



STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

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

2021-04-30

**NOTICE OF A PLANNING,
ECONOMIC DEVELOPMENT & TOURISM
COMMITTEE MEETING**

WEDNESDAY: 2021-05-04 AT 14:00

TO Cllr E Groenewald (Ms) [Chairperson]

COUNCILLORS T Gosa

AJ Hanekom

RS Nalumango (Ms)

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

Notice is hereby given that a Planning, Local Economic Development & Tourism Committee meeting will be held via MS Teams on **Wednesday, 2021-05-04 at 14:00** to consider the attached Agenda.

CLLR E GROENEWALD (MS)
CHAIRPERSON

A G E N D A
PLANNING, LOCAL ECONOMIC DEVELOPMENT & TOURISM COMMITTEE MEETING
2021-05-04
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	NONE	

1.	OPENING AND WELCOME	(3/4/3/3)
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1.1	COMMUNICATION BY THE CHAIRPERSON	(3/4/3/6)
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1.2	DISCLOSURE OF INTEREST	(3/6/2/2)
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2.	APPLICATION FOR LEAVE OF ABSENCE	(3/4/3/3)
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3	CONFIRMATION OF MINUTES	
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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 is attached as **APPENDIX 1**.

FOR CONFIRMATION

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

APPENDIX 1



STELLENBOSCH

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MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

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

2021-03-10

MINUTES

PLANNING, ECONOMIC DEVELOPMENT & TOURISM COMMITTEE MEETING

2021-03-10 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)**

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PLANNING, LOCAL ECONOMIC DEVELOPMENT & TOURISM COMMITTEE MEETING
2021-03-10
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	NONE	40

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

COUNCILLORS J Fasser
AJ Hanekom
RS Nalumango (Ms)

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 T Samuels)

**MINUTES PLANNING, LOCAL ECONOMIC DEVELOPMENT 2021-03-10
& TOURISM COMMITTEE MEETING**

1.	OPENING AND WELCOME	(3/4/3/3)
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The Chairperson, Cllr E Groenewald (Ms), welcomed all present at the Planning, Economic Development & Tourism Committee meeting.

1.1	COMMUNICATION BY THE CHAIRPERSON	(3/4/3/6)
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NONE

1.2	DISCLOSURE OF INTEREST	(3/6/2/2)
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NONE

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

Director: Planning and Economic Development: Mr A Barnes - 10 March 2021

3	CONFIRMATION OF MINUTES	
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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 2021-02-02 **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)
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NONE

**MINUTES PLANNING, LOCAL ECONOMIC DEVELOPMENT 2021-03-10
& TOURISM COMMITTEE MEETING**

5.	REPORTS FROM OFFICIALS: LOCAL ECONOMIC DEVELOPMENT
5.1	DELEGATED MATTERS
5.1.1	QUARTERLY REPORT OF THE SECTION: ECONOMIC DEVELOPMENT & TOURISM: OCTOBER 2020 – DECEMBER 2020

Collaborator No: 701188
IDP KPA Ref No: Valley of opportunities
Meeting Date: 10 March 2021

1. SUBJECT: QUARTERLY REPORT OF THE SECTION: ECONOMIC DEVELOPMENT & TOURISM: OCTOBER 2020 – DECEMBER 2020

2. PURPOSE

To report on our quarterly performance for the period October 2020 – December 2020.

3. DELEGATED AUTHORITY

Section 80 Committee

4. EXECUTIVE SUMMARY

To provide the Planning & Economic Development- and Rural Management Section 80 Committee with a summary of the actions of the Section: Economic Development for Quarter 1 and 2.

PLANNING, LOCAL ECONOMIC DEVELOPMENT AND TOURISM COMMITTEE MEETING: 2021-03-10: ITEM 5.1.1

NOTED

the actions of the Section: Economic Development & Tourism for the first and second Quarter of the 2020 / 2021 financial year.

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	24 February 2021

5.2	NON-DELEGATED MATTERS
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NONE

6.	REPORTS FROM OFFICIALS: PLANNING, LAND USE MANAGEMENT, SPATIAL PLANNING, HERITAGE AND BUILDING CONTROL
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6.1	NON-DELEGATED MATTERS
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NONE

6.2	DELEGATED MATTERS
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6.2.1	DEPARTMENT OF DEVELOPMENT MANAGEMENT QUARTERLY REPORT FOR THE PERIOD OF JULY 2020 TO SEPTEMBER 2020
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Collaborator No:

IDP KPA Ref No: Valley of Opportunity

Meeting Date: 2 March 2021

1. SUBJECT: DEPARTMENT OF DEVELOPMENT MANAGEMENT QUARTERLY REPORT FOR THE PERIOD OF JULY 2020 TO SEPTEMBER 2020

2. PURPOSE

To provide a quarterly progress report on the activities of the Department of Development Management for the period July 2020 to September 2020.

