



STELLENBOSCH

STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

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

2021-05-04

MINUTES

PLANNING, ECONOMIC DEVELOPMENT & TOURISM COMMITTEE MEETING

2021-05-04 AT 14:00

**Detailed account of the meeting proceedings is available on audio recording,
which is obtainable from The Municipal Manager's Office per Request for
Information (RFI)**

MINUTES
PLANNING, LOCAL ECONOMIC DEVELOPMENT & TOURISM COMMITTEE MEETING
2021-05-04
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| | NONE | |

PRESENT Cllr E Groenewald (Ms) [Chairperson: Planning, Economic Development & Tourism]

COUNCILLORS T Gosa
AJ Hanekom

ALSO PRESENT Cllr S Pieters

Officials: Acting Director: Planning & Economic Development (C Alexander)
Senior Manager: Development Management (S Carstens)
Acting Manager: Local Economic Development (D Adolph)
Senior Admin Officer (Ms B Mgcushe)

| | | |
|-----------|----------------------------|------------------|
| 1. | OPENING AND WELCOME | (3/4/3/3) |
|-----------|----------------------------|------------------|

The Chairperson, Cllr E Groenewald (Ms) welcomed all present at the Planning, Local Economic Development and Tourism Committee meeting.

| | | |
|------------|---|------------------|
| 1.1 | COMMUNICATION BY THE CHAIRPERSON | (3/4/3/6) |
|------------|---|------------------|

NONE

| | | |
|------------|-------------------------------|------------------|
| 1.2 | DISCLOSURE OF INTEREST | (3/6/2/2) |
|------------|-------------------------------|------------------|

NONE

| | | |
|-----------|---|------------------|
| 2. | APPLICATION FOR LEAVE OF ABSENCE | (3/4/3/3) |
|-----------|---|------------------|

**PLANNING, LOCAL ECONOMIC DEVELOPMENT AND TOURISM COMMITTEE:
2021-05-04: ITEM 2**

The following applications for leave of absence were approved in terms of the Rules of Order By-law of Council:-

2.1 Director: Planning and Economic Development: Mr A Barnes - 4 May 2021

2.2 Absent:

Cllr RS Nalumango (Ms)

| | |
|---|--------------------------------|
| 3 | CONFIRMATION OF MINUTES |
|---|--------------------------------|

| | |
|-----|--|
| 3.1 | CONFIRMATION OF MINUTES: PLANNING, LOCAL ECONOMIC DEVELOPMENT & TOURISM COMMITTEE: 2021-02-02 (3/4/3/5/2/4) |
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The minutes of the Planning, Local Economic Development & Tourism Committee Meeting held on 2021-03-10 **was confirmed as correct.**

| | |
|----|---|
| 4. | REPORT/S BY THE DIRECTOR: ECONOMIC DEVELOPMENT AND PLANNING SERVICES RE OUTSTANDING RESOLUTIONS TAKEN AT PREVIOUS MEETINGS (3/4/3/5/2/2) |
|----|---|

PLANNING, LOCAL ECONOMIC DEVELOPMENT AND TOURISM COMMITTEE MEETING: 2021-05-04: ITEM 4

The Chairperson requested that the Outstanding Resolutions in future be included in the Section 80 Committee.

NOTED

the Outstanding Resolutions for the Planning, Local Economic Development and Tourism Committee Meeting.

OUTSTANDING RESOLUTIONS MAY 2021: PLANNING & ECONOMIC DEVELOPMENT

| Council Meeting | | Resolution | Resolution Date | Allocated To | % Feedback | Feedback Comment |
|-----------------|--|---|-----------------|---------------|------------|---|
| 621772 | PROPOSED SERVICE DELIVERY IN JONKERSHOEK | <p>7.2.4 PROPOSED SERVICE DELIVERY IN JONKERSHOEK</p> <p>22ND COUNCIL MEETING: 2018-11-28: ITEM 7.2.4</p> <p>RESOLVED (majority vote with abstentions)</p> <p>(a) that the Power of Attorney from the National Department of Public Works, authorising Stellenbosch Municipality to commence with service delivery in Jonkershoek, be noted;</p> <p>(b) that the Administration be authorised to render interim municipal services in the Mixed Use Precinct in Jonkershoek on a cost recovery basis from the users who receive the services, except to those households that qualify for free basic services in terms of the Municipality's Indigent Policy;</p> <p>(c) that the Administration be authorised to provide/upgrade Access to Basic Services (Communal services) in informal areas, free of charge;</p> <p>(d) that the Director: Planning and Economic Development be requested to commission a feasibility study with the view of identifying a possible site(s) for possible township establishment, taking into account the Draft SDF for Jonkershoek, but also taking into account the positioning of bulk infrastructure and access to the site(s);</p> <p>(e) that the National Department of Public Works be requested to transfer the land to Stellenbosch Municipality;</p> <p>(f) that the National Department of Public Works be requested to transfer the land on which the office space previously used by Cape Nature, either by way of acquisition or by way of a Lease Agreement, to the Municipality;</p> <p>(g) that, the Director: Infrastructure Services be requested to compile a status quo report regarding the availability of bulk infrastructure but also indicating the cost of possible interim upgrading of such bulk infrastructure;</p> <p>(h) that the Director: Planning & Economic Development be requested to finalise the SDF for Jonkershoek in terms of the SPLUMA Act 16 of 2013;</p> <p>(i) that the Municipal Manager be authorised to conclude an agreement(s) with the relevant authorities to ensure that Stellenbosch Municipality is in a position to do law enforcement in the Jonkershoek Valley, with specific reference to the prevention of further unauthorised structures being constructed/erected;</p> | 2018-11-28 | ALL DIRECTORS | 70.00 | <p>The National Department of Public Works was requested the use of the office space. A meeting in this regard was scheduled for 29 January 2020. The meeting took place and after an inspection at the property the Municipality decided not to take up the offer of the office space from Public Works due to the dilapidated state of the building and the costs involved to repair it.</p> <p>Water Services is available, a sanitation service is provided as well as a waste service. Electricity is provided by Eskom.</p> <p>The transfer of the land has not taken place yet despite various follow ups from Stellenbosch.</p> <p>Matter needs political intervention on provincial level to ensure action by the National Department.</p> <p>An updated Status Quo Report to be forwarded to Council in May 2021 from Infrastructure Services.</p> <p>Infrastructure Services is rendering a waste removal service through the provision of a skip and has upgraded the toilets. Stellenbosch is also providing water if the water provision from the farm fails.</p> <p><u>On 04 May 2021 the S80 P&ED Committee required confirmation of the exact location as proposed for the Jonkershoek Township Development.</u></p> |

OUTSTANDING RESOLUTIONS MAY 2021: PLANNING & ECONOMIC DEVELOPMENT

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|--------|---|---|------------|--------|-------|--|
| | | <p>(j) that a progress report be tabled to Council within 6 months, including an environmental impact report and indicating progress that has been made regarding the provision of services; and</p> <p>(k) that, in the mean-time, all expenditure be incurred within the existing, approved budget.</p> <p>The following Councillors requested that it be minuted that they abstained from voting on the matter:</p> <p>Cllrs F Adams; DA Hendrickse and LK Horsband (Ms).</p> | | | | |
| 639570 | <p>TO AUTHORISE THE MUNICIPAL MANAGER TO START THE PRESCRIBED PUBLIC PARTICIPATION PROCESS AS PER CHAPTER 4 OF THE MUNICIPAL ASSET TRANSFER REGULATIONS, WITH THE VIEW OF THE FOLLOWING A TENDER/CALL FOR PROPOSAL PROCESS FOR OUTSOURCING THE MANAGEMENT/USE OF THE KAYAMANDI ECONOMIC AND TOURISM CORRIDOR (KETC)</p> | <p>7.7.2 TO AUTHORISE THE MUNICIPAL MANAGER TO START THE PRESCRIBED PUBLIC PARTICIPATION PROCESS AS PER CHAPTER 4 OF THE MUNICIPAL ASSET TRANSFER REGULATIONS, WITH THE VIEW OF FOLLOWING A TENDER/CALL FOR PROPOSAL PROCESS FOR OUTSOURCING THE MANAGEMENT/USE OF THE KAYAMANDI ECONOMIC AND TOURISM CORRIDOR (KETC)</p> <p>25TH COUNCIL MEETING: 2019-03-27: ITEM 7.7.2</p> <p>RESOLVED (majority vote)</p> <p>a) that Council authorises the Municipal Manager to start the Public Participation Process (60 days) as per Chapter 4 of the Asset Transfer Regulations with the intention of following an appropriate process for the outsourcing and management of the Kayamandi Economic and Tourism Corridor;</p> <p>(b) that Council gives reasonable consideration to all regulations and processes required by the Municipal Policy on the Management of Immovable Property, the Asset Transfer Regulations and prescriptions of the MFMA, and then to follow the process that best ensures the correct operational outcome for the Kayamandi Economic and Tourism Corridor;</p> <p>(c) that the local community be invited to submit representations; and</p> <p>(d) that the Municipal Manager be authorized to conclude the contract or agreement after (c) above is finalized in terms of the applicable Act/Regulation.</p> <p>The following Councillors requested that their votes of dissent be minuted: Cllrs RS Nalumango (Ms); N Sinkinya (Ms); P Sitshoti (Ms) and LL Stander.</p> | 2019-03-27 | CRAIGA | 90.00 | <p>Item supported by Planning & Economic Development Committee dated 10 March 2021 for submission to Council.</p> <p>Department will place advertisement place naming in newspaper during June 2021.</p> |
| | <p>ADOPTION OF THE DRAFT LOCAL ECONOMIC DEVELOPMENT STRATEGY FOR</p> | <p>11.7.1 ADOPTION OF THE DRAFT LOCAL ECONOMIC DEVELOPMENT STRATEGY FOR PUBLIC PARTICIPATION</p> <p>30TH COUNCIL MEETING: 2019-08-28: ITEM 11.7.1</p> | 2019-08-28 | CRAIGA | 85.00 | <p>Draft LED Strategy submitted to Directors for comment/input which commenting period closes on 31 May 2021.</p> |

