

Proposed Establishment of **Lower Gardens** City Improvement District

*** Explanatory note 1: This template serves as a guide for steering committees when compiling their proposed public participation plan for approval by the Executive Director as contemplated in section 6(2) of the CID By-law. The template provides examples of a wide range of notification and consultation methods that may be employed. The steering committee should identify methods that would be both meaningful and cost-effective, taking into account the particular characteristics of the local community of the proposed CID. Where the proposed methodology deviates from any mandatory requirements in terms of the By-law, the steering committee must motivate such deviation in Annexure [x] to the program.

*** Explanatory Note 2: "local community" in relation to a CID-

means the body of persons comprising individuals falling under one or more of the following categories –

- (a) property owners in the district, irrespective of whether or not they will be liable for paying the additional rate;
- (b) residents of the district;
- (c) tenants and body corporates in the district;
- (d) any civic organisations and non-governmental, private sector or labour organisations or bodies which are involved in local affairs in the district affected by the proposed improvement or upgrading of the district.

PUBLIC PARTICIPATION PLAN (required under s. 6(2) of CID By-law)					
A. Proposed Methods of Notification (requirement under s. 6(7))					
Notification Medium	Details	Targeted Interested & Affected Party ("I&AP")	By-law	Policy	Deviation sought?
Internet	Steering Committee's Website at https://www.lowergardenscid.co.za/	The Lower Gardens CID website was launched on the 1st August 2023.		Clause 9.4.3	N
Email notification	Email documents & notices to email addresses of proposed ARPs- (a) contained in the City's records; ¹ and/or (b) listed in the steering committee's register of members of the local community (clause 9.3).	The communication plan includes the mailing of the following communications to the property owners. 1. August 7rd 2023: https://www.lowergardenscid.co.za/urban-management-survey 2. August 23rd 2023: https://www.lowergardenscid.co.za/urban-management-survey3 3. Mid September end of October: Flyer drop for properties that we have no contact for. https://drive.google.com/file/d/1OnTKVMdgitoQcnHdDQPriSrdFrC1TMpe/view?usp=sharing 4. September 18th 2023: https://www.lowergardenscid.co.za/final-notice-feedback 5. October 31st 2023: https://www.lowergardenscid.co.za/urban-management-survey-results 6. April 2nd 2024: 1st public meeting notice https://drive.google.com/file/d/1yLBWDXF8bvhaQWpIEV1Pocn6MOQgfTge/view?usp=sharing 7. May 13th 2024: 2nd public meeting notice. Still to be confirmed. In Addition to the above mailers, we are doing direct reach outs to property owners in 20 identified apartment blocks. This process will be done on an ongoing basis right up to the 1st public meeting.	s. 6(7)(a)(i)	Clause 9.4.1	N
	Email documents & notices to email addresses of- (a) local community members listed in the steering committee's register of members of the local community (clause 9.3); and	The communication plan includes the mailing of the following communication to managing agents of properties in the Lower Gardens Precinct. 1. August 7rd 2023: https://www.lowergardenscid.co.za/urban-management-survey1	s. 6(7)(a)(ii)	Clause 9.4.1	N

¹ The City will provide the steering committee with those contact details, which ratepayers have provided to the City.