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 1st quarter report for 2020/2021 by the Department Development Management the following matters are to be noted:

The existing systems for the capturing of data and processing of statistics was found wanting and new systems are currently being developed and introduced to address shortcomings. The electronic application processing system for Building Plans (BPAMS) is currently operational whilst the system for Land Use Applications (TPAMS) is still being tested for workflow compliance.

Continuous capacity constraints hamper service delivery and as a result compliance to the prescribed timeframes on the processing of both land use and building plan applications are poor and remains a concern. Nevertheless, due to a concerted effort, the backlog on the processing of land use applications has been reduced to only 12 outstanding applications.

**PLANNING, LOCAL ECONOMIC DEVELOPMENT AND TOURISM COMMITTEE
MEETING: 2021-03-10: ITEM 6.2.1**

NOTED

the Quarterly Progress Report on the activities of the Department of Development Management for the period July 2020 to September 2020.

FOR FURTHER DETAILS, CONTACT:

NAME	Stiaan Carstens
POSITION	Senior Manager Development Management
DIRECTORATE	Planning and Economic Development
CONTACT NUMBERS	021 808 8674
E-MAIL ADDRESS	Stiaan.Carstens@stellenbosch.gov.za
REPORT DATE	23 November 2020

6.2.2	DEPARTMENT OF DEVELOPMENT MANAGEMENT QUARTERLY REPORT FOR THE PERIOD OF OCTOBER 2020 TO DECEMBER 2020
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Collaborator No:

IDP KPA Ref No: Valley of Opportunity

Meeting Date: 2 March 2021

1. SUBJECT: DEPARTMENT OF DEVELOPMENT MANAGEMENT QUARTERLY REPORT FOR THE PERIOD OF OCTOBER 2020 TO DECEMBER 2020

2. PURPOSE

To provide a Quarterly Progress Report on the activities of the Department of Development Management for the period October 2020 to December 2020.

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 2nd quarter report for 2020/2021 by the Department Development Management the following matters are to be noted:

The interim systems for the capturing of data and processing of statistics has largely been successful to address shortcomings, with only a few matters to be addressed to ensure accurate data.

It is evident that the Department struggles to comply with the prescribed timeframes within which applications must be finalised and decided on. This is part due to the past legacy of inadequate systems and management for the processing of applications, as well as the ongoing capacity constraints which hamper service delivery.

The backlog on the processing of land use applications has been reduced to only 3 outstanding applications.

PLANNING, LOCAL ECONOMIC DEVELOPMENT AND TOURISM COMMITTEE MEETING: 2021-03-10: ITEM 6.2.2

NOTED

the Quarterly Progress Report on the activities of the Department of Development Management for the period October 2020 to December 2020.

FOR FURTHER DETAILS, CONTACT:

NAME	Stiaan Carstens
POSITION	Senior Manager Development Management
DIRECTORATE	Planning and Economic Development
CONTACT NUMBERS	021 808 8674
E-MAIL ADDRESS	Stiaan.Carstens@stellenbosch.gov.za
REPORT DATE	28 January 2021

7.	REPORTS SUBMITTED BY THE MUNICIPAL MANAGER
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NONE

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

9.	URGENT MATTERS
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NONE

10.	MATTERS TO BE CONSIDERED IN-COMMITTEE
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NONE

The meeting adjourned at 15:10.

CHAIRPERSON:

DATE:

Confirmed on

5.	REPORTS FROM OFFICIALS: LOCAL ECONOMIC DEVELOPMENT
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5.1	DELEGATED MATTERS
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NONE

5.2	NON-DELEGATED MATTERS
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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
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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 form 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.

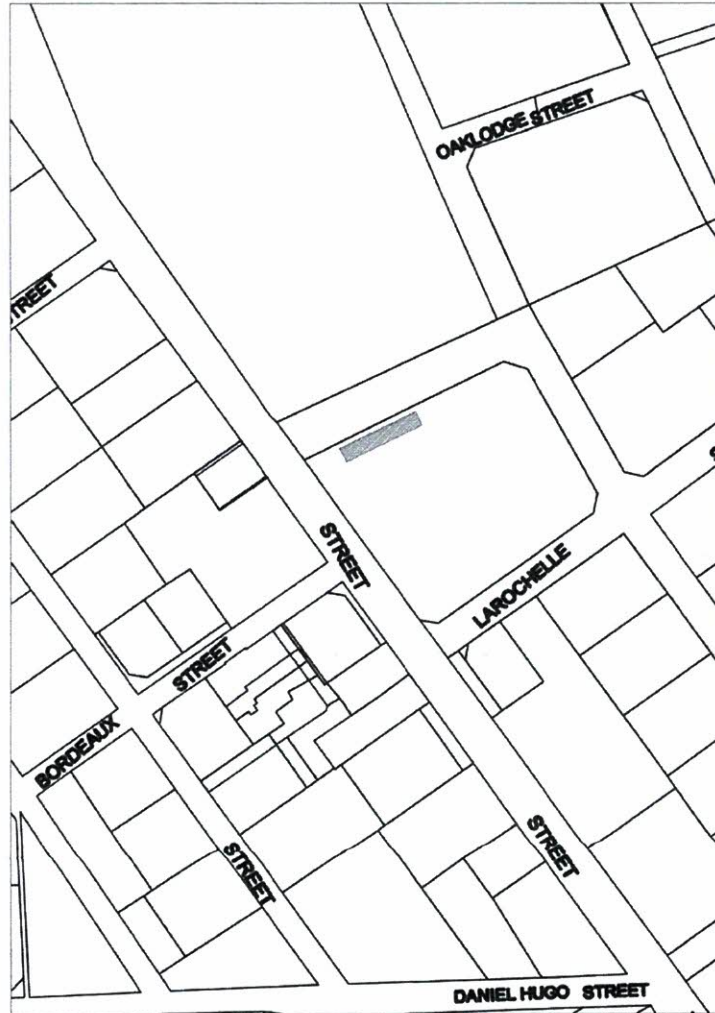
FOR FURTHER DETAILS CONTACT:

