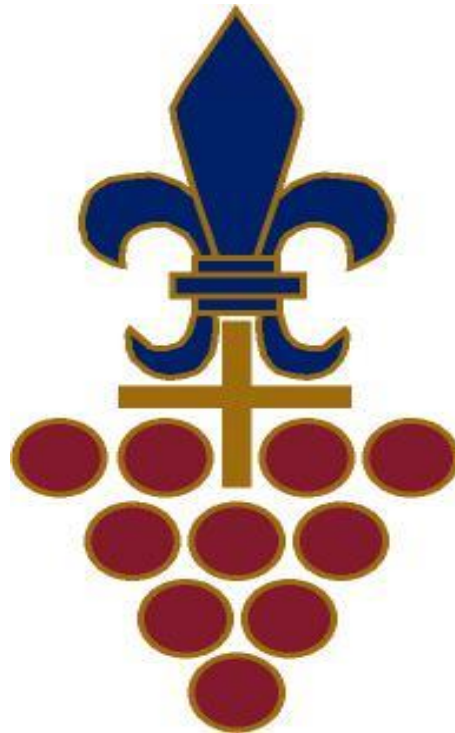


STELLENBOSCH MUNICIPALITY



TECHSTEL SRA

REPORT ON 2ND FIVE YEAR TERM



STELLENBOSCH

STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

Collaborator No:
IDP KPA Ref No:
Meeting Date:

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1. SUBJECT:

TECHSTEL SPECIAL RATING AREA: APPLICATION FOR EXTENSION OF TERM FOR A FURTHER FIVE YEARS, 1JULY 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 Techstel 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 Techstel 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

- 5.1 That council notes the Techstel 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 Techstel 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 R15 713 218.21 (VAT included) as detailed in in Annexure 33(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 Techstel 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, Techstel 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 33(a) is a Letter of Application received from the SRA. This application:
- a) Points out what the key goals and objectives of the SRA are and also that these align with the IDP.
 - b) Provides a summary of the documentation attached to the application.
- 6.2.4 Annexure 33(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 33(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 33(d) is Minutes of the Annual General Meeting held on 25 October 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 Techstel SRA was first approved by Council on 30 April 2015, Item 7.6.

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

FOR FURTHER DETAILS CONTACT:

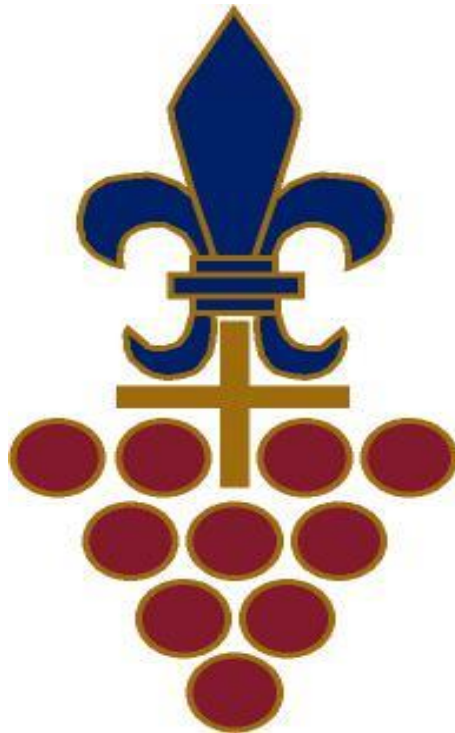
NAME	<i>A Treurnich</i>
POSITION	
DIRECTORATE	<i>Finance</i>
CONTACT NUMBERS	<i>021 808 8016</i>
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REPORT DATE	<i>27 January 2020</i>

**CLLR PATRICIA CRAWLEY
PORTFOLIO HOLDER:FINANCE**

DATE

ANNEXURE 33(A)

STELLENBOSCH MUNICIPALITY



TECHSTEL SRA

**APPLICATION LETTER- 2ND FIVE YEAR
TERM**

ANNEXURE A

APPLICATION FOR THE EXTENSION OF TECHSTEL SRA FOR A FURTHER PERIOD OF FIVE YEARS

9th January 2019

Directorate:
Municipality Manager
Stellenbosch

Dear Sir,

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

1. The TechstelSRA NPC, hereby wish to apply for Stellenbosch Municipality approval of the extension of the SRA term for the period 2020 – 2025.
2. This application is made to Council in terms of Section 15(b) of the Stellenbosch Municipality Special Rating Areas By-Law, 2019, as amended (the "By-law"), read together with the Stellenbosch Municipality: Special Rating Areas Policy.
3. The key goals and objectives and functions of the new Business Plan are:

The goal of TechstelSRA is to ensure The Park increases its value as a high quality business, innovation and technology address in South Africa. This can be done by increase security in and around the area, improve public areas and contribute to social upliftment in the area.

4. Consistency with Integrated Development Plan (IDP)

The continued operation of the TechstelSRA will support the vision of the Stellenbosch IDP as follows:

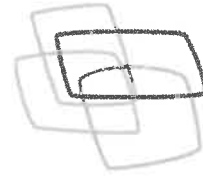
- 4.1. Public safety and monitoring of public open spaces
- 4.2. The provision of additional cleaning services as a top up to existing municipal services to contribute to employment creation.
- 4.3. Environmental initiatives to support all workers access and ways through the park from drop-off points.
- 4.4. Communication within the community of community related matters
- 4.5. Water resilience investigations and creative usage of the current dams and dam areas.
- 4.6. Contribute and support social development and upliftment actions

5. In support of the application, the following compulsory 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), "B".



p/a JPS Trust
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Piet Retiefstraat · Street, Stellenbosch
Posbus · PO Box 3075, Matieland, 7602



**TECHNO
PARK**

TECHSTELSRA NPC
Reg No · 2015/259104/08
Tel · 021 887 2486, Fax · 021 883 9540
info@technopark.org.za · www.technopark.org.za

5.3. Resolutions as per the draft AGM minutes "C" stipulating:

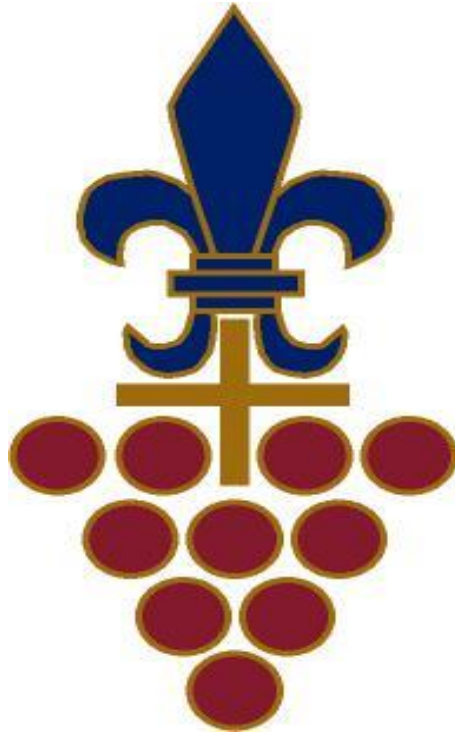
- 5.3.1 The renewal of TechstelsRA for another 5 year term and approved new 5 year Business Plan; and
- 5.3.2 The approved 5 Year Budgets as in the Business Plan for 5 years.
- 5.3.3 The submission of a written application to the Stellenbosch Town Council for the renewal of the JSRA for another 5 year term and for exemption from compliance with certain of the provisions of Chapter 1 of the Stellenbosch Municipality By-Law approved as per the Minutes of the AGM.