OUTSTANDING RESOLUTIONS MAY 2021: PLANNING & ECONOMIC DEVELOPMENT

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|--|--|--|------------|---------------|-------|---|
| | PUBLIC PARTICIPATION | <p>RESOLVED (nem con)</p> <p>that the draft Economic Development Strategy be approved and published for further inputs from the public for a period of 30 days.</p> | | | | |
| | DRAFT POLICY ON PLACE NAMING, STREET NAMING AND RENAMING AND NUMBERING FOR STELLENBOSCH MUNICIPALITY, EDITED 17 MAY 2019 | <p>11.7.2 DRAFT POLICY ON PLACE NAMING, STREET NAMING AND RENAMING AND NUMBERING FOR STELLENBOSCH MUNICIPALITY, EDITED 17 MAY 2019</p> <p>31ST COUNCIL MEETING: 2019-09-25: ITEM 11.7.2</p> <p>RESOLVED (nem con)</p> <p>(a) that the revised Policy on Place Naming and Street Naming, Renaming and Numbering for Stellenbosch Municipality be advertised for public comment for 60 days;</p> <p>(b) that after public participation has been received, the Draft Policy will be brought back to Council for final consideration; and</p> <p>(c) that the final approved Policy be translated into all 3 official languages.</p> | 2019-09-25 | STIAANC | 75.00 | Draft policy was considered by the Planning & Economic Development Committee on 04 May 2021 and referred back to the Department: Development Management to be workshopped with Council and Administration, as there were a number of matters which required clarity. |
| | ADOPTION OF THE STELLENBOSCH INFORMAL TRADING POLICY | <p>13.3 ADOPTION OF THE STELLENBOSCH INFORMAL TRADING POLICY</p> <p>32ND COUNCIL MEETING: 2019-10-23: ITEM 13.3</p> <p>RESOLVED (majority vote)</p> <p>(a) that, after considering the comments made by the public, Council adopts the Stellenbosch Informal Trading Policy; and</p> <p>(b) that the Stellenbosch Informal Trading By-Law be amended to incorporate the objectives and provisions as incorporated in the Informal Trading Policy.</p> | 2019-10-23 | CRAIGA | 80.00 | <p>Comments received from internal departments and workshop will be arranged to discuss existing and new proposed sites, prior to submission to Council to request for Public Participation. Date for submission to Section 80 during May 2021 meeting.</p> <p>Workshop was scheduled, but due to unavailability of a number of attendees due to illness, the workshop was postponed.</p> |
| | PROGRESS UPDATE: COMPILATION OF DRAFT ADAM TAS CORRIDOR LOCAL SPATIAL DEVELOPMENT FRAMEWORK | <p>11.7.1 PROGRESS UPDATE: COMPILATION OF DRAFT ADAM TAS CORRIDOR LOCAL SPATIAL DEVELOPMENT FRAMEWORK</p> <p>36TH COUNCIL MEETING: 2020-07-29: ITEM 11.7.1</p> <p>RESOLVED (majority vote)</p> <p>(a) that Council takes cognizance that the process for the Compilation of the</p> | 2020-07-29 | BERNABED LBAT | 90.00 | <p>Built Environment Partnership (Pty) Ltd appointed as the multi-disciplinary team to assist Council with the compilation of the ATC LSDF.</p> <p>Discussion around the incorporation of Inclusionary Housing held on 2</p> |

OUTSTANDING RESOLUTIONS MAY 2021: PLANNING & ECONOMIC DEVELOPMENT

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| | | <p>draft Adam Tas Corridor Local Spatial Development Framework has commenced;</p> <p>(b) that the Adam Tas Corridor geographic area to which the Local Spatial Development will apply, as specified in of this report, has been approved by the Municipal Manager;</p> <p>(c) that the Senior Manager: Development Planning has been assigned and appointed as the Project Leader for the formulation of the draft Adam Tas Corridor Local Spatial Development Framework;</p> <p>(d) that the process to procure a multi-disciplinary team to undertake the required professional services for the compilation of the draft Adam Tas Corridor Local Spatial Development Framework is currently underway; and</p> <p>(e) that a Project Team consisting of the following members have been identified to contract and project manage the Adam Tas Corridor Catalytic Initiative:</p> <ul style="list-style-type: none"> • Craig Alexander Pr Pln, Project Leader (Senior Manager: Development Planning) • Stiaan Carstens Pr Pln, Senior Manager: Development Management • Mr Lester van Stavel, Manager: Housing Development • Ms Jerri-Lee Mowers, Senior Manager: Development Services <p>The following Western Cape Government: Department of Environmental Affairs & Development Planning (“DEA&DP”) representatives, listed below, will coordinate the input from WCG and serve as technical advisors to the Project Team:</p> <ul style="list-style-type: none"> • Ms Catherine Stone Pr Pln, Director: Spatial Planning; • Mr Kobus Munro Pr Pln, Director: Regulatory Planning; • Mr Jeremy Benjamin Pr Pln, Coordinator: Regional Socio-Economic Programme: Stellenbosch (“RSEP”) <p><i>Councillors F Adams; DA Hendrickse and LK Horsband (Ms) requested that their votes of dissent be minuted.</i></p> | | | | <p>March 2021. Final Inception report submitted on 16 March 2021 which includes project schedule and schedule of payments. Meeting held with PRASA and Roads authority on 18 March 2021 and to be continued on 25 March 2021. Workshop on Heritage matters scheduled for 22 April 2021. Second meeting of Transport Planning group scheduled for 17 May 2021. Envisage completion date end August 2021.</p> |
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OUTSTANDING RESOLUTIONS MAY 2021: PLANNING & ECONOMIC DEVELOPMENT

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| | DRAFT PROBLEM PROPERTY BY-LAW FOR STELLENBOSCH MUNICIPALITY | <p>13.2 DRAFT PROBLEM PROPERTY BY-LAW FOR STELLENBOSCH MUNICIPALITY</p> <p>36th COUNCIL MEETING: 2020-07-29: ITEM 13.2</p> <p>RESOLVED (nem con)</p> <p>(a) that the revised draft By-law on Problem Properties for Stellenbosch Municipality (WC024) attached as ANNEXURE 1 be recommended for approval in terms of Sections 11(3)(m) of the Local Government Municipal Systems Amendment Act 32 of 2000 and;</p> <p>(b) the administration proceed with the publication of the by-law.</p> | 2020-07-29 | STIAANC | 95.00 | Discussion planned between Planning and Economic Development and Community and Protection services to workshop the implementation of the by-law. |
| | FEEDBACK AND WAY FORWARD IN RESPECT OF THE BUSINESS WEBINAR STELLENBOSCH WC024 & COVID-19: REALITIES, REMEDIES, ROAD AHEAD, HELD ON 23 JULY 2020 | <p>11.7.2 FEEDBACK AND WAY FORWARD IN RESPECT OF THE BUSINESS WEBINAR STELLENBOSCH WC024 & COVID-19: REALITIES, REMEDIES, ROAD AHEAD, HELD ON 23 JULY 2020</p> <p>38th COUNCIL MEETING: 2020-10-28: ITEM 11.7.2</p> <p>RESOLVED (majority vote)</p> <p>(a) that Council takes note of the comments and / or inputs submitted during the webinar and the written submissions;</p> <p>(b) that the Department: Development Planning be authorised to, through the Office of the Municipal Manager, allocate point person(s) from each Directorate to investigate the submissions and compile an Action Plan, which must be submitted to the next Council Meeting;</p> <p>(c) that, as part of point (b), an engagement be held with the following sectors, through virtual meetings, and if required, in person engagements, on the following preliminary dates, as per schedule attached as APPENDIX 3:</p> <ul style="list-style-type: none"> • Tourism (Wine Industry, Events & Filming) – 04 September 2020 • Manufacturing – 08 September 2020 • Construction & Finance – 15 September 2020 • Agriculture – 09 September 2020 • Informal Sector – 10 September 2020 • Education – 18 September 2020 | 2020-10-28 | CRAIGA | 55.00 | Report to be submitted for Council during June 2021. |