NAME	Dudley Adolph
POSITION	Manager: Economic Development & Tourism
DIRECTORATE	Planning and Economic Development
CONTACT NUMBERS	021 808 6007
E-MAIL ADDRESS	Dudley.Adolph@stellenbosch.gov.za
REPORT DATE	29 March 2021


APPENDIX 1


**INFORMAL TRADING SITES FOR FRANSCHHOEK / GROENDAL
FOR TEMPORARY PERMITS**

SITE PLAN: FRANSHOEK




LEGEND:


SITE 1 

FRANSHOEK 

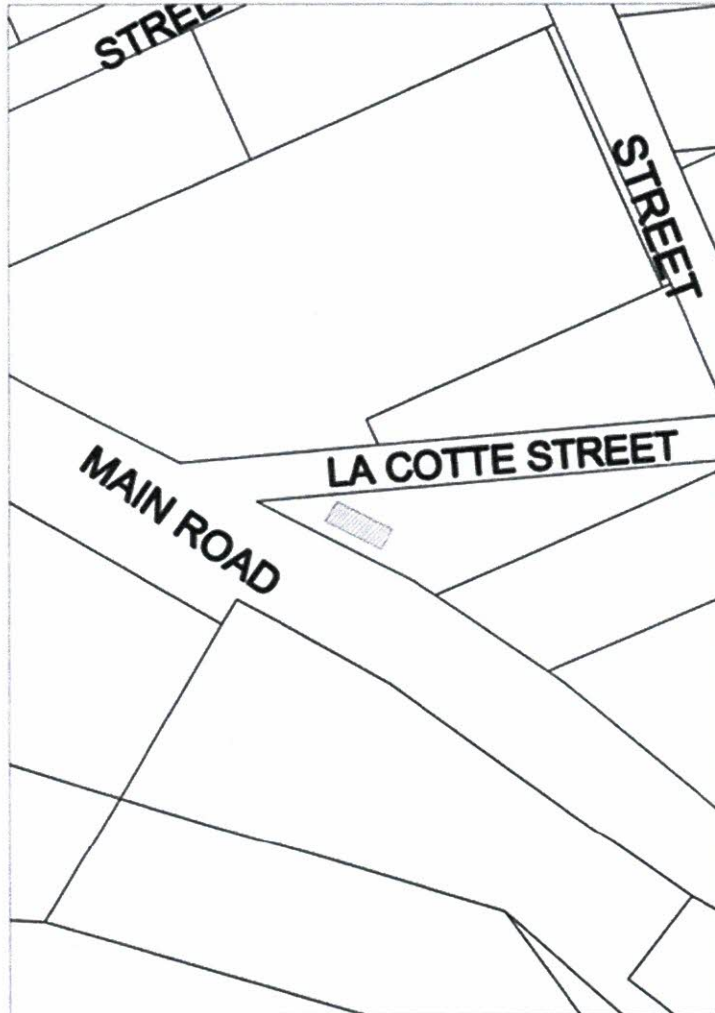
TITEL: SITE PLAN 1
FRANSHOEK


NOTA:
ALLE GROOTTES EN AFSTANDE IS ONDERHEWIG AAN OPMETING

OPGESTEL DEUR:  C.K. RUMBOLD EN VENNOTE
STADS – EN STREEKSOPPLANNERS
PROFESSIONELE LANDMETERS
RAINER STRAAT 16, MALMESBURY
Tel: 022 – 4821845
Faks: 022 – 4871661
e-post: reception@rumbold.co.za