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

Yours faithfully,

**FRANCOIS SMUTS
CHAIRMAN: TECHSTELSRA NPC**

STELLENBOSCH MUNICIPALITY



TECHSTEL SRA

BUSINESS PLAN- 2ND FIVE YEAR TERM

ANNEXURE B

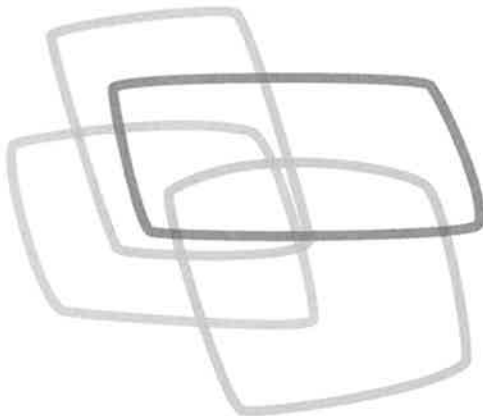
TECHSTEL SRA NEW BUSINESS PLAN

“A”

Stellenbosch Technopark
Special Ratings Area (SRA)
Business Plan

[RENEWAL: 1 July 2020 - 30 June 2025]

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



**TECHNO
PARK**

Compiled by Francois Smuts

September 2019

Principal Contacts:

Francois Smuts (Chairman of TechstelSRA)

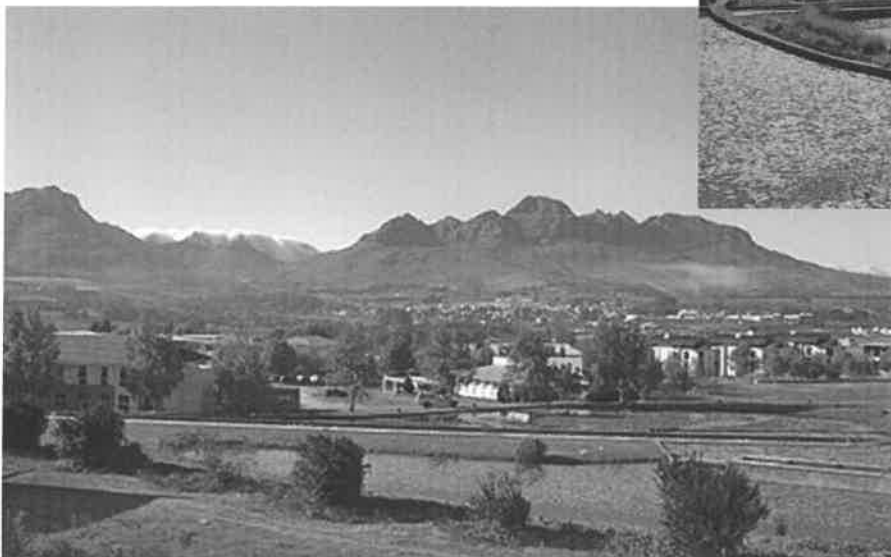
francois@evesis.com

Thea Jordaan (Adminstrating body JPS Trust)

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Directors:

1. Barbara Fassler
2. Francois Smuts
3. Jacob Jacobus Cornelis Pietersen
4. Alan Geoff Manning
5. Anna Maria Cloete
6. Marié Hilda Schutte
7. Deleur Stander
8. Ilzemarie Knoetze
9. Frederik Jakobus Erasmus
10. Gustav Wilhelm Bester



Contents

Principal Contacts:	2
List of Terms & Abbreviations	3
Executive Summary	4
1 Introduction	4
1.1 Location & boundary of existing SRA	4
1.2 Background & Current Situation	5
1.3 Vision	6
1.4 Mission	6
1.5 Goal	7
2 Motivation for renewal of Technopark SRA	7
2.1 Problems in Technopark	7
2.2 Benefits pertaining to the renewal of the TechstelSRA	9
2.3 Tasks and Milestones	9
2.3.1 Administration and JPS	9
2.3.2 Events, Business Forum and Future Planning	10
2.3.3 Marketing and Communications	10
2.3.4 Projects	11
2.3.5 Parking and Roads	11
2.3.6 Finances	11
2.3.7 Security	12
2.3.8 Maintenance and Garden	12
3 Budget Plan & Financial Impact	13
4 Conclusion	13
Appendix A	14

List of Terms & Abbreviations

AGM – Annual General Meeting
CID – City Improvement District
ICT - Internet & Communications Technology
IDC – Industrial Development Cooperation
IDP – Integrated Development Plan
NPC – Not for profit company
SID – Stellenbosch Innovation District
SRA – Special Ratings Area

Executive Summary

Application for the renewal of the current 5 year SRA term in terms of **Chapter 15** of the Special Rating Area By-law and the application under Sec.15a of the Bylaw for exemption from complying to Chapter 1 of the Special Rating Area Bylaw. Renewal of the Special Ratings Area (SRA) in Technopark for a further 5 year term is being pursued and this business plan outlines the implementation strategy of the various portfolios over the next 5 years.

The major importance of the renewal is to maintain the owners' rights. There is an existing budget which have only been updated, there will also be no change in the borders and all the requirements of **Section 5** of the Special Rating Area Policy were already met during the initial 5 year tenure

The renewed SRA, namely TechstelSRA, will be managed by the existing Not for Profit Company (NPC) with a dedicated manager, CEO or management company to ensure accountability of the spending, and implementation of the tasks at hand. The goals drawn up by the Integrated Development Plan (IDP) were tabulated for Technopark (The Park) as follows:

- Valley of Possibility
- Green and Sustainable Valley
- Safe Valley
- Dignified Living
- Good Governance & Compliance

We therefore define the broad goals of TechstelSRA to fall in line with the goals of the IDP

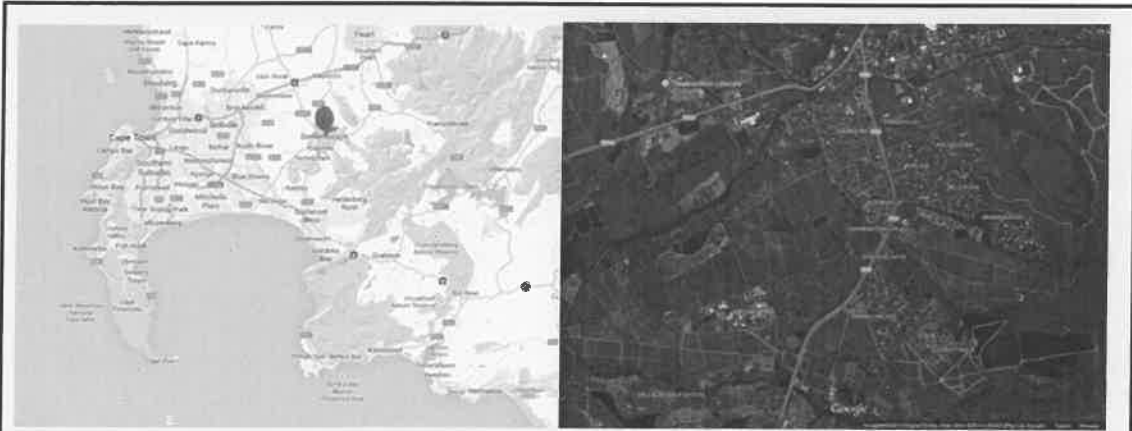
1 Introduction

This business plan is intended as a motivation and financial guiding framework for the continuation of TechstelSRA over the next 5 years. This business plan consists of an explanation and demarcation of the existing geographic areas named Technopark, situated in Stellenbosch. The Park is currently zoned as a Special Zone-one or science and technology park, having a mix of commercial tenants in The Park. Institutionally TechstelSRA is responsible for all planning and management in partnership with the municipality (who must continue to perform their normal service duties). Significant gains have been made by the current SRA over the past few years, with a limited budget. This business plan makes the case for the rationale for additional investment and ramping-up operations in The Park for the future benefit of all owners and the town. It is envisioned that maintaining Technopark as an SRA, is necessary for a variety of factors. This includes pressure to maintain property values, and ensure a demand for The Park continues. Currently a low level of maintenance of The Park makes this increasingly difficult. Poor aesthetics of The Park and the increasing challenge of crime, maintenance and a general disrepair of the open spaces and infrastructure is problematic.

Transforming Technopark through the implementation of this business plan, which has clearly stipulated goals and a vision to improve the public face and services in The Park will be of benefit to the Stellenbosch society. The investment into the SRA will not only increase property values and demand for The Park, but also ensure Technopark, one of Stellenbosch's economic assets, remains a driver of growth and jobs.

1.1 Location & boundary of existing SRA

Stellenbosch Technopark is located on the urban edge of Stellenbosch town, and about 7km from the University of Stellenbosch. It has easy access to the R44, a main corridor connecting the Southern Cape Metropolitan areas (Somerset-West and Strand) with northern areas such as Paarl and Belville via the N1. The Park is also situated approximately half an hour drive from Cape Town international, and 45min from Cape Town CBD. Additionally it is well located as a business innovation park surrounded by vineyards and breath-taking views of the Stellenbosch Mountains. Its location and attributes makes it a very attractive home for business.