OUTSTANDING RESOLUTIONS MAY 2021: PLANNING & ECONOMIC DEVELOPMENT

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| | | <p>(d) that the Department: Development Planning compiles a detailed proposed Action Plan, to be included in the Stellenbosch Municipality Economic Recovery Plan, which must be completed before end February 2021, and which must be submitted to Council for consideration by November 2021, taking into account the financial, operational and risk implications; and</p> <p>© that, in the event 'quick' wins or responses are identified, that such initiatives be brought to Council at the next Council Meeting and be documented as part of the proposed Action Plan, and where such interventions are delegated to the Municipal Manager, that such interventions be implemented and Council be notified accordingly.</p> <p><i>Cllrs FT Bangani-Menziwe (Ms); DA Hendrickse; LK Horsband (Ms); C Moses (Ms); RS Nalumango; N Sinkinya (Ms) and LL Stander.</i></p> | | | | |
| 691675 | INVESTIGATION OF THE RHENISH COMPLEX FOR ECONOMIC DEVELOPMENT OPPORTUNITIES | <p>11.7.3 INVESTIGATION OF THE RHENISH COMPLEX FOR ECONOMIC DEVELOPMENT OPPORTUNITIES</p> <p>38TH COUNCIL MEETING: 2020-10-28: ITEM 11.7.3</p> <p>RESOLVED (majority vote)</p> <p>(a) that Council takes note of the numerous studies and planning over the years that were done on the Rhenish Complex without any noticeable implementation of the approved recommendations;</p> <p>(b) that Council approves the request of the Directorate: Planning & Economic Development to investigate the development of all municipal owned landholdings within the demarcated areas as depicted within the boundaries of Dorp-, Herte-, Alexander-, Market-, Bird- and Mill Street for potential economic opportunities to kick start the development of the entire Rhenish Complex;</p> <p>(c) that the investigation into the development of the Council owned landholdings considers the context of the surrounding spaces in the town centre; and</p> <p>(d) that such an investigation be done within three months after which a report with a request for the advertisement of the proposals be tabled to Council to enable the phased implementation of such proposals.</p> <p><i>Cllrs FT Bangani-Menziwe (Ms); DA Hendrickse; LK Horsband (Ms); C Moses (Ms); RS Nalumango; N Sinkinya (Ms) and LL Stander.</i></p> | 2020-10-28 | BERNABED LBAT | 60.00 | Service Provider appointed to compile Comparative Analysis of all Studies and information compiled i.r.o. Study Area. Completion Date for draft 30 June 2021. |

NB: RESPONSES OBTAINED FROM RELEVANT DEPARTMENTS

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|--------------|---|
| 5. | REPORTS FROM OFFICIALS: LOCAL ECONOMIC DEVELOPMENT |
| 5.1 | DELEGATED MATTERS |
| 5.1.1 | ECONOMIC DEVELOPMENT & TOURISM QUARTERLY REPORT FOR THE PERIOD OF JANUARY 2021 TO MARCH 2021 |

Collaborator No: 706032
 IDP KPA Ref No: Valley of opportunity
 Meeting Date: 05 May 2021

- 1. SUBJECT: ECONOMIC DEVELOPMENT & TOURISM QUARTERLY REPORT FOR THE PERIOD OF JANUARY 2021 TO MARCH 2021**
- 2. PURPOSE**

To provide a quarterly progress report on the activities of the Section: Economic Development & Tourism for the period January 2021 to March 2021.
- 3. DELEGATED AUTHORITY**

Planning & Economic Development Standing Committee in terms of Section 80 of the Municipal Structures Act, Act 117 of 1998.
- 4. EXECUTIVE SUMMARY**

This is the 3rd quarter report for 2020/2021 by the Section and there are no outstanding matters to be noted.
- 5. RECOMMENDATION**

that the quarterly progress report on the activities of the Section: Economic Development & Tourism for the period January 2021 to March 2021, be noted.
- 6. DISCUSSION / CONTENTS**
 - 6.1. Background**

The achievement of the 3rd quarter must be seen within the context of a Section that is in the process to repositioning itself. However, the current situation will this very difficult to achieve because of the following challenges:

 1. The current office space is not sufficient to accommodate all staff members and the building itself has been condemned. New office space has been identified but the process has taken longer than anticipated.
 2. The high vacancy rate in the Section and the current dependence on EPWP workers.
 3. Outdated electronic devices and all staff cannot function offline because of access to connectivity.

The Section has compiled a Draft Economic Development Strategic Approach. This document is currently being prepared to be circulated internally for comments and later for presentation to MAYCO and Council.

The Document include an approach to Tourism and Rural Development.

6.2. Discussion

| Key Objective | Activities | | | | | | Q4 | Q3 | Q2 | Q1 |
|---------------|--------------------|---------------|---------------|------|--------|-------|----------|----|----|----|
| | Business Licensing | Business name | Business Type | Male | Female | Youth | Disabled | | 1 | 1 |
| Smitten | | Restaurant | 1 | | | | | | | |
| Total | | | 1 | | | | | | | |

| Key Objective | Activities | | Q4 | Q3 | Q2 | Q1 |
|---|--------------------------------|----------------|---------------|----|----|----|
| | Comments sent to Liquor Board. | Business name | Business Type | | 8 | 8 |
| Farm 100/4, Stellenbosch ("Morgenhof Wine Estate") | | Wine farm | | | | |
| Farm 571/1, Stellenbosch ("Hidden Valley Wines") | | Wine farm | | | | |
| Farm 1685, Paarl ("Le Rhone Farm") | | Wine farm | | | | |
| Farm 537, Stellenbosch ("Cape Root 44 Market") | | Market on farm | | | | |
| Farm 1075/14, Paarl ("La Residence Elandkloof") | | Wine farm | | | | |
| Erf 1321, Stellenbosch ("Rayvolt Bike South Africa, shop 3) | | Restaurant | | | | |
| Farm 334/2, Stellenbosch ("Rudera Wine Cellar") | | Wine farm | | | | |
| Erf 4296, Stellenbosch ("44 Ryneveld Street") | | Restaurant | | | | |
| Total | | | 8 | | | |

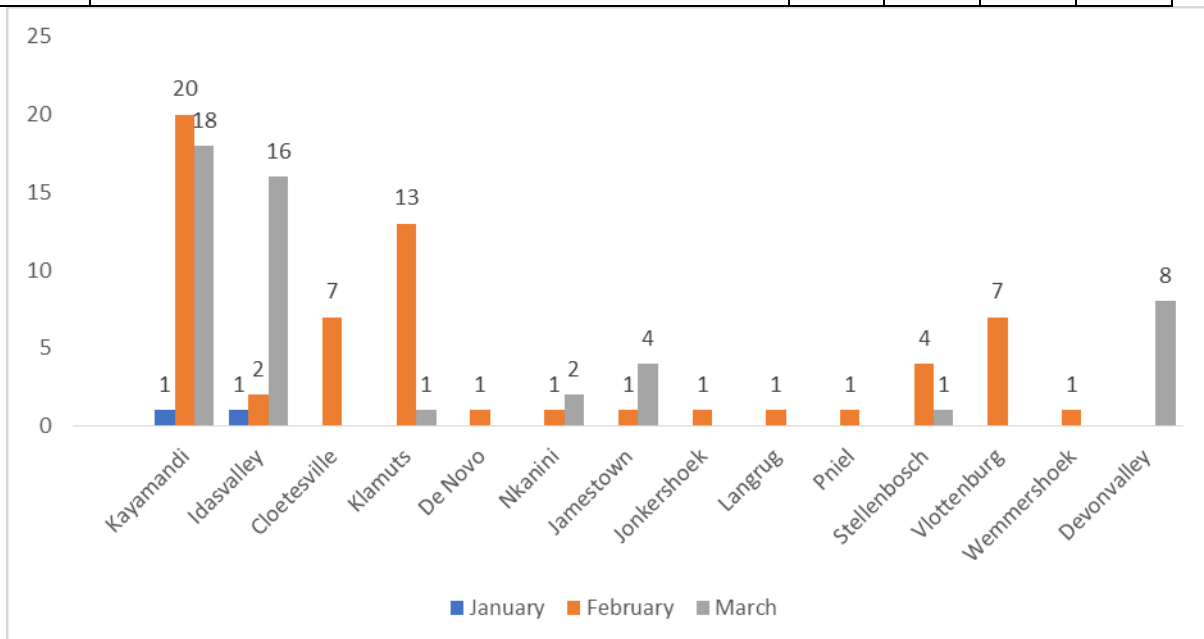
| Key Objective | Activities | | | | | | Q 4 | Q 3 | Q 2 | Q 1 |
|---|----------------------|---|---------------|---------------|-----------------|-------------------|------------------------------------|-----|-----|-----|
| | Informal Trading | <ul style="list-style-type: none"> R44 Strand Road – 9 | | | | | | 22 | 22 | 39 |
| Business name | | Business Type | Male | Female | Youth | Disabled | Products | | | |
| NkosoXolo Mancam | | Informal Trader | 1 | | 1 | | Selling Blue Berries and Fire Wood | | | |
| Rashaad Maarsdord | | Informal Trader | 1 | | | | Selling Pomegranates fruit | | | |
| Thiawani Mudau | | Informal Trader | | 1 | 1 | | Art and Craft | | | |
| Total | | | 2 | 1 | 2 | | | | | |
| <ul style="list-style-type: none"> George Blake -3 | | | | | | | | | | |
| Business name | | Business Type | Male | Female | Youth | Disabled | Products | | | |
| Elsie Luleka Mngu | | Informal Trader | | 1 | 1 | | Second hand Clothing | | | |
| Nandipha Sidelo | | Informal Trader | | 1 | 1 | | Appliances | | | |
| Almerance Laure Youmbi | | Informal Trader | | 1 | 1 | | Hair dresser | | | |
| Nosabatha Safa | | Informal Trader | | 1 | 1 | | Traditional Clothing | | | |
| Total | | | | 4 | 4 | | | | | |
| <ul style="list-style-type: none"> Klapmuts-1 | | | | | | | | | | |
| Business name | | Business Type | Male | Female | Youth | Disabled | Products | | | |
| Marius Jones | Informal Trader | 1 | | 1 | | Fruit and Veg | | | | |
| Denovan Kemp | Informal Trader | 1 | | 1 | | Chemical Products | | | | |
| Total | | 2 | | 2 | | | | | | |
| <ul style="list-style-type: none"> Bergzicht Taxi Rank – 8 | | | | | | | | | | |
| Business name | Business Type | Male | Female | Youth | Disabled | Products | | | | |
| Wiskies Size Mpondo | Informal Trader | 1 | | 1 | | Clothing | | | | |
| Roderic Christian Wentzel | Informal Trader | 1 | | 1 | | CD's | | | | |