DATUM: APRIL 2017	SKAAL: n/a op skaal
VERW: STEL/3008/AC/RB	

SITE PLAN: FRANSHOEK




LEGEND:	
SITE 2	
FRANSHOEK	
TITEL: SITE PLAN 2 FRANSHOEK	
NOTA: ALLE GROOTTES EN AFSTANDE IS ONDERNEEMD AAN GENESING	
OPGESTEL DEUR: 	C.K. BUMBULL EN SOHNKE STADS - EN STRAATREPLANNERS PROFESIONELE LANDMEERS RAIMER STRAAT 16, WILMERSBURG Tel: 022 - 4821845 Faks: 022 - 4821681 e-pos: raic@ckbumbull.co.za
DATE: APRIL 2017	SKAAL: nie op skaal
VERW: STEL/5008/AC/NS	

SITE PLAN: FRANSHOEK



LEGEND:

SITE 3 

FRANSHOEK 


TITEL:

SITE PLAN 3
FRANSHOEK

NOTA:

ALLE GROOTTES EN AFSTANDE IS ONDERNEEMD AAN OPNEEMING


OPGESTEL DEUR:

 C.K. RANKELL EN VENHOTE
STADS- EN SPREKERSPLANERS
PROFESIONELE LANERS
RANKER STRAAT 16, WILMERSBURG
Tel: 022 - 4821845
Faks: 022 - 4871981
e-pos: rncapt@rankell.co.za

DATUM: APRIL 2017

SKAAL: n/a op skaal

VERW: STEL/0000/ACRS



SITE PLAN: FRANSHOEK



LEGEND:

SITE 1 

FRANSHOEK 

TITEL:

SITE PLAN 1
FRANSHOEK

NOTA:

ALLE GROOTTES EN AFSTANDE IS ONDERNEEMD AAN OPMETING

OPGESTEL DEUR:

 C.K. RANDELL EN KENNETH
SCHAF - EN SKEERSKOPPLANNERS
PROFESIONELE LANDMEETERS
RANIER STRAAT 16, WARMESBURG
Tel: 022 - 4821845
Faks: 022 - 4821681
e-pos: rscap@san@unibol.co.za

DATUM: APRIL 2017	SKAAL: nis op skaal
VERW: STEL/5068/AC/RS	

SITE PLAN: GROENDAL



LEGEND:
SITE 1
GROENDAL

GROENDAL 

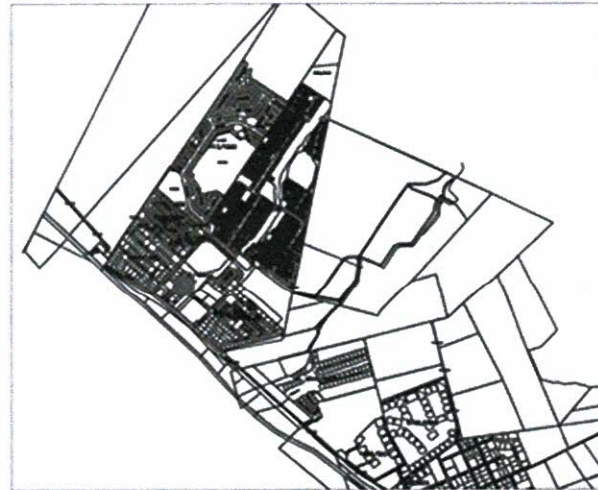
TITEL:
 SITE PLAN 1
 GROENDAL

NOTA:
 ALLE GROOTTES EN AFSTANDE IS ONDERNEEM AAN GEMETRIE

OPGESTEL DEUR:
 C.K. R. NIKELI EN SENOOT
 STADS - EN SPEDICERPLANNERS
 PROFESSIONELE LANSKEDERS
 RAIBER STRAAT 14, WILHEMSBURG
 TEL: 022 - 482945
 FAKS: 022 - 4871691
 e-POS: nkapfor@unibolt.co.za

DATA: APRIL 2017	SKAAL: nis op skaal
VERW. STEL/0000/ACRS	

SITE PLAN: GROENDAL



LEGEND:

SITE 2

GROENDAL

GROENDAL



TITEL:

SITE PLAN 2
GROENDAL

NOTA:

ALLE GROOTTES EN AFSTANDE IS ONDERNEEM BAAR OPMETING

OPGESTEL DEUR:



C.K. RUMKOLL EN VENNOOTE
STADS - EN STRAATREPLANNERS
PROFESIONEEL LANSMEESTERS
PARKER STRAAT 14, BALMEESTUR
Tel: 022 - 462945
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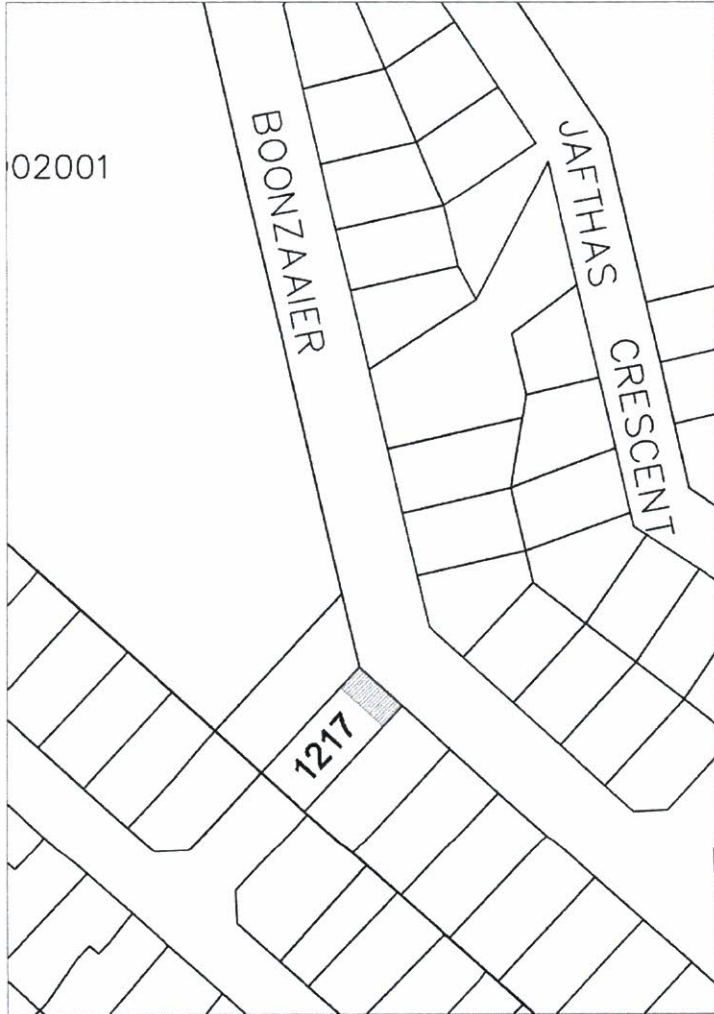
DATUM:
APRIL 2017

SKAAL:
n/a op skaal


VERW:
STEL/0006/ACRS



SITE PLAN: GROENDAL



LEGEND:
SITE 3
GROENDAL

GROENDAL 

TITEL:
 SITE PLAN 3
 GROENDAL

NOTA:
 ALLE GROOTTES EN AFSTANDE IS ONDERNEEMING AAN OPMETINGS

OPGESTEL DEUR:
 C.K. RUMBOLD EN VENNOTE
 STADS - EN STREEKSBEPLANNERS
 PROFESSIONELE LANDMETERS
 RAIMER STRAAT 16, MALMESBURY
 TEL: 022 - 4521845
 FAKS: 022 - 4871881
 e-post: reception@rumbold.co.za

DATUM:
 APRIL 2017

SKAAL:
 nie op skaal

VERW:
 STEL/8088/AC/RB



6.	REPORTS FROM OFFICIALS: PLANNING, LAND USE MANAGEMENT, SPATIAL PLANNING, HERITAGE AND BUILDING CONTROL
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6.1	DELEGATED MATTERS
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NONE

6.2	NON-DELEGATED MATTERS
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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
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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.

ANNEXURES

ANNEXURE 1: Draft Policy: NAMING AND RENAMING OF STREETS, PUBLIC PLACES, NATURAL AREAS, ARTEFACTS AND COUNCIL-OWNED BUILDINGS AND FACILITIES for Stellenbosch Municipality (WC024)

ANNEXURE 2: Minutes of the 31st Meeting of the Council dated 2019-09-25.

ANNEXURE 3: Copies of adverts placed in the Eikestadnuus and the Paarl Post of 12 December 2019 respectively.

FOR FURTHER DETAILS CONTACT:

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REPORT DATE	

ANNEXURE 1

**Draft Policy: NAMING AND RENAMING OF STREETS, PUBLIC PLACES,
NATURAL AREAS, ARTEFACTS AND COUNCIL-OWNED BUILDINGS AND
FACILITIES for Stellenbosch Municipality (WC024)**



STELLENBOSCH

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

STELLENBOSCH MUNICIPALITY (WC024)

APPROVED BY COUNCIL: DATE --/--/2021

Typographically updated 28/01/2021

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PART I: INTRODUCTION AND BACKGROUND

1. PREAMBLE

The naming and renaming of streets and other public places are recognized as being an integral part of place making. This includes, but is not limited to the creation of places that residents and users can relate to and take pride in.

The naming of streets and public places after memorable events is a way of etching the country's history, both pleasant and unpleasant in people's memory. The allocation of names of people is recognized as being a way of honouring certain individuals for their contribution to the development of the Country, and this Municipality, and should therefore be done with careful consideration.

2. POLICY STATEMENT

The Municipality should designate the names of public streets, public places, natural areas, artefacts and Council-owned buildings and facilities (hereafter referred to as features) by resolution. In all cases, the Municipality shall have the prerogative of accepting or rejecting any proposal received. Names must comply with the general criteria and rules as set out in this Policy.