Technopark is located in Stellenbosch Town, in a neighbouring municipality to Cape Town Metropol. The SRA boundary is equal to the current Technopark boundary depicted below.



1.2 Background & Current Situation

Technopark was originally conceived of as a Science Park in the late 1970's when Prof Christo Viljoen, then dean of the engineering faculty at Stellenbosch University, went to Taiwan. There he visited Shinshu Science Park, one of the world's revered successes. He brought over the concept to Stellenbosch, and managed to obtain buy-in from the local and national government. The Park was established in 1985, and was supported by the Industrial Development Corporation (IDC) and housed an incubator and innovation lab. The Park was managed by a committee and the local municipality. The entering of firms into The Park was very slow for numerous reasons, including rigid control and a poor business community understanding of the concept and benefit of a science park. Other external factors such as an economic slowdown forced the management to allow it to become market-oriented in the 1990's and the strict criteria of firms entering The Park were relaxed. Today The Park is well developed, albeit not as a traditional science park, and consists of a variety of businesses ranging from satellite manufacturers, engineering, banks and finance institutions to design schools. There are a number of Internet & Communications Technology (ICT) businesses, technology engineering firms, financing firms and more.



The Park consists of almost three hundred individual businesses, of which many are owners of their own properties and buildings in The Park. Technopark remains a special zone-one, or science park – where each property divides the municipal land. Thus the municipal land, and open areas are meant for parks and recreation to be serviced by the municipality. Such area is depicted in the photo below, where the open spaces, meant to be park and recreational areas are not sufficiently maintained by the municipality as a pedigree business park.

|| The establishment of an SRA has proven fruitful over the last 5 years and the owners would like to continue benefiting from the productivity of such an organization over the next 5 years.



1.3 Vision

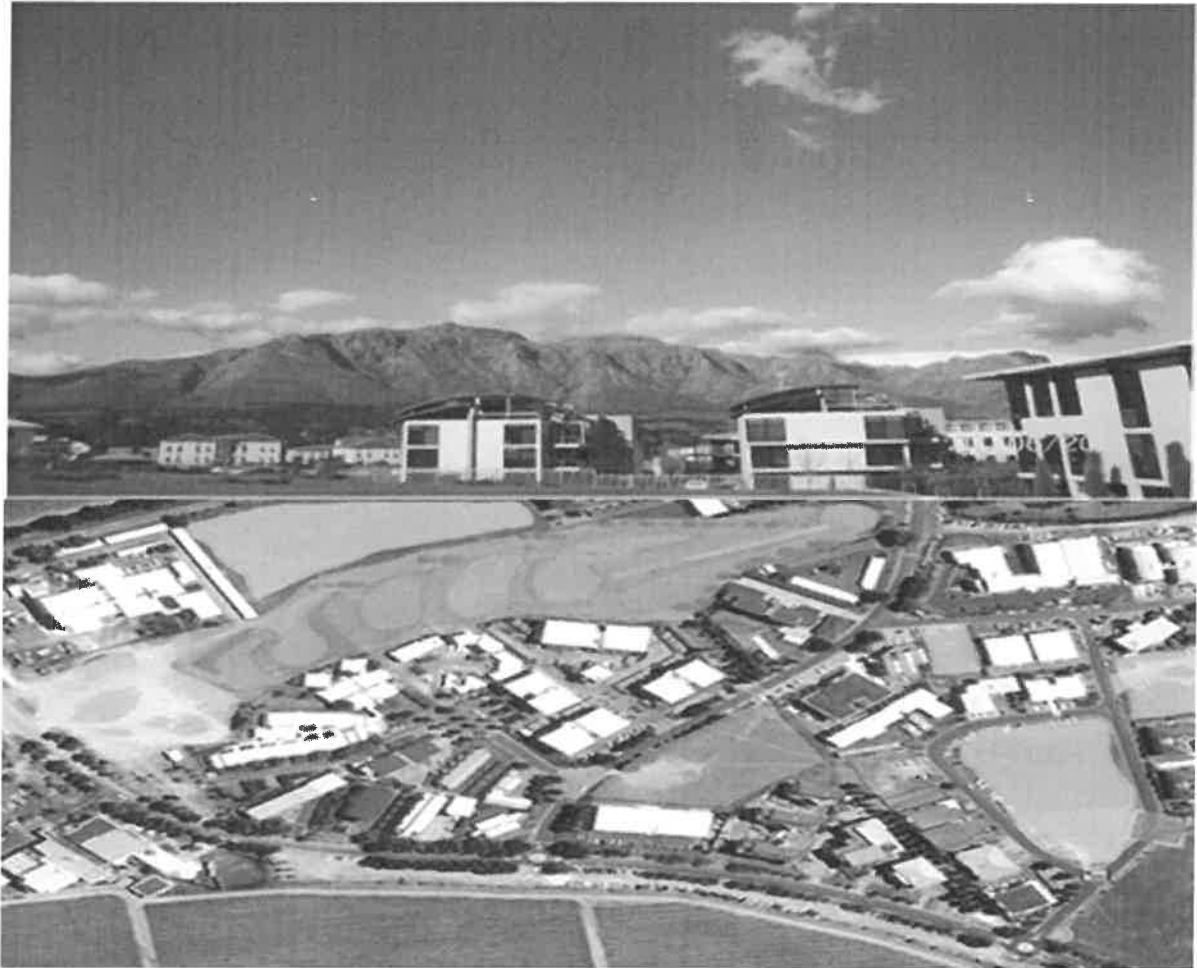
The vision for TechstelSRA is to achieve a competitive, innovative and sustainable business community.

1.4 Mission

The mission of TechstelSRA is to promote, manage and maintain The Park to ensure a prosperous, innovative and sustainable business community.

1.5 Goal

The goal of TechstelSRA is to ensure The Park increases its value as a high quality business, innovation and technology address in South Africa. This can be done by increase security in and around the area, improve public areas and contribute to social upliftment in the area.



2 Motivation for renewal of Technopark SRA

The establishment of the TechstelSRA has had far reaching benefits for The Park. We highlight the benefits by placing focus on the problem areas and how the TechstelSRA address these areas through allocation of their budget.

2.1 Problems in Technopark

Safety and security: in the past, and more recently despite attempts to patrol The Park, there have been numerous break-ins and theft within The Park. This is not only petty theft, but theft of expensive equipment such as computers, and even vehicles. If tenants and business people leave The Park later at night after work, there is a general feeling of being unsafe, as The Park has no activity after 5pm. People have reportedly been seen doing drug deals late at night in The Park, because it is dark and empty. This is certainly not the kind of elements that are favourable for a top-class business park. As the TechstelSRA we have implemented drastic measures to ensure a safe and secure working environment and we would like to maintain this environment through renewal of the SRA.

At current we have implemented approximately 15 security cameras for surveillance purposes, have an armed security guard on scooter 24/7 and another armed security guard on motor cycle from 6pm at night until 6am the following morning on a 5 day work week basis and full time over weekends.

General Maintenance (Infrastructure): despite attempts to partner with the Municipality and provide some funding to maintain aspects of The Park, there remain problems with infrastructure. This includes, the roads themselves, and the brick edging, which comes loose. The newly installed circles require maintenance due to the poor brick-work and design. In the rainy seasons there are serious problems with drainage, which results in the top-soils of The Park areas to wash away. There are blockages of leaves, and this causes erosion within the ad-hoc parking spaces. This increases the unattractiveness of The Park, and requires constant maintenance.

Parking: this is another major issue in The Park, as the number of cars that enter The Park, require consolidated parking areas. At the moment, cars are parking on open properties, and on municipal land along the edges of roads, which is scarring The Park. Furthermore, it is dangerous as cars parking need to be cautious for other cars travelling down the road. Parking is of major importance to visitors, who also struggle to find which building to navigate to by foot. Thus a public or visitor parking with security guards and a map of The Park would help tremendously.

We are engaging with the Municipality on an ongoing basis to better parking and general maintenance of The Park and have established a committee to address this area as a matter of concern. Already and in agreement with the Municipality we have completely redesigned the 6 dams which make out a large part of the green area pertaining to the Park. This was necessary, due to non-maintenance and extreme drought suffered during the past 5 years. We also ensure removal of shrubs and grass posing a fire hazard during the dry months, as well as maintain the green areas to the best of our allowable budget.

