



STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

Ref: 3/4/3/5/3/4

2023-02-06

**NOTICE OF A
PARKS, OPEN SPACES AND ENVIRONMENT
COMMITTEE MEETING
MONDAY: 2023-02-06**

TO Cllr J Joon [Chairperson]

COUNCILLORS A Hanekom
M Nkopane (Ms)
E Vermeulen (Ms)

Ex officio Executive Mayor, Ald G Van Deventer (Ms)

Notice is hereby given that a Parks, Open Spaces and Environment Committee meeting will be held via MS Teams on **Monday, 2023-02-06 at 10:00** to consider the attached Agenda.

CLLR J JOON
CHAIRPERSON

A G E N D A
PARKS, OPEN SPACES AND ENVIRONMENT
COMMITTEE MEETING
2023-02-06

TABLE OF CONTENTS

ITEM	SUBJECT	PAGE
1.	OPENING AND WELCOME	
2.	COMMUNICATION BY THE CHAIRPERSON	
3.	DISCLOSURE OF INTERESTS	
4.	APPLICATION FOR LEAVE OF ABSENCE	
5.	CONFIRMATION OF MINUTES	
5.1	The minutes of the Parks, Open Spaces and Environment Committee Meeting held on 2022-11-07 FOR CONFIRMATION	3
6.	REPORT/S BY THE DIRECTOR: COMMUNITY DEVELOPMENT AND COMMUNITY SERVICES RE OUTSTANDING RESOLUTIONS TAKEN AT PREVIOUS MEETINGS	
	NONE	
7.	REPORTS FROM PARKS, OPEN SPACES AND ENVIRONMENT: (PC: J JOON))	
7.1	NON-DELEGATED MATTERS	
	NONE	
7.2	DELEGATED MATTERS	
7.2.1	MONTHLY REPORT: ENVIRONMENTAL MANAGEMENT, PARKS AND CEMETERIES: SEPTEMBER 2022	16
7.2.2	MONTHLY REPORT: ENVIRONMENTAL MANAGEMENT, PARKS AND CEMETERIES: OCTOBER 2022	
8.	REPORTS SUBMITTED BY THE MUNICIPAL MANAGER	
	NONE	
9.	NOTICES OF MOTIONS AND NOTICES OF QUESTIONS RECEIVED BY THE MUNICIPAL MANAGER	
	NONE	
10.	CONSIDERATION OF URGENT MATTERS	
11.	MATTERS TO BE CONSIDERED IN-COMMITTEE	
	NONE	

1.	OPENING AND WELCOME
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2	COMMUNICATION BY THE CHAIRPERSON	(3/4/3/6)
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3	DISCLOSURE OF INTERESTS	(3/6/2/2)
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4	APPLICATION FOR LEAVE OF ABSENCE
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5	CONFIRMATION OF THE MINUTES	(3/4/3/5/2/4)
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The minutes of the Parks, Open Spaces and Environment Committee Meeting held on 2022-11-07.

FOR CONFIRMATION

APPENDIX 1



STELLENBOSCH
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MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

Ref: 3/4/3/5/3/4

2022-11-07

MINUTES

PARKS, OPEN SPACES AND ENVIRONMENT COMMITTEE MEETING

2022-11-07 AT 10:00

MINUTES
PARKS, OPEN SPACES AND ENVIRONMENT
COMMITTEE MEETING
2022-11-07

TABLE OF CONTENTS

ITEM	SUBJECT	PAGE
1.	OPENING AND WELCOME	
2.	COMMUNICATION BY THE CHAIRPERSON	
3.	DISCLOSURE OF INTERESTS	
4.	APPLICATION FOR LEAVE OF ABSENCE	
5.	CONFIRMATION OF MINUTES	
5.1	The minutes of the Parks, Open Spaces and Environment Committee Meeting held on 2022-10-10 FOR CONFIRMATION	3
6.	REPORT/S BY THE DIRECTOR: COMMUNITY DEVELOPMENT AND COMMUNITY SERVICES RE OUTSTANDING RESOLUTIONS TAKEN AT PREVIOUS MEETINGS	
6.1	REPORT/S BY THE DIRECTOR: COMMUNITY AND PROTECTIONS SERVICES RE OUTSTANDING RESOLUTIONS TAKEN AT PREVIOUS MEETINGS	12
7.	REPORTS FROM PARKS, OPEN SPACES AND ENVIRONMENT: (PC: J JOON))	
7.1	NON-DELEGATED MATTERS	
	NONE	
7.2	DELEGATED MATTERS	
7.2.1	MONTHLY REPORT: ENVIRONMENTAL MANAGEMENT, PARKS AND CEMETERIES: AUGUST 2022	16
8.	REPORTS SUBMITTED BY THE MUNICIPAL MANAGER	
	NONE	
9.	NOTICES OF MOTIONS AND NOTICES OF QUESTIONS RECEIVED BY THE MUNICIPAL MANAGER	
	NONE	
10.	CONSIDERATION OF URGENT MATTERS	
	NONE	
11.	MATTERS TO BE CONSIDERED IN-COMMITTEE	
	NONE	