| | | | | | | |
|---|----------------------|-------------|---------------|--------------|-----------------|--|
| Anthony Sampson | Informal Trader | 1 | | 1 | | Cleaning Detergents |
| Jackson Mike Nkhwazi | Informal Trader | 1 | | | | Doughnuts and Coffee |
| Anna Marie Ross | Informal Trader | | 1 | | | Dry Fish |
| Andreu Samuels | Informal Trader | 1 | | 1 | | Herbs and natural medicine |
| Luchan Robain | Informal Trader | | 1 | | | Perfume and Clothing |
| Christopher Mbanje | Informal Trader | 1 | | 1 | | Clothing, Key holder and handmade gift cards |
| Nkululeko Menzeleleli | Informal Trader | 1 | | 1 | | Fruit and Veg |
| Moeketsi Setona | Informal Trader | 1 | | 1 | | Photographer |
| Total | | 8 | 2 | 7 | | |
| <ul style="list-style-type: none"> Du toit / Bird Street-3 | | | | | | |
| Business name | Business Type | Male | Female | Youth | Disabled | Products |
| Patronella Adonis | Informal Trader | | 1 | 1 | | Fruit and Veg |
| Sophia February | Informal Trader | | 1 | 1 | | Clothing |
| Asiphe Ngamlana | Informal Trader | | 1 | 1 | | Fruit and Veg |
| Total | | | 3 | 3 | | |

| Key Objective | Activities |
|--|--|
| Kayamandi Economic Tourism Corridor | <ul style="list-style-type: none"> Continued to identify maintenance issues that need urgent attention and submitted to the Maintenance Department. Continued to request for the outstanding maintenance issues that still need to be done to the Maintenance Department. Electrical refurbishment upgrade at the restaurant was not completed. Replacing the latch at the conference room Bookings of the conference room for House of Louise Business Academy, SEDA, ECD training, Councillor Bangani, Councillor Gosa, Law enforcement, Councillor Gugushe, Informal settlement, Councillor Gugushe. |

- Booking of amphitheatre for councillor Bangani and EPWP induction.
- Three tenants terminated their lease agreements of the office space at the Kayamandi Corridor.
- Mr Piet Smith is busy with the renovation process
- We receive four applications for leasing of space in the Kayamandi Corridor

| Key Objective | Activities | Q4 | Q3 | Q2 | Q1 |
|---|--|----|-----|-----|-----|
| EPWP Job creation compliance and implementation | Number of jobs created | | 112 | 302 | 586 |
| | Number of projects registered | | 36 | 36 | 35 |
| | Number of site visits | | 0 | 0 | 1 |
| | Quarterly reports national Public works and Director | | 1 | 1 | 1 |
| | Monthly Incentive Grand Expenditure report | | 3 | 3 | 3 |
| | Number of non-compliance issued | | 0 | 0 | 0 |
| | | | | | |



| Key Objective | Activities |
|----------------------------|--|
| Jobseekers database | <p>The final presentation of the Job Seekers Database – VOIS JOBS, and walkthrough of the system will be on the 30th of April.</p> <p>Installations on all the user's workstations to enable more testing and training will be done by the 23th of April. The full list of user details has been submitted so that user creation can be done as per user responsibility and authorization.</p> <p>Proposed Timeline as we discussed.</p> <ol style="list-style-type: none"> 1. 30 April 2021 - Full presentation 2. Mid May - Feedback from Stellenbosch regarding inhouse testing 3. End May - Requested changes and amendments completed 4. June - Go to Market 5. July - System Live |

| Key Objective | Activities |
|---|---|
| Agricultural Support and Rural Development | <p>Farms:</p> <ol style="list-style-type: none"> 1. 502 BH - <p>Individual discussions with the 502 BH farmers has commenced in April 2021. The LED officer and Councillor Peters had meetings in the Councillors office to discuss their mounting debt and other issues that farmers are facing.</p> <div data-bbox="560 919 1040 1283" data-label="Image"> </div> <div data-bbox="594 1283 1045 1329" data-label="Caption"> <p>Cllr Peters with 502 BH Farmer</p> </div> <p>a) Investigation into CASIDRA "Mechanisation centre/Farmers support program as discussed at previous site visit on 502 BH</p> <p>Farmers have enquired about the renting of farm machinery at a cost free or lower than industry rate during a previous site visit to 502 BH portions. CASIDRA having mechanisation centres across the province and various farmers support programs was contacted by the LED department for help. Unfortunately, most of the machinery is not near the farmers. Bradley Cortereal, who is leasing portion 502 AW requested the use of a Digger loader, Chipper and Tractor and is still awaiting feedback from CASIDRA on his request made via the LED department. Alternative routes will need to be looked at to help our emerging farmers to access agriculture machinery at cost effective rates. Bradley also made mention that the municipality dug up trenches on his portions and left behind heaps of sand and also cut down branches but didn't remove the branches that now poses a fire danger. He requires the Digger loader to remove the sand and the Chipper to process the branches.</p> <ol style="list-style-type: none"> 2. 502 BFN <p>An account number for Elsenburg Khoisan farmer group (Mr.Victor Roberths) has been created as the lessee requested previously.</p> |

Vacant Agricultural Property

Site visits was conducted with Cllr Salie Peters on 25 February 2021 to mainly vacant agricultural portions, a few sites were inaccessible because sites was locked and the LED department does not have keys to access the portions and some of the roads that leads to the portions was on private property that the LED department did not have permission to use.



The LED department has started the process in late March 2021 with SCM (Supply Chain Management) to procure weather resistant locks and chains. When the locks and chains is received by the LED department, the current locks/chains at the sites will be cut off and replaced with the new ones. The ten vacant properties to be advertised can then be inspected by a team of experts. The team of experts must still be assembled, and they will advise the LED department on the land status and the agricultural activities recommended to take place on the portions.

a) Advertised Portions 502 BH 9&10 and 23&24

Evaluations of applications are still underway, after internal evaluation have been concluded external evaluations must still occur to ensure fair evaluations of applications and to make sure that the most suitable candidates is recommended to receive lease agreements.

3. Other:**a) New lease contracts handed to emerging farmers**

Five emerging farmers Mr. Jacques Olivier, Mr. Jeremy van Niekerk, Mr. Hylton Arendse, Elsenburg Khoisan farmers group (Mr. Victor Roberths), and Mr. Bradley Cortereal, all received lease agreements that took effect on 1 August 2019 and 1 Jan 2020 respectively.

These new farmer contracts were never forwarded to the Finance department and farmers could not be billed for rent and water as they did not have a municipal account number. LED department with Finance and Legal services worked together to gather the farmers documentation and to generated account number for each farmer. Finance will forward backdated accounts to all the farmers.