3. REASONS FOR THE POLICY

3.1 The naming and numbering of streets in a timely and effective manner is important for the following reasons:

- the completion of the registration of ownership in new subdivisions;
- the provision of municipal services;
- the billing for rates and municipal services used;
- the provision of emergency services;
- postal delivery;
- policing;
- data integrity; and
- to ensure that property owners can be contacted for public participation purposes.

Any delay in the provision of street naming and numbering can cause inconvenience with regard to these aspects, a loss in revenue to Council and delays in property transfers.

3.2 The renaming, in certain instances, of streets, public places, natural areas, artefacts and Council-owned buildings and facilities are important due to the following reasons:

- names create a 'sense of place';
- names are place markers and focal points through symbolism, association and remembrance;
- names are the beginnings and ends of journeys or destinations;
- names have powerful positive or negative meanings for people; and
- names provide opportunities to promote community harmony or perpetuate hurt and division.

3.3 Currently there is no standard consistent process dealing with the areas covered in this Policy and there is also no clarity on the distribution of responsibility among the different functional areas.

4. OBJECTS OF THE POLICY

The objectives of the Policy are to establish a process that:

- a) seeks to inform and influence the types of names that are chosen for various features as well as spell out the procedures that should be followed in the naming and renaming processes;
- b) provide a standard and consistent Policy framework which outlines effective administrative and decision-making procedures to deal with matters related to this Policy;
- c) prescribe an inclusive, consultative and clear process that can be followed;
- d) enjoys public and political support and which will stand the test of time;
- e) is transparent;
- f) community-driven; and
- g) sets out the responsibilities of the relevant stakeholders involved.

This Policy covers the naming of unnamed features and the renaming of currently named (or unnamed in certain instances) features, as well as the numbering of streets.

5. SCOPE

The Policy replaces the current procedures previously followed by the Municipality and shall be applicable to the entire municipal area.

The general term "street" used in this Policy, includes all classes of streets which serve as a public right-of-way, the naming of which, is the responsibility of the relevant authority.

All decisions made in terms of this Policy at any specific time shall be in accordance with the applicable delegation of powers relating to the numbering, naming and renaming of streets, public places, natural areas, artefacts and Council-owned buildings and facilities as approved by the Council.

6. LEGAL FRAMEWORK

The Municipality has jurisdiction over the naming of features that are under the control of the local authority. With regards to the naming of private features, the Policy will guide this, in as far as these names comply with the naming criteria and rules, as indicated below.

The naming and renaming ("geographical names") of features falling within the "national competence" to do so, is subject to approval by the National Minister (responsible for arts and culture) and should be undertaken in terms of the provisions of the National Geographical Names Council Act (Act 118 of 1998) and the Regulations thereof as well as the "Handbook on Geographical Names" (hereinafter referred to as the Handbook).

To determine whether the "competence" to allocate names to features falls under another sphere of government (Provincial or National) the Regulations, Handbook and the relevant department (Provincial and National) should be consulted. The naming of features falling under Provincial and National "competence" is therefore excluded from this Policy.

The Municipality should however, continue to function in accordance with the provisions of the Act (including Regulations and policies) in the allocation of geographical names that fall within the municipal area.

In instances where the naming or renaming process of the feature is the responsibility of another sphere of government or is owned by another sphere of government, then permission of that sphere of government to proceed with the naming or renaming process, should be sought in writing, prior to the process being commenced with. The said authority should also indicate if there are any procedures that the Municipality should comply with in managing the process.

7. DEFINITIONS

Responsible body - this shall mean the body responsible for maintenance and management of the specific asset.

In the case of public open spaces and community facilities, this shall be the Community Services Directorate, with regards to Council-owned buildings and facilities, this shall be the Corporate Services Directorate and with regards to civil engineering infrastructure, this shall be the Infrastructure Directorate.

Act - refers to the South African Geographical Names Council Act of 1998 (Act 118 of 1998).

Authorised Employee – refers to the official which has delegated authority to consider certain land use planning applications in terms of the Stellenbosch Municipal Land Use Planning Bylaw.

Committee - refers to the Renaming Committee consisting of the Municipal Manager and Executive Managers or their delegates in terms of this Policy.

Delegated Functionary – refers to the official which has delegated authority to make decisions in terms of this Policy in accordance with the applicable delegation of powers as approved by Council.

Features - shall refer to streets, public places, natural areas, artefacts and Council-owned buildings and facilities.

Geographical names - the national legislation governing the allocation of geographical names, the South African Geographical Names Council Act, 1998 (Act 118 of 1998) defines geographic names as the names of features on the earth that are natural or man-made and adapted. These features can be populated or unpopulated.

Mayoral Committee - refers to the Executive Mayor and Mayoral Committee.

Municipal Planning Tribunal - refers to the body constituted in terms of the Stellenbosch Municipal Land Use Planning Bylaw to consider certain land use planning applications.