Access and Mobility in The Park: currently there is one entrance for access and egress into and out of The Park. The TPOA had commissioned a traffic study to assist the municipality to provide a temporary solution for traffic timing (which was well received). A section of the entrance road is currently being widened, however, there is a need to assist the municipality with a solution that becomes integrated as part of the spatial development framework for the town. Furthermore, there are potential plans for an additional road entrance into Technopark from the South. This would enhance the safety, and escape route in case of fire, natural or any other disaster or threat (whereas at the moment there is only one escape route).

Mobility, however, also refers to on-foot mobility which is at the moment non-existent. Traffic within The Park is problematic, as people drive extremely fast, and there will be a need for traffic calming measures. Footpaths connecting the various buildings and between the open spaces would enhance the attractiveness and sociability of The Park. This also would have a positive impact on safety, as visibility and eyes on the look-out would increase. This is extremely important for innovation, and community building which is part of the vision for The Park.

To date, we have enhanced access and mobility to the Park through establishment of a well paved footpath leading from the R44 to the second traffic circle up Electron Road. We'd like to further extend this footpath throughout The Park during the next couple of years and require additional budget to do so.

Dams, Gardens and Open-spaces: in 2011, a study was conducted on the state of health of the dams in Technopark, by a Stellenbosch University student (which showed a willingness to collaborate with the University). These dams were found to be unhealthy and required urgent assistance to rehabilitate not only the life in the dams, but the water quality as well. The primary reason was, due to the lack of flow of water into the dams, which at the time was connected to a pipeline from Theewaterskloof dam and since been discontinued. Furthermore the irrigation system, and pump, that is meant to circulate water in the dams was broken.

Ensuring the dams and irrigation systems (linked to them) work on a constant basis will require continued maintenance, which it seems is not happening. Solving the dam issue would also solve many of The Park's problems in terms of beautification. In summer The Park becomes extremely dry and dusty, which is a nuisance for tenants, and potentially devalues the properties. Furthermore, providing irrigation to The Park, would allow for the recovery of shrubs, and trees that are currently battling, and will allow for the beautification of the open-space. This would attract tenants and business people to use the public spaces, which at present are not used. Once again this is extremely important for enhancing the ethos of The Park, and making it an attractive and quality place to work.

Lighting: although there is street lighting in Technopark, there could be a gradual replacement of these with LED lights which would reduce electricity consumption during peak hours when the lights come on. Lighting has been applied to dark areas and along all footpaths to allow for evening use, and provide safety when people return to their cars after work (especially in winter time, when it is dark).

Marketing: a space like Technopark, requires marketing because of its unique set-up, as well as being close to the University of Stellenbosch. Currently a proper marketing and communication plan has been put into practice and is being maintained on an ongoing basis. We would like to market Technopark more aggressively and on a larger scale to make it more attractive, especially as an innovation and technology park which is aligned with the broader goals of The Municipality.

General issues: Various problems arise on a continuous basis that are beyond the mandate and capacity of the municipality and the TechstelSRA was formed specifically for this reason to deal with these issues. The contributions made by property owners toward the SRA is a short-term investment with long-term benefits for the property value of the space, which would have a positive multiplier effect for the whole town.

2.2 Benefits pertaining to the renewal of the TechstelSRA

Below is a list of general benefits pertaining to SRA's which could translate into improving the current situation in Technopark:

- ✓ Improved property values,
- ✓ Improved investor confidence,
- ✓ Improved community atmosphere,
- ✓ Stakeholder collaboration,
- ✓ Capacity to investigate, document and deal with local problems affecting the area,
- ✓ Provide authority to engage with local municipality,
- ✓ A clear and dedicated plan, as well as budget to improve the local area,
- ✓ Improved accountability of performance, and development of the area.
- ✓ The SRA programme usually creates a positive sentiment, which attracts additional support and investment into the area.

2.3 Tasks and Milestones

The various problem areas that were identified, have been allocated to a specific portfolio. Portfolio committees are organized by 1 or many Directors on the Board of Directors of TechstelSRA. JPS Trust, as the management agent, assists with the day to day running of TechstelSRA for which decisions are taken at a 6 weekly Directors' Meeting. Annual General Meetings (AGMs) are held annually during October.

The following Portfolio committees enjoy budgets as allocated to spend on tasks as identified:

2.3.1 Administration and JPS

JPS Trust was appointed in terms of the requirements of the Financial Agreement as Executive Officer to administrate and operate the affairs of the SRA. Although not limited to their main responsibility will be the financial and secretarial administration of the SRA.

A. Financial governance

1. JPS Trust, as Executive Officer of the SRA, and who is accountable to the Board of Directors, administer the bank account and all monthly income and payments.

2. JPS Trust calculate and pay the monthly VAT obligations and provide all contractors and consultants with a VAT registration number. They also submit a copy of the SRA's VAT 103 certificate yearly to the Municipality.
3. JPS Trust monitor that the Municipality pay all SRA income into a bank account in the name of the SRA on a monthly basis.
4. JPS Trust conduct a yearly audit after which the audited financial statements are presented to the board of directors for approval.
5. Once approved by the Board of Directors in respect of the SRA's previous financial year, JPS Trust must submit a set of financial statements to the Municipality.

B. Administration

JPS Trust as Executive Officer of the SRA is responsible for the financial management of the SRA. This responsibility includes implementing and monitoring the SRA's annual budget and ensuring-

1. that resources are used effectively;
2. full and proper financial records are kept, including the monthly reconciliation of all revenue received and accounts to be paid;
3. the development and maintenance of appropriate expenditure management systems;
4. that a monthly income and expenditure progress report is submitted to the Municipality by the 15th of the following month;
5. that audited financial statements, approved by the board of directors, are submitted to the Municipality annually;
6. that a tax clearance certificate is submitted to the Municipality annually;
7. that a reviewed property database is submitted to the Municipality by 31 December annually;
8. that appropriate control systems are maintained;
9. that unauthorised, irregular or fruitless and wasteful expenditure is prevented;
10. that disciplinary or other legal proceedings are instituted when required;
11. that the Annual General Meeting be advertised as per section 8.2.6(d) of the Special Rating Area Policy; and
12. that within two months after Annual General Meeting was held, the Executive Officer reports to the Municipality the SRA's annual financial statements and annual report.

JPS Trust is responsible for all secretarial and meeting requirements which includes:

1. Scheduling, arranging and recording the yearly Annual General Meeting.
2. Scheduling, arranging and recording the Bi-monthly Directors meetings.
3. Advising the board of directors of all procedural matters required for meetings, notices, quorum and voting.
4. JPS Trust to keep all records for minimum of 5 years and make it available on request to the Municipality.

2.3.2 Events, Business Forum and Future Planning

Park events and administrative coordination of tenants in The Park are regularly orchestrated by the Business Forum portfolio. It is important to maintain an up to date database of tenants in The Park, for purposes related to:

- Marketing of events
- Security communication
- Functions for communal benefit

2.3.3 Marketing and Communications

The Techste!SRA marketing and communications committee services Technopark by creating, communicating and delivering content that creates value for Technopark's target market:

- Owners

- Potential owners
- Tenants

The goal is achieved through managing written and visual communications of the Technopark brand.

Marketing supports TechstelSRA's goals:

- Improving the property values of Technopark
- Improving the marketing and image of Technopark (as a top business address)
- We do this by building awareness through social media, newsletters, advertising, blogs etc. and in turn this creates value for investors by informing them on current affairs

In order to achieve awareness and add value, we work on several different platforms:

- Management of Technopark's website
- Content creation, general website updates and maintenance
- Update new Business Directory entries
- Manage Technopark's Facebook and LinkedIn accounts
- Structure new content. Source and design curated content for Social Media platforms
- Schedule Social Media posts. Respond to messages on Facebook
- Manage Website and Social Media advertisers
- Schedule & boost posts for advertisers on Social Media
- Customer communication
- News Articles/Blog Posts
- Create supportive marketing collateral
- Compile and send email newsletters

2.3.4 Projects

All forms of project are contained herein, such as projects related to specific events: art, new footpaths, special security, etc. This section also makes provisioning for appointment of consultants for use in more professional park related activities.