It was recently discovered that Mr. Chris Jacobs whom received two additional portions of land on the same date as the previously mentioned farmers was also not being billed for the additional portions. His contracts (502 AP and AM) was also not forwarded to the Finance department and hence him not being billed for the portions. The aforementioned was communicated to the Finance department and will be rectified. Investigation by the LED department into how Mr. Jacobs qualified to lease additional portions of land is underway.

b) PESI (Presidential Employment Stimulus Initiative) rolled out by DALRRD (Department of Agriculture, Land reform & Rural development)Purpose of program:

This programme is aimed at sustaining and increasing employment in the agricultural sector. In excess of 75 000 subsistence producers will be supported with farming input vouchers, to retain self-employment in the sector, while supporting food value chains.

Criteria:

Applicants are notified that only ONE application per household will be permitted. Specific targeted commodities that will be supported include vegetables, grains (maize and soybean), sugarcane, cotton, poultry and livestock. The support will target vulnerable individuals and groups, and aims to support 50% Women, 40% Youth and 6% Persons with Disabilities. Child-headed households, Farm-dwellers, Farm-workers and Military Veterans will also be prioritised for support through this initiative and are encouraged to apply.

| | |
|--|--|
| | <p>Subsistence farmers must note that the type and quantities of support provided will be limited to the commodity applied for and the size of the current operation physically verified on site. The amount of support will range between R1000 and R9000.</p> <p><u>Summary:</u></p> <p>The LED officer for Agriculture is on the LMJOC (Local Municipality Joint Operations Committee) that plans, oversee and monitor the verification process of all applicants that have passed the application phase. 62 application was received by DALRRD from the Stellenbosch Municipality, 19 candidates was successful and have received or are going to receive vouchers ranging between R1000 and R9000 to purchase inputs. Of the remaining 43 applicants, 16 are disclaimers, 7 was referred to district due to location, 16 must be redone/still be verified and 4 was not recommended. DALRRD are still busy processing the figures and the process is not yet concluded.</p> |
|--|--|

| Key Objective | Activities | |
|--|--|--|
| Establishment of informal trading sites | <p>The following trading sites has been completed namely:</p> <ol style="list-style-type: none"> 1. Klapmuts 2. Kayamandi 3. Groendal <p>Consultations happened with the relevant ward councillors and the process of advertising to the public to take up places at these sites will commence in the next quarter.</p> <p>The Kayamandi site along Bird street are in the process of being advertise for contractors to develop the site before the end on the financial year June 2021 and an amount of R2.8 million rand has set aside for this development including RSEP funding from provincial government,</p> | |
| Informal trading by law | <p>The Informal trading bylaw was workshoped internally on 12 Nov 2020 via MS Teams, a productive meeting was held, and members gave relevant inputs on the draft document. During the workshop we were unable to work through the entire document and it was agreed that the document will be circulated to staff members for inputs on the chapters not discuss in the workshop and for members to comment on the proposed informal trading sites.</p> <p>The draft informal trading bylaw document with members comments was circulated internally 22 February 2021, off which comments will be worked into the document and if required or requested an additional worked shop will be arranged. After the internal workshops and processes have been completed, the document will then be published for public participation before the bylaw is finalised.</p> <p>An in-person workshop must still be arranged with internal staff to look at the almost 40 suggested Informal trading suites in the draft bylaw and to discuss sites in detail.</p> | |

| Key Objective | Activities | |
|--|--|--|
| Farmer Production Support Unit (FPSU) | <p>This Project has been conceptualised and form part of the draft economic development strategic document and will be developed into an implementable bankable project after the final design and implementation framework has been workshoped with the main stakeholders in agriculture and Agri- processing</p> | |
| Strategic Tourism Plan | <p>The Tourism Approach is part of the Economic Strategic document that has been developed and is in the process of being discussed internally before wider consultation with the all stakeholders in tourism.</p> | |

6.3. Financial Implications

None

6.4 Legal Implications

There are no legal implications.

6.5 Previous / Relevant Council Resolutions

None

6.6 Risk Implications

None

**PLANNING, ECONOMIC DEVELOPMENT AND TOURISM COMMITTEE MEETING:
2021-05-04: ITEM 5.1.1****NOTED**

the quarterly progress report on the activities of the Section: Economic Development & Tourism for the period January 2021 to March 2021.

FOR FURTHER DETAILS CONTACT:

| | |
|------------------------|--|
| NAME | Dudley Adolph |
| POSITION | Manager Economic Development & Tourism |
| DIRECTORATE | Planning and Economic Development |
| CONTACT NUMBERS | 021 808 8974 |
| E-MAIL ADDRESS | Dudley.Adolph@ Stellenbosch.gov.za |
| REPORT DATE | 28 April 2021 |

| | |
|-------|--|
| 5.2 | NON-DELEGATED MATTERS |
| 5.2.1 | PERMISSION TO ALLOW FOR MOBILE UNITS TO TRADE AT PRE-DETERMINED SITES WITHIN THE WC024 AREA, AND ALSO PERMIT THE CONTINUED ISSUING OF TEMPORARY INFORMAL TRADING PERMITS AT INFORMAL TRADING SITES WITHIN THE FRANSCHHOEK & GROENDAL AREA |

Collaborator No: 706030
 IDP KPA Ref No: Valley of Opportunity
 Meeting Date: 4 May 2021

1. **SUBJECT: PERMISSION TO ALLOW FOR MOBILE UNITS TO TRADE AT PRE-DETERMINED SITES WITHIN THE WC024 AREA, AND ALSO PERMIT THE CONTINUED ISSUING OF TEMPORARY INFORMAL TRADING PERMITS AT INFORMAL TRADING SITES WITHIN THE FRANSCHHOEK & GROENDAL AREA**
2. **PURPOSE**

 To request approval for piloting informal trading on predetermined sites for mobile trucks / kiosks, e.g. food trucks & coffee carts, etc. for a period of one (1) year, or until such time the draft informal trading bylaw is adopted by Council. The report is also aimed at the obtaining of Council approval to permit the continued informal trading within the identified areas in Franschhoek & Groendal for the period contained within the promulgated Regulations in terms of Section 27(2) of the Disaster Management Act 2002.
3. **DELEGATED AUTHORITY**

 Council
4. **EXECUTIVE SUMMARY**

 Council to approve the request to allow the Department: Development Planning to pilot informal trading in the form of mobile trading within pre-determined areas, as stipulated within the draft Informal Trading Bylaw, as well as granting the Department: Development Planning to continue with the issuing of temporary informal trading permits during the COVID-19 lockdown period within Franschhoek. mobile traders as foreseen in the pending informal trading By-law.
5. **RECOMMENDATIONS**
 - (a) that Council approve the request of the Directorate Planning & Economic Development to issue permits to informal traders using mobile units to trade within pre-determined areas in accordance with the terms and conditions as temporary set out under 6.2 of this report;

-
- (b) that Council approve that such mobile informal trading also be allowed on the premises of the Stellenbosch Municipality's Traffic Department (Stellenbosch);
 - (c) that the Section: Economic Development & Tourism in consultation with the Director: Community & Safety Services allocate such trading bays and areas within the premises of the Traffic Department (Stellenbosch) or on any other pre-determined areas mentioned in recommendation 5(a) above; and
 - (d) that Council approve the continued issuing of temporary informal trading permits within the areas identified within the draft Informal Trading Bylaw in Franschoek / Groendal during the COVID-19 lockdown levels as prescribed in terms of the National Disaster Management Act, 2002.

6. DISCUSSION / CONTENTS

6.1 Background

On 23 March 2020, President Cyril Ramaphosa, in his second address to the nation, announced that South Africa will be in a lockdown for twenty-one (21) days, this lockdown has now been enforced for more than a year. The resultant fact that many persons and residents, businesses, industries has significantly suffered within the period. The job losses have been monumental, and it is still increasing as businesses are closing down.

During the lockdown period regulations promoted the enablement and support of the informal trading economy to assist residents to generate an income. This was done due to the issuing of informal trading permits within a number of areas and locations.

Currently, our country is within Level 1 lockdown regulations as from January 2021, and a number of businesses and industries have resumed their operations, it is however clear that it will take time for our country to turnaround the current declining economic state we find ourselves within as a country, province and local municipality.

The Section: Economic Development & Tourism have received numerous requests from the public to trade using light delivery vehicles or moveable kiosk(s) specially designed for informal trading purposes, e.g. food trucks, food trailers and coffee carts, etc. The same section, who is tasked to enable economic activity have also issued a number of temporary permits within informal trading areas, which are indicated within the draft Informal Trading Bylaw, which have not been adopted by Council at this stage, but have significantly assisted with granting residents the opportunity to trade. A number of new trading areas have been identified within Franschoek / Groendal, this area's economy which have been "hard hit" as the tourism and hospitality sector, which is the main economic sector in these towns is extremely reliant on international tourists. Work opportunities have thus been scarce for the residents in this area, and a number of residents have resorted to the informal trading market to generate much needed income.

It should also be noted, that under Level 1, the hospitality industry have resumed operations, and although these informal trading vendors have been operating during the lockdown period, one (1) complaint have been received from a guesthouse owner within the Franschhoek Town. The complaint however does not relate to any disturbance, but merely that the informal trading vendor, who is trading with fruit must be removed. The current COVID-19 lockdown regulations allows municipalities to have a different viewpoint on trading and specifically promotes informal trading, and therefore it is requested that Council support the continued issuing of the temporary informal trading permits in Franschhoek / Groendal.

