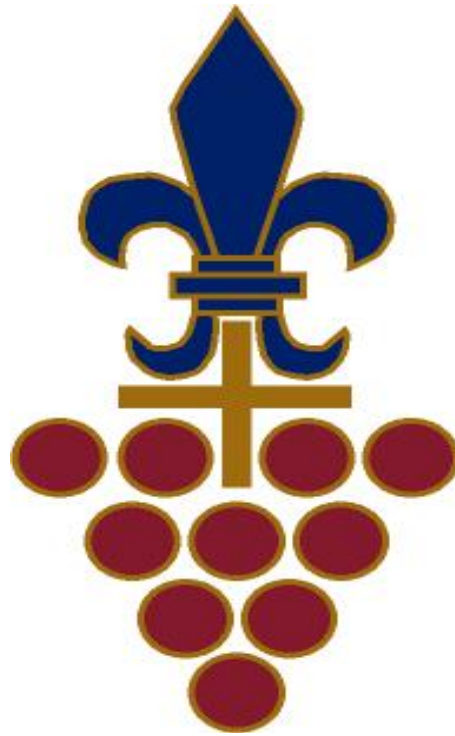


**STELLENBOSCH MUNICIPALITY**



**JONKERSHOEK SRA**

**REPORT ON 2<sup>ND</sup> FIVE YEAR TERM**



# STELLENBOSCH

STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

Collaborator No:  
IDP KPA Ref No:  
Meeting Date:

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**1. SUBJECT:**

**JONKERSHOEK SPECIAL RATING AREA: APPLICATION FOR EXTENSION OF TERM FOR A FURTHER FIVE YEARS, 1 JULY 2020 – 30 JUNE 2025.**

**2. PURPOSE**

2.1 Council to approve in terms of paragraph 15(a) of the Special Rating Area By-law, the extension of the Jonkershoek Special Rating Area for a further period of five years, with effect from 1 July 2020 to 30 June 2025.

**3. DELEGATED AUTHORITY**

3.1 Council to approve.

**4. EXECUTIVE SUMMARY**

4.1 Jonkershoek Special Rating Area (SRA) was first established in 2015 and has been successfully operating for the past five years. The management body has now applied for the SRA to be extended for a further period of five years, ending 30 June 2025.

4.2 There are no financial implications for the municipality. SRAs are community driven initiatives and are financed by the property owners within the boundaries of the SRA. The municipality pays the approved budget over to the management body in twelve equal, monthly instalments and recovers the money from property owners via the monthly consumer accounts. Normal

credit control and debt collection processes are followed in instances of non-payment and retention is also withheld from the budget to offset any potential losses of the municipality. In the first five years of the SRA being in operation, this measure has not necessary.

- 4.3 Applications for extension of term are done in terms of paragraph 15(a) of the SRA By-Law. Such council approval can only be given in terms of Chapter 1 of the By-Law. For good reason, the council may exempt the management body of the SRA from compliance with Chapter 1, which mainly deals with the process to be followed when first establishing a SRA. Such exemption is being requested by the management body of the SRA.

## 5. **RECOMMENDATIONS**

Recommendations are included in the main Item. And consist of:

- 5.1 That council notes the Jonkershoek SRA application for the extension of the SRA for a further period of five years and exempts the management body in terms of paragraph 15(a) of the SRA By-Law, from compliance with the provisions of Chapter 1 of the SRA By-Law.
- 5.2 That council approves the extension of the Jonkershoek SRA for a further period of five years beginning 1 July 2020 and ending 30 June 2025.
- 5.3 That Council approves the proposed five year budgets with a combined total of R30 943 773.35 (VAT included) as detailed in in Annexure 32 (c) of the report.

## 6. **DISCUSSION / CONTENTS**

### 6.1. **Background**

Special Rating Areas (SRAs) are established by council in terms of section 22 of the Municipal Property Rates Act, 6 of 2004 as amended.

The Jonkershoek SRA in Technopark was originally established by council by means of resolution on 30 April 2015 for a five year term beginning 1 July 2015 and ending 30 June 2020.

## **6.2. Discussion**

6.2.1 Since first being established in 2015, Jonkershoek SRA has functioned very well and has proven its viability by implementing the strategic business objectives within budget. However, the needs continue to be present and therefore it has been agreed by stakeholders that the SRA should be renewed for a further period of 5 years.

6.2.2 The SRA is a sustainable and established organisation within the community and continues to provide a service in addition to municipal activities in the area. Management of the SRA has fulfilled its mandate as outlined in the business plan and the SRA has been well accepted by property owners of Technopark. This is clearly proven by the fact that payment levels of the SRA levies are regular and high.

6.2.3 Attached as Annexure 32 (a) is a Letter of Application received from the SRA. This application:

a) Points out that the continued operation of the SRA will not reinforce previously existing inequalities nor be a substitute for municipal services and that it aligns with the IDP.

b) Provides a summary of the documentation attached to the application.

6.2.4 Annexure 32 (b) is the Business Plan itself that is compiled in line with the requirements of the SRA Policy and By-law.

6.2.5 Annexure 32 (c) being the 5 year budgets provides details with regards to the financial plan of the SRA for the next 5 years.

6.2.6 Annexure 32 (d) is Minutes of the Annual General Meeting held on 25 November 2019 where the following resolutions relevant to this application were adopted:

a) That application must be made to extend the SRA for a further period of 5 years.

b) That the 5 year budget is approved.

c) That the Municipal Council must be requested to exempt the SRA in terms of paragraph 15(a) of the SRA By-Law from compliance with the provisions of Chapter 1 of the SRA By-Law.

6.2.7 Application for the extension of a Special Rating Area is done in terms of paragraph 15(a) of the SRA By-Law. It can only be approved by Council in accordance with the provisions of Chapter 1 of the By-Law. The Council may however, and for good reason, on written application by the management body, exempt the management body from complying with any such provisions.

6.2.8 Chapter 1 of the By-Law deals with the process to be followed when first making application for the establishment of a SRA. As this is not a new SRA being established for the first time but an extension of term for an existing SRA, Council should find good reason to consider exempting the management body from these provisions:

a) The concept of the SRA is well established, the management of the SRA being done effectively and all initial teething problems have been taken care of.

b) The SRA is accepted and well supported by the community and property owners as is clear from the excellent payment of SRA levies.

c) The SRA management body is providing a service to the community in line with the business plan and in addition to any municipal services being rendered. The need for these SRA services is on-going and will continue to be met by the management body.

d) The application, business plan and budget has been supported and adopted at the AGM.

### **6.3 Financial Implications**

6.3.1 There are no financial implications for the municipality. The approved budget of the SRA is paid over to the management body in 12 equal monthly instalments by the municipality and recovered from the residents by means of the monthly consumer accounts. Retention of 3% is withheld by the municipality to offset any possible irrecoverable debt. In the first five years of the SRA's existence, this has not been necessary.

**6.4 Legal Implications**

None.

**6.5 Staff Implications**

None.

**6.6 Previous / Relevant Council Resolutions:**

Establishment of the Jonkershoek SRA was first approved by Council on 30 April 2015, Item 7.5.

**6.7 Risk Implications**

None.

**6.8 Comments from Senior Management:**

**6.8.1 Director: Corporate Services:**

**6.8.1 Chief Financial Officer:**

Compiled the Item.

**6.8.2 Municipal Manager:**

- ANNEXURES:**
- 32 (a)- Application Letter**
  - 32 (b)- Business Plan and Budget**
  - 32 (c)- 5 Year Budget**
  - 32 (d)- Minutes of AGM**

**FOR FURTHER DETAILS CONTACT:**

<b>NAME</b>	<i>A Treurnich</i>
<b>POSITION</b>	
<b>DIRECTORATE</b>	<i>Finance</i>
<b>CONTACT NUMBERS</b>	<i>021 808 8016</i>

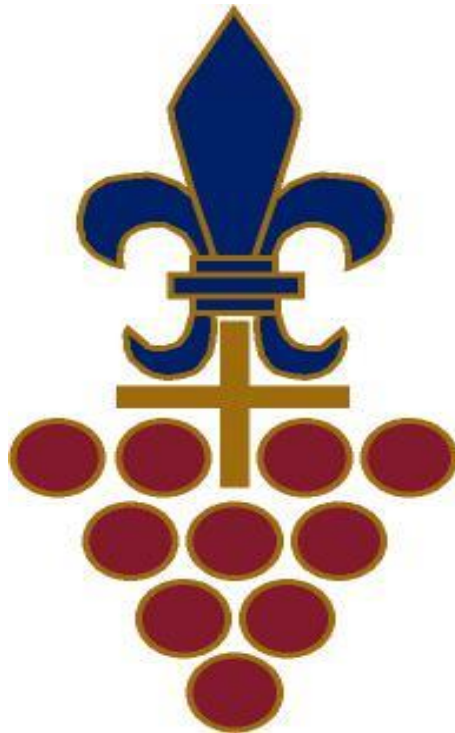
<i>E-MAIL ADDRESS</i>	<i>Andre.treurnich@stellenbosch.org.za</i>
<i>REPORT DATE</i>	<i>27 January 2020</i>

**CLLR PATRICIA CRAWLEY**  
**PORTFOLIO HOLDER:FINANCE**

\_\_\_\_\_  
**DATE**

**ANNEXURE 31(A)**

**STELLENBOSCH MUNICIPALITY**



**JONKERSHOEK SRA**

**APPLICATION LETTER- 2<sup>ND</sup> FIVE YEAR  
TERM**



**ANNEXURE A**

**APPLICATION FOR THE EXTENSION OF JONKERSHOEK  
SRA FOR A FURTHER PERIOD OF FIVE YEARS**

7 January 2020

Directorate:  
Municipality Manager  
Stellenbosch

Dear Sir,

**RE: APPLICATION LETTER FOR EXTENSION OF THE NEXT 5 YEARS JONKERSHOEK  
SPECIAL RATINGS AREA**

1. The JonkershoekSRA NPC, hereby wish to apply for Stellenbosch Town Council approval of the extension of the JSRA term for the period 2020 – 2025.
2. This application is made to Council in terms of Section 15 of the Stellenbosch Municipality Special Rating Areas By-Law, read together with the Stellenbosch Municipality Special Rating Areas Policy.
3. The vision of the JSRA:  
  
The continued operation of the JSRA will not reinforce the previously existing inequalities nor be a substitute for Municipal services. The services of the JSRA will be 'over and above and on top of' the services provided by the Municipality
4. Consistency with Integrated Development Plan:  
  
It is believed that the continued operation of the JSRA will support the vision of the Stellenbosch IDP as follows:
  - The JSRA initiatives will enhance the security and cleanliness of the area and hence contribute to the safe and dignified living of residents and visitors.
  - The JSRA initiatives will stimulate employment creation as a result of the appointment of contractors to attend to the cleaning and greening 'top up' services and safety and security patrols.
  - The JSRA is subject to the Companies Act and the Stellenbosch Municipal By-Law and oversight by the Municipality and as such contribute to good governance and compliance

5. In support of the application, the following documentation is attached:
- 5.1 The new Business Plan (Motivation report, Implementation plan and Budget), marked "A"; and
  - 5.2 Notices of the Annual General Meeting (AGM), marked "B".
  - 5.3 Resolutions as per the draft AGM minutes, marked "C" stipulating:
    - 5.3.1 The renewal of the JSRA for another 5 year term and the Business Plan approved; and
    - 5.3.2 The Budget included in the Business Plan approved; and
    - 5.3.3 The submission of a written application to the Stellenbosch Town Council for the renewal of the JSRA for another 5 year term and for exemption from compliance with certain of the provisions of Chapter 1 of the Stellenbosch Municipality By-Law approved

We trust that this application will meet with the Stellenbosch Town Council approval and thank you for your kind consideration thereof.

