify, communicate and implement processes for members and residents of the CID to request security assistance or report information.	Public Safety Portfolio Director	Ongoing	⇒	⇒	⇒	⇒	⇒	Processes placed on OHM CID website and emailed to residents in the area.	
PS5	Monitor appointed safety and security service providers.	Public Safety Portfolio Director	Monthly	52	52	52	52	52	Weekly reports from service providers to Portfolio Director. To be tabled at monthly meetings of Board.	
PS6	Public safety statistics.	Public Safety Portfolio Director	Monthly	12	12	12	12	12	Submit monthly report to Board	
PS7	Evaluation of Service Providers	Public Safety Portfolio Director	Ongoing	12	12	12	12	12	Submit monthly report to Board	

Program 3 – Cleansing & Urban Management										
Number	Action	Responsibility	Frequency	Duration					Performance Indicator	Comment
				Year 1	Year 2	Year 3	Year 4	Year 5		
UM1	Prepare an Urban management plan	Urban Management Portfolio Director	Ongoing	1	1	1	1	1	Urban management plan with clear deliverables and defined performance indicators agreed by Board.	
UM2	Clean-up and sustainable development projects in the OHMCID	Urban Management Portfolio Director	Ongoing	⇒	⇒	⇒	⇒	⇒	Initiate and implement clean-up programs Report progress at Board meeting	
UM3	Appoint contractor(s) annually to conduct, supplementary cleaning and maintenance services in the OHMCID	Urban Management Portfolio Director	Ongoing	1	1	1	1	1	Competitive process and well documented,	Refer to SR2 of Program 5.
UM4	Burst water pipes, storm water drains leaking, potholes. Work closely with the City to repair and upgrade pavements, curbing and drainage when needed	Urban Management Portfolio Director	Ongoing	⇒	⇒	⇒	⇒	⇒	Record and log of reports via the C3 notification process. Report monthly to the Board.	
UM5	Illegal dumping	Urban Management Portfolio Director	Ongoing	⇒	⇒	⇒	⇒	⇒	Record and log of reports via the C3 notification process	Removal of illegal dumping as required and working with law enforcement against transgressors
UM6	Evaluation of Service Providers	Urban Management Portfolio Director	Ongoing	⇒	⇒	⇒	⇒	⇒	Submit monthly report to Board	
UM7	Public lighting and traffic calming measures in strategic locations.	Urban Management Portfolio Director	Ongoing	⇒	⇒	⇒	⇒	⇒	Submit monthly report to Board. Work with the CCT.	Communication with relevant CCT officers & Councillors. Input into integrated development plan and CCT Operating/Capital Budgets.
UM8	New access road into the Meadows area via the Meadows Gully.	Urban Management Portfolio Director	Ongoing until new road completed.	⇒	⇒	⇒	⇒	⇒	New access road into OHMCID. Submit monthly progress report to Board	Communication with relevant CCT officers & Councillors. Input into integrated development plan and CCT Operating/Capital Budgets.

Program 4 – Environmental Management										
Number	Action	Responsibility	Frequency	Duration					Performance Indicator	Comment
				Year 1	Year 2	Year 3	Year 4	Year 5		
EM1	Management of vegetation in and surrounding the OHM area.	Environmental Management Portfolio Director	2 x annum	2	2	2	2	2	Schedule of maintenance. Monthly reports to the Board.	Assess clearing of alien vegetation, potential fire hazards caused by vegetation, and vegetation over growth that is unsightly or causes a safety and security risk. Draw up a schedule of maintenance or vegetation and agree with appropriate City of Cape Town departments clearing that will be undertaken by the CCT and clearing that will be undertaken by the OHM CID
EM2	Annual contracts for the management of vegetation in the OHM area.	Environmental Management Portfolio Director	Ongoing	⇒	⇒	⇒	⇒	⇒	Appoint a service provider to under clearing of alien vegetation where possible and to maintain over hanging trees, to create fire breaks, cleaning of verges and bushy overgrowth, improving public open spaces. Well documented.	Preference to be given to subcontractors employing unemployed local persons, possibly in conjunction with the Hout Bay Partnership as part of the Social Responsibility Program.
EM3	Contracts for grass cutting and beautification of eyesores in the OHM area.	Environmental Management Portfolio Director	Ongoing	⇒	⇒	⇒	⇒	⇒	Appoint a service provider to cut grass and beautify eyesores in the OHM area through open tender process.	Preference to be given to subcontractors employing unemployed local persons, possibly in conjunction with the Hout Bay Partnership as part of the Social Responsibility Program.
EM4	Recycling and water saving in the OHM area.	Environmental Management Portfolio Director	Ongoing	⇒	⇒	⇒	⇒	⇒	Advisory pages created on the OHMCID website.	Work with local conservation NGOs to gather relevant local information.

Program 4 – Environmental Management										
EM5	Evaluation of Service Providers	Environmental Management Portfolio Director	Ongoing	12	12	12	12	12	Submit monthly report to Board	

Program 5 - Social Responsibility										
Number	Action	Responsibility	Frequency	Duration					Performance Indicator	Comment
				Year 1	Year 2	Year 3	Year 4	Year 5		
SR1	Partnership with Oranjekloof Moravian Primary School.	Board of OHMCID	Annually	⇒	⇒	⇒	⇒	⇒	Agreed social development plan with Oranjekloof Moravian School Board & Management team with clear deliverables and defined performance indicators to guide delivery.	Consult with the School Board and with the Common Good Foundation.
SR2	Work with selected NGO's to provide labour for supplementary services and / or projects.	Board of OHM	Ongoing	⇒	⇒	⇒	⇒	⇒	Labour for supplementary services i.e. UM2, UM3, and EM3 provided by NGO's. Contracts/Agreements well documented. Monthly reports to the Board.	Consult with the Hout Bay Partnership, James House and registered NGOs.
SR3	Work with CCT Social Programmes to draw down opportunities and resources for social responsibility projects.	Board of OHM CID & CCT Departments.	Annual	?	?	?	?	?	CCCT Social Project Partnerships established. Contracts/Agreements well documented. Monthly reports to the Board.	
SR4	Evaluation of Service Providers	Social Responsibility Portfolio Director	Ongoing	12	12	12	12	12	Submit monthly report to Board.	

Program 6 – Communications										
Number	Action	Responsibility	Frequency	Duration					Performance Indicator	Comment
				Year 1	Year 2	Year 3	Year 4	Year 5		
C1	Establish and maintain a Website	Communications Portfolio Director	Ongoing	⇒	⇒	⇒	⇒	⇒	Website published with all relevant documents as required by the SRA By-laws and Policy.	Website to be kept current.

Program 6 – Communications										
C2	Communicate with property owners and residents.	Communications Portfolio Director	Ongoing	⇒	⇒	⇒	⇒	⇒	Reports of communications. Newsletters • Website • Emails • Facebook • WhatsApp • Meetings	Board meetings – 1st 30 mins open to hear concerns from property owners.
C3	Meet with OHM Property Owners	Communications Portfolio Director	Twice per annum	2	2	2	2	2	Meeting for OHM Property Owners conducted twice per annum. First 30 mins of monthly Board meeting open to OHM Property Owners.	
C4	Input for the Integrated Development Plan (IDP).	Communications Portfolio Director	Annually	1	1	1	1	1	Submit input to the IDP report Annually to Sub Council Manager.	
C5	Input to Capital Budgets and Operational Budgets of CCT	Communications Portfolio Director	Annually	1	1	1	1	1	Submit input on Capital / Operating Budget Annually to Sub-Council Manager as part of the City's public participation process of the City's Budget.	
C6	OHMCID membership.	Communications Portfolio Director	Ongoing	⇒	⇒	⇒	⇒	⇒	Ensure application for membership is displayed prominently on the website and that membership list is up to date	Ensure balanced membership that represents the whole of the OHM area.
C7	Represent the CID community at various forums.	Communications Portfolio Director	Ongoing	⇒	⇒	⇒	⇒	⇒	Liaise with different forums and address matters that have or can have an impact on the CID area, property owners and residents. Successful and professional relationship resulting in enhanced communication, cooperation and service delivery. Report to Board meetings.	
C8	OHMCID branding.	Communications Portfolio Director	Annually	1	1	1	1	1	Careful placement of signage/branding in CID area.	

C: BUDGET

1. Five Year Budget 2019-2024

Oakwood Hughenden Meadows Community Improvement District

5 YEAR BUDGET AS PER BUSINESS PLAN

	2019/20	2020/21	2021/22	2022/23	2023/24
INCOME	R	R	R	R	R
Revenue - Add. Rates	-800 703 89.4%	-840 756 89.4%	-913 262 89.4%	-968 058 89.4%	-1 025 173 89.4%
Other: Oakwood Estate	-95 000 10.6%	-102 125 10.6%	-106 355 10.6%	-114 856 10.6%	-121 633 10.6%
TOTAL INCOME	-895 703 100.0%	-942 881 100.0%	-1 021 617 100.0%	-1 082 914 100.0%	-1 146 806 100.0%
EXPENDITURE	R	R	R	R	R
Core Business	520 000 58.1%	540 800 56.2%	642 432 62.1%	584 102 53.9%	687 469 53.0%
Cleaning services	40 000	41 600	43 264	44 995	46 794
Environmental upgrading	40 000	41 600	43 264	44 995	46 794
Public Safety	350 000	364 000	378 540	393 000	409 000
Public Safety - CCTV monitoring	30 000	31 200	32 448	33 746	35 095
Social upliftment	40 000	41 600	43 264	44 869	46 369
Urban Maintenance	20 000	20 800	21 632	22 497	23 397
Depreciation	10 000 1.1%	48 800 4.2%	42 432 4.1%	84 929 7.8%	108 326 9.4%
Repairs & Maintenance	20 000 2.2%	28 800 2.2%	21 632 2.1%	22 497 2.1%	23 397 2.0%
General Expenditure	201 682 22.5%	209 443 21.8%	218 040 21.3%	227 540 21.0%	236 480 20.6%
Accounting fees	18 000	18 720	19 469	20 247	21 057
Administration and management fees	120 000	124 800	129 792	135 782	141 232
Advertising costs	3 000	3 129	3 245	3 375	3 510
Auditor's remuneration	18 000	18 720	19 469	20 248	21 057
Bank charges	3 000	3 120	3 245	3 375	3 510
Computer expenses	4 000	4 160	4 326	4 499	4 679
Insurance	25 000	26 000	27 040	28 122	29 246
Marketing and promotions	4 000	4 160	4 326	4 499	4 679
Meeting expenses	2 000	2 080	2 163	2 250	2 340
Printing / stationery / photographic	2 300	2 392	2 488	2 587	2 691
Telecommunication	2 382	2 382	2 477	2 576	2 679
Capital Expenditure (PPE)	120 000 13.4%	124 995 13.0%	129 683 12.7%	134 784 12.4%	140 199 12.2%
CCTV Cameras	80 000	83 395	86 419	89 789	93 405
Fence	40 000	41 600	43 264	44 995	46 794
Bad Debt Provision 3%	24 821 2.7%	25 823 2.7%	27 398 2.7%	29 042 2.7%	30 788 2.7%
TOTAL EXPENDITURE	895 703 100.0%	942 881 100.0%	1 021 617 100.0%	1 082 914 100.0%	1 146 806 100.0%
(SURPLUS) / SHORTFALL	-	-	-	-	-
BUDGET GROWTH	N/A	7.5%	6.1%	6.0%	5.9%
REVENUE FROM ADD RATES	N/A	7.5%	6.1%	6.0%	5.9%
OAKWOOD ESTATE	N/A	7.5%	6.1%	6.0%	5.9%

2. OHMCID Financial Notes

Cleansing Services

1. Cost of casual staff to conduct street cleaning (supplied through a local job creation NGO) – R40,000 per annum.

Environmental Upgrade

2. Cost of managing vegetation and beautification of open spaces (supplied through a service provider) – R40,000

Law Enforcement Officers

3. Not considered a viable financial option – no cost.

Public Safety

4. Cost of Area Public Safety Personnel (Supplied through SSP) – R220,000 per annum.
5. Cost of security response team (supplied through SSP) – R100,000 per annum.
6. Cost of control room services to coordinate response by SSPs and SAPS to safety and security threats the area reported through CCTV network or residents in the area (supplied by HBNW or an SSP) – R30,000 per annum

Public Safety – CCTV Monitoring

7. Cost of monitoring CCTV cameras (supplied through a specialised service provider) – R30,000 per annum.

Social Upliftment

8. Support of NGO's working in OHM area and adjacent areas – R40,000.

Urban Maintenance

9. Small projects to provide repairs to infrastructure in public areas not covered by the CCT – R20,000

Depreciation

10. Depreciation on new assets purchased by OHMCID – see calculations below.

Repairs & Maintenance

11. Repairs and maintenance of assets owned by OHMCID NPC includes network of 20 CCTV cameras currently owned by OHM Neighbourhood Watch which will transfer to the OHMCID – R20,000.