- 6.2** In the case for mobile trading which pilot will be limited to Stellenbosch Town, the current draft trading by-law makes provision for different type of informal trading which includes the use of mobile or removable kiosk that has been specifically designed for trading purposes.

The potential mobile traders must be from Stellenbosch and will be requested to provide photos of the areas, they intend using to ensure that the proposed a meet the criteria as set out below.

- 6.2.1 The following restrictions will be applied when considering the approval of permits:

- a) It obstructs access to fire hydrants or other municipal services.
- b) It obstructs access to any entrance to or exit from buildings.
- c) It prevents pedestrians from using, or substantially obstructs them in their use of a sidewalk.
- d) It causes obstruction on a roadway.
- e) It limits access to parking or loading bays or facilities for vehicular traffic.
- f) On that half of a public road contiguous to a building used for residential purposes if the owner, occupier or person in control of the building objects thereto.
- g) It obstructs access to street furniture, bus passenger benches or shelters, queuing lines, refuse disposal or other facilities intended for the use of the general public.
- h) It obstructs the visibility of display windows in business premises.
- i) If the products or services provided by the mobile trader is in direct competition with establish businesses in the immediate vicinity of the site of intended trade.
- j) It obstructs road traffic signs or makings, vehicles parked alongside such sites, ATM machines, the view of CCTV cameras and pedestrian access to arcades and malls.

- 6.2.2 General Conditions that will apply for all application are as follow:

1. May not create a nuisance to other persons;

2. May not damage or deface any public road, public place or other municipal property;
3. May not stay overnight at the place of such business site;
4. May not make an open fire at the trading area;
5. Must remove refuse from the site;
6. May not fail or refuse to move after having been requested to do so by authorised employees or agents of the municipality;
7. Must display permit;
8. Permission for safe usage of electricity and water, if and when applicable.

6.3 Financial Implications

There are no financial applications that relate to the operations of the pilot mobile trading or the continued issuing of temporary informal trading.

6.4 Legal Implications

There are no legal implications.

6.5 Previous / Relevant Council Resolutions

The 17th Council meeting: 2014-01-16: Item 7.7 resolved

- a) that Council support the initiative to amend the by-laws for the Supervision and Control of the Carrying on of Business of Street Vendor, Pedlar or Hawker;
- b) that the decision to amend the above-mentioned By-law as well as the proposed proclamation of sites attached be advertised for public comment (internally and externally) before the final decision is made by Council.

6.6 Risk Implications

The risk relates to the weak monitoring of these permits to ensure adherence to the terms and conditions applicable for these types of permits.

RECOMMENDATIONS FROM THE PLANNING, ECONOMIC DEVELOPMENT & TOURISM COMMITTEE TO THE EXECUTIVE MAYOR: 2021-05-04: ITEM 5.2.1

- (a) that Council approve the request of the Directorate Planning & Economic Development to issue permits to informal traders using mobile units to trade within pre-determined areas in accordance with the terms and conditions as temporary set out under 6.2 of this report;
- (b) that Council approve that such mobile informal trading also be allowed on the premises of the Stellenbosch Municipality's Traffic Department (Stellenbosch);
- (c) that the Section: Economic Development & Tourism in consultation with the Director: Community & Safety Services allocate such trading bays and areas within the premises of the Traffic Department (Stellenbosch) or on any other pre-determined areas mentioned in recommendation 5(a) above; and
- (d) that Council approve the continued issuing of temporary informal trading permits within the areas identified within the draft Informal Trading Bylaw in Franschoek / Groendal during the COVID-19 lockdown levels as prescribed in terms of the National Disaster Management Act, 2002.

FOR FURTHER DETAILS CONTACT:

| | |
|------------------------|---|
| NAME | Dudley Adolph |
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| DIRECTORATE | Planning and Economic Development |
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| REPORT DATE | 29 March 2021 |

| | |
|-------|---|
| 6. | REPORTS FROM OFFICIALS: PLANNING, LAND USE MANAGEMENT, SPATIAL PLANNING, HERITAGE AND BUILDING CONTROL |
| 6.1 | DELEGATED MATTERS |
| 6.1.1 | DEPARTMENT OF DEVELOPMENT MANAGEMENT QUARTERLY REPORT FOR THE PERIOD OF JANUARY 2021 TO MARCH 2021 |

Collaborator No:

IDP KPA Ref No: Valley of Opportunity

Meeting Date: 4 May 2021

1. SUBJECT: DEPARTMENT OF DEVELOPMENT MANAGEMENT QUARTERLY REPORT FOR THE PERIOD OF JANUARY 2021 TO MARCH 2021

2. PURPOSE

To provide a quarterly progress report on the activities of the Department of Development Management for the period January 2021 to March 2021.

3. DELEGATED AUTHORITY

Planning & Economic Development Standing Committee, in terms of Section 80 of the Municipal Structures Act, Act 117 of 1998.

4. EXECUTIVE SUMMARY

In accordance with the 3rd quarter report for 2020/2021 by the Department Development Management the following matters are to be noted:

The systems that was introduced for the capturing of data and the processing of statistics is reaching maturity and it is becoming more accurate to track, manage and report on performance.

There is overall a marked increase in the applications and with the present low capacity rate of the Department it remains a challenge to provide satisfactorily service standards.

The backlog on the processing of the land use applications that was identified as "report ready" in March 2020 has been finalised with no outstanding items.

5. RECOMMENDATIONS

that the quarterly progress report on the activities of the Department of Development Management for the period January 2021 to March 2021 **BE NOTED.**

6. DISCUSSION / CONTENTS**6.1 Development Management****6.1.1 Human resources**

The current capacity rate of the Department stands at 68% and vacancy rate at 32%. The status regarding the most critical vacancies for service delivery challenges and performance is unchanged where the vacant capacity rates remains under 75%. All administration for the advertisement of funded vacant post was submitted to Human Resources for processing.

The recruitment process for the vacant post of Manager: Building Development Management was successfully concluded with the appointment of an internal candidate, Mr. Marco Fouche. The vacated post of Senior Building Inspector at the Franschoek office is now vacant. The review of all the job descriptions for all staff, has been concluded and is pending for submission to Human Resources.

| POST | Total Post | Post filled | Funded Vacant | Unfunded Vacant | Capacity Rate | Comment |
|---------------------------------|------------|-------------|---------------|-----------------|---------------|---|
| DEVELOPMENT MANAGEMENT | | | | | | |
| Management | 1 | 1 | 0 | 0 | 100 % | |
| Dept Admin Support | 1 | 0 | 1 | 0 | 0 % | MM approved funding of this post in lieu of a funded but vacant Land Use Inspector post. In the process of filling. |
| LAND USE MANAGEMENT | | | | | | |
| Management | 1 | 1 | 0 | 0 | 100 % | |
| Management Support | 1 | 1 | 0 | 0 | 100 % | |
| Land Use Planners | 10 | 7 | 1 | 2 | 70 % | 2x Principal Planners critical for effective service delivery. Funded vacant post to be filled. |
| Land Use Enforcement | 4 | 2 | 1 | 1 | 50 % | 1x Funded vacant post to be filled. 1x post funding reallocated to fill Admin Support post to Snr. Man. Office. |
| Admin Support | 11 | 7 | 1 | 3 | 64 % | Capacity rate critically low and crucial for effective service delivery. |
| BUILDING DEVELOPMENT | | | | | | |
| Management | 1 | 1 | 0 | 0 | 100 % | |
| Management Support | 1 | 1 | 0 | 0 | 100 % | |
| Building Development Officials | 4 | 3 | 0 | 1 | 75 % | Low capacity rate impacts on effective service delivery. |
| Building Development Inspectors | 8 | 6 | 1 | 1 | 75 % | Funded vacant post to be filled. |
| Admin Support | 7 | 4 | 2 | 1 | 57 % | Capacity rate critically low and crucial for effective service delivery. Funded vacant post to be filled. |

| | | | | | | |
|-------|----|----|---|---|------|--|
| TOTAL | 50 | 34 | 7 | 9 | 68 % | Capacity of Department remains on two-thirds (68%). Number of applications continuous to escalate with associated demand on development management services. |
|-------|----|----|---|---|------|--|

Budget overview

The order for laptops is fulfilled and delivered. The order for minor furniture purchases is being finalised. Budget adjustments for savings on the Operational Budget that resulted from mainly the national lock-down, has been done.

6.2 Land Use Management

6.2.1 General matters on Land Use Management

a) Electronic System for the processing of land use applications (TPAMS)

The status on TPAMS is unchanged and is not operational as yet. The testing of the system will be undertaken during the current quarter to identify system shortages and problems and to address same by the service providers.

b) Land Use Policies

i) Draft Policy on Place Naming, Street Naming and Renaming and Numbering

The Item on the submission of the Policy was considered at the Council meeting of March 2021 and was referred to the Executive Mayoral Committee for review.