2.3.5 Parking and Roads

Our goal is to improve the access to Techno Park, and to formalise The Parking in Technopark.

Communications with the Municipality are in progress with respect to the Adam Tas Link road as well as formalising of The Parking in Technopark. Approximately 1 000 vehicles are currently parking on municipal land, open space and other property owners' verges. This is due to the inadequate parking ratio set out by the Municipality in the original zoning scheme of Technopark being 1 parking bay for every 30 square meters of lettable office space.

The first step is to identify areas where we can relocate and develop formal parking pockets in order to accommodate the 1 000 odd and increasing, illegally parked vehicles. TechstelSRA will budget R100 000 per year in order to put a proposal forward with which to engage with the municipality and to develop these parking areas.

2.3.6 Finances

The past 4 year's finances were managed with precision. The Audited annual financial statements for the first 4 years passed the requirements and was reported on as a clean audit. Copies are available from JPS Trust as Executive Officer as well as from the Manager, Treasury Office in the Finance Directorate at the Municipality. The same accuracy and precision will be followed to ensure ease of mind to the owners within the SRA, regarding management of the funds.

2.3.7 Security

There has been a drastic increase in break-ins and theft incidents not only in Technopark, but throughout the Western Cape, during 2019 thus far.

In an endeavour to counter, as far as possible, the negative impact of crime on property values as well as making Technopark a safer place for business operations, we have allocated additional funds from our current budget in August 2019 to the deployment of visible security officers until August 2020.

We anticipate that going forward, we will need to continue with the current approach of having visible security in Technopark and budget as per the numbers below:

Item	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025	Total	Comments
Night Shift Guard	R660 000	R706 200	R755 634	R808 529	R 865 125	R3 795 488	Armed guard Patrolling 24 hours x 7 days per week and additional night armed guard patrolling from 6pm to 6am.
Monitoring of cameras	R81 408	R86 292	R91 464	R96 960	R102 780	R458 904	Monitoring of 16 Technopark cameras
Repairs	R12 000	R12 000	R12 000	R12 000	R12 000	R60 000	R&M to cameras system
	R753 408	R804 492	R859 098	R917 489	R979 905	R4 314 392	

Additional

R 24 256	R 52 525	R 85 297	R123 159	R 285 239
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Security Total

R 753 408	R 828 748	R911 623	R1 002 786	R1 103 064	R4 599 631
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2.3.8 Maintenance and Garden

This budget will be spent on

1. The chronic maintenance of the areas that fall under the jurisdiction of the SRA, eg the green areas around the dams, sidewalks, cleaning of waterways
2. Maintenance and cleaning of the dam areas, as well as the continuous planting of new plants as needed.
3. Planting trees on green areas
4. Application of irrigation so that specific points can be wetted. (Supplies (hardware) required for this to be provided by the Municipality.
5. Providing specific benches and seating areas around and on green areas for recreation
6. Improving the footpaths around the dams to be more secure.

3 Budget Plan & Financial Impact

The budget line-items associated to the above goals and milestones are as per Appendix 1.

	Year1	Year2	Year3	Year4	Year5
Marketing and communication	R134 800.00	R141 540.00	R148 617.00	R156 047.85	R163 850.24
Events	R20 407.50	R21 427.88	R22 499.27	R23 624.23	R24 805.44
Admin	R171 610.50	R180 191.03	R189 200.58	R198 660.61	R208 593.64
Business forum	R20 407.50	R21 427.88	R22 499.27	R23 624.23	R24 805.44
Future planning	R20 599.50	R21 629.48	R22 710.95	R23 846.50	R25 038.82
JPS	R156 000.00	R163 800.00	R171 990.00	R180 589.50	R189 618.98
Projects	R428 537.24	R449 964.10	R472 462.30	R496 085.42	R520 889.69
Parking and roads	R100 000.00	R105 000.00	R110 250.00	R115 762.50	R121 550.63
Security	R753 408.00	R828 748.80	R911 623.68	R1 002 786.05	R1 103 064.65
Maintenance & Garden	R588 000.00	R617 400.00	R648 270.00	R680 683.50	R714 717.68
TOTAL (ex VAT)	R2 993 770.24	R2 551 129.15	R2 720 123.04	R2 901 710.38	R3 096 935.20
TOTAL (incl VAT)	R2 752 835.77	R2 933 798.52	R3 128 141.50	R3 336 966.94	R3 561 475.48

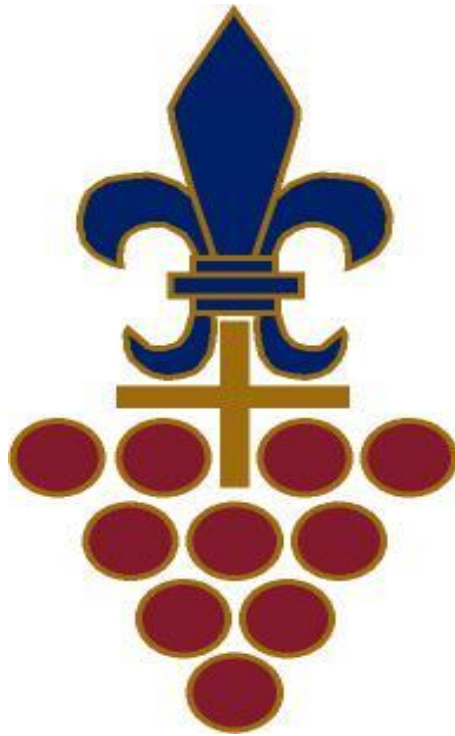
4 Conclusion

Currently Technopark is functioning very well under the establishment of TechstelSRA who has proved their viability by implementing their strategic business objectives within budget over the last 5 years. It is for this reason, that owners and stakeholders should view the proposed SRA renewal, and this business plan, as an investment into the future of Technopark, and their individual properties over the next 5 years.



ANNEXURE 33(C)

STELLENBOSCH MUNICIPALITY



TECHSTEL SRA

BUDGET - 2ND FIVE YEAR TERM

ANNEXURE C

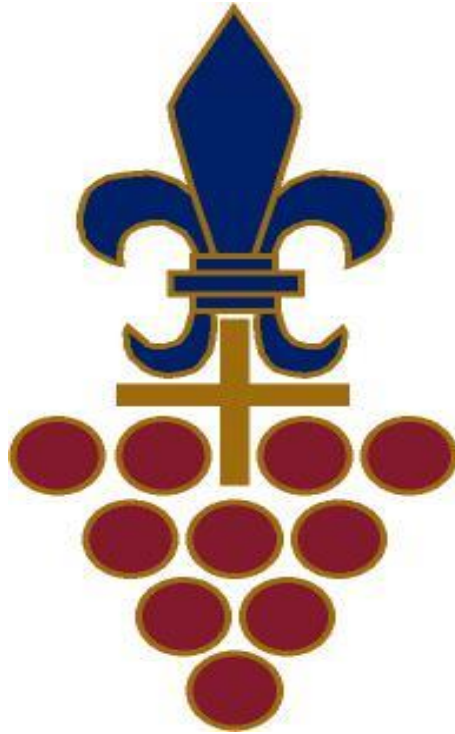
TECHSTEL SRA NEW FIVE YEAR BUDGET

Appendix 1: Budget Cost

	Year1	Year2	Year3	Year4	Year5
Marketing and communication					
Events	R134 800.00	R141 540.00	R148 617.00	R156 047.85	R163 850.24
Admin	R20 407.50	R21 427.88	R22 499.27	R23 624.23	R24 805.44
Business forum	R 171 610.50	R180 191.03	R189 200.58	R198 660.61	R208 593.64
Future planning	R20 407.50	R21 427.88	R22 499.27	R23 624.23	R24 805.44
JPS	R20 599.50	R21 629.48	R22 710.95	R23 846.50	R25 038.82
Projects	R156 000.00	R163 800.00	R171 990.00	R180 589.50	R189 618.98
Parking and roads	R428 537.24	R449 954.10	R472 462.30	R496 085.42	R520 889.69
Security	R 100 000.00	R105 000.00	R110 250.00	R115 762.50	R121 550.63
Maintenance & Garden	R 753 408.00	R828 748.80	R911 623.68	R1 002 786.05	R1 103 064.65
	R 588 000.00	R617 400.00	R648 270.00	R680 683.50	R714 717.68
TOTAL (ex VAT)	R2 393 770.24	R2 551 129.15	R2 720 123.04	R2 901 710.38	R3 096 935.20
TOTAL (incl VAT)	R2 752 835.77	R2 933 798.52	R3 128 141.50	R3 336 966.94	R3 561 475.48