General Expenditure

12. Accounting Fees – Accountant to maintain NPC accounts and produce monthly, six month and Annual Financial Statements (supplied through service provider) – R18,000.

13. Administration and Management Fees – Cost of person to undertake day to day administration and management of OHMCID activity (supplied by a service provider) – R120,000.
14. Advertising costs – costs of notices for public meetings, advertising for service providers, etc. – R3,000.
15. Auditor's Remuneration – production of audited financial statements – R18,000.
16. Bank Charges – estimated at R3000.00.
17. Books, periodicals and subscriptions (not included) – No Cost.
18. Communications (not included) – No Cost.
19. Computer costs – R4000.00.
20. Conferences & Seminars International (not included) – No Cost.
21. Conferences & Seminars National (not included) – No Cost.
22. Contingency/Sundry (not included) – No Cost.
23. Donations (not included) – No Cost.
24. Food & Beverages (not included) – No Cost.
25. Insurance – public liability insurance – R25,000.00
26. Marketing & promotions – R4000.00
27. Meeting Expenses – cost of meetings including property owners – R2000.00
28. Minor tools & equipment - (not included) – No Cost.
29. Motor vehicle expenses - (not included) – No Cost.
30. Office Cleaning costs - (not included) – No Cost.
31. Office Rental - (not included) – No Cost.
32. Postage and courier – No Cost.
33. Printing/stationary/photographic – R2300.00
34. Rates and Services Accounts ex CCT - - (not included) – No Cost.
35. Protective Clothing - (not included) – No Cost.
36. Secretarial Duties - (not included) – No Cost.
37. Seed Capital (Seed costs to be borne by OHM Neighbourhood Watch Fund) -- (not included) – No Cost.
38. Staff Welfare (tea, coffee, etc.) – no direct staff engagement - - (not included) – No Cost.
39. Telecommunications – R2382.00
40. Training -- (not included) – No Cost.
41. Travel & Subsistence International - (not included) – No Cost.
42. Travel & Subsistence National - (not included) – No Cost

Projects

43. No special projects included in the plan, only core business - (not included) – No Cost.

Capital Expenditure (PPE)

44. Office furniture – no office - - (not included) – No Cost.
45. Office Equipment – no office - (not included) – No Cost.
46. Computer Equipment – no office - (not included) – No Cost

47. CCTV Cameras – cameras and installation costs – 3 new cameras per annum – approximately 2 x day/night cameras and 1 FLIR night vision – R80,000
48. Approved Fencing. Gates, lights on Public Open Spaces (example hikers' gates providing access to mountain but security on known access/exit route for home invasion gangs currently deteriorating and in need of replacement/upgrade – purchase and installation – R40,000.
49. Security Equipment – SSPS to provide security services - (not included) – No Cost
50. Vehicles - – SSPS to provide security services - (not included) – No Cost

Bad Debt Provision

51. Bad debt provision set by CCT at 3% of budget.

Depreciation of PPE Assets

Fence = 10 years (10% per annum)
CCTV = 5 years (20% per annum)

Assumption that new assets will be in place within 6 months of each financial year

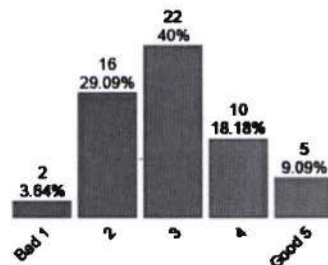
		Cost	Year 1 Dep	Year 2 Dep	Year 3 Dep	Year 4 Dep	Year 5 Dep	Total	Remains
Year 1	CCTV Equipment	R 80,000.00	R 8,000.00	R 16,000.00	R 16,000.00	R 16,000.00	R 16,000.00	R 72,000.00	R 8,000.00
	Fencing, Gates, Lights	R 40,000.00	R 2,000.00	R 4,000.00	R 4,000.00	R 4,000.00	R 4,000.00	R 18,000.00	R 22,000.00
Year 2	CCTV Equipment	R 83,200.00		R 16,640.00	R 16,640.00	R 16,640.00	R 16,640.00	R 66,560.00	R 16,640.00
	Fencing, Gates, Lights	R 41,600.00		R 4,160.00	R 4,160.00	R 4,160.00	R 4,160.00	R 16,640.00	R 24,960.00
Year 2	CCTV Equipment	R 86,528.00			R 17,305.60	R 17,305.60	R 17,305.60	R 51,916.80	R 34,611.20
	Fencing, Gates, Lights	R 43,264.00			R 4,326.40	R 4,326.40	R 4,326.40	R 12,979.20	R 30,284.80
Year 4	CCTV Equipment	R 89,989.00				R 17,997.80	R 17,997.80	R 35,995.60	R 53,993.40
	Fencing, Gates, Lights	R 44,995.00				R 4,499.50	R 4,499.50	R 8,999.00	R 35,996.00
Year 5	CCTV Equipment	R 93,589.00					R 18,717.80	R 18,717.80	R 74,871.20
	Fencing, Gates, Lights	R 46,794.00					R 4,679.40	R 4,679.40	R 42,114.60
			R 10,000.00	R 40,800.00	R 62,432.00	R 84,929.30	R 108,326.50		

D: URBAN MANAGEMENT SURVEY REPORT

Summary

Property owners in the Oakwood Hughenden Meadows were invited by email on the 24 August 2017 to complete an online Urban Management Survey. The survey remained open for 14 days. 55 property owners responded out of 192 in the area. This represents a 28.7% response rate.

Respondents rated the services provided by the City of Cape Town to the OHM area as follows:



67.27% of respondents rated service delivery as average to good and 32.73% as below average.

58% of respondents were aware that the levy on the rates to raise funds to enable additional services to be spent in our area is limited to a maximum of 25%.

65.45% of respondents were aware that properties within CID areas have experienced higher resale values as a result of their area gaining CID status.

Public Safety

Respondents would like to see the following services being provided to improve public safety in OHM.



87.25% of respondents favour fencing being erected in areas identified as access/exit routes to the area being used by suspected criminals. 85.54% of respondents favour a new access road being built down the Meadows Gully to reduce traffic congestion on Hughenden Road.

81.9% of respondents favour maintenance of fire breaks in the area, 78.26% CCTV cameras monitored by an external monitoring service and Hout Bay Neighbourhood Watch Control Centre to receive alerts and deploy appropriate resources, 76.44% dedicated security response team, and 74.62% security patrols on streets and public open spaces.

70.91% of respondents favour street lighting being installed in selected locations in the area and 47.27% favour additional traffic calming measures. 38.18% of respondents supported dedicated emergency medical services for the area.

Cleansing

Respondents would like to see the following additional cleansing services in OHM.



78.18% of respondents wish to see regular cleaning of litter from Public Open Spaces and 58.18% weekly litter picking on the streets in the area. 47.27% supported the removal of graffiti in the area.

Environment

Respondents would like to see the following services being provided in the Hughenden Meadows area to improve the local urban environment?



78.18% of respondents support development of an access road via the Meadows Gully and to landscaping of the surrounding area. 76.36% of respondents wish to see regular grass cutting in public open spaces and 74.54% the management of trees and shrubs on public open spaces and the beautification of these spaces. 72.72% of respondents favour the maintenance of fire breaks and the removal of fire hazards from public open spaces. 61.81% were in favour of landscaping the public open space between the Moravian Oranjekloof School and Woodcutters Close. 56.36% supported the clearing of alien species from public open space and 41.81% the development of play facilities on the public open space between the Moravian Oranjekloof School and Woodcutters Close.

Social Responsibility

Respondents would like to see the proposed OHMCID support the following areas of social need:

Moravian Oranjekloof School - Common Good Foundation - support	38
Community of Imizamo Yethu by recruiting workers to provide service	37

69.09% of respondents were in favour of supporting the Moravian Oranjekloof School (Common Good Foundation), which is situated in the Hughenden Meadows area, to improve the fabric of the school and raise standards of education. 67.27% of respondents favour supporting the community of Imizamo Yethu by recruiting from this community to provide services envisaged in the OHMCID business plan.

City of Cape Town Services

In response to the question "which services currently provided by the CCT to OHM would you like to see improved, respondents offered the following comments:

- Street lights, road markings repainted, more cameras, street patrols.
- Sadly, all. We are not safe, live with crime and grime.
- We have a plot of land behind us (Between Pipe track & Peterhof) that is owned by CoCT and is a major fire hazard in the summer. Notwithstanding many requests by myself and neighbours it falls on deaf ears.
- Exit Roads, safety, better living conditions and no overcrowding for the local township.
- Access to the main road. Cleanliness/aesthetics. Security.
- Clearing Alien Vegetation, Fixing Pot Holes, Street Cleaning.
- Cleaning of gutters, mowing of grass banks and verges, fixing potholes, pruning of trees overhanging road.
- Security.
- Security. Lighting. Policing. Efficient Council control of overgrown vegetation & trees. Effective & scientific human resources control of IY.
- Upgrade of Hughenden Rd, limiting of traffic to DY gate except emergency vehicles, alternative access to Hughenden via Plumtree should the Graveyard plot be turned into TRA. Alternative route for school children living in DY to go via IY.
- CCTV Cameras monitored 24/7 by an external monitoring service., Watchcon (Control Centre) to receive alerts and deploy appropriate responders., Dedicated Security Response Team. Fencing in areas identified as access/exit routes used by suspects., Lighting in selected locations., Maintenance of fire breaks in the area., New access road via Meadows Gully to reduce traffic on Hughenden Road & create a safe exit using a traffic circle., Security Patrols on Streets and in Public Open Spaces., Dedicated Area Emergency Medical Service., Traffic calming measures.
- Street Lighting.
- Road verges especially lower end of Whittlers maintained & Hughenden an absolute disgrace.

- Street lighting / speed bumps and police presence and actively involving themselves in times of trouble and unrest.
- Safety and access to main road.
- Cleaning garbage and littering; trash cans; trimming roadside trees and shrubbery.
- Management of the Imizamo Yethu township in terms of sustainable growth and security in a manner that appreciates the ratepayers of Hout Bay, as opposed to political expediency.
- Security.
- Refuse, removal of loitering people.
- Roads, cleanliness.
- A general improvement all round. See local laws applied.
- Road and Verge Maintenance.
- Cleaning, maintenance of verge and public spaces (mowing of grass, clearing of bush), safety, street lighting.
- The approach via the graveyard and the school: a) it is becoming very run down, the fences are often broken and there is often litter everywhere. The school kids should have a 'pick up litter' campaign to educate them which would also be free? b) Need a boom (or automated gate) at the approach to Hughenden considering the recent riots which will be ongoing.
- Road maintenance and water management at Mandela Park.
- Security, Refuse, Water.
- Safety, more lights, speed bumps.
- Security and keeping streets clean.
- Street lights and improved security.
- Upkeep of verges.
- Security, Bush Cutting, Road Access.
- Security, improvement of roads, new road.
- UNESCO mountain heritage area fenced off.
- Enhanced security through additional cameras, etc. The addition of "Chris Iris Drive" for access to Meadows.
- Security. Road access from Main Rd.
- Road Safety (speed control in Whittlers) and security (limited access from IY via Hughenden) Safeguarding of access to Meadows from IY. Restriction of IY growth through not permitting further shack growth on border of IY and Hughenden.
- Repairs to water leaks, telephone, etc. - maintenance and repair is an area that could be improved on.
- Safety and road cleaning.
- Evicting illegal squatters/ Mowing, clearing sidewalks frequently and regularly/ Clearing alien vegetation from road reserve frequently and regularly/ Providing lockable wheelie bins.
- Road access from Hout Bay Main Rd across the "Meadow" to the junction of Whittlers Rd and Meadow Lane. Security.
- Litter is a big problem and the public lights are smashed.