6.2.2 Quarterly Statistics on Land Use Management

The Table below provide the land use management tasks for the 3rd quarter.

The most notable points from the current period under review highlight the following matters:

- There is a general increase in the number of pre-application and applications (A1 & 2).
- Compliance with prescribed decision-making periods remains a challenge. (A5 & 6).
- There is still a steady rise in the number of outstanding applications as well as a large number of outstanding appeals (A7 & B4)
- There is a drastic increase in the number of building plans being reviewed (C1).

| A | LAND USE MANAGEMENT APPLICATIONS | Jan. 2021 | Feb. 2021 | Mar. 2021 | TOT # (Previous Quarter) |
|----------|---|----------------------------|----------------------|----------------------|--|
| 1 | Pre-application scrutiny submissions received | 17 | 23 | 38 | 78 (85) |
| 2 | New land use applications received | 10 | 12 | 15 | 37 (61) |
| 3 | Decision letters communicated (% increase / decrease) | 15 (114%) | 5 (-66%) | 15 (200%) | 35 (44) |
| 4 | Land use applications on Municipal Planning Tribunal Agenda | 0 | 0 | 4 | 4 (7) |
| 5 | Number & Percentage of applications decided on by Authorised Employee within prescribed 60 days since administrative processing (% increase / decrease) | 0 | 4/6 (66%) | 1/4 (25%) | 5/10 & 50% (50.25%) |
| 6 | Number / Percentage of applications decided on by Municipal Planning Tribunal within prescribed 120 days since administrative processing | 0 | 0 | 2/4 (50%) | 2/4 & 50% (71%) |
| 7 | Active outstanding land use applications in system since June 2020 to be processed (% increase / decrease) | 107 (10%) | 113 (5,6%) | 126 (11,5%) | 126 (-) |
| B | APPEALS | TOT # | TOT # | TOT # | TOT # |
| 1 | New appeals received | 0 | 3 | 2 | 5 (22) |
| 2 | Appeal Assessment reports finalised and submitted to the Appeal Authority | 4 | 4 | 1 | 9 (4) |
| 3 | Number & Percentage of appeals decided on by the Appeal Authority within prescribed 60 days since administrative processing | 0 | 0 | 0 | 0 (0) |
| 4 | Active outstanding appeals in system to be processed (December 2019 to current) (% increase / decrease) | 38 (0%) | 41 (7,9%) | 42 (2,4%) | 42 (-) |
| C | LAND USE COMPLIANCE TASKS | TOT # | TOT # | TOT # | TOT # |
| 1 | New building plan applications received for comments | 64 | 99 | 166 | 329 (297) |
| 2 | Building plans comments finalised & submitted to BDM | 49 | 71 | 114 | 234 (215) |
| 3 | Active outstanding building plan applications in system to be processed by LUM (% increase / decrease) | 15 (25%) | 28 (86%) | 52 (85,7%) | 52 (-) |
| 4 | New requests for zoning certificates received | 18 | 13 | 27 | 58 (53) |
| 5 | Zoning certificates finalised & issued | 2 | 2 | 58 | 62 (36) |
| 6 | Active outstanding zoning certificates in system to be processed by LUM (% increase / decrease) | 27 (59%) | 38 (40%) | 35 (-7,9%) | 35 (-) |
| 7 | New liquor license applications received for comments | 4 | 4 | 3 | 11 (13) |
| 8 | Comments on liquor licenses finalised & submitted to LED | 1 | 4 | 1 | 6 (15) |
| 9 | Active outstanding liquor license applications to be processed by LUM (% increase / decrease) | 17 (30%) | 17 (0%) | 15 (-11,7%) | 15 (-) |
| 10 | Clearance certificates issued in order to facilitate transfer of properties | 2 Cert. (5 POA & 4 CRT) | 3 Cert. (5 POA) | 4 Cert. (18 POA) | 9 Cert (28 POA & 4 CRT) |
| D | LAND USE ENFORCEMENT | TOT # | TOT # | TOT # | TOT # |
| 1 | New complaints received | 8 | 1 | 10 | 19 (10) |
| 2 | Notices served | 1 | 0 | 4 | 5 (5) |
| 3 | Complaints resolved or closed | 1 | 4 | 5 | 10 (11) |
| 4 | Active outstanding complaints to be resolved (% increase / decrease) | 36 (24%) | 32 (-11%) | 37 (15,6%) | 37 (-) |
| 5 | Admission of Guild Fines | 0 | 1 -R 2000 | 0 | 1 |
| 6 | Cases handed over to legal services | 0 | 0 | 2 | 2 |
| 7 | TOTAL INCOME FOR LAND USE MANAGEMENT | R40 000 | R15 000 | R47 500 | R 102 500 (R282600) |

| E | CUMMULATIVE ANNUAL LAND USE MANAGEMENT STATISTICS (JULY 2020 TO CURRENT) | TOT # |
|----------|--|---------------------------|
| 1 | Total number of land use applications received | 141 |
| 2 | Total number of appeals received | 34 |
| 3 | Total number of comments on building development plans requested | 860 |
| 4 | Total number of zoning certificates requested | 160 |
| 5 | Total number of comments on liquor licenses requested | 46 |
| 6 | Total number of land use complaints received | 45 |
| 7 | Number / Percentage of applications decided on by Authorised Employee within prescribed 60 days since administrative processing (Nov) | 14 of 27 51.8% |
| 8 | Number / Percentage of applications decided on by Municipal Planning Tribunal within prescribed 120 days since administrative processing | 10/17 |
| 9 | Number / Percentage of appeals decided on by the Appeal Authority within prescribed 60 days since administrative processing | 0 |
| 10 | Total Income | R 728 950 |

6.2.3 Finalisation of Backlog in the processing of Land Use Applications

The total number of 144 backlog applications that was identified as “report ready” during February 2020 have all been concluded and finalised during the previous quarter.

6.3 Building Development Management

6.3.1 General matters on Building Development Matters

a) Electronic System for the processing of Building Development applications (BPAMS)

Service issues with the BPAMS system continues to be identified and taken up with the service provider to make changes and additions to improve the system.

6.3.2 Statistics on Building Development Matters

The accurate record keeping of statistics for the operations of the Development Management functions has improved greatly. Due to the difficulties to accurately track and report on building plan applications not submitted on the BPAMS system, all such applications up to the end of 2020 were separated from the applications submitted since the beginning of this year on the BPAMS system. These applications submitted prior to 2021 are managed as backlog applications and an assertive effort is made to finalise these applications. Reporting on the backlog applications is separated from the applications submitted since 2021 on BPAMS.

The most notable points from the current period under review highlight the following matters:

- The backlog in the finalization of building applications has decreased significantly (A3).
- There is a significant increase in the number of new building plan applications (B1)

- Compliance with decision making periods has improved consistently (B4 & B5).
- The BPAMS system is currently not capable to provide the outstanding number of building plan applications and are being addressed by the service providers (B6)
- The indirect economic impact of the building development services remains significant (D 6, 7 & 8)

| A | BUILDING DEVELOPMENT APPLICATION MANAGEMENT: Backlog Register on Applications up to 31 December 2020 | Jan. 2021 | Feb. 2021 | Mar. 2021 | TOT # (Previous Quarter) |
|----------|---|------------------|------------------|------------------|------------------------------------|
| 1 | Total number of backlog building development applications at start of reporting month. | 341 | 298 | 210 | – |
| 2 | Number of backlog building development applications/ resubmissions finalized | 43 | 88 | 92 | 223 |
| 3 | Active outstanding number of backlog building development applications in system to be processed | 298 | 210 | 118 | 118 |
| B | BUILDING DEVELOPMENT APPLICATION MANAGEMENT 2021 | Jan. 2021 | Feb. 2021 | Mar. 2021 | TOT # (Previous Quarter) |
| 1 | New building development applications received | 16 | 72 | 130 | 218 (107) |
| 2 | Resubmission of building development applications | 22 | 32 | 101 | 155 (110) |
| 3 | Number of building development applications/ resubmissions finalized | 27 | 47 | 57 | 131 (326) |
| 4 | Number/ Percentage of applications decided on within prescribed 30 days since submission (< 500m ²) | 15/25 (60%) | 32/47 (68,09%) | 130/154 (84,42%) | 177/226 & 78,32% (103/326 & 31,6%) |
| 5 | Number/ Percentage of applications decided on within prescribed 60 days since submission (> 500m ²) | 1/2 (50%) | 0/0 | 3/4 (70%) | 4/6 (66,6%) 0/0 |
| 6 | Average percentage of KPI's compliance | 16/27 (59,26%) | 32/47 (68,09%) | 133/158 (84,18%) | 181/232 & 78% (103/326 & 31,6%) |
| 7 | Active outstanding building development applications in system to be processed (% increase/ decrease) | TBD | TBD | TBD | TBD |
| C | BUILDING DEVELOPMENT COMPLIANCE MANAGEMENT | Jan. 2021 | Feb. 2021 | Mar. 2021 | TOT # (Previous Quarter) |
| 1 | Number of site inspections conducted | 54 | 65 | 91 | 210 (229) |
| 2 | Number of Occupancy Certificates issued | 4 | 14 | 11 | 29 (36) |
| 3 | Number of Notices Issued | 0 | 10 | 23 | 33 (N/A) |
| D | BUILDING DEVELOPMENT ENFORCEMENT | Jan. 2021 | Feb. 2021 | Mar. 2021 | TOT # (Previous Quarter) |
| 1 | New Complaints received | 19 | 14 | 21 | 54 (69) |
| 2 | Complaints resolved or closed | 15 | 0 | 0 | 15 |