ANNEXURE 33(D)

STELLENBOSCH MUNICIPALITY



TECHSTEL SRA

AGM MINUTES - 2ND FIVE YEAR TERM

ANNEXURE D

**TECHSTEL SRA MINUTES OF ANNUAL GENERAL
MEETING**

TECHSTELSRA NPC

Registration number 2015/259104/08
(Non Profit Company incorporated in terms of the Companies Act 2008)

(“the Company”)

CIRCULAR TO MEMBERS OF THE ANNUAL GENERAL MEETING

Regarding:

- The application of Membership & Voting Rights
- The appointment and election of Directors
- The approval of the New 5 Year Budget
- The approval of the New Business plan 2020 – 2025
- Approval for written application to Council for exemption to comply to Chapter 1's provisions as per the Special Ratings Area By-Law

and Including:

- Notice of the Annual General Meeting of members
 - Agenda for Annual General Meeting of members
 - Acceptance of Membership (Annexure A)
 - Proxy Form (Annexure B)
 - Nomination of Director (Annexure C)
-

1. INTRODUCTION

The purpose of this document is to provide members of the Company with all the necessary information in order to enable them to make an informed decision at the forthcoming Annual General Meeting to be held at 13:00 Friday, 25th October 2019 at the Protea Hotel, Technopark.

2. MEMBERS

In terms of paragraph 10.2 of the MOI of the Company, Membership of the Company is limited to, persons (including trustees for the time being of trusts or sectional title bodies corporate) who are registered owners of a Property situated within the SRA, for so long as they are owners of such property. These Members will have voting rights in the Company.

Persons who qualify for Membership and subscribe to the objects of the Company as set out in paragraph 5 of the MOI, will furthermore be required to confirm their Membership in writing, which must be done by completing and submitting the Acceptance of Membership as per Annexure A. Member who have already signed up as a member in the previous year do not need to do this again.

3. VOTING RIGHTS

Each Member present at an Annual General Meeting, whether in person or by proxy, may exercise his / her right to 1 (one) vote.

For the passing of an ordinary resolution or decision, a majority (more than 50%) of votes by the Members in support of such resolution or decision will be required.

For the passing of a special resolution, at least 75% of the votes by the Members in support of such resolution will be required.

4. DIRECTORS

In terms of the Company's Memorandum of Incorporation (MOI), the minimum number of directors are 6 (six), with the maximum number of directors being 10 (ten).

The current directors registered with the CIPC are as follows:

1. BARBARA FASSLER
2. FRANCOIS SMUTS
3. JACOB JACOBUS CORNELIS PIETERSEN
4. ALAN GEOFF MANNING
5. ANNA MARIA CLOETE
6. MARIÉ HILDA SCHUTTE
7. DELEUR STANDER
8. ILZEMARIE KNOETZE
9. FREDERIK JAKOBUS ERASMUS
10. GUSTAV WILHELM BESTER

The following directors have tendered their resignations and will not stand for re-election:

1. ANNA MARIA CLOETE
2. MARIE SCHUTTE

The following directors have been nominated to act as directors:

1. ERNST WOLFAARDT
2. ERIC LOUBSHER
3. JOHAN SCUTTE
4. PIET VAN BLERK

Should you wish to nominate a Member to act as director of the Company, you must complete your Nomination of Director as per attached Annexure C by no later than 13:00 on Wednesday the 23rd October 2019.

THIS DOCUMENT IS IMPORTANT AND REQUIRES YOUR IMMEDIATE ATTENTION

1. **If you are uncertain as to what action to take, you are advised to consult your attorney or other professional advisors.**
2. **You must complete and submit your Acceptance of Membership (Annexure A) at the Annual General Meeting so that we have all your details for the Members Register if you had not done so in the past.**
3. **Should you wish to nominate a Member to be appointed as a director of the Company, you must complete and submit your Nomination of Director (Annexure C) by no later than 13:00 on Wednesday the 23rd October 2019.**
4. **If you are unable to attend the Annual General Meeting to be held on Friday, 25th October 2019 at 13:00 at the Protea Hotel Stellenbosch, you should complete and return the attached Proxy Form (Annexure B) by no later than 13:00 on Wednesday the 23rd October 2019.**
5. **All forms are to be submitted for the attention of Thea Jordaan to the office of JPS Trust, situated at Valerida Center 210, Piet Retief Street, Stellenbosch, by hand, or by email to the following email address: thea@jpstrust.co.za.**

TECHSTELSRA NPC

Registration number 2015/259104/08
(Non Profit Company incorporated in terms of the Companies Act 2008)
("the Company")

NOTICE OF ANNUAL GENERAL MEETING

Notice is hereby given that an Annual General Meeting of Members of the Company will be held at Protea Hotel Stellenbosch at 13:00 on Friday the 25th October 2019 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 CONFIRMED THAT the registered owners of Property within the boundaries of the SRA are the Members of the Company in terms of paragraph 10.2.1 of the MOI of the Company."

(The Members Register will be made available within 14 days after the Annual General Meeting in order to confirm the Members of the Company in terms of paragraph 10.5 of the MOI)

2. Ordinary Resolution Number Two

"IT WAS RESOLVED THAT the Financial Statements for the financial Year July 2018 – June 2019 were noted."

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)

4. Ordinary Resolution Number Four

"IT WAS RESOLVED THAT owners approve of the renewal of the SRA for another 5 year term and accept the budget as presented."

5. Ordinary Resolution Number Five

"IT WAS RESOLVED THAT owners approve of the new proposed Business Plan for the next 5 year term .

6. Ordinary Resolution Number Six

"IT WAS RESOLVED THAT owners approve of the written application to Council for exemption to comply to Chapter 1's provisions as per the By-Law

By order of the directors of TECHSTELSRA NPC.

Chairman: Francois Smuts
Date: 2nd October 2019

Registered office:
JPS TRUST
Valerida Center 210
Piet Retief Street,
Stellenbosch, 7600

Postal address
PO Box 3075
Matieland
7602

TECHSTELSRA NPC

Registration number 2015/259104/08
(Non Profit Company incorporated in terms of the Companies Act 2008)

("the Company")

AGENDA FOR ANNUAL GENERAL MEETING ON FRIDAY 25TH OCTOBER 2019 AT 13H00 AT THE PROTEA HOTEL, TECHNOPARK

- 1 Welcome and Apologies**
- 2 Ordinary Resolution One- Acceptance of Members**
- 3. Ordinary Resolution Two – Notice of the Audited Financial Statements**
- 4. Appointment of the Auditors for the ensuing financial Year**
- 5. Acceptance of the Chairman’s Report**
- 6. Ordinary Resolution Three– Election of Directors**
- 7. Ordinary Resolution Four - Approval of the New 5 Year Budget**
- 8. Ordinary Resolution Five - Approval of the New Business Plan for the term 2020 – 2025**
- 9. Ordinary Resolution Six – Approval for written application to Council for exemption to comply to Chapter 1’s provisions as per the By-Law**
- 10. General**

TECHSTELSRA NPC

Registration number 2015/259104/08

ACCEPTANCE MEMBERSHIP

A. Member Declaration

I,, registered owner of property situated within the boundaries of the special ratings area of TECHSTELSRA NPC, with property details below, hereby confirm that I am a member of the Company in terms of paragraph 10.2 of the Memorandum of Incorporation (MOI) of the Company.

I further confirm that I understand the objects of the Company as set out in paragraph 5 of the MOI of the Company, and that I accept and subscribe to those objects.

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

B. Details of Member and Property

1. Surname:
2. Full forenames:
3. Nationality:
4. Identity number:
5. Passport number, if not South African
6. Residential address:
7. Business address:
8. Postal address:
9. Occupation:
10. Property owned within the SRA:
11. Email address:

C: Proof of Ownership of Property and South African ID / Passport to be attached in support of application.