Naming - refers to features in new developments and subdivisions.

Panel - refers to the Panel of Experts which may be established in terms of this Policy by the Renaming committee.

Portfolio Committee - refers to the Portfolio Committee for Planning matters, as decided by the Executive Mayor.

Private - feature which are privately owned and managed.

Public - features which is open to the public and owned by the Municipality.

Regulations - refers to the regulations promulgated in terms of the South African Geographical Names Council Act, 1998 (Act 118 of 1998).

Renaming - refers to existing features, whether named or unnamed.

Road Traffic Act - refers to the National Road Traffic Act (Act No. 93 of 1996).

Signs manual - refers to the most recent version of the Southern African Development Community Road Traffic Signs Manual.

Streets - all reference to streets shall also apply to those variations (Afrikaans and with adjuncts/suffixes) as listed in the table below, owned by the Municipality and therefore falling within the Municipality's jurisdiction to name and rename as contemplated in the Act.

ENGLISH	AFRIKAANS	DEFINITION
Avenue (Ave)	Laan (Ln)	A street usually with significant horticultural features.
Boulevard (Blvd)	Boulevard (Blvd)	A wide, pretentious street, usually with horticultural or landmark features.
Bypass	Verbypad	Usually a wide road which takes traffic around a development.
Circle	Sirkel	A road which roughly forms a circle and carries low to moderate volumes
Close (Cl)	Slot	A short street or minor "dead-end" street or cul-de-sac
Court (Crt)	Hof	A Square, but normally surrounded by residential buildings.
Crescent (Crest)	Singel (Sng)	A relatively short street which forms part of a circle.
Cul-de-sac	Blinde steeg	See definition for Close (Cl) and Place (Place)
Drive (Dr)	Ryiaan (Rln)	A relatively long, usually meandering, recreational or scenic route.
Expressway	Snelweg	A dual carriageway with limited, signal controlled or interchange access.
Freeway	Deurpad	Usually a dual carriageway road with access limited to interchanges.
Highway	Snelweg	See definition for Expressway
Lane	Steeg	A narrow street or passageway, usually short.
Mall	Wandelhal	A major road mainly for pedestrian use, serving only the properties in the road.
Parkway (PW)	Parkweg (PW)	A dual carriageway with limited signal controlled or interchange access.
Path	Voetpad	Surface road for walking.
Place (Place)	Plek / Oord	A short street or a minor "dead end" street or cul de sac.
Road (Rd)	Weg	General term for streets usually in developed areas used to give access to the properties in the development.

Square (Sq)	Plein (Pln)	A road or a portion of road the shape of which resembles a square.
Steps	Trappe	Street with steps, for pedestrians use only.
Street (St)	Straat (Str)	General term for street usually in a developed area used to give access to the properties in the development.
Terrace (Tce)	Terras (Ter)	A road normally for pedestrian use, through mountainous or rough terrain.
Trail	Wandelpad	Unsurfaced road used by pedestrians only.
Walk	Voetpad	Narrow street normally for pedestrian use only.
Way	Weg	General term for street in a developed area.

(NOTE: Above-mentioned adjuncts/suffixes were referred for translation into Xhosa, but it was confirmed that it is not possible to translate the adjuncts/suffixes as no equivalent terms exist in Xhosa. In Xhosa a 'blanket' word is however used when referring to any of the terms in above-mentioned table, namely 'indlela').

PART II: NAMING AND RENAMING - CRITERIA AND RULES

8. NAMING AND RENAMING: CRITERIA FOR EVALUATION

The following criteria in ranked order are to be used to assist in determining the suitability of a name (of a new street) or the desirability of the proposed renaming of a feature. Any submission for a name change or new name must therefore make a strong case, which motivation should be based on the following:

- a) Must not be offensive or insensitive;
- b) Must promote goodwill and reconciliation;
- c) Will assist in building a sense of ownership, identity and community in a changing society;
- d) Where there is a strong degree of community participation and support;
- e) Should increase the marketing potential and investment attractiveness of an area;
- f) Honour and commemorate noteworthy persons associated with the municipal area and any such submission or petition to name a feature after people must be accompanied by a detailed motivation, profile of the person and indication why the specific person is worthy of the honour;
- g) Commemorate local, national or international history, places, events, memories or culture of relevance to the people within the municipal area;
- h) Recognize indigenous and international flora, fauna and natural environment relevant to the municipal area;
- i) Recognize the cultural diversity of the municipal area; and
- j) Promote improved place orientation and recognition.

9. NAMING AND RENAMING: RULES FOR SELECTION

The following rules (along with the criteria contained under Section 8 above) shall apply for the selection of names for features:

9.1 GENERAL

- a) There must be no duplication of names, similarly spelled or phonetically similar names within the previous municipal boundary of the town in which the feature is located as well as within a 5-kilometre radius of the feature;
- b) The length of a name should preferably be limited to what can be practically accommodated on a name board and maps, which are no more than 20 characters including spaces;
- c) No names should be used which could be construed as commercial advertising; and
- d) Names that would generally improve the Municipality's administration and provision of essential services are preferred.