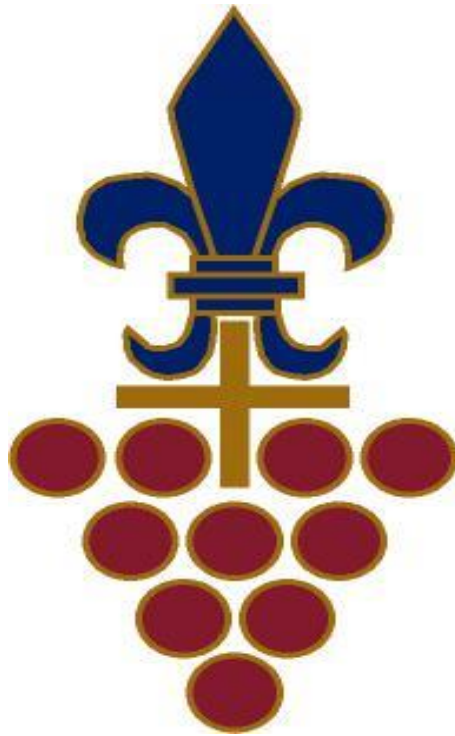
Yours faithfully,



D M (NIEL) HOOGENHOUT  
CHAIRMAN: JONKERSHOEKSRA NPC

**ANNEXURE 31(B)**

**STELLENBOSCH MUNICIPALITY**



**JONKERSHOEK SRA**

**BUSINESS PLAN- 2<sup>ND</sup> FIVE YEAR TERM**

## **ANNEXURE B**

### **JONKERSHOEK SRA NEW BUSINESS PLAN**

**“A”**

## **BUSINESS PLAN FOR THE JONKERSHOEK**

### **Special Rating Area**



**Renewal September 2019**

**Compiled in accordance with the By-Law for establishment of  
Special Rating Areas, promulgated in the Provincial Gazette 7015/2012**

This Business Plan covers the period 1 July 2020 to 30 June 2025 as set out in the following parts:  
Part 1: Background and Introduction  
Part 2: Motivation  
Part 3: Implementation Plan and Budget

#### ***JONKERSHOEK SPECIAL RATING AREA Information:***

**Name:** Jonkershoek Special Rating Area  
**Contact Person:** Ms Thea Jordaan  
**Contact Telephone No:** 021 8872486  
**Commencement Date:** 1 July 2020  
**Municipality:** Stellenbosch

**Principal Contacts**

Ms Thea Jordaan (administration)	
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Ms Belinda Hattingh (manager)	
<a href="mailto:manager@jonkershoekstra.co.za">manager@jonkershoekstra.co.za</a>	
Mr D M (Niel) Hoogenhout (chairman of the board of directors)	
<a href="mailto:dmhoogenhout@gmail.com">dmhoogenhout@gmail.com</a>	

**Directors**

Charl Daniel Cillie	Michael John Ehret
Daniel Marais Hoogenhout	Michiel Wilhelm Dreijer
Frans Krone Krige	Petrus Johannes Dirkse Bekker
Martin Noel Heunis	Willem Jacobus van Aswegen

#### **Boundaries of the JONKERSHOEK Special Ratings Area (Also to Map 1 & 2 below)**

The boundaries are outlined below:

**Northern Boundary –** From the intersection of Merriman Avenue and Cluver Road along Cluver Road then following the northern boundary of erf 4165 and all erven facing Commanders Avenue up to Simonsberg Street and then along Simonsberg Street and the northern boundary of erven bordering Union Avenue and Rozendal Avenue up to Omega Street.

**Eastern Boundary –** From the intersection of Rozendal Avenue and Omega Street along the watershed boundary of all agricultural properties in the Jonkershoek Valley to include all residential and agricultural erven to the west until the boundary intersects with the Eerste River at the Karindal neighbourhood.

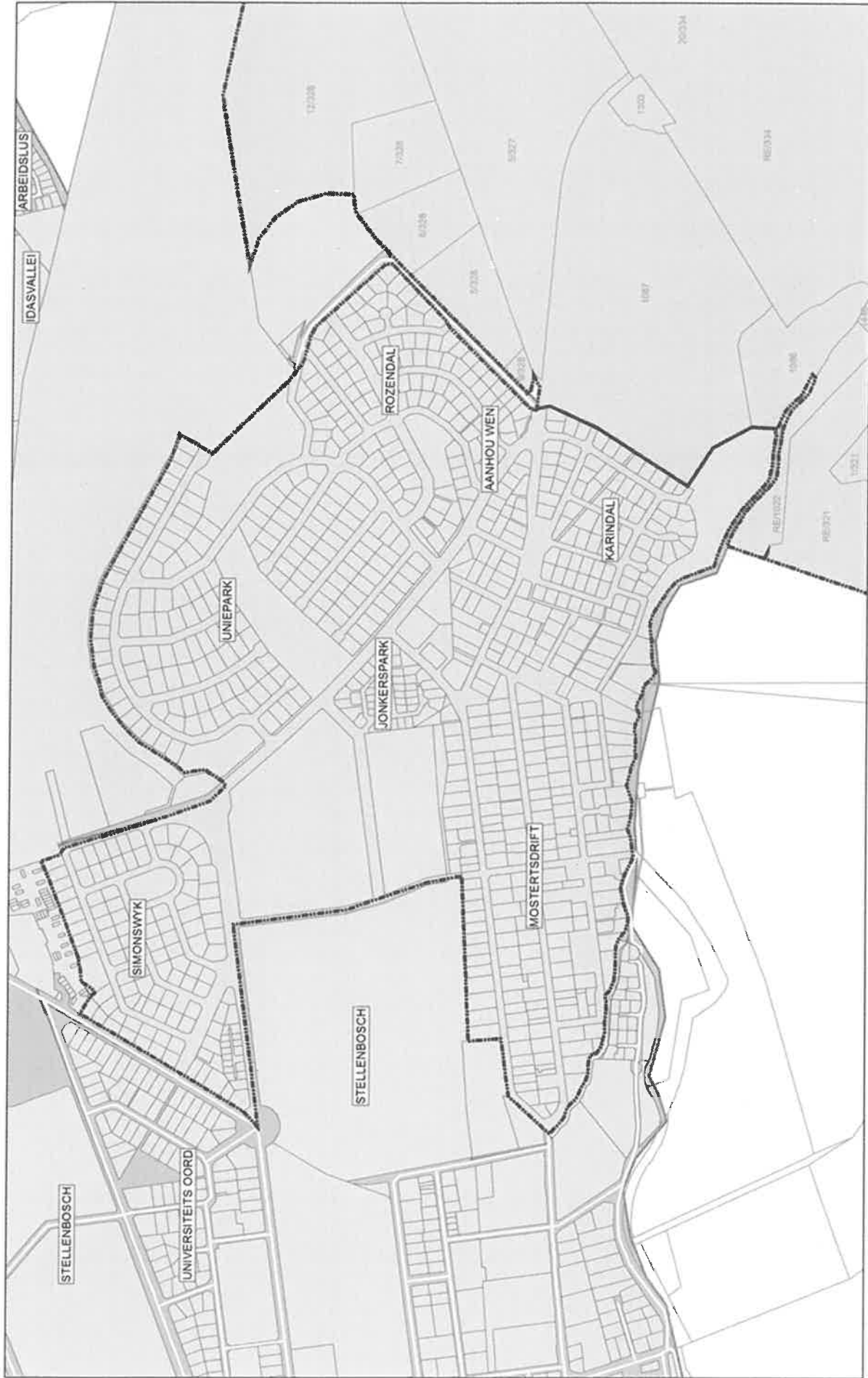
**Southern Boundary –** Along the Eerste River westward up to the South Eastern corner of the Koloniesland housing estate, along the border of the Koloniesland estate up to the Meulslot and along the Meulslot to where the boundary intersects with Van Riebeeck Street.

**Western Boundary –** From the intersection of Van Riebeeck Street and Jonkershoek Road, along Jonkershoek Road and from erf 1540 along the northern boundary of the erven on the northern side of Jonkershoek Road to Jannasch Street and northwards up to the intersection with Merriman Avenue and along Merriman Avenue to the intersection with Cluver Road.



Map 1 Jonkershoek Special Rating Area agricultural area





Map 2 Boundary of the residential component of the Jonkershoek Special Rating Area

## **Executive Summary**

Over a number of years the Stellenbosch area increasingly became the target of criminal elements wishing to exploit the area and its residents. Property owners adjacent to nature reserves, green belts and rivers have been hit by criminals accessing neighbourhoods from these areas.

In 2012 the Stellenbosch Municipality approved the Special Rating Area By-law for the town thereby setting the platform for property owners to establish such areas in Stellenbosch. The first Business Plan for the Jonkershoek Special Rating Area was drawn up in 2014, approved by the requisite 60%+ majority of property owners within the boundaries and its first five year term started on 1 July 2015. The JSRA has been substantially successful in addressing problems and countering any potential for further urban decay and the further increase of crime in the area. The main purpose of the JSRA is to manage and implement additional public safety and urban management operations in addition to those services provided by the Stellenbosch Municipality. The additional municipal services typically include the provision of additional public safety, cleansing services, maintenance and/or upgrading of the urban public environment and/or infrastructure and social services that addresses social issues in the area. The area of the JSRA includes the rural farming area of the Jonkershoek valley.

The Jonkershoek SRA NPC was incorporated on 6 August 2015 as a Non Profit Company in terms of the Companies Act 71 of 2008. This Business Plan is the first renewal for the second 5 year term of the JSRA for the period 1 July 2020 to 30 June 2025

The boundaries as per the maps of the area of the JSRA in this renewal 5 year business plan are exactly the same as in per the original 5 year business plan.

## **Vision, and Goals of the JSRA**

The vision of the JSRA is to establish and maintain a safe, clean, and attractive residential area. The continued operations of the JSRA will support the vision of the Stellenbosch Integrated Development Plan (see part 3.3 below).

### **The JSRA has the following goals:**

- Reducing crime significantly by proactive visible patrolling and cooperation with existing SAPS and Stellenbosch Municipality Law Enforcement efforts as well as other security service providers in the area.
- Creating a safe and clean public environment by addressing issues of maintenance and cleaning of streets, pavements and public spaces.
- Manage existing and new public infrastructure for the future benefit of all the users of the area.
- Protect property values.
- Support the promotion of the area as a safe and clean environment by promoting greening, energy efficiency and recycling.
- Support and promote social responsibility in the area
- The sustained and effective management of the area.

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## Part 1 : BACKGROUND AND INTRODUCTION

Stellenbosch has grown to be recognised today for its wine production and it is also renowned for its academic institutions. The University of Stellenbosch has approximately 32,000 students, and the surrounding communities and agricultural industries interact with the town and its business and academic institutions on a daily basis. While the central business district and industrial nodes offer support to industry the residential neighbourhoods offer a unique lifestyle opportunity for residents linked to spectacular mountain and rural scenery, access to nature on their doorstep and supported by all the modern amenities that this town can offer.

Unfortunately the area also became the target of criminal elements wishing to exploit the area and its residents. Most residents are aware of crime, concerned about crime or have been directly affected by crime in the area. Property owners adjacent to nature reserves, green belts and rivers have been hit by criminals accessing neighbourhoods from these areas and even the student community have experienced its fair share of criminal activity.

Together the residential communities of a number of Stellenbosch residential suburbs established Stellenbosch Watch with the intention to increase cooperation between neighbourhood watches and to ensure a coordinated fight against crime in Stellenbosch through improved communication between the Stellenbosch Watch, the South African Police Service (SAPS) and other law enforcement agencies.

In 2012 the Stellenbosch Municipality approved the Special Rating Area By-law for the town thereby setting the platform for property owners to establish such areas in Stellenbosch. Certain suburbs in cooperation with Stellenbosch Watch has identified the Special Rating Area (SRA) model as a basis to address problems and counter any potential for further urban decay and the further increase of crime in the area. The first Business Plan for the Jonkershoek Special Rating Area was drawn up in 2014, approved by the requisite 60%+ majority of property owners within the boundaries and its first five year term started on 1 July 2015. The main purpose of the JSRA is to manage and implement additional public safety and urban management operations in addition to those services provided by the Stellenbosch Municipality. The property owners from the area pay an additional rate (JSRA Levy) to fund additional municipal services for that specific area as set out in this business plan. The additional municipal services typically include the provision of additional public safety, cleansing services, maintenance and/or upgrading of the urban public environment and/or infrastructure and social services that addresses social issues in the area.

The Jonkershoek SRA NPC was incorporated on 6 August 2015 as a Non Profit Company in terms of the Companies Act 71 of 2008. This Business Plan is the first renewal for the second 5 year term of the JSRA for the period 1 July 2020 to 30 June 2025.