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	(b) NGOs and other community organisations carrying on activities in the proposed (<i>Name</i>) CID, as listed in Annexure "A". ²	<p>2. August 23rd 2023: https://www.lowergardenscid.co.za/https://www.lowergardenscid.co.za/urban-management-survey2</p> <p>3. September 18th 2023: https://www.lowergardenscid.co.za/final-notice-feedback</p> <p>4. October 31st 2023: https://www.lowergardenscid.co.za/urban-management-survey-results</p> <p>5. April 2nd 2024: 1st public meeting notice https://drive.google.com/file/d/1yLBWDXF8bvhaQWpIEV1Pocn6MOQqfTge/view?usp=sharing</p> <p>6. May 13th 2024: 2nd public meeting notice. Still to be confirmed.</p> <p>In Addition to the above mailers, we are doing direct reach outs to managing agents of an identified list of large property owners. This process will be done on an ongoing basis right up to the 1st public meeting.</p> <p>The steering committee has additionally engaged the following civil society and community organisations to gain support for the Lower Gardens CID, these include:</p> <ol style="list-style-type: none"> 1. Gardens Watch: https://gardenswatch.co.za/ 2. Khulisa: https://khulisa.org.za/streetscapes/ (particular focus on their streetscapes work for our parks and recreation challenges) 3. Fathers House Church: https://www.fathershousesa.org/ (they are a key tenant that attracts large foot traffic on Sundays, and support local NGOs) 4. Hope Exchange: https://thehopeexchange.org/ (particular focus on homeless people within Lower Gardens) 5. U-Turn: https://homeless.org.za/ (particular focus on homeless people within Lower Gardens) <p>With regards engagement with the religious associations in Lower Gardens, both the Jewish Board of Governors and the Catholic Church are large property owners (under various entities) and strong supporters of the CID (Anton Newman previously sat on our steering committee and represents the Jewish communities property interests).</p>			
Notification Medium	Details	Targeted Interested & Affected Party ("I&AP")	By-law	Policy	Deviation sought?
Registered Mail	Post relevant documents or notice to: (a) Those ARPs for whom the steering committee does not have email addresses; and (b) Members of the local community contemplated who have not provided email addresses for purposes of the written notice	<p>For properties we have no contact for, we plan two communications:</p> <ol style="list-style-type: none"> 1. Mid September end of October: Flyer drop for properties that we have no contact for. https://drive.google.com/file/d/1OnTKVMdgitQcnHdDQPriSrdFrC1TMpe/view?usp=sharing 2. Registered mail. This will be evaluated based on the number of property owners we have been unable to contact via email or flyer drops. This will be weighed up against the cost, and the CoCT suggested guidelines and timing. For instance we may wish to only send this communication post the business plan finalisation, and prior to the voting period. 	s. 6(7)(b) read with s.1 definition of "written notice".	Clause 9.4.1	N

² The steering committee should identify NGOs and community organisations (such as churches, clubs and social welfare organisations) carrying out activities in the proposed district and list their names and contact details in an annexure attached to this table.

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Email notification/ Physical meeting	Over and above the public meetings required in terms of section 6 of the By-Law; (a) The steering committee shall convene one or more focus groups for purposes of conveying information about, (b) Eliciting comment on, both draft and final business plans, and (c) Group(s) should consist of between 3 to 15 participants.	Our business plan focus groups are as follows: 1. Gardens Watch: With a particular focus on safety and security, as well as cleaning maintenance. 2. Khulisa: With a particular focus on social services, cleaning and maintenance and reclaiming the parks and recreation areas. 3. Fathers House Church: Focus on the needs of religious associations 4. Jewish Holocaust Centre: Focus on the needs of visiting tourists and weekly synagogue attendees. 5. Property Developers forum: This includes more than 5 major developers who own property in the Lower Gardens precinct. 6. Restaurants: Three leading restaurants who own their properties. 7. Apartment blocks: We have identified 20 key apartments blocks we are currently engaging to understand their needs in detail.		Clause 9.8	N
Newspapers	Newspaper advertisements ³ in: (a) Die Burger (b) The Atlantic Sun and/or Argus	We plan to run adverts and stories in the Atlantic Sun and Burger in early April to announce the 1st public meeting date on the 8th May 2024.	s. 6(7)(b)	Clause 9.4.4	N
Public Notices	Public notices to be affixed at the following locations [e.g.]: (i) Deluxe coffee Works: 171A Buitenkant St, Gardens, Cape Town, 8001 (ii) Shell Garage: 130 Buitenkant St, Gardens, Cape Town, 8001 (iii) Maria's Greek Restaurant: 31 Barnet St, Gardens, Cape Town, 8001 (iv) Vida e Caffè: Wembley Square, McKenzie St, Gardens, Cape Town, 8001 (v) Vida e Caffè: 62 Roeland St, Gardens, Cape Town, 8001	Public Notices areas to be confirmed, but suggested areas include: 1. Street pole boards in selected high resident traffic streets 2. Notices in 20 apartment blocks entrances	Not a legal requirement	Not a legal requirement	N
Other means	Broadcasts via social media channels and messaging apps i.e. Facebook and Whatsapp Groups	There are three main Lower Gardens community WhatsApp groups, the urban management survey link has been shared two times on each of these channels. The draft business plan and public meeting dates will also be shared via these channels.		Clause 9.4.5	
Proposed Date	Proposed Action	Content of Register	By-law	Policy	Deviation sought?
06-04-23	Open and maintain a register of member of the local community. "local community" in relation to a CID- means the body of persons comprising individuals falling under one or more of the following categories – (a) property owners in the district, irrespective of whether or not they will be liable for paying the additional rate; (b) residents of the district;	Names, contact details & addresses of persons listed in s. 6(8) of the By-law. The Lower Gardens CID is maintaining a comprehensive database of all properties, their owners, tenants, and related parties. We are using Hubspot CRM https://www.hubspot.com/ for this purpose, and we record every communication with every property owner, tenant or related party.	s. 6(8)	Clause 9.3	N

³ If a local community consists of a large population whose first language is not English or Afrikaans, the steering committee may need to place their notices in a local community newspaper which is published in that language.