ANNEXURE B - PROXY APPOINTMENT FORM

"I/We _____

being a Member of TechstelSRA (NPC) 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 aton 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)

TECHSTELSRA NPC

Registration number 2015/259104/08

DIRECTORS NOMINATION

C. Member Declaration

I,, registered owner of property situated within the boundaries of the special ratings area of TECHSTELSRA 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

D. Person Nominated to act as Director

Surname:

.....

Full forenames:

.....

Nomination accepted:

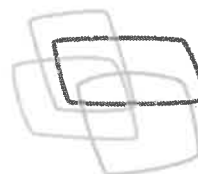
Email:

Cellphone nr. :



DRAFT

“C”



TECHNO
PARK

p/a JPS Trust
Valeridasentrum 210 Valerida Centre
Piet Retiefstraat · Street, Stellenbosch
Posbus · PO Box 3075, Matieland, 7602

TECHSTELSRA NPC
Reg No · 2015/259104/08
Tel · 021 887 2486, Fax · 021 883 9540
info@technopark.org.za · www.technopark.org.za

TECHSTELSRA NPC

Registration number 2015/259104/08
(Non Profit Company incorporated in terms of the Companies Act 2008)
("the Company")

MINUTES OF THE ANNUAL GENERAL MEETING OF THE MEMBERS OF TECHSTELSRA NPC WHICH WAS HELD ON 25 OCTOBER 2019 AT THE PROTEA HOTEL, STELLENBOSCH

1. INTRODUCTION AND WELCOME

All necessary information was provided to the members of the Company to enable them to make an informed decision at this Annual General Meeting.

The Chairman welcomed everybody present.

2. ATTENDANCE AND ACCEPTANCE OF MEMBERSHIP

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
- Membership limited to property owners in TechstelSRA
- Must apply for membership in writing
- Only registered members may vote
- Members may appoint a proxy

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 - 186

- Proxies received 51 with Membership Acceptance
- Present in person 146 with Membership Acceptance

Ordinary Resolution Number ONE - Approved unanimously

“IT WAS CONFIRMED THAT the registered owners of Property within the boundaries of the SRA are the Members of the Company in terms of paragraph 10.2.1 of the MOI of the Company.”

(The Members Register will be made available within 14 days after the Annual General Meeting in order to confirm the Members of the Company in terms of paragraph 10.5 of the MOI)

3. FINANCIAL REPORT

3.1 ACCEPTANCE OF THE FINANCIAL STATEMENTS

Highlights from the Annual financial Statements were presented by the chairman, Francois Smuts. It was made clear that the main source of income is levies.

Ordinary Resolution Number TWO - Approved unanimously

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

3.2 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.

Details of the budgets of the various years were given.

	Year1	Year2	Year3	Year4	Year5
Marketing and communication	R134 800.00	R141 540.00	R148 617.00	R156 047.85	R163 850.24
Events	R20 407.50	R21 427.88	R22 499.27	R23 624.23	R24 805.44
Admin	R171 610.50	R180 191.03	R189 200.58	R198 660.61	R208 593.64
Business forum	R20 407.50	R21 427.88	R22 499.27	R23 624.23	R24 805.44
Future planning	R20 599.50	R21 629.48	R22 710.95	R23 846.50	R25 038.82
JPS	R156 000.00	R163 800.00	R171 990.00	R180 589.50	R189 618.98
Projects	R428 537.24	R449 964.10	R472 462.30	R496 085.42	R520 889.69
Parking and roads	R 100 000.00	R105 000.00	R110 250.00	R115 762.50	R121 550.63
Security	R 753 408.00	R828 748.80	R911 623.68	R1 002 786.05	R1 103 064.65
Maintenance & Garden	R 588 000.00	R617 400.00	R648 270.00	R680 683.50	R714 717.68
TOTAL (ex VAT)	R2 393 770.24	R2 551 129.15	R2 720 123.04	R2 901 710.38	R3 096 935.20
TOTAL (incl VAT)	R2 752 835.77	R2 933 798.52	R3 128 141.50	R3 336 966.94	R3 561 475.48

4. APPOINTMENT OF AUDITORS

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

5. ACCEPTANCE OF THE CHAIRMAN'S REPORT

The main focus areas of the TechstelSRA are:

- Public Safety and Roads
- Environmental Improvement and Aesthetics
- Social Responsibility and upliftment of communal areas
- Communication through website and Whatsup-group
- Security for all tenants in the park

BUSINESS FORUM

The Business Forum focused on strengthening relations with the Maties Alumni Office during 2019. We established a firm protocol for participation both ways in terms of:

- Opportunities for businesses to get involved in at the US
 - Company bursaries on offer
 - Fields of research offered at the US for companies to explore more fully
 - Business information sharing for teachings at the US
- Participation events advertised by the US
 - Ongoing event information
 - Launch lab initiative for new startups & hubs which act as community information portals across business communities in the Stellenbosch/Somerset West footprint (Bottelary, Technopark, Somerset West, Koelenhof, etc.)

Prof Piet Naude (Director: University of Stellenbosch Business School (USB)) opened this initiative at a breakfast meeting during April 2019.

MARKETING

In 2019 Techno Park continued with its predominantly digital approach to marketing and communications. Key platforms used include the Technopark Website, Facebook Page and Email Newsletter.

The Website, www.technopark.or.za, offers visitors access to information on Technopark. It hosts the business directory where tenants can advertise their location and services. It also is a platform for advertising along with Facebook.

Technopark posts daily on Facebook, focusing on work/business related themes such as security tips, health tips, work ethics, productivity hacks and motivational quotes. We also use the platform to share/promote services in the Park, distribute news articles that we write, as well as communicate important information. Finally Facebook is one platform for generating some advertising revenue along with the website.

AESTHETICS

We're fostering close collaboration with the Municipality to:

- Extend the newly built footpath along the entire course of Techno Avenue.
- The sourcing of more and bettered lighting for Technopark in general and to curb crime.
- A Labyrinth is planned for Technopark, that will be managed and financed by Heart Capital, and the green area for this is still to be determined by the municipality in collaboration with SRA board.

PARKING, TRAFFIC & ROADS

In discussion with the Stellenbosch Municipality the following has been done and are on the cards for the future of Technopark.

- The widening of the entrance is underway and aimed for completion any day now.
- The TechstelSRA has appointed Alan Manning and Gustav Bester (with Piet van Blerk in his capacity as consultant) to drive potential parking and access route solutions with the Stellenbosch Municipality and convert them to executable project plans.
- o The Technopark/Adam Tas link road, has been approved in principle and funding is available, providing somewhat of a guarantee for the construction thereof. The Municipality is in the process of appointing a consultant and the projected completion date will be towards the end of 2022.
- o Approximately 1 000 "illegally" parked vehicles need parking space due to the historical allocation of 3 parking bays per 100 sqm developed. A more realistic approach of 5 parking bays per 100 sqm developed property has now been instituted, but the change is a small adjustment a little too late. We are therefore working on feasible solutions with the Stellenbosch Municipality to alleviate this problem. The Municipality is looking at ways to relieve the entire town of its parking constraints and one such solution would be to build a large parking garage to service Stellenbosch town (as well as Technopark) inside of Technopark, with shuttles conveying workers to the center of town. This is a long term project and in the meanwhile we are identifying and formalizing municipal areas for property owners to develop parking garages at their own cost. We will be submitting a formal application to the Stellenbosch Municipality in this regard.

SECURITY

Crime through the country is on the increase and even though, our incident rates are still well below that of other suburbs and areas in Stellenbosch efforts were initiated to address this increase and to appoint a new preferred security provider to take over from Thorburn (who has been the preferred to Technopark since 2014). ABC security was selected at the end of 2018.

Having one preferred security provider throughout the Park will force that security company to take ownership, deliver exceptional service while keeping security costs for all businesses and owners as low as possible.

Initially it was envisioned to only lobby Technopark businesses so that they in turn could move their armed response, alarms and the rest of their security needs over to ABC, but due to the increase in security incidents, ABC's role expanded by the appointment of a nightshift armed response guard by the SRA. This guard would patrol the park on a motorcycle, meaning that, not only is he able to respond quicker to emergencies and alarms, but he is also able to drive/patrol in between buildings and in areas without formalized roads. The patrols were Monday to Friday from 18h00 to 06h00 and 24 hours over a Saturday and Sunday.