The JSRA Levy is collected by the Municipality from property owners in the area and paid over to the JSRA Non Profit Company (NPC). The budget is dedicated to the specific area only. The JSRA Levy paid by the property owners in the area means an equitable split based on municipal property valuation. The cost of the additional services allows individual property owners to benefit from a well-managed and safe neighbourhood including a shared sense of communal pride, safety and social responsibility.

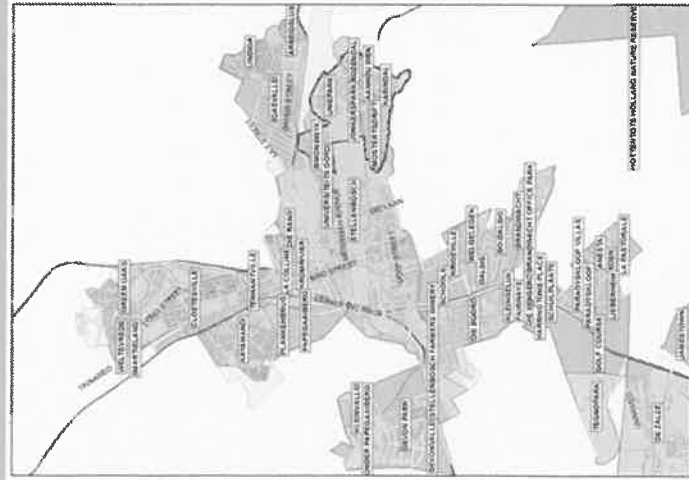


Figure 1 Locality map showing the position of the JSRA relative to the greater Stellenbosch area.

The implementation of a properly managed SRA most often results in:

- A safer public environment to the benefit of all residents, visitors, businesses and property owners.
- Proactive and co-ordinated communication and direct consultation with the Municipal service directorates regarding service delivery to the 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 the property.
- The protection and tangible growth in property values and capital investments which encourages economic development in the area.

The implementation of a properly managed SRA most often results in:

## Part 2 : HISTORIC MOTIVATION

### 2.1 Urban Challenges

During 2014 and as part of the process to develop the first business plan, the Steering Committee commissioned a perception survey amongst property owners of the then proposed area. The survey focused on five general urban issues namely:

- Safety and security
- Litter and cleanliness
- Area lighting & traffic
- Urban management
- Social environment

Participants were also asked to rank the importance of the above listed issues at the end of the survey questionnaire. The survey questionnaire also provided the opportunity to express general comments and concerns in writing. The results of the perception survey along with additional research, newspaper reports and information available to the Steering Committee was used to develop an overall analysis of the urban challenges of the area.

#### **Safety and Security**

The survey results indicated a substantial concern amongst participants that crime was on the increase in the area. Overall reported crime showed an upward trend in Stellenbosch and property related crime such as residential burglaries and theft from motor vehicles showed significant increases. In general, crimes such as property related crime, house robberies and theft out of motor vehicles have a negative impact on the sense of safety in a neighbourhood. These are typically crimes that directly and negatively influence the attraction to and perception of safety in the area and significantly detract from the desirability of the area. Crime statistics illustrated the fact that the area experienced crime, high incidents of which could occur or originate from the public domain including assault, theft, theft from motor vehicles, robbery and house and business burglaries.

The survey also tested participant's opinion on the effectiveness of the then current policing efforts and also asked participants to provide a reason for their rating. 70% Regarded the security situation as fair to poor and noted the lack of SAPS visibility most frequently as a reason for the ineffectiveness of the SAPS.

#### **Litter and cleanliness of the public environment**

Most participants regarded the general state of cleanliness as very good. Only isolated incidents of litter were found in the area. Some participants indicated illegal dumping of mostly household and garden waste and builders' rubble was problematic.

The survey also indicated some problems with bin picking: Bin picking is mostly associated with the presence of homeless and unemployed people that frequent the area, especially on refuse collection days, to find food and recyclable materials from refuse bins. Sadly, this practice also results in additional littering when bin pickers sort the waste on sidewalks leaving the area littered and dirty. Significant numbers of homeless people and bin pickers frequent the Stellenbosch residential areas, especially on waste collection days.

## **Area lighting and traffic**

The lighting of streets and pavements and the standards of traffic signs and road markings were regarded as mostly sufficient. Isolated incidents of poor lighting on public open spaces (parks) and overgrown street signage were mentioned.

## **Urban Management**

Further to the issues of lighting, signage and cleaning in the public environment, some urban management problems were present in some of the public spaces in the area. Street furniture such as litter bins and benches were in a state of disrepair and some public open spaces had long grass and trees and shrubs that needed pruning and maintenance. It is clear that sidewalks were mostly maintained by the property owners themselves and the general impression of the area was of a green, attractive and well-maintained residential neighbourhood.

## **The social environment**

50% of survey participants perceived homelessness as a problem in this part of Stellenbosch. The most frequently identified issues in the area in order of priority was begging, bin picking, theft and alcohol and drug abuse.

Bin picking creates various problems in any urban area as it supports vagrant communities through recycling of small amounts of material from bins. This in turn leads to anti-social behaviour including littering, aggressive begging and opportunistic criminal activity such as theft.

## **Conclusion of survey**

The perception survey concluded with an opportunity for participants to rank each of the general themes of the survey in terms of its importance. 93% of the respondents ranked safety and security as the most important issue. The cleanliness of public areas was selected as the second highest priority area.

## **2.2 Establishment of the JSRA and the first business plan**

### **2.2.1 What is an SRA?**

The SRA model is based on international best practice aimed at preventing the degeneration of neighbourhoods and facilitating their upliftment, economic growth and sustainable development. The continuing success of this model is demonstrated by the fact that there are an increasing number of SRA's being established in Cape Town, currently numbering 43.

The Stellenbosch Municipality's first Special Rating Area By-Law was approved in 2012. It was designed to enable self-funded community initiatives within a clearly defined geographic area that aim to improve and/or upgrade neighbourhoods by making use of a non-profit company to manage the implementation supported by property owners in the SRA in accordance with the procedure set out in the By-Law and approved by the Town Council.

In the Stellenbosch Municipal area the JSRA and Techstel SRA(Technopark area) were both established in 2015. Other Stellenbosch residential and business areas are currently investigating the possibility of establishing SRA's.

## 2.2.2 JSRA established

After the survey mentioned in 2.1 above, the steering committee drew up the first 5 year business plan for the Jonkershoek Special Rating Area which was approved by the Stellenbosch Municipality. After the required public meetings and written approval from the requisite 60%+ majority, the Stellenbosch Town Council approved the business plan to commence on 1 July 2015.

Jonkershoek Special Ratings Area NPC was incorporated on 6 August 2015 as a non profit company in terms of the Companies Act 71 of 2008 of which the main purpose is to provide Community Based Private Urban Management within the public areas of the Special Ratings Area. The first board of directors was appointed and operations in accordance with the approved business plan commenced. Just prior to the final approval of the business plan the Northern boundary of the area was slightly amended by excluding the Simonsrust shopping centre and the Simonsrust cluster housing estate.

In order to vote at the members' meetings of the JSRA, property owners need to apply to become members of the JSRA. Membership ceases, *inter alia*, when the property is sold and hence new owners would need to apply to become members. Voting at the meetings of the JSRA occurs by show of hands, or if required, by each member having one vote per R5m of municipal valuation of their property. Owners in arrears with their municipal accounts by more than 60 days are not allowed to vote, unless a payment arrangement is in place with the Municipality. Full details of the legal requirements surrounding membership, eligibility to vote and the manner of voting are contained in the Memorandum of Incorporation which is available on request and will be on the JSRA website soon.

The JSRA manages its own finances and appoints its own auditors. The interests of members of the JSRA NPC are protected by the provisions of the Companies Act and the Special Rating Area By-Law which include the following:

- The JSRA retains control over the funds received for the implementation of the business plan, which monies may only be spent within the JSRA and only in accordance with the approved budget and business plan.
- The responsibility for the collection of rates and additional rates in terms of the JSRA business plan vests with the Municipality.
- The Municipality monitors the compliance of the Board with the provisions of the SRA By-Law and the Companies Act and the Finance agreement concluded between the Municipality and the JSRA.
- A councillor of the town council appointed by the Executive Mayor as observer is entitled to attend the board meetings (but not vote) of the JSRA.
- The JSRA is required to submit a 5 year business plan for approval by the Town Council.
- The JSRA is required to prepare audited annual financial statements and submit this to the Municipality.

## 2.2.3 How are the additional rates (JSRA Levy) calculated?

The current municipal valuation roll is used to determine the properties comprising the JSRA and the JSRA additional rate (levy) payable by each property owner is calculated using the current municipal valuation of that specific property.

The JSRA management prepares an annual budget taking into account the additional supplementary services required as identified in the business plan. The individual contributions by each property owner accordingly represents the value of that property owner's municipal valuation of his property, divided by the total municipal valuation of all properties within the geographic boundary of the JSRA multiplied by the total expenditure budget of the JSRA for a particular year commencing on 1 July.

The JSRA budget and proposed additional rates (levy) must be approved by the Town Council and advertised for comments and objections as part of the Council's budget process for implementation on 1 July.

## **2.2.4 Term renewal process**

Each business plan under the SRA By-Law has a duration of 5 years. The initial business plan of the JSRA was in respect of the period 1 July 2015 to 30 June 2020. Approval by members of a new business plan for the period 1 July 2020 to 30 June 2025 is therefore required. This will occur as follows:

- The JSRA management compiles a new 5 year business plan, consisting of a motivation report, implementation plan and budget.
- The new plan is approved by the Board and submitted to the Municipality for comment.
- Once reviewed by the Municipality, the renewal is advertised along with the notice of the annual general meeting in year 5 of the JSRA 's term.
- At the AGM, the members can then vote to adopt the new 5 year plan and budget and approve the intention to renew.
- Formal application is lodged with the Municipality for approval by the Town Council and exemption by the Council from the compliance of certain of the provisions of Chapter 1 of the By-Law.
- The renewal plan is considered by the full Stellenbosch Town Council.
- Once the renewal plan has been approved by the Town Council, the JSRA commences with the new term on 1 July.



## Part 3 : IMPLEMENTATION PLAN AND BUDGET

### 3.1 Focus for the first 5 years.

The Jonkershoek Special Rating Area NPC ('JSRA') has been in existence since 2015 and focused on the following areas:

- The management of the JSRA operations
- The provision of extensive safety and security measures
- The cleaning, greening and maintenance of the public spaces in the area
- Monitor urban management issues related to public infrastructure in the area in co-operation with the relevant Municipal departments
- Assist with social upliftment in the area

It is proposed that these main areas of focus be retained, although the extent, content and budget allocation for the different areas will change as set out in the proposed budget.

### 3.2 Operational results for the 4 years 1 July 2015 to 30 June 2019

#### Management

After incorporation of the Jonkershoek SRA NPC and the appointment of the first Board of Directors, JPS Trust (Ms Thea Jordaan) was appointed to attend to the JSRA administrative functions: in particular to deal with financial matters including arrangements with the Stellenbosch Municipality regarding the levy collection, banking arrangements, payments, secretarial work etc. A manager with the specific focus on the security operations was appointed in March 2016. Ms Belinda Hattingh joined the team in this capacity and brought her extensive experience as an officer in the 'SAPS, supervising the security contractors with excellent results.

#### Safety and security

##### Patrol vehicles:

The contracted security company started out with 2 vehicles and 2 bicycles on patrol in the area. It was soon found that the bicycles were not very effective and the arrangement was changed to 3 vehicles. The current arrangement is for the security company to supply 3 dedicated vehicles with an armed officer per vehicle patrolling 24/7 in two shifts. The vehicles are highly visible and have been branded with the JSRA logo and signage. Two of the vehicles (cars) mostly patrol the residential areas and the third (a pick-up truck) concentrate on the agricultural areas in the Jonkershoek valley. The 9 dedicated officers have undergone extensive training and operate under the supervision of the JSRA manager. The vehicles are in constant radio and mobile phone contact with the operational control room and can respond to any emergency within minutes.