- Mowing grass on Meadow more frequently. Cutting out alien trees from road reserve and other public spaces before they become a problem. More police visibility and pro-active patrolling. Improved road access to the area - one access point is overused and dangerous.
- Waste Management and Water Management - constantly blocked drains.

The respondents provided the following additional comments about the CID planning themes of Public Safety, Cleansing, Environment and Social Responsibility:

Public Safety

Respondents identified the following additional public safety needs:

- Vigorous and effective prosecution and punishment of criminals.
- Erecting of guard house with active access control in and out of Hughenden Street from IY.
- "Fencing in areas identified as access/exit routes used by suspects." and maintenance of these fences. Fences get cut - they are a waste of money if not maintained.
- Remove unrecorded foreigners from Imizamo Yethu and police gang activity there.
- Better control of speeding cars- riding of skateboards on public roads.
- Huge focus required on protecting Hughenden residents such as building a wall between them and IY such as with Penzance.
- More road blocks to take un-roadworthy vehicles, especially those with faulty lights off the road. Generally better traffic control and law enforcement.
- A committed police security response to violent and/or destructive protests.
- Ensure that there are no squatters on areas such as the water pipelines from the reservoir above IY as this can create a major safety issue.
- Hughenden corner one fence security as it is now a playground and quick escape for criminals.
- Road safety measures as children loiter on the steep corners of Hughenden from 1-4pm.

Urban Management

Respondents identified the following additional cleansing needs:

- Cleaning of corner above cemetery on border with IY and DY.
- Litter picking on Hughenden Rd, especially opposite the school (it's disgusting)
- Cleaner graveyard and school to be improved
- Clean area around school and tidy up school as well as sort out the rodent (RAT) problem because of the kitchens at the school.
- Communication with the school on behaviour of learners such as vandalism and littering of Hughenden.
- School must be engaged with. Learners push over bins and defecate on the road.

Environment

Respondents identified the following additional improvements to the urban environment needed:

- More frequent mowing of meadow. Trimming of trees and bushes that obstruct views when driving on the roads.
- Traffic circle at the bottom of Hughenden Road
- Traffic light at Hughenden and Constantia Nek (Main Rd) where school and graveyard are.
- Regular cutting back and maintenance of all verges and grass in open public spaces
- UNESCO mountain area to be fenced off. Some Individuals are using it as a toilet.
- Overhanging trees Whittlers Way, grass cut Meadows, school area, Hughenden Road
- Repair the damage done by protesters to roads and the traffic circle.
- Repair the street lighting along Main road
- Mowing of grass and bush clearing in and around the Meadows Gully.
- Improve the pavements - trim the trees next to the roads - the area at the school is not user friendly for scholars and parking is a problem there (level the pavement outside the school).
- Maintained footpaths for the Imizamo Yethu community, in the sense that roads are kept clear and roadsides are kept clean from litter and wear and tear.
- Repairing the roads from the protests etc.
- Maintaining the Hughenden Road and area around the school in terms of cleanliness and maintaining the infrastructure. (Repaint Zebra crossing, repair fence, keep roads clear of rocks, litter and debris, keep overgrown roadside shrubbery back).
- Prevention of the use of open land above Hughenden suburb used as a public toilet
- Corner 1 on Hughenden, replanted with bushes and trees.
- Control over pets running amok outside of their properties. Dogs barking at nights.
- I would like to have a different access road to my home in Oakwood Estate. The Hughenden road is proving to be too dangerous and I would feel safer having access further up the Hout Bay Main Road.
- I would like to see the area of the Hout Bay main road near to the SAPS and IY to be kept cleaner.
- Gardening of public open spaces & verges.
- Environmental pollution re Air Pollution from Oceania and Water pollution from IY affect our health.
- Ensure no squatters destabilizing the slopes resulting mud-slides.
- Preservation of the Gum trees in and around Hughenden.
- Clearing the plot of land that is owned by CoCT between Peterhof and the Pipe Track which is full of alien vegetation.

Social Responsibility

Respondents identified the following additional social responsibility needs:

- Support for James House Child and Youth Care Centre

- More interactive spaces where the various Hout Bay communities can meet, greet, and appreciate.
- Sports field and community facilities.

END

From: Pat Titmuss <Pat.Titmuss@capetown.gov.za>
Sent: Friday, 01 February 2019 15:23
To: Runan Rossouw <Runan.Rossouw@capetown.gov.za>
Cc: Andy Greenwood <Andrew.Greenwood@capetown.gov.za>
Subject: RE: OHM Community Improvement District - Business Plan Hout Bay

Dear Runan

As this proposal is in Hout Bay I do not have any input. My colleague Andy Greenwood may have some comment.

Regards

Pat Titmuss

Head : Environmental and Heritage Management, Environmental Management Department
(Northern Region)

T + 27 21 444 0597 F + 27 21 444 0605 E pat.titmuss@capetown.gov.za

From: Runan Rossouw

Sent: 01 February 2019 02:50 PM

To: Freddie Prince; Johannes van Schalkwyk; Eugene Hlongwane; Letitia Bester; Xolisile Mama; Alfonso van Vuuren; Lorraine Frost; Lisle Lombard; Zolile Siswana; Monwabisi Boo; Julia Wood; Bongani Mnisi; Lorraine Gerrans; Pat Titmuss; Alfredo Roman; Peter Lottering; Julia Wood; Bongani Mnisi; Lorraine Gerrans; Andy Greenwood; Suretha Dorse

Cc: Joepie Joubert; Eddie Scott; Bonita Ascott; Nomnikelo Halana

Subject: OHM Community Improvement District - Business Plan

Dear Colleagues

The Steering committee of the proposed Oakwood Hughenden and Meadows Community Improvement District (OHMCID) is in the process of establishing a CID in this area.

They obtain more than 60% support and is currently in the public participation process. A possible implementation date of 1 July 2019 is envisage if approved by Council.

Please familiarise yourself with the content of the Business Plan documents attached (Motivation report, Implementation Plan and Budget) and more specifically with the component that relates to your functional area for possible inclusion in your Directorate/Departmental SDBIPs.

All comments on the Business Plan need to be submitted by 16 February 2019.

If you have no comments on any portion of the Business Plan you are also requested to inform the CID unit by return mail as reference will be made in the report to Council on the engagement with City Departments.

Regards

Runan Rossouw

Senior Professional Officer - Compliance & Establishment
City Improvement Districts
Directorate of Urban Management

8th Floor, Civic Centre, Cape Town

Tel: 021 400 5148 | **Cell:** 084 233 0715 | **Email:** Runan.Rossouw@capetown.gov.za | **Website:** www.capetown.gov.za

ANNEXURE C

NOTICE

**ESTABLISHING A SPECIAL RATING AREA FOR
OAKWOOD – HUGHENDEN – MEADOWS, HOUT BAY**

Notice is hereby given that:

1. Norman Brook, registered owner of Erf 7983 Meadows - 4 Grotto Way, Hout Bay intends applying to establish a SRA, to be called the Oakwood Hughenden Meadows Community Improvement District (OHMCID) in terms of the City of Cape Town: Special Rating Area By-Law, 2012, as amended 2016. The affected area includes all rate paying properties bounded by:

Northern Boundary - Main Road and portion of ERF 5454 (Road Reserve).

Eastern Boundary - Portion of ERF 5454 (Road Reserve), ERF 4320 (Road Reserve) and portion of ERF 2224.

Southern Boundary - ERF 2224 and ERF 2054 (Mountain Area).

Western Boundary - ERF 6356 & ERF 2848 (Imizamo Yethu/Hughenden Road) and ERF 2516 & ERF 1450 (Hout Bay Graveyard).

2. A public meeting will be held, the purpose of which shall be to:

- i) Inform all attendees of relevant information pertaining to the application, and to
- ii) Discuss the practical implications relating thereto.

Date: 8 August 2018

Time: 18h30

Place: Generation School Summit House

Address: 6 Riverside Terrace, Hout Bay

ALL PROPERTY OWNERS IN THE PROPOSED OHMCID ARE REQUESTED TO ATTEND THIS MEETING.

Enquiries, contact info@ohmcid.co.za

Please note: If you are not the registered owner of this property, kindly forward this notice to the registered owner immediately, alternatively email the registered owner's contact details to info@ohmcid.co.za so that contact can be made with the registered owner.

(10960322)

KENNISGEWING

**STIGTING VAN 'N SPESIALE-AANSLAGGEBIED VIR
OAKWOOD – HUGHENDEN – MEADOWS, HOUTBAAI**

Kennisgewing geskied hiermee dat:

1. Norman Brook, synde die geregistreerde eienaar van Erf 7983 Meadows – 4 Grotto Weg, Houtbaai, van voorneme is om aansoek te doen om 'n Spesiale-aanslaggebied wat bekend sal staan as Oakwood Hughenden Meadows Community Improvement District (OHMCID) te stig ingevolge die Stad Kaapstad se Verordening op Spesiale-aanslaggebiede, 2012, soos gewysig 2016. Die gebied sluit in alle belastingbetalende eiendomme wat omsluit word deur:

Noordelike Grens - Hoofweg en gedeelte van ERF 5454 (Padreserwe).

Oostelike Grens - Gedeelte van ERF 5454 (Padreserwe), ERF 4320 (Padreserwe) en gedeelte van ERF 2224.

Suidelike Grens - ERF 2224 en ERF 2054 (Berggebied).

Westelike Grens - ERF 6356, ERF 2848 (Imizamo Yethu / Hughendenweg), ERF 2516 en ERF 1450 (Houtbaai Kerkhof).

2. Kennisgewing van 'n Openbare vergadering met die doel om:

- i) Tersaaklike inligting rakende die aansoek te verskaf.
- ii) Praktiese implikasies te bespreek wat daarmee verband hou.

Datum: 8 Augustus 2018

Tyd: 18h30

Plek: Generation School Summit House

Ligging: 6 Riverside Terrace, Houtbaai

ALLE EIENAARS VAN EIENDOM IN DIE VOORGESTELDE OHMCID WORD VERSOEK OM DIE VERGADERING BY TE WOON.

Vir enige navrae kontak info@ohmcid.co.za

Let wel, indien u nie die geregistreerde eienaar van die eiendom is nie word u versoek om asseblief hierdie kennisgewing onmiddelik aan te stuur na die geregistreerde eienaar of verskaf die kontak besonderhede van die eienaar aan info@ohmcid.co.za, sodat daar kontak gemaak kan word met die eienaar.

**The proposed establishment of Oakwood Estate, Meadows and Hughenden (OHM)
as a Special Ratings Area**

Minutes of the Public Meeting held at Generation School Summit House
on 8 August 2018 at 6:30pm

Present: 50 residents and property owners of Oakwood Estate, Meadows and Hughenden; City of Cape Town CID based Service Delivery representatives: Eddie Scott, Joepie Joubert, Runan Rossow and Bonita Ascott; SRA steering committee: Norman Brook, Chris Tisdall, Henriette Sparks and Christian Stewart; and Independent Chair: Dale Lippstreu, Mount Rhodes SRA.

1. The meeting was opened by the Chair at 6:37pm
2. The Chair welcomed all attendees, including the City of Cape Town representatives, and ran through the agenda. He provided a brief update on status of Mount Rhodes CID and noted that the terms CID and SRA are used interchangeably.
3. Mr Brook provided background and presented the proposed establishment of the SRA
 - Background: The steering committee was formed about a year ago when number of other areas within Hout Bay were considering establishing themselves as SRAs. He noted that this is still a proposal and that 60% of the property owners of the envisaged area need to consent to the proposal before an application can be made to the city. Further, that the business plan had been emailed to all property owners 2-3 weeks ago and that it, together with the presentation and all other information is available on the website www.ohmcid.co.za
 - Presentation: His presentation covered the key aspects of the OHM CID Business Plan.
4. After the presentation the floor was opened to questions.
 - How much does city pay over to the SRA?

The full amount collected from special rates is paid over, less 3% for bad debts – of which 75% is paid over if there are no bad debts.
 - When does it start?

If application successful will start 1 July 2019 and first money from rates collection will be paid at end of July. The Chair noted that on average for the Mount Rhodes property owners the special rates amount is less than what they were contributing for area security initiatives.
 - What happens if the SRA runs out of steam?