| | | | | | |
|---|---|---------------------|---------------------|----------------------|--------------------------------------|
| 3 | Active outstanding complaints to be resolved (% increase/ decrease) | 4 | 0 | 0 | 4 |
| 4 | Matters handed over to Legal | 1 | 0 | 2 | 3 (6) |
| 5 | Cases appearing in Stellenbosch Municipal Court | 0 | 0 | 1 | 1 |
| 6 | TOTAL INCOME FOR BUILDING DEVELOPMENT MANAGEMENT | R 396 543 | R 338 354 | R 306 082 | R 1 040 979 (R 635 370) |
| 7 | TOTAL ECONOMIC VALUE OF BUILDING PLANS APPROVED | R 65 800 800 | R 22 679 100 | R 135 135 402 | R 223 615 302 (R 142 806 407) |
| 8 | TOTAL ACTUAL ECONOMIC VALUE OF FINAL OCCUPANCIES ISSUED | R 2 486 000 | R 48 451 000 | R 52 621 000 | R 103 558 000 |

| E | CUMMULATIVE ANNUAL BUILDING DEVELOPMENT MANAGEMENT STATISTICS | TOT # (Previous Quarter) |
|----------|---|---------------------------------|
| 1 | Total number of building development applications | 904 |
| 2 | Total Number of site inspections conducted | 1215 |
| 3 | Total number of occupancy certificates issued | 268 |
| 4 | Total Number of building development complaints received. | 179 |
| 5 | Number/ Percentage of applications decided on within prescribed 30 days since submission (< 500m ²) | N/A |
| 6 | Number/ Percentage of applications decided on within prescribed 60 days since submission (> 500m ²) | N/A |
| 7 | Total Income | R 3 077 836 |
| 8 | Total economic value | R 872 502 139 |

**PLANNING, ECONOMIC DEVELOPMENT AND TOURISM COMMITTEE MEETING:
2021-05-04: ITEM 6.1.1**

NOTED

the quarterly progress report on the activities of the Department of Development Management for the period January 2021 to March 2021.

FOR FURTHER DETAILS, CONTACT:

| | |
|------------------------|--|
| NAME | <i>Stiaan Carstens</i> |
| POSITION | <i>Senior Manager Development Management</i> |
| DIRECTORATE | <i>Planning and Economic Development</i> |
| CONTACT NUMBERS | <i>021 808 8674</i> |
| E-MAIL ADDRESS | Stiaan.Carstens@stellenbosch.gov.za |
| REPORT DATE | <i>21 April 2021</i> |

| | |
|------------|------------------------------|
| 6.2 | NON-DELEGATED MATTERS |
|------------|------------------------------|

| | |
|--------------|--|
| 6.2.1 | ADOPTION OF THE POLICY FOR THE NAMING AND RENAMING OF STREETS, PUBLIC PLACES, NATURAL AREAS, ARTEFACTS AND COUNCIL-OWNED BUILDINGS AND FACILITIES |
|--------------|--|

Collaborator No:

IDP KPA Ref No: GOOD GOVERNANCE AND COMPLIANCE

Meeting Date: 4 MAY 2021

1. SUBJECT: ADOPTION OF THE POLICY FOR THE NAMING AND RENAMING OF STREETS, PUBLIC PLACES, NATURAL AREAS, ARTEFACTS AND COUNCIL-OWNED BUILDINGS AND FACILITIES

2. PURPOSE

Provide the Executive Mayor and subsequently Council feedback on the outcome of the public participation process and subsequent adoption of the draft policy for the **NAMING AND RENAMING OF STREETS, PUBLIC PLACES, NATURAL AREAS, ARTEFACTS AND COUNCIL-OWNED BUILDINGS AND FACILITIES** for Stellenbosch Municipality which was advertised for a second round of public comments on 12 December 2019 till 14 March 2020 in the Paarl Post and Eikestadnuus.

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

To provide a standard and consistent policy framework dealing with, naming and renaming of streets, public places, natural areas, artefacts and council-owned buildings and facilities and to set out the responsibilities of the relevant parties involved in the process.

For the Municipality to name or rename streets or places and to allocate street numbers, criteria needs to be in place to guide how these names or numbers are allocated and approved. This policy will provide the essential criteria and rules required for effective administrative and decision-making procedures in order to guide the various departmental functions relating to street naming, numbering and renaming. The draft Policy was advertised for public comment in 2018 and 2020. No written comment was received.

5. RECOMMENDATIONS

- (a) that the revised draft **NAMING AND RENAMING OF STREETS, PUBLIC PLACES, NATURAL AREAS, ARTEFACTS AND COUNCIL-OWNED BUILDINGS AND FACILITIES** for Stellenbosch Municipality (WC024) attached as ANNEXURE 1 be adopted in accordance with Sections 11(3) (a) of the Local Government Municipal Systems Amendment Act 32 of 2000.
- (b) that the adopted policy be translated into the 3 official languages of the Western Cape Province.

6. DISCUSSION / CONTENTS**6.1 Background**

The Administration advertised the Draft Policy for public comment during 2018 for a period of 90 days. Despite the long advertising period, no written comments were received. It was subsequently proposed by Council to re-advertise the policy for public participation for a second round of comments.

The Administration was instructed by the 31st Meeting of Council of Stellenbosch Municipality to re-advertise the subject Draft Policy for a second round.

6.2 Discussion

The Draft Policy was subsequently re-advertised by the Administration in the Eikestadnuus and Paarl Post from 12 December 2019 till 14 March 2020 due to the recess period between 15 December 2019 and 15 January 2020.

Additionally, the Draft Policy was placed on the municipal website and at all municipal libraries available for all interested and affected parties to scrutinise and provide comment on. During this public participation period no comments were received on the Draft Policy.

The Policy for **NAMING AND RENAMING OF STREETS, PUBLIC PLACES, NATURAL AREAS, ARTEFACTS AND COUNCIL-OWNED BUILDINGS AND FACILITIES** are thus submitted for final consideration and adoption.

6.3 Financial Implications

There are no financial implications for Council.

6.4 Legal Implications

The legal prescriptions of the Municipal Systems Act, 2000 (Act 32 of 2000) needs be taken into consideration when considering the policy.

6.5 Staff Implications

There are no staff implications should the recommendations as set out above be accepted.

6.6 Previous / Relevant Council Resolutions

See **ANNEXURE 2** for the content of the Council items for all previous decision taken.

6.7 Risk Implications

The recommendation will provide a standard and consistent policy framework dealing with, naming and renaming of streets, public places, natural areas, artefacts and council-owned buildings and facilities and set out the responsibilities of the relevant parties involved in the process thereby reducing any risk implications for the municipality during this process.

6.8 Comments from Senior Management

This item has been circulated to the relevant departments for comment and is supported by these departments.

**PLANNING, ECONOMIC DEVELOPMENT AND TOURISM COMMITTEE MEETING:
2021-05-04: ITEM 6.2.1**

The Chairperson **RULED**

that this matter be referred back to the Administration for further deliberations, whereafter same be resubmitted to a next meeting of this Committee and subsequent recommendation to Mayco and Council for approval.

FOR FURTHER DETAILS CONTACT:

| | |
|------------------------|---|
| NAME | <i>Stiaan Carstens</i> |
| POSITION | <i>Senior Manager: Development Management</i> |
| DIRECTORATE | <i>Planning and Economic Development</i> |
| CONTACT NUMBERS | <i>021 808 8674</i> |
| E-MAIL ADDRESS | <i>Stiaan.carstens@stellenbosch.gov.za</i> |
| REPORT DATE | |

| | |
|----|--|
| 7. | REPORTS SUBMITTED BY THE MUNICIPAL MANAGER |
|----|--|

NONE

| | |
|----|---|
| 8. | NOTICES OF MOTIONS AND NOTICES OF QUESTIONS RECEIVED BY THE MUNICIPAL MANAGER |
|----|---|

NONE

| | |
|----|----------------|
| 9. | URGENT MATTERS |
|----|----------------|

NONE

| | |
|-----|---------------------------------------|
| 10. | MATTERS TO BE CONSIDERED IN-COMMITTEE |
|-----|---------------------------------------|

NONE

The meeting adjourned at 15:50.

CHAIRPERSON:

DATE:

Confirmed on