### **Control Room:**

At first the JSRA used the services of the Stellenbosch Watch control room. When our security cameras became fully functional and online in 2018 we had to set up a dedicated control room for the JSRA. The control room is currently situated at the University of Stellenbosch Campus Security premises where we have 3 operators doing shift duty 24/7 (one operator per shift). These operators are employed and have been trained by our contracted security company under supervision of our JSRA Manager. The control room operators monitor our security cameras, monitor

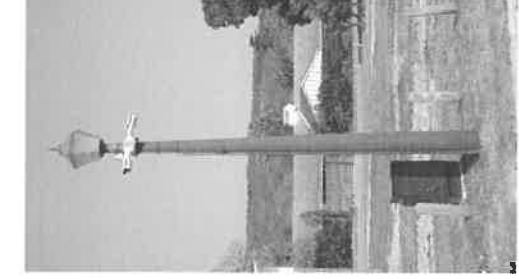
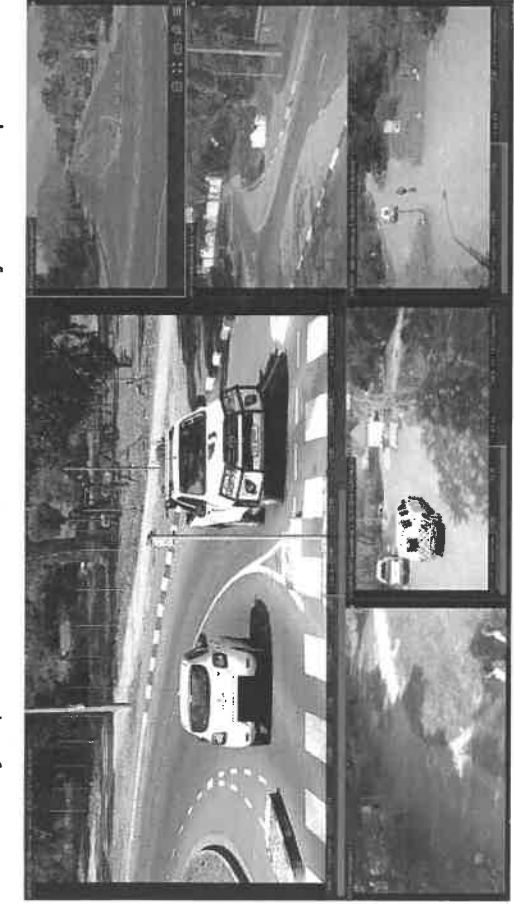
our WhatsApp groups and telephones and react to suspicious activities and complaints/information received from residents. They are in constant radio contact with the 3 security patrol vehicles and dispatch them accordingly. They also monitor various other crime alert groups linked to the SAPS and Law Enforcement and react if needed in our area. They arrange emergency units as required by incidents. All incidents and patrols are captured in an incident management system.

### **Security cameras:**

The steering committee setting up the JSRA in 2015 realised that the JSRA operational budget would not be able to fund the capital cost of a security camera network and they approached JSRA members and residents for donations to fund the initial purchase thereof. Some R4.5 million was contributed by individuals and businesses. The first cameras were installed in 2016 with communication to the control room via wireless data links. This proved to be problematic as broadband, speed, weather, trees etc all affected the stability and quality of the images communicated. Fiber was the only option and the JSRA initiated the installation of a fiber network by Frogfoot, one of the bigger fiber operators. A number of fiber internet users justified such a business model. Although the installation of the fiber network was disruptive in the neighbourhood, residents now have access to fast and reliable fiber internet service. The security cameras had to be reconfigured for fiber and the improved communication made a big difference to the effectiveness and stability of our camera surveillance. We currently have 63 cameras at 41 positions linked to the JSRA control room. The camera surveillance substantially improved the effectiveness of our security and crime prevention.

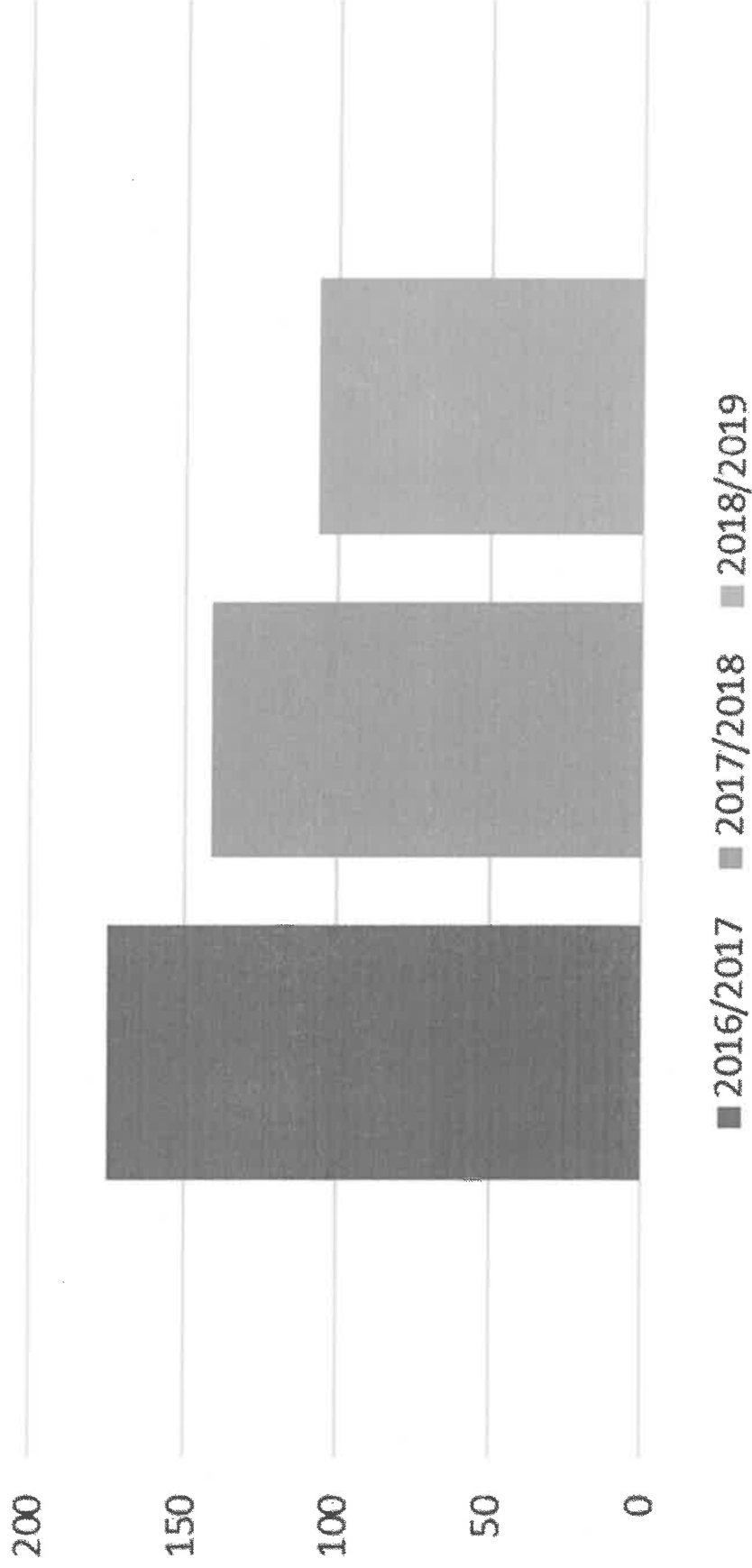


Frogfoot agreed to supply camera points at a nominal fee if the number of fiber internet users justified such a business model. Although the installation of the fiber network was disruptive in the neighbourhood, residents now have access to fast and reliable fiber internet service. The security cameras had to be reconfigured for fiber and the improved communication made a big difference to the effectiveness and stability of our camera surveillance. We currently have 63 cameras at 41 positions linked to the JSRA control room. The camera surveillance

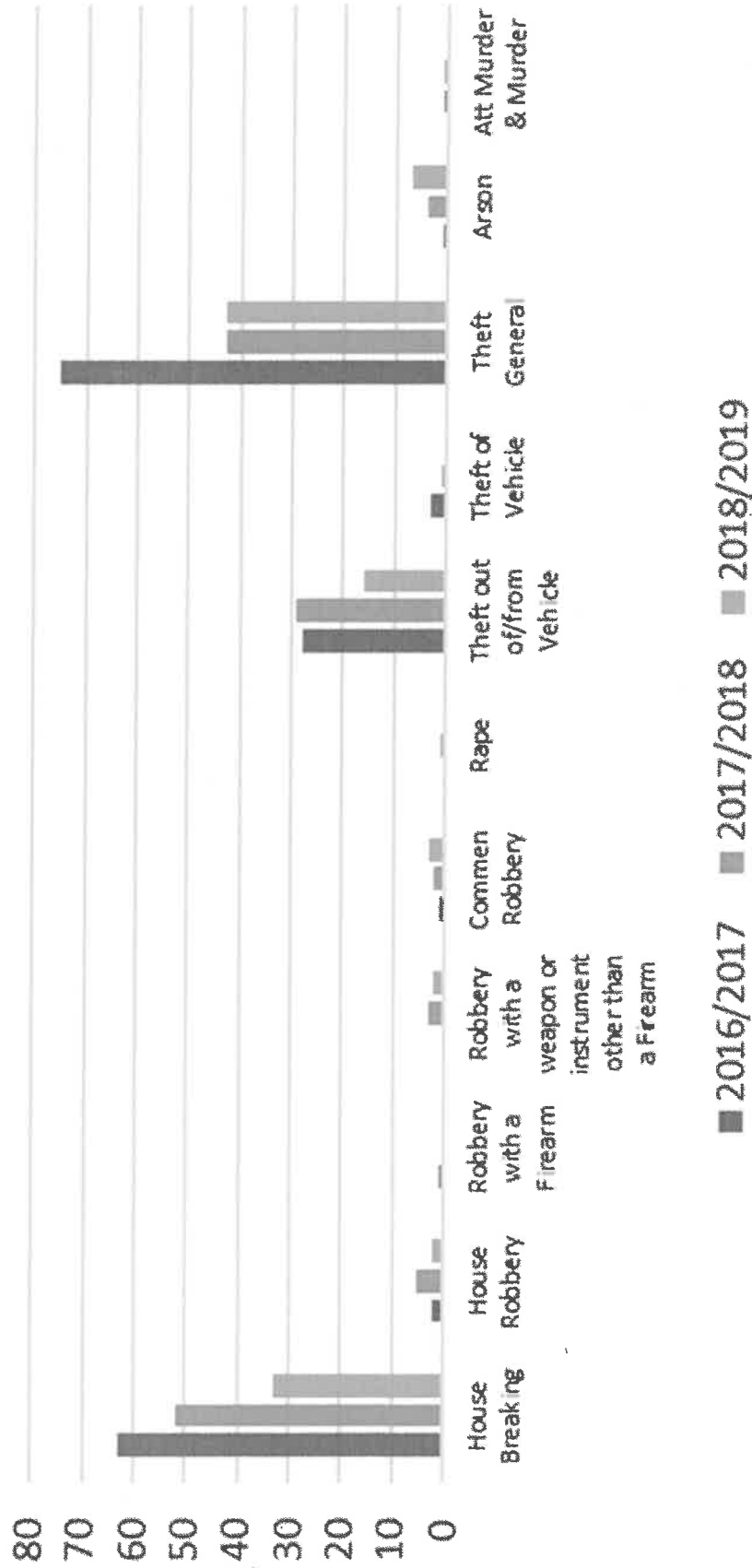


The original camera project envisaged the installation of License Plate Recognition (LPR) cameras at certain entry points to the JSRA area but it proved too expensive to acquire and maintain the software required to run a LPR system. The Stellenbosch Municipality installed a number of LPR cameras in and around the Stellenbosch area and the JSRA control room has access to the information and alerts generated of wanted and suspicious vehicles entering and exiting the area.