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	(c) tenants and body corporates in the district; (d) any civic organisations and non-governmental, private sector or labour organisations or bodies which are involved in local affairs in the district affected by the proposed improvement or upgrading of the district.				
Proposed Date	Proposed Action	Targeted Interested & Affected Party (“I&AP”)	By-law	Policy	Deviation sought?
May to October 2023	Convene focus groups consisting of the following groups of people: (i) Representatives of NGOs’ in local community; (ii) Representatives of any neighbourhood watch association in the local community and Community Policing Forum members; (iii) ARPs	Local Community & Proposed ARPs are as follows: 1. Gardens Watch: With a particular focus on safety and security, as well as cleaning maintenance. 2. Khulisa: With a particular focus on social services, cleaning and maintenance and reclaiming the parks and recreation areas. 3. Fathers House Church: Focus on the needs of religious associations 4. Jewish Holocaust Centre: Focus on the needs of visiting tourists and weekly synagogue attendees. 5. Property Developers forum: This includes more than 5 major developers who own property in the Lower Gardens precinct. 6. Restaurants: Three leading restaurants who own their properties. 7. Apartment blocks: We have identified 20 key apartments blocks we are currently engaging to understand their needs in detail. 8. City Bowl Friends of the Parks: We have engaged the Friends of the Park community associations related to De Waal Park, St Michaels Park, and Van Riebeeck Park to discuss parks and recreation initiatives for the Lower Gardens CID.		Clause 9.8	N
Date	Notification Mediums	Content of Notice	By-law	Policy	Deviation sought?
10th April 2024	(i) Website; (ii) Email; (iii) Registered mail; (iv) Public notices; (v) Newspaper advertisement; (vi) Posters	PLEASE TAKE NOTICE THAT: 1. Ryan Paterson the designated trustee of Firewalker Trust, the registered owner of Erf no. 95630, 15 Glynville Street, Gardens, 8001, Cape Town, intends to apply for the establishment of a City Improvement District in terms of the City of Cape Town: City Improvement District By-Law 2023,(the “By-law”), read with the City of Cape Town’s: City Improvement District Policy 2023. 2. The proposed Lower Gardens CID (the “LGCID”) will include all commercially rated and residential properties in the area within the following geographical boundaries: Western border being Hatfield and St Johns Street, the Northern border being Roeland Street, and the Southern border being Mill Street and Jutland Avenue. 3. The purpose of the upcoming public meeting is to discuss the draft business plan and proposed application for establishment of the CID, and to elicit comments for purposes of preparing the final business plan.	s. 6(6)	Clause 9.4.1	Y/N

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		<p>DATE: 8th May 2024 TIME 18h00 Venue Fathers House Church Address 8 Vrede St, Gardens, Cape Town, 8001</p> <p>ALL PROPERTY OWNERS AND LOCAL COMMUNITY MEMBERS IN THE PROPOSED CID ARE KINDLY REQUESTED TO ATTEND THE MEETING. PLEASE TAKE FURTHER NOTICE THAT:</p> <ol style="list-style-type: none"> 1. All property owners are automatically entered in the Interested Parties Register for the CID establishment in terms of section 6(8) of the By-law (the “register”). Other members of the local community who wish to register as interested persons must contact the applicant at tel: 083 324 9109 or email: info@lowergardenscid.co.za 2. The draft business plan is available for download at www.lowergardenscid.co.za and available for inspection at 15 Glynville Street, Gardens, 8001 by appointment only. 3. Any written comments on the draft business plan and proposed application must be submitted to the applicant as appears in para 1 above by 10th June 2024. <p>If you are not the registered owner of the affected property, kindly forward this notice to the registered owners immediately. Alternatively, kindly inform info@lowergardenscid.co.za of the registered owner’s contact details, so that he/she may relay the contents of this notice.</p>			
Date	Venue	Details of Chairperson	By-law	Policy	Deviation sought?
8th May 2024	Fathers House Church, 8 Vrede St, Gardens, Cape Town, 8001	<p>Amanda Kirk, the CID Manager of the Clifton CID. Amanda has experience in chairing large CID related meetings.</p> <p>Amanda Kirk, (amanda@cliftoncid.co.za), 084 604 7484.</p>	<p>s. 6(5) s. 6(7)(a) s. 6(7)(b) s. 6(7)(c) s. 6(10)</p>		N
Date	Action/ Steps	Details	By-law	Policy	Deviation sought?
10 th June 2024	Provide local community until at least 30 days after the date of the public meeting an opportunity to submit to the applicant written comments on the proposed application and the draft business plan.	Comments on the draft business plan to be provided in writing to info@lowergardenscid.co.za by 10th June 2024.	s. 6(8)		N
Date	Action/ Steps	Details	By-law	Policy	Deviation sought?
12 th June 2024	Prepare a table to accompany final business plan, which summarise: (i) Comments made during the 1 st public meeting;	To be prepared post 1st public meeting.	s. 6(9)		N

