



## TDRA COMMITTEE MEETING 4 2023/24

7TH MARCH 2024

### MINUTES

#### MEETING INFORMATION

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- Objectives:** *Projects arising following approval of the EMP*
- Attendees:** TDRA Committee - Caroline Brown, Grant Chapman, Ros Chapman, Karin McNally, Philippa Rattue, Eliana Scheibe and Laura Slingsby
- Apologies:** Sarah Hetherington and Gisela Marnewecke
- Date:** 07/03/2024  
**Time:** 17:45  
**Location:** Meeting kindly hosted by Karin McNally at 92 Debaren Close, Zwaanswyk

#### AGENDA

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##### **Item/Presenter**

1. Welcome and confirmation of quorum [Caroline]
2. Introduction and welcome – invitees and new joiners [Caroline]
3. Equestrian Tracks
  - a. Track signage
  - b. Publication and descriptions of routes
  - c. Design / establishment of new tracks (Sub-Committee – Equestrian routes / maps & signage)
  - d. Establishment of the new riding area (below Chrysalis) (Subcommittee New Riding Area)
  - e. Track Maintenance [Grant]
  - f. Other
4. Ongoing projects
  - a. Financial Update including new member subscriptions (Phillipa)
5. Riding Events
6. Training and Education
7. Management Framework Review (TCMF)
8. TDRA website
9. Preparations for AGM
10. Adjournment

Agenda Item	Minute	Action
1	<p><b>Welcome</b> Caroline welcomed all present, established that a quorum was present and opened the meeting.</p>	<b>CB</b>
2	<p><b>The TDRA Committee therefore comprises:</b></p> <p>Caroline (Chair) – liaison with SANParks, and other stakeholders/ user groups (TCMF)  Grant (Vice Chair) – leads all Track and Gate Maintenance.  Philippa (Treasurer) – governs and makes payments and manages TDRA's financial health.  Laura (Secretary) which includes taking and publishing minutes, AGM arrangements, membership spreadsheet and gatekeeper system maintenance.  Gisela – Leads the riding events for TDRA members.  Karin – Committee member; Bentgrass gate &amp; yard representative  Ros – Committee member; leads the TDRA's fundraising (annual raffle), liaison with PC Committee &amp; Mounted Games.  Eliana – Committee member; leads the TDRA's training and educational programmes.  Sarah – Committee member; leads the Table Mountain Equestrian Forum and EMP.  Karmen – TDRA administration – updates TDRA website, graphic design, distributing meetings minutes etc.</p> <p>Laura and Caroline also take the lead with respect to Zwaanswyk gate access (in association with ZAPO).</p> <p><b>Introduction:</b>  The TDRA represents the broader equestrian community in Tokai and surrounding areas with the objective to preserve, protect and provide equestrian tracks and facilities, to promote horse riding and to communicate with stakeholders in order to further the interests of horse riding. The Equestrian Environmental Management Plan (EMP) is a critical milestone for horse riding in the Tokai Park in that it maps out and secures the equestrian tracks for riding and sets out the codes of conduct for riders and their interactions with other user groups. It also provides the framework for our relationship with SANParks.</p> <p>The Committee expressed its thanks and appreciation to all involved in supporting the work involved in the EMP and particularly to Sarah Hetherington for leading the TMEF.</p> <p>The finalized EMP document, together with the various maps, will be accessible online at <a href="http://www.tmef.co.za">www.tmef.co.za</a>.</p>	