# Crime for Jonkershoek SRA (SAPS financial year April to March)



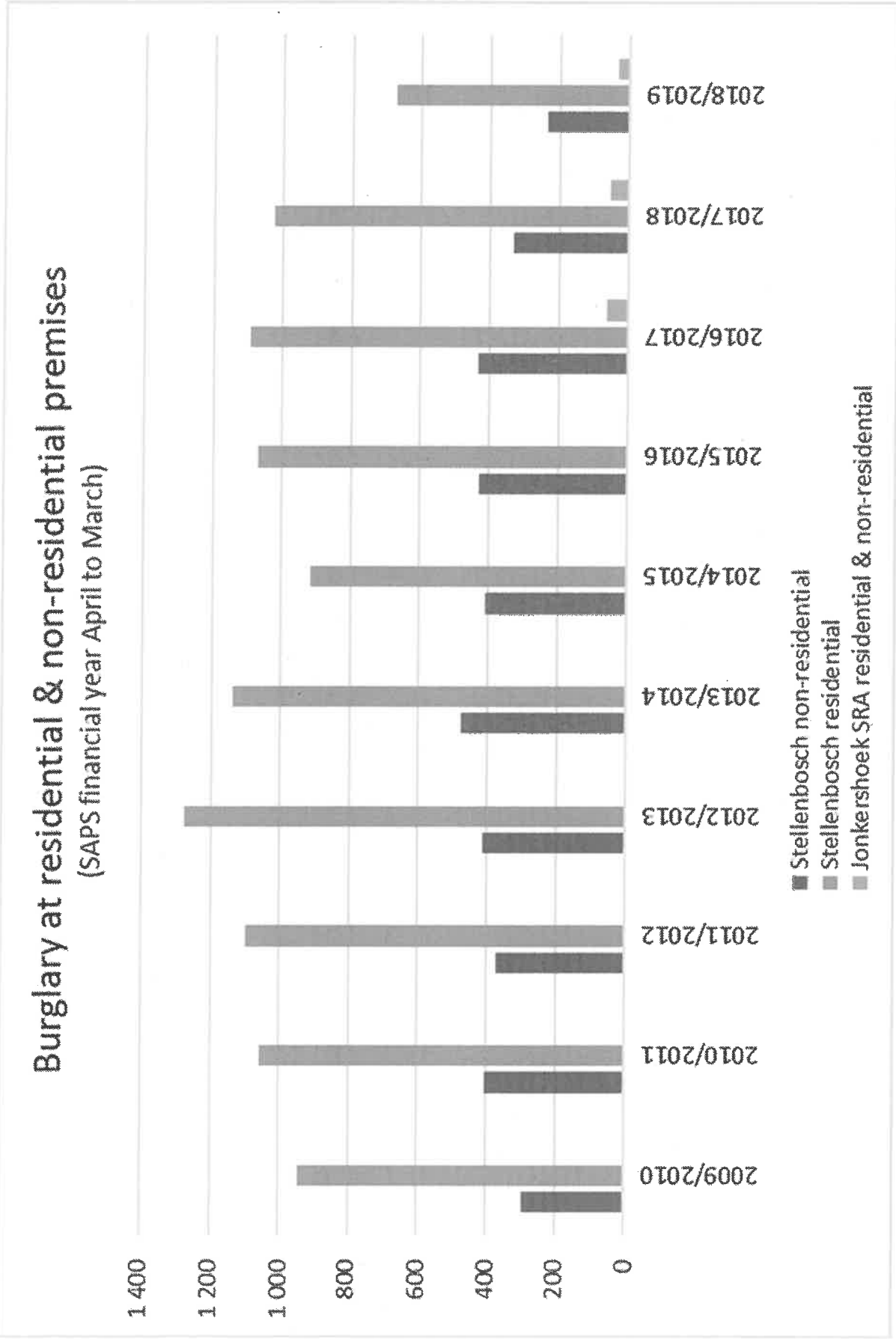
## Crime for Jonkershoek SRA (SAPS financial year April to March)



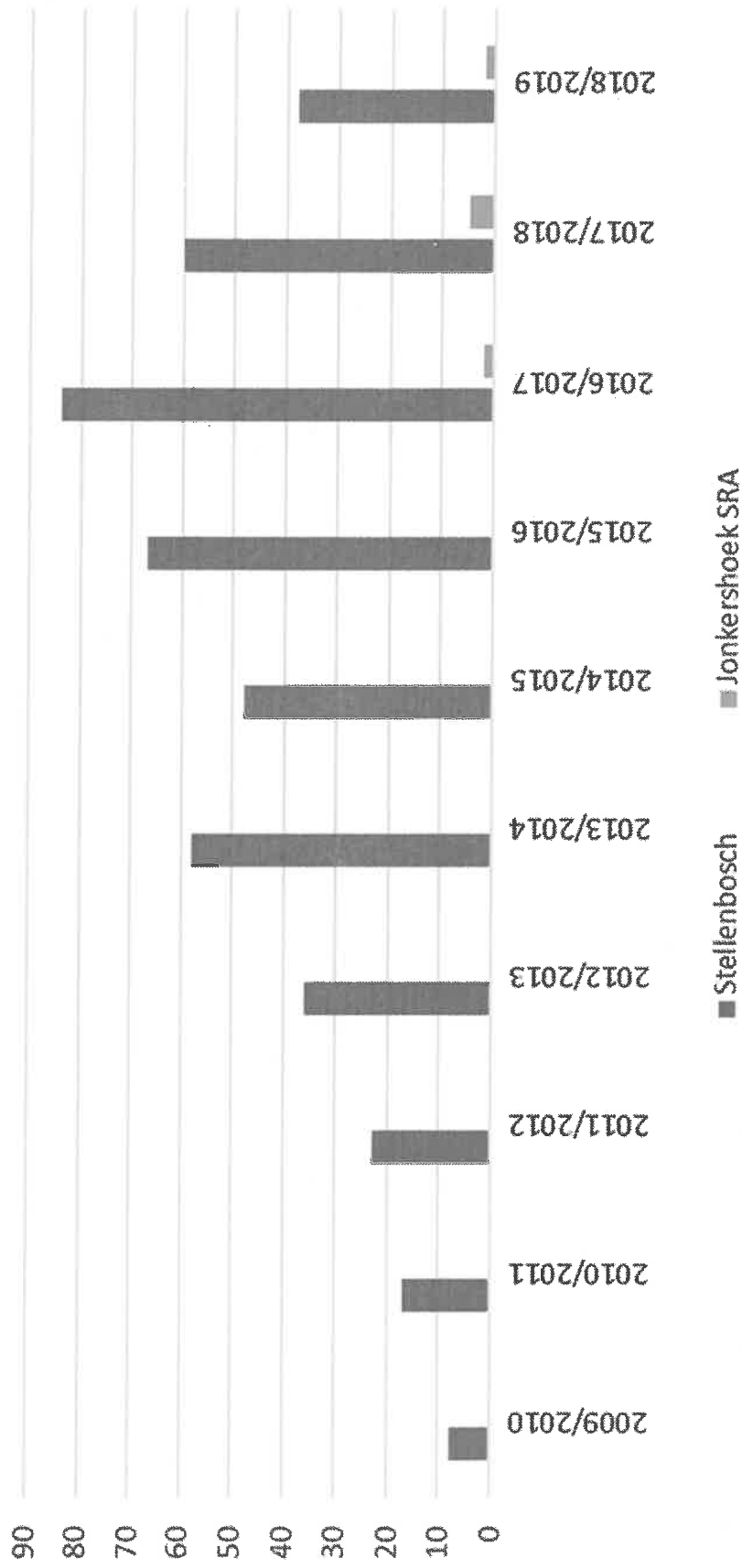
**Reduction in crime:**

The success in reducing crime in the area during the 3 years of the JSRA existence can be clearly seen from the bar charts above. These figures have been compiled on the SAPS financial year basis by the JSRA staff from its own incident management system. Reliable statistics for the JSRA area for the period before the introduction of the JSRA is not available but all indications are that crime reduced considerably. In comparison to other areas in the Stellenbosch district, the JSRA seems to have significantly less crime. This can be seen from the following charts compiled from information (also on SAPS financial year basis) obtained

from cimestatssa website regarding the whole of Stellenbosch with the JSRA's own information on crime in its area in the last 3 years (other crime categories show similar trends):



## Robbery at residential premises (SAPS financial year April to March)



Another indicator of the success the establishment of the JSRA had, is insurance companies reporting significant reduction in insurance claims from our area and improvement in their loss ratio (relationship between premium and claims) since the establishment of the JSRA. The JSRA area is regarded as a "low risk" area and this should lead to a reduction in insurance premium cost to residents.

## **Cleaning and greening**

Langverwacht Landscaping has been contracted to assist in the maintenance of the 5 parks in the JSRA area. A team of 10 staff are on duty one day a week and rotate the parks and other ad hoc areas as required.

## **Urban management**

The JSRA Manager is in frequent contact with the relevant municipal departments regarding infrastructure such as road sign maintenance, picking up rubbish in streets and on sidewalks etc. In 2016 a fence was erected on the North-eastern border of the JSRA area. The JSRA was also instrumental in the Stellenbosch Municipality erecting improved lighting at a number of public parks in the JSRA area. The JSRA staff participate in a number of urban management and security initiatives and committees in the Stellenbosch area.

## **Social upliftment**

Workshops for domestic workers regarding safety and security have been held for workers in the area. Funding was provided to the Prochorus Community Development project in the Jonkershoek valley enabling them to tile their facility, upgrade ablution facilities, repair damage from riots and install new shelves in their library. Recently the LAP Neighbourhood Watch (patrolling the areas of Lavanda, Aurora, Phyllaria Flats and the surrounding residential area) was supplied with windbreaker jackets sponsored by the JSRA.

## **Communication**

The 8 Security WhatsApp groups are well supported by residents in the area and give a quick indication of any security related problem that may arise. There are also 4 Social WhatsApp groups, a Facebook page and website (<http://www.jonkershoeksra.co.za>) . Crime bulletins are published monthly via email and WhatsApp groups.

## **3.3 Operational plan for the next 5 years: 1 July 2020 to 30 June 2025**

### **Vision, and Goals of the JSRA**

The vision of the JSRA is to establish and maintain a safe, clean, and attractive residential area.

#### **The goals:**

- Reducing crime significantly by proactive visible patrolling and cooperation with existing SAPS and Stellenbosch Municipality Law Enforcement efforts as well as other security service providers in the area.
- Creating a safe and clean public environment by addressing issues of maintenance and cleaning of streets, pavements and public spaces.
- Manage existing and new public infrastructure for the future benefit of all the users of the area.
- Protect property values.
- Support the promotion of the area as a safe and clean environment by promoting greening, energy efficiency and recycling.
- Support and promote social responsibility in the area

- The sustained and effective management of the area.

### **Intention of the JSRA**

The continued operation of the JSRA will not reinforce previously existing inequalities nor be a substitute for Municipal services. The services of the JSRA will be 'over and above and on top of' services provided by the Municipality.

Consistency with Integrated Development Plan:

It is believed that the continued operation of the JSRA will support the vision of the Stellenbosch IDP as follows:

- The JSRA initiatives will enhance the security and cleanliness of the area and hence contribute to the safe and dignified living of residents and visitors.
- The JSRA initiatives will stimulate employment creation as a result of the appointment of contractors to attend to the cleaning and greening 'top up' services and safety and security patrols.
- The JSRA is subject to the Companies Act and the Stellenbosch Municipal By-Law and oversight by the Municipality and as such contribute to good governance and compliance

### **Operations:**

#### **Management**

The management will continue to build on its successes from the first 5 year term. Directors are elected by members for a 3 year term. Directors are not remunerated. The board will endeavor to ensure that all the required skills are contributed by directors. The appointed Manager and contractors will continue to contribute to the smooth running of operations.

#### **Safety and security**

##### **Patrol vehicles:**

It is not envisaged to change the number of patrol vehicles in the foreseeable future but it may be necessary to increase the km travelled by vehicles during a shift. Visibility of armed patrols are of the utmost importance and routes, standing time and patrolling time will be closely monitored by the JSRA Manager.

##### **Control Room:**

Although the JSRA are very thankful for the University of Stellenbosch Campus Security for allowing our control room operators to share their facilities, it is envisaged that we may have to increase our operators from one per shift currently to two per shift. With the increase in the number of cameras to be monitored it is becoming difficult for one operator to monitor effectively. Limitations on space at Campus Security may result in the JSRA setting up its own control room at other premises and provision has been made in the budget for this.

##### **Security cameras:**

The cameras and related equipment purchased with the funds raised from donations were acquired in 2016. Most of these cameras are now reaching the end of their useful lives and will require replacement. It has also become evident that some of the original cameras will require upgrading to more up to date technology with better clarity and zoom functionality. In particular, some cameras require night vision technology and it will be more cost effective to install new cameras in certain positions and move the older cameras to other positions. The installed cameras also require maintenance from time to time i.e. cleaning, adjustments, focus etc. The expected cost of the replacement, upgrading and maintenance has been included in the JSRA operational budget.