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	(ii) Written comments received pursuant to section 6(10); and (iii) The applicant's response to these comments, including references to changes in the final business plan that were made pursuant to any relevant comment.				
Date	Notification Mediums	Content of Notice	By-law	Policy	Deviation sought?
15 th May 2024	(i) Website; (ii) Email; (iii) Registered mail; (iv) Public notices; (v) Newspaper advertisement (vi) Posters	<p>PLEASE TAKE NOTICE THAT:</p> <ol style="list-style-type: none"> Ryan Paterson the designated trustee of Firewalker Trust, the registered owner of Erf no. 95630, 15 Glynville Street, Gardens, 8001, Cape Town, intends to apply for the establishment of a City Improvement District in terms of the City of Cape Town: City Improvement District By-Law 2023, (the "<i>By-law</i>"), read with the City of Cape Town's: City Improvement District Policy 2023. The proposed Lower Gardens CID (the "LGCID") will include all commercially rated and residential properties in the area within the following geographical boundaries: Western border being Hatfield and St Johns Street, the Northern border being Roeland Street, and the Southern border being Mill Street and Jutland Avenue. The purpose of the upcoming public meeting is to discuss the draft business plan and proposed application for establishment of the CID, and to elicit comments for purposes of preparing the final business plan. <p>DATE: 12th June 2024 (TBC) TIME 18h00 Venue <i>Fathers House Church (TBC)</i> Address 8 Vrede St, Gardens, Cape Town, 8001</p> <p>ALL PROPERTY OWNERS AND LOCAL COMMUNITY MEMBERS IN THE PROPOSED CID ARE KINDLY REQUESTED TO ATTEND THE MEETING.</p> <p>PLEASE TAKE FURTHER NOTICE THAT:</p> <ol style="list-style-type: none"> All property owners are automatically entered in the Interested Parties Register for the CID establishment in terms of section 6(8) of the By-law (the "<i>register</i>"). Other members of the local community who wish to register as interested persons must contact the applicant at tel: 083 324 9109 or email: info@lowergardenscid.co.za The draft business plan is available for download at www.lowergardenscid.co.za and available for inspection at 15 Glynville Street, Gardens, 8001 by appointment only. 	s. 6(7)(a) s. 6(7)(b) s. 6(7)(c) s. 6(10) s. 6(11)	Clause 9.4.1	

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		<p>6. Any written comments on the draft business plan and proposed application must be submitted to the applicant as appears in para 1 above by 10th June 2024.</p> <p>If you are not the registered owner of the affected property, kindly forward this notice to the registered owners immediately. Alternatively, kindly inform info@lowergardenscid.co.za of the registered owner's contact details, so that he/she may relay the contents of this notice.</p>			
Date	Venue	Details of Chairperson	By-law	Policy	Deviation sought?
12th June 2024	Fathers House Church, 8 Vrede St, Gardens, Cape Town, 8001	<p>Amanda Kirk, the CEO of the Clifton CID. Derek has experience in chairing large CID related meetings.</p> <p>Amanda Kirk, (amanda@cliftoncid.co.za), 084 604 7484.</p>	s. 6(10)		
Date	Action/ Steps	Details	By-law	Policy	Deviation sought?
			s. 6(12)		
Date	Action/ Steps	Details	By-law	Policy	Deviation sought?
			s. 6(13)		