1.	OPENING AND WELCOME
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PRESENT Cllr J Joon [Chairperson]

COUNCILLORS Cllr M Nkopane (Ms)
Cllr E Vermeulen (Ms)

OFFICIALS: Director: Community and Protection Services (G Boshoff)
Senior Manager: Community Services (A van der Merwe)
Manager: Parks and Cemeteries (N Mohamed (Ms))
Senior Admin Officer (T Samuels (Ms))

1.	OPENING AND WELCOME
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The Chairperson, Cllr J Joon welcomed all present at the Parks, Open Spaces and Environment Committee meeting.

2	COMMUNICATION BY THE CHAIRPERSON	(3/4/3/6)
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- Garden Town was a huge success. Thank you to all who attended and participated. Thank you to the Departments who took initiative to assist.
- Preparations to keep our town beautiful during the summer season are in process and garden pots at the entrances to the town are receiving a facelift with the planting of roses. This is just in time for the festive season.

3	DISCLOSURE OF INTERESTS	(3/6/2/2)
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NONE

4	APPLICATION FOR LEAVE OF ABSENCE
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4.1 The following applications for leave of absence were approved in terms of the Rules of Order By-law of Council:-

Ms T Leibrandt – 7 November 2022

4.2 ABSENT

Cllr A Hanekom – 7 November 2022

5	CONFIRMATION OF THE MINUTES	(3/4/3/5/2/4)
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The minutes of the Parks, Open Spaces and Environment Committee Meeting held on 2022-09-12 was **confirmed as correct without any amendments.**

6.	REPORT/S BY THE DIRECTOR: COMMUNITY AND PROTECTIONS SERVICES RE OUTSTANDING RESOLUTIONS TAKEN AT PREVIOUS MEETINGS	(3/4/3/5/2/2)
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Collaborator No: 737349
IDP KPA Ref No: Good Governance and Compliance
Meeting Date: 7 November 2022

1. SUBJECT: REPORT/S BY THE DIRECTOR: COMMUNITY AND PROTECTION SERVICES RE OUTSTANDING RESOLUTIONS TAKEN AT PREVIOUS COUNCIL MEETINGS

The report by the Director: Community and Protection Services re outstanding resolutions taken at previous meetings of Council is attached as **APPENDIX 1.**

FOR INFORMATION

**PARKS, OPEN SPACES AND ENVIRONMENT COMMITTEE MEETING: 2022-11-07:
ITEM 6**

NOTED

the latest updated Outstanding Council Resolutions that is applicable to the Parks, Open Spaces and Environment Committee.

FOR FURTHER DETAILS CONTACT:

NAME	Gary Boshoff
POSITION	Director
DIRECTORATE	Community and Protection Services
CONTACT NUMBERS	021 808 8410
E-MAIL ADDRESS	Gary.Boshoff@stellenbosch.gov.za
REPORT DATE	13 October 2022

7.	PARKS, OPEN SPACES & ENVIRONMENT: [PC: CLLR J JOON]
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7.1	NON-DELEGATED MATTERS
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NONE

7.2	DELEGATED MATTERS
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7.2.1	AUGUST 2022 MONTHLY REPORT: ENVIRONMENTAL MANAGEMENT, PARKS AND CEMETERIES
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Collaborator No: 736817
IDP KPA Ref No: Good Governance and Compliance
Meeting Date: 7 November 2022

1. **SUBJECT: AUGUST 2022 MONTHLY REPORT: ENVIRONMENTAL MANAGEMENT, PARKS AND CEMETERIES**

2. **PURPOSE**

To notify the Committee of the monthly activities (**ANNEXURE A**) that was conducted by the Sections: Environmental Management, Parks and Cemeteries for August 2022.

3. **DELEGATED AUTHORITY**

For notification by the Portfolio Committee.

4. **EXECUTIVE SUMMARY**

To present the monthly activity report of the Sections Environmental Management, Parks and Cemeteries for the month of August 2022 to the Committee for notification.