Certain high risk areas are not sufficiently covered by the existing cameras. As for the initial camera project, the plan is to again obtain donations for these additional cameras. Residents in a particular street or section of a street, may wish to fund a camera point in that particular area. Members and residents are invited to contact the JSRA should they have such a need. In general, a camera point with two cameras, control box and equipment will cost around R40,000 depending on the proximity of power and fiber connections. The JSRA management is continuously looking at areas that require improved coverage. Residents in such areas may be approached for funding contributions.

**Reduction in crime:**

As mentioned above, the JSRA has succeeded in its first 4 years to substantially reduce crime in our neighborhoods. We should build on this success with the objective to reduce crime ever further and aim at having a totally crime free JSRA. Property owners and residents should note that the JSRA may only focus on the public areas within the JSRA boundaries. The work of the patrol vehicles and cameras are to keep the streets and other public areas safe and free from crime. The JSRA will never replace the alarm companies and their armed response services to individual properties and residents.

**Cleaning and greening**

The JSRA landscaping contractor will continue to provide services in addition to the normal services provided by the Stellenbosch Municipality.

**Urban management and social upliftment**

The JSRA management will continue its good relationship with the various Municipal departments and continually look at projects to improve the social environment.

**Communication**

The successful WhatsApp groups and email communications will be continued. The JSRA website will be upgraded and in the near future provide members and residents with access to a number of JSRA documents.

**3.4 Financial**

**3.4.1 The first 5 years: 1 July 2015 to 30 June 2020**

The original 5 year plan and budget was compiled by the steering committee at that time with the assistance of a consultant from Cape Town who assisted a number of newly established SRA's in the Cape Town area. They had no historical data to work from and the SRA concept was also new to Stellenbosch Municipality (the JSRA was the first residential SRA established in the Stellenbosch Municipal area). The final 5 year budget approved by the JSRA members and the Stellenbosch Town Council was (minor adjustments were made to the first 2 years after a late change in the final Northern boundary):

2015/16	2016/17	2017/18	2018/19	2019/20
R 3,105,567	R 3,392,328	R 3,668,927	R 3,965,568	R 4,237,461

+9.2%	+8.1%	+8.1%	+6.9%
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This budget was compiled without taking VAT (14% at that time) into account. A misunderstanding/mistake then resulted in the municipality deducting 14% VAT from these numbers in calculating the amounts levied on property owners and paid over to the JSRA. The reason for this was the fact that property tax rates are by law exempt from VAT and additional rates (such as SRA levies) are subject to VAT. The payments from the municipality to the JSRA was thus reduced by the VAT amount. This resulted in a shortfall in JSRA funding for the first 3 years of some R850,000. This was reduced by approx. R313,000 excess collected by the municipality in 2016/17. After discussion agreement was reached with the municipality to increase the budgets in the last two years in an attempt to recover some of this shortfall. All these mistakes and corrections resulted in the actual year on year increase property owners saw in their JSRA Levy as per their individual municipal bills not matching the gradual increase as per the above percentages. The amended annual budget for the final year (2019/20) excluding VAT amounted to R4,418,614 (R5,081,406 VAT inclusive)

The main factor that influences individual property owner's JSRA Levy as per their municipal bills is the property valuations. As explained in 2.2.3 above the Levy is calculated with reference to individual property valuations. The Stellenbosch Municipality annually compiles the valuation roll from then current valuations. During the JSRA's first 5 year term there was a general property re-valuation, which took effect on 1 July 2017. If a particular property received an above average increase in valuation it would have noted a larger increase in property tax and in JSRA levy. If a particular property did not receive an increase in valuation its property tax and JSRA levy would have reduced.

The rate of SRA Levy paid expressed as a Rand amount per month (excluding VAT) per R1million of property valuation is usually a good indicator of how the SRA levy compares to property tax. In the first 5 years the the amounts were approximately:

2015/16	2016/17	2017/18	2018/19	2019/20
R 69	R 87	R 65	R 79	R 82

### Audited annual financial statements

The Audited annual financial statements for the first 3 years have been completed and received a clean and unqualified audit report. Copies are available and will soon be on the JSRA website. The statements for year 4 (year ended 30 June 2019) is currently being finalized and will be presented at the AGM on 26 November 2019.

### 3.4.2 The next 5 years: 1 July 2020 to 30 June 2025

The budget for the next 5 year period has been prepared on the same basis as for the first 5 years, again exclusive of VAT. Security services again make up the biggest expense item. It is estimated that there will be some R1m in cash in the bank accounts of the JSRA on 1 July 2020. This resulted from the adjustments made to the budgets of the last two years of the first 5 year period. It is proposed to utilise that cash to reduce the annual budgets in next 5 years by R200,000 per year resulting a modest 3.1% increase for the first year (2020/21) over the last year of the first term (2019/20)

2020/21	2021/22	2022/23	2023/24	2024/25
R 4,555,685	R 4,849,690	R 5,162,024	R 5,493,842	R 5,846,387

+3.1%	+6.5%	+6.4%	+6.4%	+6.4%
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The rate of SRA Levy paid expressed as a Rand amount per month (excluding VAT) per R1million of property valuation. These amounts are based on the current valuation roll. Another general property re-valuation is expected in 2021 which will affect these amounts.

2020/21 R 84	2021/22 R 89	2022/23 R 95	2023/24 R 101	2024/25 R 107
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Stellenbosch monthly Municipal accounts are presented on a basis of including the VAT in the amounts shown and then indicating the amount of VAT included in a column to the right. If the table above is presented on the basis of including VAT it would amount to the following:

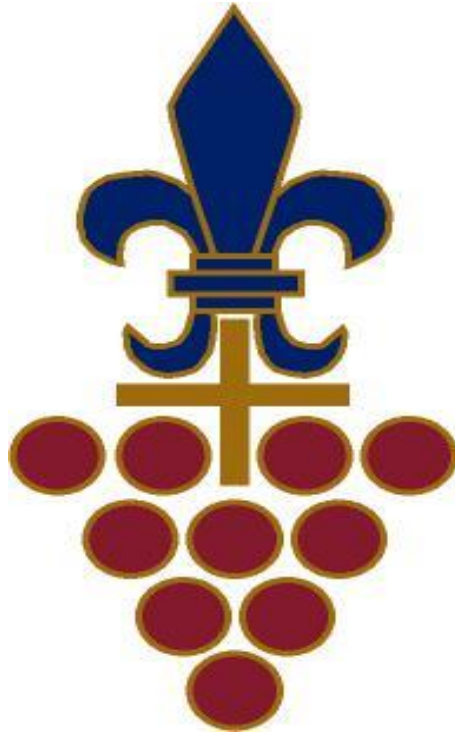
2020/21 R 96	2021/22 R 102	2022/23 R 109	2023/24 R 116	2024/25 R 124
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**Budget**

The 5 year budget is attached as annexure A

# **ANNEXURE 31(C)**

## **STELLENBOSCH MUNICIPALITY**



### **JONKERSHOEK SRA**

### **BUDGET - 2<sup>ND</sup> FIVE YEAR TERM**

## **ANNEXURE C**

### **JONKERSHOEK SRA NEW FIVE YEAR BUDGET**

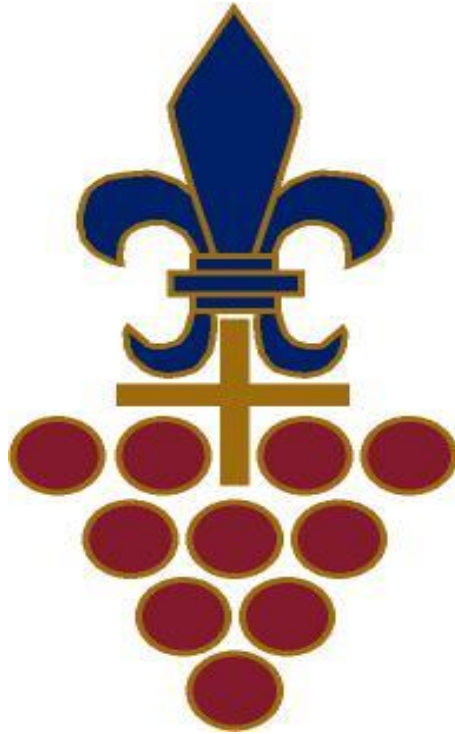
**JSRA**

**5 Yr Budget 2021 to 2025**

	Year 1 Total Excluding VAT	Year 2 Total Excluding VAT	Year 3 Total Excluding VAT	Year 4 Total Excluding VAT	Year 5 Total Excluding VAT
<b>EXPENDITURE</b>					
<b>1. Employee Related</b>	<b>420 036</b>	<b>453 639</b>	<b>489 930</b>	<b>529 124</b>	<b>571 454</b>
Salaries	387 725	418 743	452 243	488 422	527 496
Bonus Provision	32 310	34 895	37 687	40 702	43 958
<b>2. Core Business</b>	<b>3 669 570</b>	<b>3 889 744</b>	<b>4 123 129</b>	<b>4 370 517</b>	<b>4 632 748</b>
Landscaping & Environmental Upgrade	243 461	258 068	273 553	289 966	307 364
Security Services	3 410 440	3 615 066	3 831 970	4 061 888	4 305 602
- Patrols	2 837 011	3 007 232	3 187 666	3 378 926	3 581 661
- Camera Monitoring	448 675	475 595	504 131	534 379	566 442
- Camera Maintenance	124 754	132 239	140 174	148 584	157 499
Social Upfitment	15 670	16 610	17 606	18 663	19 782
<b>3. Depreciation</b>	<b>30 414</b>	<b>32 238</b>	<b>34 173</b>	<b>36 223</b>	<b>38 396</b>
<b>4. General Expenditure</b>	<b>262 562</b>	<b>278 316</b>	<b>295 015</b>	<b>312 716</b>	<b>331 479</b>
Accounting & administration Fee	88 583	93 898	99 532	105 504	111 834
Advertising, Marketing & Promosions	4 973	5 271	5 588	5 923	6 278
Auditor's remuneration	14 930	15 826	16 776	17 782	18 849
Bank charges	3 173	3 364	3 566	3 780	4 006
Computer expenses (including Website)	13 738	14 562	15 436	16 362	17 343
Insurance	22 571	23 925	25 361	26 882	28 495
Meeting expenses	3 352	3 553	3 766	3 992	4 232
Printing and stationery	4 973	5 271	5 588	5 923	6 278
Vehicle Expenses	54 755	58 040	61 523	65 214	69 127
Telephone and fax	26 074	27 638	29 297	31 055	32 918
Other	25 440	26 966	28 584	30 299	32 117
<b>5. Capital Expenditure</b>	<b>230 435</b>	<b>244 261</b>	<b>258 916</b>	<b>274 451</b>	<b>290 919</b>
<b>6. Bad Debt Provision 3%</b>	<b>142 669</b>	<b>151 492</b>	<b>160 861</b>	<b>170 811</b>	<b>181 392</b>
<b>TOTAL EXPENDITURE</b>	<b>4 755 685</b>	<b>5 049 690</b>	<b>5 362 024</b>	<b>5 693 842</b>	<b>6 046 388</b>
<b>INCOME</b>					
Estimated surplus 01 July 2020	-4 755 685.47	-5 049 690.17	-5 362 023.83	-5 693 842.20	-6 046 387.55
1 Net revenue - SRA Levy	200 000.00	200 000.00	200 000.00	200 000.00	200 000.00
	-4 555 685.47	-4 849 690.17	-5 162 023.83	-5 493 842.20	-5 846 387.55
% Increase	3.10%	6.45%	6.48%	6.43%	6.42%

# **ANNEXURE 31(D)**

## **STELLENBOSCH MUNICIPALITY**



### **JONKERSHOEK SRA**

### **AGM MINUTES - 2<sup>ND</sup> FIVE YEAR TERM**

**ANNEXURE D**

**JONKERSHOEK SRA MINUTES OF ANNUAL GENERAL  
MEETING**



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**JONKERSHOEK SRA NPC**  
Registration number 2015/279913/08  
("the Company")

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**CIRCULAR TO MEMBERS**

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**1. NOTICE OF THE ANNUAL GENERAL MEETING**

Notice is hereby given that an Annual General Meeting for the Members of the Company will be held at Laerskool Stellenbosch on **Monday, 25 November 2019 at 18:00**.