Mr Scott answered that it can be dissolved at any time by a simple majority of 50% + 1 of the property owners.
 - What is the purpose of the 3%?

Mr Scott answered that the City pays over the money on a monthly basis as per the budget in good faith and withholds the 3% in case property owners don't pay their SRA amount. If no bad debts arise from the collection of the SRA amount, then the City pays over 75% of the withheld retention amount. He noted that only one of the 41 CIDs in Cape Town has folded/dissolved and that almost all communities have honoured their responsibility to pay the SRA amount. Almost all CIDs are getting money back every year. He further noted that the City has a Property Rates Policy which allows for payment relief, qualifying property owners do not need to pay rates and when it comes to the SRA they do not have a vote and do not have to pay the SRA amount either. Mr Brook noted that there are only two such cases in the OHM area. Mr Scott also noted that the SRA amount will be itemised separately

on property owners' rates bills and that the amount attracts VAT as it's for the services of CID public benefit organisation as a service provider – this is nationally legislated.

- Will the CID get money back from the City if it is spent on things the City should cover?

Mr Scott answered that money will not be paid back as the CID is not a service provider to City. The CID is not there to pay for things city should be doing but rather top-up or enhanced services only.

- Isn't the proposed new road into the area something the City needs to pay for?

Mr Stewart answered that it is and is in the City's budget.

- Some of the current security measures in the area are not effective, do they have to continue?

Mr Brook answered that if successful, the CID will need to establish which measures should be kept, which not and which added.

- Is there any other way to do this without paying the 3% and the VAT?

The Chair answered that the SRA structure provides a great benefit, the City collects the money on the CID's behalf and pays it over to the CID regardless of whether or not they actually collected money from property owners. He noted that without this cast-iron guarantee the ongoing services, such as those provided by security service providers, cannot be contracted by any other vehicle on a sustainable basis. Mr Scott further noted that the City does not charge any administration fees nor collection fees.

- How did we choose the other areas?

Mr Brooks answer that the area mirrors the Hout Bay Neighbourhood Watch area and is a self-contained area with a shared single access road. Further that there were discussions with the Oakhurst area, but they went in a different direction.

- How will it be fair if, say, Hughenden only has 20 properties but money is allocated to things in that area?

Mr Scott answered that the community must agree on the business plan and budget and that this process must be inclusive. The Chair noted that there is a degree of cross subsidisation in the model and the law is specific that money has to be collected on a percentage of property rates basis. Further that if, say, a fence is prioritised in one location this often has benefits for the rest of the area and therefore makes sense for the area as a whole.

- How many CIDs are there in Hout Bay?

Mr Scott answered that Llandudno, Penzance and Mount Rhodes are up and running, Overkloof has just come into being, and that Scott Estate is in progress.

- Can CIDs work with each other?

Mr Scott answered that the City encourages collaboration and can lead to combined benefits. The Chair noted that Mount Rhodes already has a vision of co-ordination for security infrastructure that would enable, for example, the tracking of criminals via security camera network running across multiple CIDs in the valley. Mr Scott further noted that this type of set-up is already in place along Sea Point and Camps Bay using a License Plate Recognition system linking them together.

- SRA, will it help speed up the roll-out of fibre in the area?

Mr Brook answered that there should be no reason the CID couldn't look at that and approach service providers.

- Will the CID be able to stop people loitering on the meadow?

Mr Brook answered that it could not as the Meadow is a public open space, but it could use its close connection to the City, for example, to mobilise an effective response to land invasion. He noted that the City had contributed R100k for the cameras in Hughenden Road that was motivated by the HBNW.

- The proposal needs about 120 property owners to vote in its favour, how are we going to promote this?

Mr Brook answered that we will use email and knock on doors. Mr Scott noted that the turnout for this public meeting has been good given that at some of these meetings there sometimes only two or three others in addition to the steering committee.

- Do other CIDs take over existing contracts with security companies?

Mr Brooks answered yes they do but the CID has to go through a tender process and this is only for the area/public open spaces only and not private property. The Chair noted that in negotiating with suppliers the CID can attempt to secure bulk discounts for residents but that it is completely up to the residents and service providers to conclude these arrangements.

- Regarding Hughenden, the City has plans to buy properties, any further info on this?

Mr Scott answered that the City representatives present have no information on this.

- It doesn't say how much will actually come out of our pockets in the Business Plan?

Mr Brook answered that the presentation, that contains the financial impact, will be shared with all property owners.

5. The Chair closed the meeting at 7:57pm.

APPLICATION LETTER

Directorate: Area Based Service Delivery
Attention: Mr Scott
City of Cape Town
8th Floor
12 Hertzog Boulevard
CAPE TOWN
8000

26 September 2018

Dear Mr Scott,


**RE: Application for establishment of the Oakwood Hughenden Meadows
Community Improvement District (the "OHMCID")**

1. I **Norman David Brook**, registered owner of **4 Grotto Way, Hout Bay, 7806, (ERF7983)**, hereby wish to apply for City Council approval of the establishment of the OHMCID.
2. This application is made to Council in terms of Section 4 of the City of Cape Town's: Special Rating Area By-Law, 2012, as amended (the "*By-law*"), read together with the City of Cape Town's: Special Rating Area Policy 2017-2018.
3. The proposed five-year implementation plan of the OHMCID is:
 - 3.1. **Governance & Finance** - To manage and conduct the affairs of OHMCID to the highest standards of good governance;
 - 3.2. **Public Safety** – To improve public safety within the public spaces of OHMCID to the benefit of residents and the general public;
 - 3.3. **Cleansing & Urban Management** – To keep the public areas within the OHM area clean, free from litter and graffiti and to maintain and upgrade the infrastructure within the OHMCID area where necessary;
 - 3.4. **Environmental Management** – To protect the natural environment within and around the OHMCID area;
 - 3.5. **Social Responsibility** – To Support social development activities, promote cooperation and good relations with neighbouring areas;
 - 3.6. **Communications** – To communicate with OHMCID property owners, tenants and stakeholders.

4. In support of the application, I attach the following:
- 4.1. The Motivation report, Implementation plan and Budget, marked "A";
 - 4.2. The property list indicating properties that are liable for paying the additional rate and who supported the Business Plan, marked "B";
 - 4.3. The original and/or electronic copies of written consent forms of the property owners who supported, marked "C";
 - 4.4. An Affidavit declaring that a majority vote has been obtain, marked "D"; and
 - 4.5. Adverts and notices of Public meeting(s), presentations, as well as agenda(s) and minutes of any meetings, marked "E".

We trust that this application will meet with Council's approval and thank you for your kind consideration thereof.

Yours faithfully,



Norman D Brook


Received

27/09/2018

11:15

**NOTICE
OF APPLICATION TO ESTABLISH THE
OAKWOOD HUGHENDEN MEADOWS
COMMUNITY IMPROVEMENT DISTRICT (OHMCID)**

Notice is hereby given that:

1. I, Norman David Brook, being the registered owner of Erf 7983, 4 Grotto Way, Hout Bay, have applied to establish the Oakwood Hughenden Meadows Community Improvement District (OHMCID) in terms of the City of Cape Town Special Rating Area By-Law, 2012, as amended 2016, read together with the City of Cape Town: Special Rating Area Policy, 2017 to include all rated properties in the area bound by:

Northern Boundary - Main Road and portion of ERF 5454 (Road Reserve).

Eastern Boundary - Portion of ERF 5454 (Road Reserve), ERF 4320 (Road Reserve) and portion of ERF 2224.

Southern Boundary - ERF 2224 and ERF 2054 (Mountain Area).

Western Boundary - ERF 6356 & ERF 2848 (Imizamo Yethu/ Hughenden Road) and ERF 2516 & ERF 1450 (Hout Bay Graveyard).

2. The application, together with other particulars of the application, is available for inspection at 4 Grotto Way, Hout Bay and at the City of Cape Town, CID Office, 8th Floor, Civic Centre, 12 Hertzog Boulevard, Cape Town (Enquiries: E. Scott, Tel 021 400 1872).

3. Any objections to the establishment of the OHMCID must be submitted in writing to the City Manager, PO Box 298, Cape Town, 8000 or hand delivered to the City Manager, 5th Floor, Podium Block, Civic Centre, 12 Hertzog Boulevard, Cape Town or e-mailed to eddie.scott@capetown.gov.za.

4. Objections must be received by the City not later than 31 January 2019.

5. A public meeting will be held, the purpose of which shall be to:

i) Inform all attendees of relevant information pertaining to the application, and to
ii) Discuss the practical implications relating thereto.

i) Inform all attendees of relevant information pertaining to the application, and to
ii) Discuss the practical implications relating thereto.

DATE: 23 January 2019

TIME: 18:30

PLACE: Generation Summit House School

ADDRESS: 6 Riverside Terrace, Hout Bay

**ALL EFFECTED PROPERTY OWNERS ARE
REQUESTED TO ATTEND THIS MEETING.**

Enquiries, contact Norman Brook at Tel: 082-285-8208
(11017871)

Geklassifiseerd Vrydag 2 November 2018

KENNISGEWING

**AANSOEK OM STIGTING VAN DIE OAKWOOD HUGHENDEN
MEADOWS COMMUNITY IMPROVEMENT DISTRICT (OHMCID)**

Kennisgewing gebied beslaan deur:

1. Ek, Norman David Brook, sende die voorgestelde aansoek van Erf 7983, geleë te 4 Grotto Way, Hout Bay, het aansoek gedoen om die stigting van die Oakwood Hughenden Meadows Community Improvement District ingevolge Kapsitaal of Spesiale-sondering gebieds-verordening 2012, soos gewysig 2016, saam gelees met Kapsitaal of Spesiale-sondering gebieds-beleid 2017 in die gebied wat alle belastingbetalende eiendomme insluit wat ingesluit word deur:

Noordelike Grens - Padweg en gedeelte van ERF 5454 (Padreserve).

Oostelike Grens - Gedeelte van ERF 5454 (Padreserve), ERF 4320 (Padreserve) en gedeelte van ERF 2224.

Suidelike Grens - ERF 2224 en ERF 2054 (Berggebied).

Weselike Grens - ERF 6356, ERF 2848 (Imizamo Yethu/ Hughendenweg), ERF 2516 en ERF 1450 (Houtbaai Kerkhof).

2. Die aansoek, saam met ander besonderhede van die aansoek, is ter insae by die volgende adres: 4 Grotto Way en by die Stad Kaapstad, CID Kantoor, Bot Verdigping, Burgerentrum, Hertzog Boulewaard 12, Kaapstad/Leopards 4, Scott, Tel 021 400 1872).

3. Enige bewaars teen die stigting van die OHMCID moet schriftelik gerig word aan die Stadsbestuurder, Privaatblok 298, Kaapstad, 8000 of per hand afgelewer word by die Stadsbestuurder, Suid Verdigping, Podiumblok, Burgerentrum, Hertzog Boulewaard 12, Kaapstad of deur 'n e-pos aan eddie.scott@capetown.gov.za.

4. Bewaars moet die Stad teen nie later as 31 Januarie 2019 bereik nie.

5. Kennisgewing van 'n Openbare vergadering met die doel om:

i) Informasie te verskaf rakende die aansoek te verskaf.

ii) Praktiese implikasies te bespreek wat daarmee verband hou.

DATUM: 23 Januarie 2019 | **TYD:** 18:30

PLEK: Generation Summit House School

LIGGING: 6 Riverside Terrace, Hout Bay

**ALLE GEAFFEKTERDE EIGENAARS VAN EIENDOM IN DIE VOORGESTELDE
SPESIALE-AANSLAGGEBIED WORD VERSOEK OM DIE VERGADERING BY TE WOON.**

Vir enige advies kontak Norman Brook by Tel: 082 285 8208

LETTER
APPLICATION TO ESTABLISH
OAKWOOD HUGHENDEN MEADOWS
COMMUNITY IMPROVEMENT DISTRICT (OHMCID)

2 November 2018

Dear Property Owner

APPLICATION SUBMITTED TO CITY OF CAPE TOWN TO ESTABLISH A SPECIAL RATING AREA (SRA) TO BE KNOWN AS THE OAKWOOD HUGHENDEN MEADOWS COMMUNITY IMPROVEMENT DISTRICT (OHMCID)

As your property falls within the proposed boundary of the OHMCID the OHMCID Steering Committee is pleased to advise you that we have received enough support for the Business Plan dated 29 June 2018 to submit an application to the City of Cape Town to establish the OHMCID in terms of the City of Cape Town SRA By-Law 2012, as amended 2016 and SRA Policy, 2017.