3. a&b	<p><b>Sub-Committee – Equestrian routes / maps &amp; signage</b></p> <p>Sarah, Ros, Grant, Eliana &amp; Caroline will form a sub-committee with the objective of publishing user-friendly maps showing the different routes, describing track conditions etc.</p> <p>This sub-committee will also assess the signage requirements for these tracks.</p> <p>Sponsorship and naming rights of tracks is an agenda item for the AGM.</p> <p>Discussion around acknowledging already named tracks (Drifter Gate, Tiffin Track, Chumane Track, Jet Stream Crossing).</p> <p>Discussion around linking TDRA tracks to a live system such as Strava to aid navigation efforts.</p>	GC
c.	<p><b>Equestrian Tracks</b></p> <p>Several committee members had an onsite evaluation of the (subject to design) equestrian track in the Middle Tokai Park, around the thatch house, over the Prinkkasteel river to forest glade, in order to report back to SANParks and potentially open up this track. They reported that the old track is still visible and will need clearing. Once that has been done, it will be a great route for riders. It is subject to opening the fence at the back of the thatch cottage and using their driveway. CB will write to SANParks to enquire about this.</p> <p>Report back re the New Equestrian Area - Clearing is ongoing, dead tree roots have been pulled out, many ditches and bumps remain which need to be levelled. Ground is sandy with fine grass and the grass ground cover should be preserved to prevent it becoming thick sand. The discussion is around having multiple tracks around the perimeter which regrow whilst a new one is opened, and one rotates through the tracks.</p> <p>TDRA to explore whether Chrysalis students would be interested in assisting with the rehabilitation of the arena space at the kind request of the Chrysalis Academy Management.</p>	SH, RC, GC, ES, CB  CB LS
d.	<p><b>Sub-Committee – new riding area (Middle Tokai Park)</b></p> <p>Ros, Gisela, Eli, Grant &amp; Caroline volunteered to form a sub-committee with the objective of developing the new riding area into a safe, versatile riding space, suitable for exercising horses and providing a great environment for both novice and experienced riders. Karena Du Plessis &amp; Carol Poole have been extremely constructive and both have great expertise and experience with equestrian facilities. Caroline will extend an invitation to them to join the sub-committee.</p>	RC, GM, ES, GC, CB  CB
e.	<p>Other TDRA members who have a contribution to make to this team are also welcome to volunteer/get involved with this new arena.</p> <p><b>Track Maintenance</b></p> <p>The single track around the back of the arboretum was discussed –horses clamber up a fairly steep single track after the river and down another steep bank to join the track at the back of the arboretum. This will become more slippery in winter. The EMP map allows for a slightly longer jeep track size route which will be explored. Now that this route is approved in the EMP maps, the TDRA crew can work on this link to improve the safety and going.</p>	GC

4 a.	<p><b>TDRA membership 2024/2025</b></p> <p>The Membership uptake from an early bird offering was well received. The TDRA register is looking healthy with a good renewal rate plus a number of new members as a result of the early bird initiative and marketing campaign.</p> <p>The TDRA secretary and treasurer to update the register for the 2024/2025 year to aid gate system user oversight.</p> <p>Membership and inclusion on the gatekeepers, distribution list and WhatsApp group will be restricted to TDRA members – an audit of members is being undertaken as soon as the 1 March membership renewal cycle was completed.</p> <p>Discussion around Yard owners encouraging their liveries to join the TDRA.</p> <p>The committee to explore the possibility of registering the TDRA for snapscan and posting a reminder to join the TDRA on entry points and gates with the snapscan code.</p>	<p>LS/PR</p> <p>CB to communicate</p> <p>K McN</p>
5.	<p><b>Riding Events</b></p> <p>The need to bring riders from different yards together to ride tracks that they may not know or participate in other fun equestrian experiences in Tokai has been identified as a wonderful benefit that the TDRA could provide for its members. Gisela kindly accepted to head up this initiative.</p> <p>An event for March was an “Easter rock” hunt.</p> <p>A question arose as to how a riding school owner or commercial venture takes adhoc riders into the forest if those riders do not have SANParks’ activity cards.</p>	<p>GM</p> <p>CB</p>
6.	<p><b>TDRA’s Training and Educational Programmes</b></p> <p>A training and educational Needs Questionnaire is to be emailed to TDRA members. The results of this questionnaire will inform the TDRA as to what would add most value for members.</p>	<p>ES</p>
7.	<p><b>Management Framework Review (TCMF)</b></p> <p>There has been no progress on the TCMF since the second round of comments from stakeholders in the first part of 2023. However, the SANParks facilitator has indicated that a second draft will be ready for release shortly.</p>	<p>CB</p>
8.	<p><b>TDRA Website</b></p> <p>The Committee noted that the TDRA website has not been updated for some time recently. Karmen from Grant’s office will kindly assist the TDRA with updating the website and sending out the minutes from the committee meetings.</p> <p>To be updated are:</p> <ul style="list-style-type: none"> <li>❖ Minutes of the meetings.</li> <li>❖ Financial report for 2023.</li> <li>❖ EMP content.</li> <li>❖ Content about shows, events etc.</li> </ul>	<p>CB</p> <p>PR</p> <p>SH (done)</p> <p>ES</p>

9.	<p><b>Preparations for AGM</b></p> <p>Actions:</p> <ul style="list-style-type: none"> <li>❖ Conclude Financial report for 2023/24.</li> <li>❖ Formally nominate the new members, nomination forms.</li> <li>❖ Poll of day / time for AGM and then set date.</li> <li>❖ Organise the AGM Raffle.</li> <li>❖ Book the Range for the AGM.</li> <li>❖ Send out notice of the AGM via email (7days of notice are required) &amp; alerts.</li> </ul>	<p>PR CB CB RC LS LS</p>
	<p><b>Next Meeting</b> TBC</p>	

The meeting ended at 19:30  
Certified a true record of the proceedings.

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Chairperson

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Date