**2. MEMBERS**

In terms of paragraph 9.2 of the MOI of the Company, Membership of the Company is limited to persons (including trustees of trusts) who are registered owners of a Property situated within the SRA. Persons who qualify for Membership in terms of paragraph 9.2 of the MOI will furthermore be required to apply for Membership in writing, which must be done by completing and submitting the Application for admission of Membership as per Annexure A.

All property owners may attend but only admitted Members will have voting rights at the Annual General Meeting. Tenants do not have Membership of the Company, nor will they have voting rights, unless appointed as a proxy by an owner (see 3 below). A list of admitted members is available at the offices of JPS Trust and will be available before the start of the AGM.

**Please note: Owners who have already applied for membership in prior years do not need to apply again. Owners who still need to apply must complete Annexure A and send it to JPS Trust before the 22 November 2019 to enable them to confirm authentication and make sure that all financial obligations towards the SRA have been met.**

**3. VOTING RIGHTS AND PROXIES**

Each Member present at a Member's Meeting, whether in person or by proxy, may exercise his / her right to vote. Voting at the meeting will be by show of hands unless voting by ballot is indicated. An appointed proxy need not be a Member of the Company.

**If you are unable to attend the Annual General Meeting you should complete and return the attached Proxy Form (Annexure B) by no later than 13:00 on 22 November 2019 to JPS Trust.**

**4. DIRECTORS**

In terms of the Company's Memorandum of Incorporation (MOI), the minimum number of directors are 3 with the maximum number of directors being 10.

The current directors registered with the CIPC are as follows:

1. DANIEL MARAIS HOOGENHOUT
2. CHARL DANIËL CILLIÉ
3. MICHIEL WILHELM DREIJER
4. MICHAEL JOHN EHRET
5. MARTIN NOEL HEUNIS
6. PETRUS JOHANNES DIRKSE BEKKER
7. WILLEM JACOBUS VAN ASWEGEN
8. FRANS KRONE KRIGE

The following directors retire by rotation to the MOI and will be available for re-election:

1. CHARL DANIËL CILLIÉ
2. MICHIEL WILHELM DREIJER
3. MICHAEL JOHN EHRET

Should you wish to nominate a Member for election as director of the Company, you must complete your Nomination of Director as per attached Annexure C and send it to JPS Trust by no later than 13:00 on FRIDAY the 22nd November 2019.

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## JONKERSHOEK SRA NPC

Registration number 2015/279913/08  
(Non Profit Company incorporated in terms of the Companies Act 2008)  
("the Company")

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### NOTICE OF ANNUAL GENERAL MEETING

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Notice is hereby given that an Annual General Meeting for the Members of the Company will be held at Laerskool Stellenbosch on Monday, 25 November 2019 at 18:00 for the purpose of considering and, if deemed fit, of passing, with or without modification, the following resolutions:

**1. Ordinary Resolution Number One**

"IT WAS RESOLVED THAT the Annual Financial Statements for the year ended 30 June 2019 were noted."

**2. Ordinary Resolution Number Two**

"IT WAS RESOLVED THAT Smith and Associates be appointed as auditors for the ensuing financial year"

**3. Ordinary Resolution Number Three**

"IT WAS RESOLVED THAT the following persons for whom nominations were received, be and are hereby elected and / or re-elected as directors of the Company."

(List of Nominated Directors will be made available at the Annual General Meeting. Also see Circular to members)

**4. Ordinary Resolution Number Four**

"IT WAS RESOLVED THAT the renewal of the Jonkershoek SRA for another 5 year term (2020 to 2025) and the Business Plan as presented for that term be approved."

**5. Ordinary Resolution Number Five**

"IT WAS RESOLVED THAT the Budget for the next 5 year term (2020 to 2025) as presented be approved.

**6. Ordinary Resolution Number Six**

"IT WAS RESOLVED THAT the submission of a written application to the Stellenbosch Town Council for the renewal of the Jonkershoek SRA for a another 5 year term and for exemption from compliance with certain of the provisions of Chapter 1 of the Stellenbosch Municipality By-Law, be approved

By order of the directors of JONKERSHOEK SRA NPC.

Chairman: DM (Niel) Hoogenhout  
Date: 1 November 2019

Registered office:  
JPS TRUST  
Valerida Center 210  
Piet Retief Street Stellenbosch

Postal address  
PO Box 3075  
Matieland 7602

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## **JONKERSHOEK SRA NPC**

Registration number 2015/279913/08  
(Non Profit Company incorporated in terms of the Companies Act 2008)  
("the Company")

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### **AGENDA FOR ANNUAL GENERAL MEETING ON MONDAY, 25 NOVEMBER 2019**

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- 1 Welcome and Apologies**
- 2 New members and resignations**
- 3. Confirmation of Quorum present**
- 4. Ordinary Resolution One – Noting of the Annual Financial Statements**  
  
Please note that copies of the Annual Financial Statements are available from JPS Trust, on the website ([www.jonkershoeksra.co.za](http://www.jonkershoeksra.co.za)) and at the meeting.
- 5. Ordinary Resolution Two - Appointment of the Auditors**
- 6. Ordinary Resolution Three – Election of Directors**
- 7. Chairman's Report**
- 8. Presentation of the renewal 5 year Business Plan**
- 9. Ordinary Resolution Four - Approval of the New Business Plan for the term 2020 – 2025**
- 10. Ordinary Resolution Five - Approval of the New 5 Year Budget**
- 11. Ordinary Resolution Six – Approval for written application to Council for the renewal term and exemption from compliance with provisions of Chapter 1 of the By-Law**
- 12. General**
- 13. Adjournment**

ANNEXURE A

**JONKERSHOEK SRA NPC**

Registration number 2015/279913/08

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**APPLICATION FOR ADMISSION OF MEMBERSHIP BY JURISTIC PERSON / OTHER BODY**

**To the Board of the JonkershoekSRA NPC**

\_\_\_\_\_ hereby applies for membership and to be  
*Insert name of Juristic Person/Other Body*  
entered into the NPC's Membership Register.

**General Note on Information**

In terms of the Companies Act, the Members' Register must contain the following information in respect of each member: (a) name; (b) business, residential or postal address; (c) email address (*unless person has declined to provide an email address*); and (d) an identifying number unique to that person (*e.g. in the case of a company, the company registration number or representatives ID number*).

**However, the JonkershoekSRA NPC will keep any email address provided confidential when any member or outside third party requests access to the Members' Register under the Companies Act, unless you give your written consent.**

**Details of Juristic Person / Other Body**

Name of Company/ Close Corporation/ Trust/ Sectional Title Body Corporate/ Partnership/ Other Body  
(*circle whichever is applicable*):

\_\_\_\_\_  
*Insert name*

Registration no. (*if any*): \_\_\_\_\_

Physical Address: \_\_\_\_\_ Postal Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**NOTE:** Where the body's physical address differs from its postal address, only its postal address will be recorded in the Members' Register.

Website address (*if any*): \_\_\_\_\_

**Details of Representatives**

Representative: \_\_\_\_\_ Designation: \_\_\_\_\_

ID number: \_\_\_\_\_

**Contact Details of Representative:**

Business tel.: \_\_\_\_\_ Fax: \_\_\_\_\_

Cell. No.: \_\_\_\_\_

Email address: \_\_\_\_\_

Notices and communication need to be addressed to the (tick appropriate choice):

- The physical address \_\_\_\_\_
- The postal address \_\_\_\_\_
- The email address \_\_\_\_\_

**Details of Property**

The aforesaid body is the registered owner/ co-owner (*strike through whichever is not applicable*), of the following property located within the JonkershoekSRA NPC.

**Erf No.** \_\_\_\_\_

**Physical Address** \_\_\_\_\_  
\_\_\_\_\_

**Warranty by Signatory**

I am the authorised signatory of the abovementioned juristic person/ body (by resolution or letter of authorisation, a copy of which is attached hereto), and warrant that I have the necessary authority to apply for membership of the JonkershoekSRA NPC

**Name:** \_\_\_\_\_ **Surname:** \_\_\_\_\_

**Email address:** \_\_\_\_\_

**ID number:** \_\_\_\_\_ (Note: your identity number will be kept confidential and not disclosed to third parties, without your written consent).

**Signature:** \_\_\_\_\_

**Signed at** \_\_\_\_\_ **on this the** \_\_\_\_\_ **day of** \_\_\_\_\_ **20** \_\_\_\_\_

**Submission of application**

Completed forms and documents to be sent to JPS Trust by Friday, 23 November 2018 at [thea@jps Trust.co.za](mailto:thea@jps Trust.co.za) or by hand at Valerida Center 210, Piet Retief Street, Stellenbosch.

**Any registration or administrative queries to be addressed 30 minutes prior to the meeting at the venue.**

ANNEXURE A

**JONKERSHOEK SRA NPC**

Registration number 2015/279913/08

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**APPLICATION FOR ADMISSION OF MEMBERSHIP BY A PRIVATE INDIVIDUAL**

To the Board of the JonkershoekSRA NPC,

I, \_\_\_\_\_ hereby applies for membership and to be  
*Insert name*  
entered into the NPC's Membership Register.

**General Note on Information**

In terms of the Companies Act, the Members' Register must contain the following information in respect of each member: (a) name; (b) business, residential or postal address; (c) email address (*unless person has declined to provide an email address*); and (d) an identifying number unique to that person

**However, the JonkershoekSRA NPC will keep any email address provided confidential when any member or outside third party requests access to the Members' Register under the Companies Act, unless you give your written consent.**

**Details of Owner Representing the property**

Name \_\_\_\_\_ Surname \_\_\_\_\_

ID nr. \_\_\_\_\_

Physical Address: \_\_\_\_\_ Postal Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**NOTE:** Where the residential address differs from your postal address, only your postal address will be recorded in the Members' Register.

**Contact Details of Representative:**

Home tel.: \_\_\_\_\_ Work Tel.: \_\_\_\_\_

Cell. No.: \_\_\_\_\_ Fax.: \_\_\_\_\_

Email address: \_\_\_\_\_

Notices and communication need to be addressed to the (tick appropriate choice):

The physical address \_\_\_\_\_

The postal address \_\_\_\_\_

The email address \_\_\_\_\_

**Details of Co-owner (s)**

**Owner 2 – Name (s):** \_\_\_\_\_ **Surname:** \_\_\_\_\_

**ID number:** \_\_\_\_\_ **Email address:** \_\_\_\_\_

**Notices and communication to be mailed:** Yes \_\_\_ No \_\_\_

**Owner 3 – Name (s):** \_\_\_\_\_ **Surname:** \_\_\_\_\_

**ID number:** \_\_\_\_\_ **Email address:** \_\_\_\_\_

**Notices and communication to be mailed:** Yes \_\_\_ No \_\_\_

**Details of Property**

I, \_\_\_\_\_, am the registered owner/ co-owner (*circle whichever is applicable*), of the following property located within the JonkershoekSRA NPC.

**Erf No.** \_\_\_\_\_

**Physical Address** \_\_\_\_\_

\_\_\_\_\_

**Signed at** \_\_\_\_\_ **on this the** \_\_\_\_\_ **day of** \_\_\_\_\_ **20** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Submission of application**

Completed forms and documents to be sent to JPS Trust by Friday, 23 November 2018 at [thea@jpstrust.co.za](mailto:thea@jpstrust.co.za) or by hand at Valerida Center 210, Piet Retief Street, Stellenbosch.

**Any registration or administrative queries to be addressed 30 minutes prior to the meeting at the venue.**

**ANNEXURE B**

**PROXY APPOINTMENT FORM**

"I/We \_\_\_\_\_ being a Member of JONKERSHOEK SRA

(NPC) and owners of property \_\_\_\_\_, Erf nr. \_\_\_\_\_  
(Street and nr.)

do hereby appoint \_\_\_\_\_  
or failing him/her \_\_\_\_\_

or failing him/her, the chairperson of the meeting as my/our proxy to vote or abstain from voting on my/our behalf at the meeting of the Company to be held at Laerskool Stellenbosch on Monday, 25 November 2019 at 18:00 and at any adjournment thereof as follows:-

	<u>In favour of</u>	<u>Against</u>	<u>Abstain</u>
Ordinary Resolution 1	.....	.....	.....
Ordinary Resolution 2	.....	.....	.....
Ordinary Resolution 3	.....	.....	.....
Ordinary Resolution 4	.....	.....	.....
Ordinary Resolution 5	.....	.....	.....
Ordinary Resolution 6	.....	.....	.....