**PARKS, OPEN SPACES AND ENVIRONMENT COMMITTEE MEETING: 2022-11-07:
ITEM 7.2.1**

NOTED

the monthly reports of the Sections Environmental Management, Parks and Cemeteries for the month of August 2022.

FOR FURTHER DETAILS CONTACT:

NAME	<i>Albert van der Merwe</i>
POSITION	<i>Senior Manager: Community Services</i>
DIRECTORATE	<i>Community and Protection Services</i>
CONTACT NUMBERS	<i>Ext 8165</i>
E-MAIL ADDRESS	<i>albert.vandermerwe@stellenbosch.gov.za</i>
REPORT DATE	

8.	REPORTS SUBMITTED BY THE MUNICIPAL MANAGER
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NONE

9.	NOTICES OF MOTIONS AND NOTICES OF QUESTIONS RECEIVED BY THE MUNICIPAL MANAGER
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NONE

10.	URGENT MATTERS
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11.	MATTERS TO BE CONSIDERED IN-COMMITTEE
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NONE

The meeting adjourned at 10:17.

CHAIRPERSON:

DATE:

Confirmed on: **with / without amendments**

6.	REPORT/S BY THE DIRECTOR: COMMUNITY AND PROTECTIONS SERVICES RE OUTSTANDING RESOLUTIONS TAKEN AT PREVIOUS MEETINGS (3/4/3/5/2/2)
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NONE

7.	PARKS, OPEN SPACES & ENVIRONMENT: [PC: CLLR J JOON]
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7.1	NON-DELEGATED MATTERS
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NONE

7.2	DELEGATED MATTERS
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7.2.1	SEPTEMBER 2022 MONTHLY REPORT: ENVIRONMENTAL MANAGEMENT, PARKS AND CEMETERIES
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Collaborator No: 739411
IDP KPA Ref No: Good Governance and Compliance
Meeting Date: 6 February 2023

1. SUBJECT: SEPTEMBER 2022 MONTHLY REPORT: ENVIRONMENTAL MANAGEMENT, PARKS AND CEMETERIES

2. PURPOSE

To notify the Committee of the monthly activities (**ANNEXURE A**) that was conducted by the Sections: Environmental Management, Parks and Cemeteries for September 2022.

3. DELEGATED AUTHORITY

For notification by the Portfolio Committee.

4. EXECUTIVE SUMMARY

To present the monthly activity report of the Sections Environmental Management, Parks and Cemeteries for the month of September 2022 to the Committee for notification.

5. RECOMMENDATION

that the monthly reports of the Sections Environmental Management, Parks and Cemeteries for the month of September 2022, be noted by.

6. DISCUSSION / CONTENTS**6.1 Background**

The Section: Parks and Cemeteries specialises in maintaining all parks and cemeteries in the WCO24. The Section: Environmental Management specialises in maintaining all nature reserves, natural areas, wetlands and picnic sites in the WC024.

6.2 Discussion

The Parks and Cemeteries Section consists of one Manager, two Superintendents: Parks, one Superintendent: Ornamental Horticulture and one Foreperson: Cemeteries. They are responsible for overseeing and coordination of maintaining public open spaces and parks. The management team is responsible for the management of operational expenditure as well as capital projects. This Section is also responsible for the management and utilisation of cemeteries.

The Environmental Management Section consists of one Manager and two Superintendents for the sub-sections, namely Environmental Planning, Environmental Management Implementation and Small Plant Maintenance. This section is responsible for the management of all horticultural and arboriculturally operations. This section is also responsible for the maintenance of the nature reserves, plantations, all municipal gardens, trees, air quality & noise pollution control, environmental planning to manage the effective, efficient and economical operation of small plant, minor repairs and maintenance service to ensure the readily availability of Community's plant, machinery and equipment.

6.3 Financial Implications

As per the approved budget.

6.4 Legal Implications

The recommendations in this report comply with Council's policies and all applicable legislation.

6.5 Staff Implications

This report has no staff implications to the Municipality.

6.6 Previous / Relevant Council Resolutions

None

6.7 Risk Implications

This report has no risk implications for the Municipality.