The need soon became apparent that the SRA needed to further increase the visibility of armed guarding in the park and the patrols were expanded to a permanent 24-hour guard as well as a second night guard operating between 18h00 to 06h00. An electric three-wheel scooter was brought in by ABC to assist during the night as it is quieter than the motorcycle and can patrol the park without creating unnecessary noise.

We have already seen success in that arrests have been made in conjunction with the SAPS.

Current businesses in the park need to understand that if they are **not** contracted with ABC Security, that there will be a long delay with these armed guards responding as there are simply no way for them to know when an alarm or panic button is activated and even should they respond or witness an incident, they do not have the authority to enter the premises of a business in the park if that business is not also contracted with ABC.

The SRA have also installed 10 cameras throughout Technopark and these are monitored by ABC Security at their control room. With the current roadworks project, we have however had to remove the LPR camera at the entrance to the park, but these and another two cameras will be reinstalled as soon as the new road upgrade is finished.

The WhatsApp group currently have over 60 members, the goal of this is to keep everyone up to date with incidents in Techno Park and reporting suspicious behavior/persons or vehicles. If you wish to be added to this group you can email your cell phone number to Deleur Stander, General Manager of the Protea Hotel by Marriott Stellenbosch. gm@phstellenbosch.com. Due to privacy concerns, no person will be added unless they communicated this via email and we also ask that content on the group not be share on social media.

Lighting – In conjunction with the municipality, lighting in Techno Park are still being upgraded. Road lights throughout Technopark have been upgraded to LED lighting which greatly improves the overall lighting in these areas. In addition to the three new streetlamps that have been added to the open area between Reutech and R&R, lighting have also been added along the route of the new footpath. The municipality has also been requested to provide additional lighting down the fence between Techno Park and the golf course; this has been approved but can only be completed when the current upgrading of Techno Avenue is completed. All the extra lighting will assist greatly in deterring criminal activity.

The security in Techno Park is the responsibility of every single person that works/visits the Park or that owns property in the Park and only if we work together, can we achieve a better level of safety and security. The following requests are made of all Techno Park parties:

- Everyone in Techno Park should adhere to the speed limit. This will prevent vehicle accidents, but also pedestrian safety as we have some companies that encourage their staff to do daily walks around the park.
- When driving keep valuables out of site to prevent smash and grab incidents, the same for leaving your car unattended.
- All businesses please make sure all outside lights are in working condition and switched on at night.
- Business owners to please, where possible, display emergency contact numbers outside their buildings as well as their contracted security companies' number in case of emergencies.
- Business owners to install, where possible, security cameras that feed into the ABC network for the Park to have as wide a surveillance footprint as possible.

GARDENS & COMMUNAL AREAS

After a few drought stricken years, it was with great relief and renewed energy that we started planting in Technopark again this year.

The most western dam in the Park was filled, as a part of the bigger Capitec building project. Soil excavated from their site was used to fill the dam. This area, together with a bigger part of the communal area on the western side of Techno Avenue, will be rehabilitated by the Capitec team to form a landscaped greenery with walkways and relaxation areas.

We allocated a large part of our budget to the rehabilitation of the remaining dam areas. The dams were cleaned of weeds and after adding compost, planted with plants that can flourish during wet and dry periods. We've noticed increased wildlife activity in frog and bird species and could hopefully see some fish too in the not too distant future.

Harvesting and storing water from buildings, for use during the dry season, is an ongoing project and building owners can expect a visit from appointed contractors in due course for participation in execution of this project. Harvested water will to be used for filling of dams and ongoing irrigation in the Park.

Other than the above mentioned, we continue to service the Park to the best of our available budget with the assistance of Langverwacht Landscaping, who do much of their work over weekends when they are able to access open areas, occupied by parked vehicles during the work day.

SPECIAL PROJECTS

- The zoning process is now 100% complete and has been lodged with the Stellenbosch Municipality for participation in the IDP. We'll be following up with them in the new year to assess where this process is.
- We've initiated the extension of our erected footpath from the entrance of Technopark with Municipal authorities.
- The Capitec project is ongoing and coordination with engineers as to the position and power supply of our entrance cameras is also enjoying attention as the entrance road nears completion

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.

In terms of the Company's Memorandum of Incorporation (MOI), the minimum number of directors are 6 (six), with the maximum number of directors being 10 (ten) but make provision for more, should the members so agree.

The current directors registered with the CIPC who will remain on as Directors are as follows:

1. BARBARA FASSLER
2. FRANCOIS SMUTS
3. JACOB JACOBUS CORNELIS PIETERSEN
4. ALAN GEOFF MANNING
7. DELEUR STANDER
8. ILZEMARIE KNOETZE
9. FREDERIK JAKOBUS ERASMUS
10. GUSTAV WILHELM BESTER

The following directors have been nominated and accepted to act as directors:

1. ERNST WOLFAARDT
2. ERIC LOUBSHER
3. JOHAN SCUTTE

The following directors have tendered their resignations and will not stand for re-election:

1. ANNA MARIA CLOETE
2. MARIE SCHUTTE

Management

It was noted that JPS Trust has been appointed as the managing agent of TechstelSRA.

7. APPROVAL OF THE NEW 5 YEAR BUDGET

Ordinary Resolution number FOUR - Approved unanimously

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

	Year1	Year2	Year3	Year4	Year5
Marketing and communication	R134 800.00	R141 540.00	R148 617.00	R156 047.85	R163 850.24
Events	R20 407.50	R21 427.88	R22 499.27	R23 624.23	R24 805.44
Admin	R 171 610.50	R180 191.03	R189 200.58	R198 660.61	R208 593.64
Business forum	R20 407.50	R21 427.88	R22 499.27	R23 624.23	R24 805.44
Future planning	R20 599.50	R21 629.48	R22 710.95	R23 846.50	R25 038.82
JPS	R156 000.00	R163 800.00	R171 990.00	R180 589.50	R189 618.98
Projects	R428 537.24	R449 964.10	R472 462.30	R496 085.42	R520 889.69
Parking and roads	R 100 000.00	R105 000.00	R110 250.00	R115 762.50	R121 550.63
Security	R 753 408.00	R828 748.80	R911 623.68	R1 002 786.05	R1 103 064.65
Maintenance & Garden	R 588 000.00	R617 400.00	R648 270.00	R680 683.50	R714 717.68
TOTAL (ex VAT)	R2 393 770.24	R2 551 129.15	R2 720 123.04	R2 901 710.38	R3 096 935.20
TOTAL (incl VAT)	R2 752 835.77	R2 933 798.52	R3 128 141.50	R3 336 966.94	R3 561 475.48

8. PRESENTATION AND APPROVAL OF THE RENEWAL 5 YEAR BUSINESS PLAN

First 5 years was 1 July 2015 to 30 June 2020

The renewal application is for the term 1 July 2020 until 30th June 2025

Renewal Plan next 5 years was approved by TechstelSRA Board of Directors 16 October 2019

Requirements for a SRA Business Plan prescribed by Stellenbosch Municipality Special Rating Area By-Law:

- Background and Introduction
- Motivation
- Implementation Plan and Budget

Boundaries will remain exactly as in first Business Plan

Benefits to the owners, community and environment

- Improved property values,
- Improved investor confidence,
- Improved community atmosphere,
- Stakeholder collaboration,
- Capacity to investigate, document and deal with local problems affecting the area,
- Provide authority to engage with local municipality,
- A clear and dedicated plan, as well as budget to improve the local area,
- Improved accountability of performance, and development of the area.
- The SRA programme usually creates a positive sentiment, which attracts additional support and investment into the area.

APPROVAL OF THE NEW BUSINESS PLAN 2020 to 2025

Ordinary Resolution number FIVE - 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.”

9. 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 TechstelSRA 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.”

10. GENERAL

Driving in the Park: The standard of driving in the park has decreased. The double lanes will improve traffic flow. Employers are requested to ask their employees to stick to the traffic rules.

11. CONCLUSION

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

By order of the directors of TECHSTELSRSA NPC, Francois Smuts was re-appointed as Chairman and Jacques Pietersen as Vice-Chairman

Chairman: **Francois Smuts**
Date: 9 th January 2020

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