The full application, together with other particulars of the application, is available for inspection at 4 Grotto Way, Hout Bay (Enquiries: Norman Brook, Tel: 082 295 8208) and at the City of Cape Town, CID Office, 8th Floor, Civic Centre, 12 Hertzog Boulevard, Cape Town (Enquiries: E. Scott, Tel 021 400 1872). Further information can also be found on www.ohmcid.co.za

Any objections to the establishment of the OHMCID must be submitted in writing to the City Manager, PO Box 298, Cape Town, 8000 or hand delivered to the City Manager, 5th Floor, Podium Block, Civic Centre, 12 Hertzog Boulevard, Cape Town or e-mail to eddie.scott@capetown.gov.za. Objections must be received by the City by not later than 31 January 2019.

A public meeting will be held, the purpose of which shall be to inform all attendees of relevant information pertaining to the application, and to discuss the practical implications relating thereto.

DATE : 23 January 2019
TIME : 18:30
PLACE : Generation Summit House School
ADDRESS : 6 Riverside Terrace, Hout Bay

The OHMCID aims to create a safer and cleaner environment for all by providing 'top up' services to those provided by the City of Cape Town. If the application is successful, the OHMCID will become effective from 1 July 2019.

Yours faithfully

Norman Brook, Henriette Sparkes, Chris Tisdall, Christian Stewart
Steering Committee



**CITY OF CAPE TOWN
ISIXEKO SASEKAPA
STAD KAAPSTAD**

Making progress possible. Together.

City Improvement District (CID) establishment

Stigting van 'n stadsverbeteringsdistrik

29 October/Oktobre 2018

Ukumiselwa kweSithili soPhuculo seSixeko (CID)

Dear client / Mxhasi-nkonzo obekekileyo / Beste kliënt

Oakwood Hughenden Meadows Community Improvement District

The City received an application for the establishment of the Oakwood Hughenden Meadows Community Improvement District (OHMCID). Objections may be submitted to the City Manager, PO Box 298, Cape Town 8000 or eddie.scott@capetown.gov.za by 31 January 2019.

ISithili soPhuculo loLuntu lase- Oakwood Hughenden Meadows

ISixeko sisifumene isiceko esingokumiselwa kweSithili soPhuculo loLuntu lase- Oakwood Hughenden Meadows (OHMCID). Izichaso zingangeniswa kuMphathi weSixeko, PO Box 298, Cape Town, 8000 okanye zi-imeyilelwe ku- eddie.scott@capetown.gov.za ngowama-31 kweyoMqungu 2019.

Oakwood Hughenden Meadows-gemeenskapsverbeteringsdistrik

Die Stad het 'n aansoek om die stigting van die Oakwood Hughenden Meadows-gemeenskapsverbeteringsdistrik (OHMCID) ontvang. Besware kan voor 31 Januarie 2019 by die stadsbestuurder, Posbus 298, Kaapstad 8000 of eddie.scott@capetown.gov.za ingedien word.

**Minutes of the 2nd Public Meeting for the Establishment of Oakwood Hughenden
Meadows Community Improvement District held at Generation School Summit House,
Hout Bay on the 23rd January 2019 at 18h30.**

Attendance

1. The meeting was attended by 30 property owners from the Oakwood Hughenden Meadows area, 2 observers from the proposed Scott Estate and Baviaanskloof CID and 3 representatives from the City Improvement Districts Department of the City of Cape Town (See attached attendance list).

Welcome

2. Chris Tisdall acted as chair for the meeting, welcomed those attending and made opening remarks.

Presentation

3. Norman Brook gave a slide presentation which covered the following points.
 - a. What is a CID?
 - b. What are the Benefits of a CID?
 - c. Where we are in the CID Application Process.
 - d. Consent/Objection Process Outcomes
 - e. Oakwood Estate & OHMCID
 - f. Revised Business Plan
 - g. Next Steps
4. He explained that there is some repetition from the first public meeting, but there was some new information as well. The presentation would be circulated along with updates to the business plan to all property owners and will be published on the website www.ohmcid.co.za.
5. Communication with the property owners will be a priority for the board of the Non-Profit Company (NPC) that will be established to manage the CID. Property owners will be the members of the NPC and will elect the board. Future business plans will be agreed by the members of the NPC. There is a stringent reporting process to the city and members, ensuring that all matters concerning the NPC will be transparent.
6. Amongst the benefits of forming a CID is proactive, co-ordinated communication & direct consultation with the CCT's service directorates to enhance service delivery within the OHMCID. The Community Improvements District department works to create relationships between the CID and service directorates.
7. The re-valuation of properties for the purposes of establishing rateable values of properties will not affect the budget in business plan which is set for the next 5 years.
8. Key areas of activity – the elected board members will each hold specific portfolios and have specific tasks to undertake as set out in the business plan.

9. Governance – The CID will be managed by a Non-Profit Company formed by the property owners. The 5-year plan has been circulated and is on the website. Updates will be emailed and placed on the website. Six months after the company is established a general meeting of members will be called to elect the board. The steering committee will transition into an interim board to manage affairs until the first meeting of members is held.
10. Application Process – Consents/Objections can be received until the end of January. There have been several meetings held with the residents in Oakwood Estate. Once our application has been approved, we will move to set up the Non-Profit Company, open a bank account and register with SARS. We would receive our first monthly instalment of the special rate at the end of July 2019.
11. Consent/Objection Process Outcomes - Where the table indicated 'Objections referred back' or "consents referred back" this is due to missing information (could be a signature, a date or similar). The consents/objections referred maybe added back to the total of consents/objections if the missing information is provided by the 31 January 2019. The substantive objections were received from Oakwood Estate where 30 properties are currently paying a substantial levy for security and maintenance of their area. The levy raises around R1M per annum. The Estate's property owners have motivated for a different relationship with the CID where they support the CID but remain outside the Special Ratings Area. Oakwood Estate have agreed to contribute R95k in the first year of the CID business plan and to make incremental increased annual contributions in line with the annual inflation built into the business plan budget. They have further agreed to maintain, monitor and upgrade their security systems which protect the North Eastern boundary of the CID. This removes the responsibility from the CID to fund the security and camera installations in this area. Oakwood Estate will also work in partnership with the CID to coordinate public safety measures.
12. Next Steps - there are currently 4 members on the steering committee, there are 8 positions on the management board. The steering committee will start recruiting for members on the interim board and they will hold these posts for 6 months until the board is elected at the general meeting.

Questions & Answers

13. Questions from property owners were addressed by members of the steering committee and representatives from the City of Cape Town's Community Improvement Districts Directorate.

Q: Is the 3% held by the CCT a management fee or is it just in the instance that no one pays?

A: Correct. There are no management fees. If there are no bad debts the 3% will be paid to the CID.

Q: If there is a new entrance at the gully does Oakwood Estate get to use this entrance.

A: CID will not have the budget to build this proposed road which several respondents asked for in the urban management survey. Although we can lobby the CCT to build this access road, it should be noted that not all property owners support this.

Q: Once the CID is formed, we will have more force to lobby for the gully road?

A: It would be for the members of the NPC (property owners) to determine whether they want to lobby for it or not.

CCT Staff Comment: The road through the gully is unlikely due to cost. The ratepayers must apply pressure to the council.

Q: Who funds things in the period between the approval date by the council and when the money is paid in?

A: HBNW has encouraged this process and all sundry costs have been covered to date through sector funds.

Q: Does the access controls being proposed include the boom?

A: There were concerns regarding the legality of the boom when it was erected as no application had been made to the CCT. A retrospective application has been lodged with the CCT. It is intended that the responsibility for all public safety measures funded by property owners will be taken up by the CID so that property owners will no longer be asked to make voluntary contributions to the Boom, Neighbourhood Watch, etc. Priorities in spending budget in line with the business plan will be decided by the board who will consult with members.

People pay towards the boom, HBNW, CCP etc and the intent is that members pay only to the CID however you can decide to continue paying where you wish. As an NPO the CID can enter into contractual relationships with various vendors such as Verifier for camera monitoring.

The view was expressed from the floor that the boom is legal as it is not stopping traffic. Another property owner reported that in Johannesburg in some areas they have gates that can be closed at night. NB reported a recent conversation with CCP who felt the boom it is more useful in the day time as there is a lot of foot traffic to be managed. At night there is limited foot traffic and any movement is picked up by the cameras and investigated.

CCT Staff Comment: The booms in Johannesburg were declared unconstitutional in 2016 and the boards had to pay back to the communities as a boom is exclusive by nature and the constitution declares that inclusivity must be the aim.

Q: What is expected to be paid?

A: By law the special rate cannot exceed 25% of the property rates for the area. The amount we propose to raise is currently around 21% of the property rates for each area based on the budget. The amount to be raised will remain the same as the budget is set for 5 years. Changes in the property rate will have no impact on the amount to be raised for the budget. Property rates are adjusted every July, but the amount to be raised remains the same. The amount each property pays towards the special rates is based on the value of each property.

CCT Staff Comment: The city is currently completing revised property valuation that are expected to take effect on 1 July – with an objection period.

CCT Staff Comment: Property owners are obligated to pay into CID. You are not required to become a member and cannot be denied membership to the CID, but you can only vote if you are a member.

Q: Does this exclude the add-ons such as electricity or water?

A: Yes, the contribution is based purely on property value.

Q: What about management of public open spaces?

A: This will be managed via the Urban Cleansing and Environment portfolios.

CCT Staff Comment: The city encourages residents to look after their own verges.

Q: Objections – so we are excluding Oakwood but they are still 'part of it'? Were any objections received which were related to anything other than cost?

A (NB): Some objections were that they did not agree with the concept. Some don't agree with the proposed gully access road. Some Hughenden Road owners were negotiating to sell to the council and were worried the CID would interfere with that. Most were due to cost.

A (CT): Oakwood Estate property owners will not be able to become members of the CID or hold positions on the board. The bylaws allow for the application to be for a limited area. We are keeping Oakwood in the name of the CID to foster community relations and recognise Oakwood Estate's financial and security contribution. Oakwood, Hughenden and Meadows has been an area within HBNW for over 10 years and the whole area is covered by cameras which are beneficial to the CID.

Q: Will the CID sign a formal agreement with Oakwood Estate?

A: Yes, a formal agreement will be signed once the NPC has been formed. This will include a commitment for 5 years. There will be an exchange of letters of intent between the steering committee and the Oakwood Estate Home Owners Association.

CCT Staff Comment: The CID has a 5-year term so must ensure that the agreement with Oakwood extends beyond the 5 years.

Q: What is the way forward for the triangle?

A: The steering committee has not been involved in the objections process which is led by the Hout Bay Home Owners Association.

Comment from the floor: Court date is set for next month. Matter is still pending. CCT have installed water meters on the site which would indicate it is not a TRA but a PRA.

Q: Will the CID have authority to get a circle or traffic calming measures at Hughenden Road/Main Road junction?

A: One benefit of the CID is that we will be closer to the directorates within the city and can negotiate on issues desired by the members.

CCT Staff Comment: The CID can facilitate. There will be focused management but nothing precludes you as a taxpayer from communicating via your local councillor. You can approach the city and motivate for traffic calming measures.

Q: If we keep Oakwood in the name of the CID can it affect the approval of the process?

A: No it engenders collaboration.

Q: What about Hughenden road?

A: Hughenden Road is included in the boundary of the CID.

Q: Is the school included in the CID?

A: Yes

Q: Is the triangle not included?

A: No it is not.

Q: How often are properties valued?

A: Every 3 years

Closing Remarks

14. Minutes of the meeting along with the presentation and amendments to the business plan will be circulated to property owners by email and published on the website. The next major communique will be confirmation of the outcome of the application to the CCT.