6.8 Comments from Senior Management**6.8.1 Director: Infrastructure Services**

No comments

6.8.2 Director: Planning and Economic Development

No comments

6.8.3 Director: Protection and Community Services

No comments

6.8.4 Director: Corporate Services

No comments

6.8.5 Chief Financial Officer

No comments

6.8.6 Municipal Manager

No comments

ANNEXURES

Annexure A: Environmental Management, Parks and Cemeteries Monthly Report for September 2022

FOR FURTHER DETAILS CONTACT:

NAME	Albert van der Merwe
POSITION	Senior Manager: Community Services
DIRECTORATE	Community and Protection Services
CONTACT NUMBERS	Ext 8165
E-MAIL ADDRESS	albert.vandermerwe@stellenbosch.gov.za
REPORT DATE	

DIRECTOR: COMMUNITY AND PROTECTION SERVICES

The contents of this report have been discussed with the Portfolio Committee Chairperson and the Councillor agrees with the recommendations.

7.2.2	OCTOBER 2022 MONTHLY REPORT: ENVIRONMENTAL MANAGEMENT, PARKS AND CEMETERIES
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Collaborator No: 743244
IDP KPA Ref No: Good Governance and Compliance
Meeting Date: 6 February 2023

1. **SUBJECT: OCTOBER 2022 MONTHLY REPORT: ENVIRONMENTAL MANAGEMENT, PARKS AND CEMETERIES**

2. **PURPOSE**

To notify the Committee of the monthly activities (**ANNEXURE A**) that was conducted by the Sections: Environmental Management, Parks and Cemeteries for October 2022.

3. **DELEGATED AUTHORITY**

For notification by the Portfolio Committee.

4. **EXECUTIVE SUMMARY**

To present the monthly activity report of the Sections Environmental Management, Parks and Cemeteries for the month of October 2022 to the Committee for notification.

5. **RECOMMENDATION**

that the monthly reports of the Sections Environmental Management, Parks and Cemeteries for the month of October 2022, be noted by.

6. **DISCUSSION / CONTENTS**

6.1 **Background**

The Section: Parks and Cemeteries specialises in maintaining all parks and cemeteries in the WCO24. The Section: Environmental Management specialises in maintaining all nature reserves, natural areas, wetlands and picnic sites in the WC024.

6.2 **Discussion**

The Parks and Cemeteries Section consists of one Manager, two Superintendents: Parks, one Superintendent: Ornamental Horticulture and one Foreperson: Cemeteries. They are responsible for overseeing and coordination of maintaining public open spaces and parks. The management team is responsible for the management of operational expenditure as well as capital projects. This Section is also responsible for the management and utilisation of cemeteries.

The Environmental Management Section consists of one Manager and two Superintendents for the sub-sections, namely Environmental Planning, Environmental Management Implementation and Small Plant Maintenance. This section is responsible for the management of all horticultural and arboriculturally operations. This section is also responsible for the maintenance of the nature reserves, plantations, all municipal gardens, trees, air quality & noise pollution control, environmental planning to manage the effective, efficient and economical operation of small plant, minor repairs and maintenance service to ensure the readily availability of Community's plant, machinery and equipment.

6.3 Financial Implications

As per the approved budget.

6.4 Legal Implications

The recommendations in this report comply with Council's policies and all applicable legislation.

6.5 Staff Implications

This report has no staff implications to the Municipality.

6.6 Previous / Relevant Council Resolutions

None

6.7 Risk Implications

This report has no risk implications for the Municipality.

6.8 Comments from Senior Management

6.8.1 Director: Infrastructure Services

No comments

6.8.2 Director: Planning and Economic Development

No comments

6.8.3 Director: Protection and Community Services

No comments

6.8.4 Director: Corporate Services

No comments

6.8.5 Chief Financial Officer

No comments

6.8.6 Municipal Manager

No comments

ANNEXURES

Annexure A: Environmental Management, Parks and Cemeteries Monthly Report for October 2022

FOR FURTHER DETAILS CONTACT:

NAME	<i>Albert van der Merwe</i>
POSITION	<i>Senior Manager: Community Services</i>
DIRECTORATE	<i>Community and Protection Services</i>
CONTACT NUMBERS	<i>Ext 8165</i>
E-MAIL ADDRESS	<i>albert.vandermerwe@stellenbosch.gov.za</i>
REPORT DATE	

DIRECTOR: COMMUNITY AND PROTECTION SERVICES

The contents of this report have been discussed with the Portfolio Committee Chairperson and the Councillor agrees with the recommendations.

8.	REPORTS SUBMITTED BY THE MUNICIPAL MANAGER
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NONE

9.	NOTICES OF MOTIONS AND NOTICES OF QUESTIONS RECEIVED BY THE MUNICIPAL MANAGER
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NONE

10.	URGENT MATTERS
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11.	MATTERS TO BE CONSIDERED IN-COMMITTEE
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NONE