



**BRACKENFELL IMPROVEMENT DISTRICT
AGM
15 OCTOBER 2025**

**MINUTES OF THE BRACKENFELL BUSINESS IMPROVEMENT DISTRICT (BBID) ANNUAL GENERAL MEETING
HELD ON 15 OCTOBER 2025 AT 10H00 AT LO RALL HALL, BRACKENFELL PRIMARY SCHOOL, BRACKENFELL,
CAPE TOWN, 7560**

Present

Koos van der Merwe	(KVDM)	Chairperson
Leon van der Merwe	(LVDM)	Director
Pieter Syfert	(PS)	Director
Abrie De Klerk	(ADK)	Director
Keimpie Weistra	(KW)	Director
Gene Lohrentz	(GL)	Management Company
Jaco Wessels	(JW)	Management Company
Wejaen Viljoen	(WV)	Management Company
Cllr Brenda Hansen	(BH)	Board Observer

See the attached attendance register for additional attendees:

1. REGISTRATION a. Members and stakeholders were welcomed and recorded as present.	Wejaen Viljoen
2. WELCOME a. The meeting was formally opened. b. No apologies were recorded.	Chairperson
3. MEMBERSHIP 3.1 Resignations a. No resignations of members were recorded. 3.2 New Members b. No new members were admitted during the period. c. It was confirmed that there were enough registered property-owning members present to conduct business and vote on resolutions.	Gene Lohrentz
4. QUORUM TO CONSTITUTE A MEETING a. A quorum was confirmed, and the meeting was duly constituted.	Chairperson
5. APPROVAL OF PREVIOUS MINUTES AND MATTERS ARISING a. The minutes of the previous AGM had been made available on the website following migration to a new platform. 5.1 Approval a. The minutes were approved by members present. 5.2 Matters Arising a. No specific matters arising were formally tabled under this item.	Members
6. CHAIRPERSON'S REPORT a. The Chairperson's report was read into the record.	Chairperson

Minutes Approved: _____

BBID Chairperson

b. Key themes: • The financial year marked a significant transition following the passing of long-serving manager Cassie. • The Board appointed Geocentric Urban Management to ensure operational continuity and oversight. • Core services in public safety, cleaning, and urban management continued without interruption. • The CCTV network remained operational and central to crime deterrence and investigations. • Visible patrols and control room coordination strengthened oversight. • A dedicated four-member cleaning and maintenance team was appointed. • Financial governance remained sound and compliant with City reporting requirements. c. The chairperson expressed appreciation to the City, service providers, property owners, and Geocentric for stabilising operations during the transition.	
7. FEEDBACK ON OPERATIONS 2024/25 a. Geocentric presented a detailed operational update: • Management Transition – Geocentric Urban Management commenced operations in April 2025 and had to rebuild systems, relationships and infrastructure oversight from the ground up. • A new website was launched to improve transparency and communication. • A community WhatsApp platform was introduced to enhance responsiveness and complaint management. • Public Safety Operational statistics for the period: i. 34,000 patrol kilometres driven ii. 21,000 location visits conducted iii. 950 public interactions recorded iv. 64 shopping trolleys confiscated b. Key focus areas: • Continuous engagement with individuals in the precinct • Prevention of informal sleeping and unlawful occupation • Referral of homeless individuals to shelters • Close collaboration with other security stakeholders and SAPS • Targeted operations to remove dangerous objects commonly used in robberies c. Smash-and-grab and opportunistic criminal behaviour remain concerns, but visible patrols and proactive engagement have reduced petty crime. d. CCTV Network - During the transition, multiple CCTV and Licence Plate Recognition cameras were found to be non-functional or poorly maintained. e. Actions taken: • Systematic repair and rebuilding of the network • Replacement of batteries and servicing of solar panels • Repair of water-damaged installations • Re-establishment of control room coordination • The objective is to restore the entire network to full functionality and reliability. f. Emergency Response - Public safety teams responded to: • Accidents • Fires	Gene Lohrentz

• Public disturbances • Infrastructure-related incidents • Control room coordination with external partners improved response capability. g. Cleaning & Urban Management (The dedicated cleaning team commenced in May). • Achievements include: ➢ 37 City service requests submitted and tracked ➢ Daily servicing of green bins ➢ Reduction in illegal dumping ➢ Ongoing street sweeping ➢ Graffiti removal using proprietary cleaning solutions ➢ Intensive drain cleaning ahead of winter ➢ Drain cleaning revealed significant blockages from upstream areas, requiring continuous maintenance. Coordination with Solid Waste assisted with the removal of accumulated debris. • The team implemented: ➢ Regular de-weeding ➢ Grass cutting and verge maintenance ➢ Removal of broken infrastructure ➢ General upliftment of inherited problem areas h. Landscaping & Infrastructure Projects • A landscaping upgrade project along the boulevard commenced in collaboration with City Parks. • The BBID undertook labour while Parks and Recreation committed to providing materials and plants. • Ward allocation funding support was acknowledged. • Phase one of the landscaping upgrade is nearing completion, with planting expected shortly. i. The BID is also in the process of formalising a Memorandum of Agreement with City Parks to streamline future maintenance responsibilities.	
8. APPROVAL OF ANNUAL REPORT 2024/25 a. The Annual Report for the 2024/25 financial year has been distributed and made available on the website and was approved by the members.	Members
9. NOTING OF AUDITED FINANCIAL STATEMENTS 2024/25 a. The audited financial statements for the year ended 2024/25 were presented and noted. A clean audit was confirmed. b. The Annual Financial Statements were approved.	Members
10. BUDGET 10.1 Noting of Additional Surplus Funds Utilised in 2024/25 a. Surplus allocations during the year were noted. 10.2 Approval of Additional Surplus Funds Utilisation for 2025/26 a. Surplus allocation proposals for the upcoming year were presented. 10.3 Approval of Surplus Funds Utilisation for 2026/27 a. Planning for surplus use was aligned to operational needs. 10.4 Approval of the Budget for 2026/27 a. The proposed budget was presented and approved by members.	Gene Lohrentz
11. APPROVAL OF IMPLEMENTATION PLAN 2026/27 a. The Implementation Plan for 2026–2027 was circulated and made available online.	Members

Minutes Approved: _____

BBID Chairperson

b. Members reviewed and approved the plan unanimously.	
12. APPOINTMENT OF A REGISTERED AUDITOR a. The appointment of C2M as the registered auditor was approved by the members.	Members
13. CONFIRMATION OF COMPANY SECRETARY a. The appointment of C2M as Company Secretary was confirmed and remains in place. Wejaen Viljoen will be formally registered as the Company Secretary, with the majority of company secretarial duties carried out by C2M.	Members
14. STAND DOWN & ELECTION OF THE BOARD a. Two directors, Leon van der Merwe and Pieter Syfert, stood down in line with the Companies Act and made themselves available for re-election. b. Members voted to re-elect both. c. Keimpe Weistra were co-opted to the board of directors.	Members
15. GENERAL a. General discussions included: • Strengthening partnerships with Parks and City departments • Continuing CCTV restoration • Landscaping upgrades • Ongoing enforcement against informal activity • Long-term improvement strategy following the management transition	ALL
16. Q & A a. Members engaged on operational matters, particularly: • CCTV network reliability • Illegal dumping • Drain maintenance • Landscaping roll-out	ALL
16. ADJOURNMENT a. The Chairperson thanked all attendees, City officials, and partners for their support. b. The meeting was adjourned with closing remarks of appreciation for the dedication of the operational teams.	Chairperson