ENDS

OHMCID Public Meeting
 Generation Summit House School, Hout Bay
 Wednesday, 23rd January 2019, 18h30

Name & Surname	Physical Address	Email Address	Contact Number	Property Owner (Yes/No)
Maulis Quintal	17 Fovestors Close	maulic.hb@telkom.co.za	082 666 7012	yes
Jane Benson	2 Plumtree Ave	jane@sonthol.gardens.co.za	082 305 6653	✓
HELIK PRETORIUS	4 PLUMTREE AVE	henkel@telkom.co.za	082 323 9588	✓
RYAN BLUDE	29 Hygheda	ryan@blude.co	082 855 0913	✓
BRAD BAILEY	18 WHITTLES WAY	brad.bailey66@gmail.com	072 320 1100	yes
Anette van Steelen	6 Whittles Way	anettevansteelen@hotmail.com	082 921 4231	yes
Theanne Hugo	8 Meadow Close	jphugo4@gmail.com	082 464 5010	✓
Joy Hugo	"	joyful.hugo@gmail.com	082 466 8373	✓
Lisa Walker Brown	4 Grotto Way	lisa.walkerbrown@gmail.com	082 936 8576	yes
NORMAN BROOK	" " "	normandavidbrooke@gmail.com	082 295 9208	yes
CHRIS TIDALL	6 MEADOW CLOSE	chris.tisdall@gmail.com	083 441 9560	yes.
CITY OF CAPE TOWN				
Eddie Scott				
Ruben Rossouw				
Joepie Toubert				

[illegible]

OHMCID Public Meeting
Generation Summit House School, Hout Bay
Wednesday, 23rd January 2019, 18h30

[illegible]

OHMCID Public Meeting
Generation Summit House School, Hout Bay
Wednesday, 23rd January 2019, 18h30

[illegible]

observers
GOTTESHAUSEN &
BAVARIAN KLOPP
CID



OAKWOOD | HUGHENDEN | MEADOWS
COMMUNITY IMPROVEMENT DISTRICT

Report on Meetings with Objectors

1. A total of 30 objections were submitted by property owners to the proposal to establish a Community Improvement District for Oakwood Hughenden Meadows.
2. The substantive number of objections, 22 in number were received from property owners in Oakwood Estate. A meeting was held with Greg Lubbe, Frank Holland, Oakwood Estate Home Owners Association on the 11 December 2018 to discuss their objections. 19 of 33 properties in Oakwood Estate were represented in person or by proxy. Minutes of the meeting with the steering committee are appended to this report. There were no requests from individual property owners from the Estate for a meeting with the steering committee. Emails were sent to all property owners submitting objections inviting them to meet with the steering committee on the 2nd and 28th November 2018.
3. A total of 8 objections were submitted by property owners in the remaining Hughenden Road and Meadows area. Emails were sent to all property owners submitting objections inviting them to meet with the steering committee on the 2nd and 28th November 2018. A final invitation was sent by email on the 29th January 2019 affording a last chance for meetings.

9 HUGHENDEN STREET	2273	Resd - 1 Dwell	LAMBERTY & MR G & MRS Y	No Response
14 HUGHENDEN STREET	2279	Resd - 1 Dwell	T ESSOP	No Response
35 WHITTLERS WAY	3333	Resd - 2 Dwell	ZELENY & DITTMANN	No Response
10 FORESTERS WAY	3388	Resd - 1 Dwell	MRS M GRUNTHAL	Attended 2nd Meeting - Discussed concern with steering committee. See minute.
4 WHITTLERS WAY	3688	Resd - 1 Dwell	MR E BESIER	No Response
5 PLUMTREE AVENUE	3693	Resd - 2 Dwell	MR. & MRS. RHODA RS & RHODA A	No Response
17 PLUMTREE AVENUE	4842	Resd - 2 Dwell	MR A MARGETTS	Declined - See Response
16 MEADOW AVENUE	5153	Resd - 1 Dwell	MR. GJP KUHNERT & MS. E HAUPTMAN	Declined - See Response.

4. No response was received to any of the three invitations by 5 of the property owners who submitted objections. (see table above).
5. Juila Margetts (ERF 4842) did not respond to the first two emails but did to the third declining to meet with the steering committee.

Julia
to me ▾

Jan 30, 2019, *

Sorry Norman,

I have been working in Uganda and recently got back. Sorry I will not be able to meet tomorrow.
Julia Margetts

6. Peter Kuhnert (ERF 5153) responded to our email of the 28th November 2018 declining to meet with the steering committee intimating that he did not object to the plan for the CID but did not want to be part of it.

Peter Kuhnert <peter@capealacarte.com>
to me ▾

Thu, Nov 29, 2018, 3:37 PM

Hello Norman,

Thanks for the mail.

Just to clarify matters, I did NOT object to your plan, I simply do not want to be part of it.

We feel that we are already paying a big amount every month for our Deep Blue cover and have electric fencing and a burglar alarm linked to the control centre.

When we go away, we have someone to look after the house.

Our premises are always attended.

As things stand, I wish you success with your endeavours.

Best regards

7. Marlis Grunthal (ERF 3388) responded to our email of the 2nd November 2018 to indicate that she would like to meet the steering committee. In later conversation she intimated that she would attend the 2nd Public Meeting on the 23rd January 2019. A phone call was made to Marlis following the meeting to enquire if she still had concerns and wished to meet. Marlis stated that her concerns had been answered at the public meeting and she did not need to meet. She stated that she would like to see the boom on Whittlers Way continue. It was explained that all public safety assets paid for by property owners would transfer to the CID and that the sustainability of the boom was dependent on outcome of the retrospective application that has been made to the CCT. Marlis was also concerned that the vegetation on the boundary of Forresters Drive towards Main Road and the gully should be maintained as this acted as a deterrent to criminals targeting property. We pointed out that the vegetation also provided cover for criminals and discussed plans for cameras to be placed to cover activity along this boundary. Marlis also repeated the question she raised at the public meeting regarding the upkeep of the small circle in Forresters Way. It was agreed that this would fall into the CID's plans.

ENDS

31 January 2019



**Minutes of the Meeting with Oakwood Estate Property Owners to Discuss
Objections held at 13 Meadow Lane, Hout Bay on Tuesday, 11th Dec 2018**

Attending

Norman Brook, Chris Tisdall and Christian Stewart, OHMCID Steering Committee.

Greg Lubbe, Frank Holland, Oakwood Estate Home Owners Association.

Apologies

Paul Rutzen, Oakwood Estate Home Owners Association.

Minutes

1. The meeting confirmed the property owners (names and ERF numbers) represented either in person or by proxy including the Home Owners Association in respect of the three erven they own. 19 of 33 properties in Oakwood Estate were represented in person or by proxy. See Appendix 1.
2. The meeting reviewed a consolidated list of objections received from those 22 of 33 property owners listed in 1 above and discussed the steering committee's written responses. See Appendix 2.
3. The meeting discussed the impact of the Oakwood Estate being removed from the boundary of the proposed special ratings area. There would be a loss of around R192,000 of income annually to the Community Improvement District through the Special Rate. Removing Oakwood Estate from the boundary would be objected to by other property owners in the Oakwood Hughenden Meadows area as Oakwood Estate property owners have to travel via Hughenden Rad and the Meadows area to access their estate and will benefit from public safety measures implemented and managed by the CID. The Home Owners Association confirmed that

property owners in Oakwood Estate pay high levies for security measures and to maintain their estate. These are at least three times higher than the proposed Special Rate. The Home Owners Association support the establishment of a Special Ratings Area for Meadows and Hughenden Road and are prepared to contribute financially to the CID even though they would be removed from the proposed Special Ratings Area.

4. The meeting discussed Oakwood Estate Home Owners Association contributing to OHMCID through their levies by making an annual financial contribution of R95,000 guaranteed for the five years of the proposed business plan and being subject to the projected annual inflation costs reflected in the proposed budget. The Oakwood Estate Home Owners Association would also contribute to the public safety element of the plan and budget by maintaining and monitoring their network of cameras around the estate which ensure coverage of all areas surrounding Oakwood Estate including Grotto Road. The Oakwood Estate Home Owners Association would further cooperate and coordinate with OHMCID on public safety matters ensuring an integrated public safety response from the estate and the CID.
5. The meeting agreed to pursue the removal of the Oakwood Estate from the proposed Special Ratings Area with the City of Cape Town on the basis that:
 - a. A limited special ratings area can be agreed by the City of Cape Town covering the Oakwood Hughenden Meadows area but excluding Oakwood Estate properties.
 - b. That Oakwood Estate signs a binding provisional five-year agreement with the Oakwood Hughenden Meadows Community Improvement District steering committee that they will enter into a five-year agreement with the Non-Profit Company to be established to manage the Oakwood Hughenden Meadows Community Improvement District.
 - c. The five-year agreement to include an annual payment of R95,000 in year one and future payments of R95,000 in years 2-5 plus annual inflation rates as outlined in the proposed OHMCID budget.
 - d. The five-year agreement to include a commitment to maintain, upgrade, and monitor their network of CCTV cameras and other perimeter security measures.
 - e. The five-year agreement to include a commitment between the Oakwood Estate Home Owners Association and Oakwood Hughenden Meadows Community Improvement District to cooperate and

coordinate public safety measures to ensure an integrated public safety response from the estate and the CID.

ENDS

15 December 2018

Appendices

1. Agenda for the meeting of OHMCID with Oakwood Estate Property Owners to discuss objections on the 11 December 2018.
2. List of property owners represented at the meeting in person or by proxy.
3. OHMCID written responses to consolidated objections from 22 of 33 property owners from Oakwood Estate.

Appendix 1



Meeting with Oakwood Estate Property Owners to Discuss Objections

Tuesday, 11th December 2018

Agenda

1. Confirmation of the property owners (names and ERF numbers) represented either in person or by proxy including the Home Owners Association in respect of the three even they own.
2. Review of a consolidated list of objections received from those property owners listed in 1 above and minuting of the steering committee's responses.
3. Consideration of the impact of the Oakwood Estate being removed from the boundary of the proposed special ratings area.
4. The Oakwood Estate Home Owners Association proposal to mitigate the impact of the Oakwood Estate being removed from the boundary of the proposed special ratings area and to support the Oakwood Hughenden Meadows Community Improvement District business plan 2019-2024.

Appendix 2

#	Street	ERF No	Rates Use code Desc	Rates CA Name	Check
5	GROTTO WAY	8635	Resd - 1 Dwell	MR. & MRS. HEINRICH & HENRIETTA BRUMFIELD	Proxy
9	GROTTO WAY	8637	Resd - 1 Dwell	VAN DER WALT MR FF & MRS CP	Proxy
11	GROTTO WAY	8638	Resd - 1 Dwell	MARISA HELENA MH BERNDSEN	Proxy
11	GROTTO WAY	8717	Private Road/Open space	MOUNT OAKHURST ESTATE HOME OWNERS ASS.	G Lubbe
13	GROTTO WAY	8716	Private Road/Open space	MOUNT OAKHURST ESTATE HOME OWNERS ASS.	G Lubbe
1	OAKWOOD LANE	8690	Resd - 1 Dwell	MR. & MRS. IJ & N VAUGHAN	Proxy
3	OAKWOOD LANE	8691	Resd - 1 Dwell	MR. & MRS. PEARSE SJ & PEARSE L	Proxy
6	OAKWOOD LANE	8702	Resd - 1 Dwell	MISS CF BATH	Proxy
7	OAKWOOD LANE	8693	Resd - 1 Dwell	ASHCROFT MISS A & 3 OTHERS	Proxy
8	OAKWOOD LANE	8701	Resd - 1 Dwell	MS. PJ ELSON	Proxy
9	OAKWOOD LANE	8694	Resd - 1 Dwell	THE TRISTAN AND SINCLAIR TRUST	Proxy
11	OAKWOOD LANE	8695	Resd - 1 Dwell	MR IM CARR & MRS BMMC DIRICK	Proxy
12	OAKWOOD LANE	8699	Resd - 2 Dwell	MR WCJ CHEUNG AND MS JJY YAU	Proxy
16	OAKWOOD LANE	8697	Resd - 1 Dwell	C BOURGONJE	Proxy
2	RIVER WALK	8706	Resd - 1 Dwell	RUTZEN PE & ANOTHER	Proxy
4	RIVER WALK	8708	Resd - 1 Dwell	MR F S HOLLAND	F Holland
7	RIVER WALK	8711	Resd - 1 Dwell	PRINSLOO MR S C & MRS P J	Proxy
8	RIVER WALK	8712	Resd - 1 Dwell	MOORE MR S R & MRS S	Proxy
10	RIVER WALK	8714	Pub Open Space	MOUNT OAKHURST ESTATE HOME OWNERS ASS.	G Lubbe

Appendix 3

The following eleven points are a summary of the objections received from property owners in Oakwood Estate to the proposal to establish a special rating area to be known as Oakwood Hughenden Meadows Community Improvement District.