(Indicate instruction to proxy by way of a cross in space provided above). Except as instructed above or if no instructions are inserted above, my/our proxy may vote as he/she thinks fit.

**SIGNED** this \_\_\_\_\_ day of \_\_\_\_\_ 2019.

\_\_\_\_\_  
**MEMBER'S SIGNATURE**

(Note: A Member entitled to attend, speak and vote is entitled to appoint a proxy to attend, speak and vote in his/her stead, and such proxy need not be a Member of the Company. )

Proxy forms to be sent to JPS Trust by Friday, 23 November 2018 at [thea@jpstrust.co.za](mailto:thea@jpstrust.co.za) by or by hand at Valerida Center 210, Piet Retief Street, Stellenbosch



**ANNEXURE C**

**JONKERSHOEK SRA NPC**

Registration number 2015/279913/08

**DIRECTORS NOMINATION**

**A. Member Declaration**

I, ....., registered owner of property situated within the boundaries of the special ratings area of JONKERSHOEK SRA NPC, hereby nominate the following person with details below to be appointed as a director of the Company.

Signed: .....  
(To be signed by Member personally)

Date: .....2019

**B. Person Nominated to act as Director**

1. Surname: .....

2. Full forenames: .....

Nomination accepted: .....

A member may nominate more than one director, but each nomination must be on a different nomination sheet to be sent to JPS Trust before the Friday, 22 November 2019 to [thea@jpstrust.co.za](mailto:thea@jpstrust.co.za) or by hand at Valerida Center 210, Piet Retief Street, Stellenbosch

## **JONKERSHOEK SRA NPC**

Registration number 2015/279913/08

(Non Profit Company incorporated in terms of the Companies Act 2008)  
("the Company")

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### **MINUTES OF THE ANNUAL GENERAL MEETING ON MONDAY 25<sup>TH</sup> NOVEMBER 2019 HELD AT STELLENBOSCH LAERSKOOL, STELLENBOSCH**

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#### **ATTENDANCE**

The required notice had been given and meeting was duly constituted in terms of the Company's MOI (10% of the Members to be present in person or by proxy)

Members Registered by Acceptance of Membership - 402

- Proxies received 66 with Membership Acceptance
- Present in person 26 with Membership Acceptance

#### **1. INTRODUCTION AND WELCOME**

Niel Hoogenhout, as chairman, welcomed everybody present.

#### **2. CONFIRMATION OF QUORUM**

It is duly established that the requirement of 10% of members for quorum is met and the meeting is duly constituted.

#### **3. ACCEPTANCE OF MEMBERS**

For the benefit all attendees, The Chairman explained the membership and company structure:

- NPC incorporated i.t.o. Companies Act 2008
- Company pays no Income Tax
- Not registered to issue Sec 18A tax certificates
- Membership limited to property owners in JSRA
- Must apply for membership in writing
- Only registered members may vote
- Members may appoint a proxy

#### 4. FINANCIAL REPORT

##### 4.1 ACCEPTANCE OF THE FINANCIAL STATEMENTS

Highlights from the Annual financial Statements were presented by Mr M Heunis  
Summary Income Statement:

	R'000	2019	2018
<b>Levy Income</b>		4 209	3 430
<b>Expenditure</b>		3 921	3 336
<b>Management costs</b>		362	334
<b>Garden &amp; Lawn maint</b>		210	276
<b>Security Services</b>		3 066	2 476
<b>Other</b>		283	250
<b>Over recovery for year</b>		288	94

**Ordinary Resolution Number one: approved unanimously**

"IT WAS RESOLVED THAT the Annual Financial Statements for the year ended 30 June 2019 were noted."

##### 4.2 BUDGET 2019/20

The Chairman provided an overview of the funding of the Company since inception, including the under recovery of levy income due to problems with inclusion of VAT in the original 5 year plan.

The budget for the year 1 July 2019 to 30 June 2020 is the final year of the first 5 year Business Plan which started on 1 July 2015. A new 5 year Business Plan will start on 1 July 2020.

	R'000	Budget (Excl. Vat)	Budget (Incl. Vat)
<b>Levy Income</b>		4 419	5 081
<b>Expenditure</b>		4 419	5 081
<b>Management cost</b>		389	447
<b>Garden &amp; Lawn maint</b>		230	264
<b>Security Services</b>		3 194	3 674
<b>Other</b>		606	696
<b>Over recovery for year</b>		0	0

## 5. APPOINTMENT OF AUDITORS

**Ordinary Resolution Number two: approved unanimously**

"IT WAS RESOLVED THAT Smith & Associate Incorporated be appointed as auditors for the ensuing financial year."

## 6. APPOINTMENT OF DIRECTORS

**Ordinary Resolution Number three: approved unanimously**

"IT WAS RESOLVED THAT the following persons for whom nominations were received, be and are hereby elected and/or re-elected as directors of the Company.

Directors to be re-elected are:

1. CHARL DANIËL CILLIÉ
2. MICHIEL WILHELM DREIJER
3. MIKE EHRET

## 7. CHAIRMAN'S REPORT

**The main focus areas of the JSRA are:**

- Public Safety
- Environmental Improvement
- Social Responsibility
- Communication
- Security Cameras

### 7.1 Public Safety

**Patrol Vehicles:**

There are 3 patrol vehicles in area 24/7 on 2 shifts  
AM Security is the appointed contractor

**Control Room:**

In July 2018 JSRA established its own control room.  
Currently 1 operator per shift on 3 shifts 24/7  
Operators contracted by AM Security

An overview of crime statistics, crime tendencies and the successes of the JSRA for the period January to October 2019 was given.

### 7.2 Environmental improvement and Social Responsibility

Langverwacht Landscaping contracted to clean and beautify JSRA parks.  
Workshop was held for Domestic Workers to make them aware of security measures  
Winter jackets were donated to a Neighbourhood Watch.

### 7.3 Communication

Security WhatsApp Groups: 8 with 1,211 members. Monitored by Control Room & JSRA Vehicles, SAPS & Law Enforcement.

Social WhatsApp Groups: 3 with 548 members

Crime Bulletin (monthly)

Facebook page: 308 members

Website: <http://www.jonkershoeksra.co.za/>

### 7.4 Security Cameras

The camera system is now operating smoothly.

64 Cameras monitored live:

- 43 directly on fiber
- 20 via wi-fi to nearest fiber point
- 1 via CAT5 to nearest fiber/wi-fi point

Control room operational since 1 July 2018

All images recorded and kept for 5 days

Cameras assist patrol vehicles with surveillance

Increasing incidents where operators identified suspicious activity on camera and dispatched patrol vehicles to investigate. Details and examples were presented

Surveillance of public areas only

Ongoing requirement of upgrading and expansion

## 8. PRESENTATION OF THE RENEWAL 5 YEAR BUSINESS PLAN: 1 July 2020 to 30 June 2025

First 5 years: 1 July 2015 to 30 June 2020

Renewal Plan next 5 years approved by JSRA Board on 15 Oct 2019

Boundaries will remain exactly as in first Business Plan

Details were given of the reduction in crime since the inception of the JSRA, the Operational plan for the next 5 years as well as the financial implications of the plan.

## 9. APPROVAL OF THE NEW BUSINESS PLAN 2020 to 2025

**Ordinary Resolution number four: approved unanimously**

**"IT WAS RESOLVED THAT** the renewal of the Jonkershoek SRA for another 5 year term (2020 to 2025) and the Business Plan as presented for that term be approved."

## 10. APPROVAL OF THE NEW 5 YEAR BUDGET

Budget prepared on the same basis as first 5 yr (Excl VAT)

Security services again the biggest expense item

Estimated R1mil cash on 1 July 2020 proposed to be utilised to reduce annual budgets by R200,000 p.a.

<b>JSRA</b>					
<b>5 Yr Budget 2021 to 2025</b>					
	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
	<b>Total</b>	<b>Total</b>	<b>Total</b>	<b>Total</b>	<b>Total</b>
	<b>Excluding VAT</b>	<b>Excluding VAT</b>	<b>Excluding VAT</b>	<b>Excluding VAT</b>	<b>Excluding VAT</b>
<b>EXPENDITURE</b>					
<b>1. Employee Related</b>	<b>420 036</b>	<b>453 639</b>	<b>489 930</b>	<b>529 124</b>	<b>571 454</b>
Salaries	387 725	418 743	452 243	488 422	527 496
Bonus Provision	32 310	34 895	37 687	40 702	43 958
<b>2. Core Business</b>	<b>3 668 570</b>	<b>3 889 744</b>	<b>4 123 129</b>	<b>4 370 517</b>	<b>4 632 748</b>
Landscaping & Environmental Upgrade	243 461	258 068	273 553	289 966	307 364
Security Services	3 410 440	3 615 066	3 831 970	4 061 888	4 305 602
- Patrols	2 837 071	3 007 232	3 187 666	3 378 926	3 587 661
- Camera Monitoring	448 875	475 595	504 131	534 379	566 442
- Camera Maintenance	124 754	132 239	140 174	148 584	157 499
Social Upkeep	15 670	16 610	17 608	18 683	19 782
<b>3. Depreciation</b>	<b>30 414</b>	<b>32 238</b>	<b>34 173</b>	<b>36 223</b>	<b>38 396</b>
<b>4. General Expenditure</b>	<b>262 562</b>	<b>278 316</b>	<b>295 015</b>	<b>312 716</b>	<b>331 479</b>
Accounting & administration Fee	88 563	93 898	99 532	105 504	111 834
Advertising, Marketing & Promotions	4 973	5 271	5 588	5 923	6 278
Auditor's remuneration	14 930	15 826	16 776	17 782	18 849
Bank charges	3 173	3 364	3 566	3 780	4 006
Computer expenses (including Website)	13 738	14 562	15 436	16 362	17 343
Insurance	22 671	23 925	25 361	26 882	28 495
Meeting expenses	3 352	3 553	3 766	3 992	4 232
Printing and stationery	4 973	5 271	5 588	5 923	6 278
Vehicle Expenses	54 755	58 040	61 523	65 214	69 127
Telephone and fax	26 074	27 838	29 297	31 055	32 918
Other	25 440	26 966	28 584	30 299	32 117
<b>5. Capital Expenditure</b>	<b>230 435</b>	<b>244 261</b>	<b>258 916</b>	<b>274 451</b>	<b>290 919</b>
<b>6. Bad Debt Provision 3%</b>	<b>142 669</b>	<b>151 492</b>	<b>160 861</b>	<b>170 911</b>	<b>181 392</b>
<b>TOTAL EXPENDITURE</b>	<b>4 755 685</b>	<b>5 049 690</b>	<b>5 362 024</b>	<b>5 693 842</b>	<b>6 046 388</b>
<b>INCOME</b>					
Estimated surplus 01 July 2020	-4 755 685.47	-5 049 690.17	-5 362 023.83	-5 693 842.20	-6 046 387.55
1 Net revenue - SRA Levy	4 555 985.47	4 849 890.17	5 162 023.83	5 483 842.20	5 848 387.55
<b>% Increase</b>	<b>3.10%</b>	<b>6.45%</b>	<b>6.44%</b>	<b>6.43%</b>	<b>6.42%</b>

**Ordinary Resolution number five: approved unanimously**

**"IT WAS RESOLVED THAT** the Budget for the next 5 year term (2020 to 2025) as presented be approved."

**11. APPROVAL OF WRITTEN APPLICATION TO COUNCIL FOR THE RENEWAL TERM AND EXEMPTION FROM COMPLIANCE WITH PROVISIONS OF CHAPTER 1 OF THE MUNICIPALITY OF STELLENBOSCH SPECIAL RATINGS AREAS BY-LAW**

**Ordinary Resolution number six: approved unanimously**

**"IT WAS RESOLVED THAT** the submission of a written application to the Stellenbosch Town Council for the renewal of the Jonkershoek SRA for another 5 year term and for exemption from compliance with certain of the provisions of Chapter 1 of the Stellenbosch Municipality By-Law, be approved."

**12. GENERAL**

The Chairman thanked all the members for their attendance and support.

Chairman: D M (Niel) Hoogenhout  
Date: 1<sup>st</sup> January 2020

**Registered office:**

JPS TRUST  
Valerida Center 210  
Piet Retief Street  
Stellenbosch, 7600

Postal address  
PO Box 3075  
Matieland  
7602.