The steering committee's response to these objections is detailed in italics after each point.

1. Oakwood Estate is a gated community paying high levies.

The steering committee recognises that a majority of property owners within the Oakwood Estate do not wish to be part of the special rating area proposed for the Oakwood Hughenden Meadows Community Improvement District and that the substantive reason for not wishing to be included is the high levies they are contributing to security, cleansing and maintenance of the estate.

All property owners in Oakwood, Hughenden and Meadows are responsible for the security of their properties and the cleansing, maintenance and upgrading of their properties.

2. Many Oakwood Estate property owners whilst supporting the special ratings area for Hughenden Meadows do not wish to be included in the CID nor pay the special rate.

Oakwood Estate property owners live in the community that is defined by the access road into the area via Hughenden Road off Main Road. Oakwood Estate property owners will benefit from the increased security and upliftment of the public spaces. A safer public environment to the benefit of all property owners, tenants & visitors and the protection and tangible growth in property values in the area being motivations for establishing a special ratings area. As all property owners will benefit, they should all be contributing.

3. Oakwood property owners would be making a disproportional financial contribution to the OHMCID.

There is an equitable distribution of cost to all property owners for providing additional services in the area in proportion to the municipal valuation of their property.

4. Oakwood Estate does not need improvement.

There is a misconception that the funds raised through the special rate can be spent on individual property owner's property. This is not allowed. Funds will be used to implement security measures and clean and upgrade the public spaces not private property.

5. Not informed about the proposal to establish a special ratings area until August 2018.

All property owners in Oakwood Hughenden Meadows received eight emails with information regarding the proposals to establish a special ratings area between the 17 July 2017 and the 9th August 2018.

6. The area proposed for the special rating area is not a Neighbourhood Watch area and the exclusion of other Block 8 areas means the proposal is flawed.

The steering committee was established at the behest of Hout Bay Neighbourhood Watch who were encouraging their areas to establish special ratings areas. Oakwood Hughenden Meadows fall into the Hughenden/Meadows Neighbourhood Watch area. This area is well established with property owners including Oakwood Estate contributing monthly to the area fund which is ringfenced to be spent on public safety in Oakwood Hughenden Meadows. Hughenden/Meadows Neighbourhood

Watch sits within Block 8 of Hout Bay Neighbourhood Watch along with Oakhurst, Bokkemenskloof, Overkloof, Orangekloof and Disa River. Overkloof was established as a special ratings area in 2018 and other areas within the block are currently exploring establishing special ratings areas. There was no intention that blocks should become special ratings areas and the establishment of Hout Bay Neighbourhood Watch areas is working and certainly not flawed.

7. Oakwood Estate is a gated community and should not fall within a special ratings area.

There are no restrictions on gated communities falling within a special ratings area. Special ratings areas cannot set themselves up as gated communities without making an application to the City under the City of Cape Town Gated Development Policy 2007.

8. OHMCID business plan is under-funded.

The budget in our business plan cannot exceed 25% of the normal rate and has been planned on this basis. The impact of Oakwood Estate not being included in the OHMCID would be a reduction in the budget of 19%.

9. Oakwood Estate property owners will not have a voice.

All property owners in the Oakwood Hughenden Meadows will have a voice. Property owners form the Board of Directors of the non-profit company that is established to run the CID. Directors are elected by the property owners who are the members of the non-profit company. The annual business plan and budget must be approved at the annual general meeting. The CID must produce a monthly newsletter for property owners & residents; meet with property owners & tenants to consult & ensure current issues of concern are addressed through the business plan; and ensure the first 30 minutes of monthly board meetings will be open to property owners to address the board.

10. Oakwood Estate property owners would not benefit from the special ratings area.

All property owners in the Oakwood Hughenden Meadows area would benefit from the establishment of a special ratings area. Benefits include a safer public environment to the benefit of property owners, tenants and visitors; proactive, co-ordinated communication & direct consultation with the CCT's service directorates to enhance service delivery within the OHMCID area; equitable distribution of cost to all property owners for providing additional services in the area in proportion to the municipal valuation of their property; and the protection and tangible growth in property values in the area.

10. Majority of property owners in Oakwood Estate do not wish to be part of the OHMCID.

The majority of the residents in Oakwood Hughenden Meadows have consented to the establishment of the special ratings area including some property owners from Oakwood Estate.

ENDS

11/12/2018

1995

Oakwood | Hughenden | Meadows Community Improvement District
Limited area

Hughenden and Meadows

Vote Count	LIS Key	ERF No	Sect ID	File no	Support	Objection	Rates CA Name	Address
1	361714	2270					ESTATE LATE PA&K WICHMAN	5 HUGHENDEN STREET
1	361703	2271		1	1		MR. KEITH GORDON HONEYMAN	13 HUGHENDEN STREET
1	361697	2272		3	1		AHLFAENGER M & RISI M	11 HUGHENDEN STREET
1	361690	2273				1	LAMBERTY & MR G & MRS Y	9 HUGHENDEN STREET
1	361658	2274		5	1		DAVIS JS & ARCHER DJ	4 HUGHENDEN STREET
1	361676	2275		7	1		MR.ZUBAIR Z A ADAM & MS.RIZIYA R MOLLAGEE	6 HUGHENDEN STREET
1	361681	2276		9	1		MS RA CURTIS	8 HUGHENDEN STREET
1	361666	2279				1	DA MARSZALEK	14 HUGHENDEN STREET
1	361646	2281					MR W SABAN	18 HUGHENDEN STREET
1	361657	2282		11	1		MR MWK SPARKES	23 HUGHENDEN STREET
1	361667	2284		13	1		MR PWG HUGO	19 HUGHENDEN STREET
1	361669	2285		13	1		MR PWG HUGO	17 HUGHENDEN STREET
1	361665	2591		15	1		MR. HJ POOLEY	27 HUGHENDEN STREET
1	361656	2593					MS VJ & MR JMS KLAWSKY	31 HUGHENDEN STREET
1	361645	2594		17	1		MR. & MRS. HILL SB & HILL SM	33 HUGHENDEN STREET
1	361662	2853		19	1		MR RB BLUCK	29 HUGHENDEN STREET
1	361728	3330					MR CJ & MISS GL HEATHCOTE-MARKS	29 WHITTLERS WAY
1	361725	3331					MR BC VOLKWYN (PEN)	31 WHITTLERS WAY
1	361727	3332		21 & 23	1		MS TC HOEKSTRA	33 WHITTLERS WAY
1	361729	3333				1	ZELENY & DITTMANN	35 WHITTLERS WAY
1	361689	3334					MEADOW BROOK PROPERTIES 284 CC	8 PETERHOF ROAD
1	361698	3335		24	1		MS JR PICKEN	6 PETERHOF ROAD
1	361720	3336		26	1		MR G NEBE	2 PETERHOF ROAD
1	361712	3337		27	1		MS G GOWER	4 PETERHOF ROAD
1	361682	3339		29	1		MR F NEBE	12 PETERHOF ROAD
1	361705	3340					MR. & MRS. SARRON CJ-L & SARRON S	1 PETERHOF ROAD
1	361713	3341		31	1		VALCARCEL M & VALCARCEL D	28 WHITTLERS WAY
1	361691	3343					220287390	3 PETERHOF CLOSE
1	361699	3344		33	1		ALEXANDER NIKIFOROU	1 PETERHOF CLOSE
1	361692	3345		35	1		MR. GA ZUCCARINI	6 PETERHOF CLOSE
1	361675	3346		37	1		MR.FNM & MS.SL HANNIGAN	4 PETERHOF CLOSE
1	361674	3347		39	1		DWAYNE CRAIG DC SENIOR & KAREN JANE	2 PETERHOF CLOSE
1	361673	3348		41	1		GUSTAV FREDERICK G F VERMEULEN	7 PETERHOF ROAD
1	361672	3349		43	1		DEBORAH SHEILA LAWSON	9 PETERHOF ROAD
1	361671	3350		45	1		MR IB STUART & CF	11 PETERHOF ROAD

ANNEXURE H

1996

1	361653	3351		47	1		MR M WYNER	13	PETERHOF ROAD
1	361760	3369		49	1		MR O RUMBLE & MRS T RUMBLE	1	WOODCUTTERS CLOSE
1	361773	3370		51	1		MR GJ ALLAN & JVL	3	WOODCUTTERS CLOSE
1	361784	3371		53	1		MR CC ROBERTSON	5	WOODCUTTERS CLOSE
1	361786	3372		55	1		MR. JP SUTER	7	WOODCUTTERS CLOSE
1	361790	3373					DR JS SACHS	9	WOODCUTTERS CLOSE
1	361791	3375		57	1		MRS CE DEACON	8	WOODCUTTERS CLOSE
1	361769	3376					MR. & MRS. GRAHAM CHRISTOPHER WILLIAM & NICOLA	6	WOODCUTTERS CLOSE
1	361763	3377		59	1		MR SC SCOTT	4	WOODCUTTERS CLOSE
1	361762	3378		61	1		MR. JES SMIT	2	WOODCUTTERS CLOSE
1	361770	3379		63	1		MR PA & MRS KJ KRAP	1	FORESTERS WAY
1	361787	3380		65	1		MR JH NEL	3	FORESTERS WAY
1	361793	3381		67	1		MISS KM BODMER	5	FORESTERS WAY
1	361798	3382		69	1		BC & C BROWN	7	FORESTERS WAY
1	361799	3383		71	1		KV GABRIELS	9	FORESTERS WAY
1	361806	3384		73	1		MR. D W BIDDULPH	11	FORESTERS WAY
1	361811	3386		75	1		MR JW HIGGINS	13	FORESTERS WAY
1	361800	3387		77	1		MR AG & MRS K WEST	12	FORESTERS WAY
1	361792	3388				1	MRS M GRUNTHAL	10	FORESTERS WAY
1	361774	3389		79	1		RA BURNETT	25	WHITTLERS WAY
1	361775	3390		81	1		GJ SAYER & KS SAYER	23	WHITTLERS WAY
1	361776	3391		83	1		MR. & MRS. PEACOCK MA & PEACOCK MJ	21	WHITTLERS WAY
1	361777	3392					NEIL CLAASEN	19	WHITTLERS WAY
1	361778	3393		85	1		MR. & MRS. WEIS	17	WHITTLERS WAY
1	361779	3394		87	1		D SYMONS	2	FORESTERS WAY
1	361723	3687					ELROY ED BASSON	2	WHITTLERS WAY
1	361726	3688				1	MR E BESIER	4	WHITTLERS WAY
1	361732	3689		89	1		MR ND WHITEHORN AND MR JP HUGO	6	WHITTLERS WAY
1	361737	3690		91	1		MS T SCHURMANN (PEND)	8	WHITTLERS WAY
1	361742	3691		93	1		MR. MP LITTLEFIELD	2	CHERRY WAY
1	361724	3692		95	1		MS LA NORTJE	4	CHERRY WAY
1	361721	3693				1	MR. & MRS. RHODA RS & RHODA A	5	PLUMTREE AVENUE
1	361719	3694		97	1		GEDRIM MR SB & ANOTHER	3	PLUMTREE AVENUE
1	361710	3695		99	1		MR. & MRS. PEETERS MM & HILTON ME	1	PLUMTREE AVENUE
1	361748	3696		101	1		SUZANNE O'MARA LITTLE	12	WHITTLERS WAY
1	361749	3697					MR RS THORNE	14	WHITTLERS WAY
1	361733	3698		103	1		MR JB SHELLY	11	PLUMTREE CLOSE
1	361730	3699		105	1		MR T JACKSON	9	PLUMTREE AVENUE
1	361694	3700		107	1		MR. & MRS. BENSON TR & BENSON PJ	2	PLUMTREE AVENUE
1	361700	3701		109	1		MR HR PRETORIUS	4	PLUMTREE AVENUE
1	361711	3702		111	1		MR MV CAIETTA	6	PLUMTREE AVENUE

1997

1	361708	3703		113	1		MR RJB BARBOUR AND MS S VORSTER	8	PLUMTREE AVENUE
1	361701	3704		115	0		DORMELL PROPERTIES 513 (PTY) LTD	4	PLUMTREE CLOSE
1	361685	3705		117	1		PETER MARK COLLINS	6	PLUMTREE CLOSE
1	361680	3706		119	1		MR. & MRS. BOLD IG & MJ	5	PLUMTREE CLOSE
1	361755	4838		121	1		MR MR OSMAN	16	WHITTLERS WAY
1	361735	4839		123	1		WILLEM STEFANUS STEENKAMP	13	PLUMTREE AVENUE
1	361750	4840		125	1		MR BAF BAILEY	18	WHITTLERS WAY
1	361738	4841		127	1		MR RL AND MRS C MCMILLAN	15	PLUMTREE AVENUE
1	361734	4842				1	MR A MARGETTS	17	PLUMTREE AVENUE
1	361718	4843					MRS L HAJIGEORGIOU	16	PLUMTREE AVENUE
1	361716	4844		129	1		MS. GA MC CLOUGHAN	14	PLUMTREE AVENUE
1	361709	4845		131	1		MNR GJP VAN DEN BERGH	12	PLUMTREE AVENUE
1	361668	4891					IAJAPAWA FAMILY TRUST (PEND)	12	HUGHENDEN STREET
1	361743	5146		133	1		MR JRM GILBERG	2	MEADOW AVENUE
1	361744	5147		136	1		MR RWJ MANNERS-WOOD	4	MEADOW AVENUE
1	361747	5148		138	1		MR. DH JOSEPH	6	MEADOW AVENUE
1	361746	5149		140	1		MS. ML LEBETKIN	8	MEADOW AVENUE
1	361757	5150		142	1		MR MMFJ LANDMAN	10	MEADOW AVENUE
1	361761	5151		144	1		ERF 5151 HOUT BAY CC	12	MEADOW AVENUE
1	361764	5152		146	1		NILOFER POOJA LALANI	14	MEADOW AVENUE
1	361771	5153				1	MR. GJP KUHNERT & MS. E HAUPTMAN	16	MEADOW AVENUE
1	361782	5154		148	1		MR P STEYN	18	MEADOW AVENUE
1	361781	5155		150	1		MRS. K WORRALL	20	MEADOW AVENUE
1	361785	5156		153	1		HEATHER-CLARK & O-FARRELL	22	MEADOW AVENUE
1	361758	5157		155	0		NASUKAR HOLDINGS PTY (LTD)	24	MEADOW AVENUE
1	361752	5158					VANGRO MANOR TRUST	45	WHITTLERS WAY
1	361751	5159		157	1		MR KM WESTFEHLING, MRS C TEIXEIRA & MRS A WESTF	43	WHITTLERS WAY
1	361745	5160		159	1		MR.GD & MRS, YLS WILLIAMS	41	WHITTLERS WAY
1	361739	5161		161	1		MR J R T ANDERTON	39	WHITTLERS WAY
1	361740	5162		163	1		MR DS RATCLIFFE	37	WHITTLERS WAY
1	361765	5163		165	1		LINDSAY WILSON	25	MEADOW AVENUE
1	361767	5164		167	1		MR LJ MEYER	23	MEADOW AVENUE
1	361766	5165		169	1		MR SN & MRS ME WUTH	21	MEADOW AVENUE
1	361805	5455		171	0		THE ROSE MANOR TRUST	19	MEADOW AVENUE
1	361809	5456					ALLEN MR VJ AND MRS JM	17	MEADOW AVENUE
1	361808	5457		174	1		B & L BUNGARTZ	15	MEADOW AVENUE
1	361807	5458		175	1		JAN CHRISTIAN STEWART	13	MEADOW AVENUE
1	361803	5459		177	1		MR. KA BIERMAN	11	MEADOW AVENUE
1	361797	5460		179	1		MRS JM HEMSTED	9	MEADOW AVENUE
1	361819	5461		181	1		MR R FITZGIBBON	4	MEADOW CLOSE
1	361818	5462		183	1		TISDALL MR CG & MRS AJ HUNTER	6	MEADOW CLOSE

1998

1	361815	5463		185	1		MR JCPE HUGO	8	MEADOW CLOSE
1	361814	5464		187	1		MR LE&J SCHAUG	10	MEADOW CLOSE
1	361816	5465						12	MEADOW CLOSE
1	361817	5466		189	1		MICHAEL THOMAS KOKHUIS	11	MEADOW CLOSE
1	361812	5468		191	1		MR M SCHULZE-HULBE	9	MEADOW CLOSE
1	361795	5469		193	1		MR. & MRS. STROMIN NB & STROMIN SA	7	MEADOW CLOSE
1	361794	5471		195	1		MR RH AND MRS BE SCHFF	5	MEADOW CLOSE
1	361802	5472		197	1		RAFTESATH LANCE CLIVE	3	MEADOW CLOSE
1	361788	5473					ANTON ANDRE EICHER	7	MEADOW AVENUE
1	361780	5474		199	1		CARINE GERDZEN & OTHER	5	MEADOW AVENUE
1	981376	6041		201	1		EROL GUSTAF ERIKSSON	38A	WHITTLERS WAY
1	361688	6887		203	1		MR AR CUNINGHAME	3A	PLUMTREE CLOSE
1	361696	6888		205	1		ABUZZ PROMOTIONS CC	3	PLUMTREE CLOSE
1	361707	6889		207	0		ALLIE ABDUL AA HAMIED	10	PLUMTREE CLOSE
1	361660	7800		209	1		THE LITTLE HATTERY PROPRIETARY LIMITED	25	HUGHENDEN STREET
1	361813	7982		211	1		VANESSA KATE MCALEESE	2	GROTTO WAY
1	361804	7983		213	1		MR.ND & MS.LG WALKER-BROOK	4	GROTTO WAY
1	361789	7984		215	1		GADI INVESTMENTS CC	6	GROTTO WAY
1	361783	7985		219	1		MR M FAIRBROTHER	8	GROTTO WAY
1	361741	7987		221	1		MR. MN DESMOND-SMITH	12	GROTTO WAY
1	361722	7988		223	1		MR PG HUDSON	14	GROTTO WAY
1	361650	7996		225	1		MR H COLIJN	35	GROTTO WAY
1	361678	8200		231	1		MARK BARRETT & MARIA FAULL	32	WHITTLERS WAY
1	361683	8201		233	1		UNTIEDT MR D & MRS HA	34	WHITTLERS WAY
1	361686	8202		235	1		MS SV SANDERS-PERRIN	36	WHITTLERS WAY
1	361695	8203		238	1		SWIFT MR A J AND ANOTHER	20	GROTTO WAY
1	361706	8204		240	1		MS HM SCHEIBE	40	WHITTLERS WAY
1	444704	8759		249	1		JCJ BLOM	32B	WHITTLERS WAY
1	957646	8894		251	1		MRS GAY STEEL	1	WOODCUTTERS WAY
1	957647	8895		253	1		CRAIG MICHAEL HENEN	2	WOODCUTTERS WAY
1	957648	8896		255	1		BH NUSSEY	3	WOODCUTTERS WAY
1	957649	8897		257	1		MS AM KOMOROWICZ	4	WOODCUTTERS WAY
1	957650	8898		259	1		MR. & MRS. DAVID & LEESA MITTON	5	WOODCUTTERS WAY
1	957651	8899					ETRECIA WIESE	6	WOODCUTTERS WAY
1	957652	8900		261	1		Mr. LS MOOR	7	WOODCUTTERS WAY
1	957653	8901		263	1		CONFIDENT TRUST	8	WOODCUTTERS WAY
1	957654	8902		267	1		BJ & KD MARTIN	9	WOODCUTTERS WAY
1	976586	9150		269	1		MR G NEBE	10	PETERHOF ROAD
1	999842	9628		270	1		BROBAGS TRUST	36A	WHITTLERS WAY
1	23773428	9771		273		0	PILGRIMS REST FOUNDATION	15	PETERHOF ROAD
1	361659	2280					MR W SABAN	16	HUGHENDEN STREET

1999

1	361664	7997		227		STONEYRIDGE PTY LTD	27	GROTTO WAY
1	361670	7998		229		MARGREG PROPERTIES CC	21	GROTTO WAY
1	361753	1627				KERK BROEDER IN SA	1	HUGHENDEN STREET
1	404040	7990				BEEKAY TWENTY FIVE INVESTMENTS	18	GROTTO WAY
1	439204	8723				BRENMAUR PROPERTIES PTY LTD	13B	GROTTO WAY
1	957655	8903				WOOD CUTTERS GROVE	18	WOODCUTTERS WAY
1	411835	8298				MR AS DORMAN	1A	OAKWOOD LANE
165				124	8			

OHMCID (Limited area)	Support	Referred back	Objections
Properties	124	4	8
	75.2%	2.4%	4.8%

Oakwood Estate								
Vote Count	LIS Key	ERF No	Sect ID	File no	Support	Objection	Rates CA Name	Address
1	787266	8633					G A JORDAN	1 GROTTO WAY
1	443152	8634					RIGS TRUST	3 GROTTO WAY
1	447289	8635				1	MR. & MRS. HEINRICH & HENRIETTA BRUMFIELD	5 GROTTO WAY
1	787267	8636					MRS JA LUBBE	7 GROTTO WAY
1	805293	8637				1	VAN DER WALT MR FF & MRS CP	9 GROTTO WAY
1	441909	8638				1	MARISA HELENA MH BERNDSEN	11 GROTTO WAY
1	439205	8690				1	MR. & MRS. IJ & N VAUGHAN	1 OAKWOOD LANE
1	439206	8691				1	MR. & MRS. PEARSE SJ & PEARSE L	3 OAKWOOD LANE
1	439207	8692					FYNBOSLAND 259	5 OAKWOOD LANE
1	439208	8693				1	ASHCROFT MISS A & 3 OTHERS	7 OAKWOOD LANE
1	439209	8694				1	THE TRISTAN AND SINCLAIR TRUST	9 OAKWOOD LANE
1	439210	8695				1	MRS. MMMC DIRICK	11 OAKWOOD LANE
1	439211	8696					JOANNE ANITA WALTER AND OTHER	18 OAKWOOD LANE
1	439212	8697				1	C BOURGONJE	16 OAKWOOD LANE
1	439213	8698		242	1		MR.DG & MS.CME ROLAND	14 OAKWOOD LANE
1	439214	8699				1	ANNIQUE A PIENAAR	12 OAKWOOD LANE
1	439215	8700					MR JL CONNAH	10 OAKWOOD LANE
1	439216	8701				1	MS. PJ ELSON	8 OAKWOOD LANE
1	439217	8702				1	MISS CF BATH	6 OAKWOOD LANE
1	439218	8703				1	MR SF FRAYNE	4 OAKWOOD LANE
1	439219	8704		244	1		THE TRUSTEES FOR THE TIME BEING OF THE G	2 OAKWOOD LANE
1	439220	8705					MCGREGOR MR GC & MRS M	1 RIVER WALK

2000

1	439221	8706					RUTZEN PE & ANOTHER	2	RIVER WALK
1	439222	8707					MS ASTRID ROSSOUW	3	RIVER WALK
1	439223	8708				1	MR F S HOLLAND	4	RIVER WALK
1	439224	8709				1	AA AND NS TAUITE	6	RIVER WALK
1	439225	8710				1	KTL DENMAN & SD POTTER	5	RIVER WALK
1	439226	8711				1	PRINSLOO MR S C & MRS P J	7	RIVER WALK
1	439227	8712				1	MOORE MR S R & MRS S	8	RIVER WALK
1	439228	8713		247	1		MS BM MEYER	9	RIVER WALK
1	439229	8714				1	MOUNT OAKHURST ESTATE HOME OWNERS ASS.	10	RIVER WALK
1	439230	8715					MOUNT OAKHURST ESTATE HOME OWNERS ASS.	6A	RIVER WALK
1	439231	8716				1	MOUNT OAKHURST ESTATE HOME OWNERS ASS.	13A	GROTTO WAY
1	439232	8717				1	MOUNT OAKHURST ESTATE HOME OWNERS ASS.	11A	GROTTO WAY
34					3	22			

Oakwood Estate	Support	Referred back	Objections
Properties	3	0	22
	8.8%	0.0%	64.7%