9.2 STREETS

- a) Street names should be in keeping with the theme of the surrounding street names when falling within an established township;
- b) Street names should remain in the language in which it was given;
- c) Definitions of the street name adjuncts/suffixes are to be used to determine the appropriate adjunct/suffix to be applied to any street;
- d) Where a street is interrupted by a natural or man-made barrier, the resulting portions of that street may be named in the appropriate language by the addition of an appropriate identifier to one or both portions, such as North, South, East, West, Lower, Upper, Central, Extension;
- e) A continuous street should maintain its name throughout its length, except in cases where it is considered to be confusing;
- f) In Afrikaans, adjuncts/suffixes to short names other than proper nouns shall form one word with the name, while when in English these are written separately; and
- g) The provision of street name signage should comply with the requirements as prescribed in municipal guidelines and be approved by a delegated official of the Infrastructure Services Department.

PART III: NAMING PROCESS - PUBLIC AND PRIVATE STREETS

10. NAMING AND NUMBERING PROCEDURE

The naming and numbering (including renumbering) process of public and private streets in developments or subdivisions shall be as follows:

- 10.1 Subdivision plans submitted in terms of the Stellenbosch Municipal Land Use Planning Bylaw shall include street naming and numbering. The Municipality may initiate the renumbering process of public and private streets if circumstances so require.

- 10.2 Land use applications (i.e. new developments) in terms of the Stellenbosch Municipal Land Use Planning Bylaw shall include as a condition of approval, that all subdivision plan applications, submitted subsequent to the approval of the land use rights, shall include street names and numbering.
- 10.3 Paragraph 10.2 does not preclude the applicant from submitting street names and numbering as part of the land use application.
- 10.4 Applicants shall be encouraged, in terms of 10.1 and 10.3, to discuss the details of the proposed street names with the Development Management Department prior to submission thereof.
- 10.5 It shall be the responsibility of the applicant to scrutinize the municipal street index list and confirm that there are no duplicate or similar names within previous municipal boundaries of towns and a 5-kilometre radius.
- 10.6 Street numbers must also be reflected on plans in accordance with the rules for street numbering (see Section 13).
- 10.7 The Development Management Department will evaluate the proposed street names and numbering against the criteria and rules contained in this Policy (including names for streets in municipal housing projects).
- 10.8 If, the street names and numbering conform to the criteria and rules contained in this Policy, the delegated functionary can:
- 10.8.1 Approve the names and numbering; or
 - 10.8.2 In the case of a municipal housing project, inform the Integrated Human Settlements Department of its suitability. The Integrated Human Settlements Department will be responsible for the submission of the street names as part of their housing project approval process to Council via the Portfolio Committee.
- 10.9 If, the street names do not conform to the criteria and rules contained in this Policy, the Development Management Department will:
- 10.9.1 Inform the applicant thereof; or
 - 10.9.2 In the case of streets for a housing project the Development Management Department will inform the Integrated Human Settlements Department of its suitability. (The Integrated Human Settlements Department will be responsible for the submission of the street names as part of their housing project approval process to Council via the Portfolio Committee).
- 10.10 If, the Development Management Department deems the street names as problematic or contentious, then the Director: Planning and Economic Development can refer the proposed street names to the Panel of Experts (see paragraph 12.2), hereafter referred to as the Panel, for evaluation and consideration.
- 10.11 The Panel then makes a recommendation to the Development Management Department on the proposed street names after which:
- 10.11.1 The Director: Planning and Economic Development can make a decision; or

- 10.11.2 In the case of streets for a housing project the Development Management Department may provide alternative street names to the Integrated Human Settlements Department. (The Integrated Human Settlements Department will be responsible for the submission of the street names as part of their housing project approval process to Council via the Portfolio Committee).
- 10.12 The procedures as set out in this Policy is applicable to the naming and numbering of features only and is dealt with separately from decision-making on land use applications, which is delegated to the Authorised Employee or the Municipal Planning Tribunal in terms of the Stellenbosch Municipal Land Use Planning Bylaw.
- 10.13 If the street names are not supported by the delegated functionary, the Municipality will inform the applicant, with reasons.
- 10.14 Any decision taken in terms of 10.13 above, shall be subject to applicable right of appeal in terms of the relevant legislation.
- 10.15 On approval by the Municipality, the Development Management Department notifies all relevant stakeholders of the new street names and numbers.

PART IV: RENAMING PROCESS

11. RENAMING PRINCIPLES

The principles detailed below should be adhered to in considering all submissions and petition for renaming of features:

- a) Renaming is the responsibility of Council. The decision to proceed with the process of renaming must therefore be taken by Council before the process may commence;
- b) The renaming of features should only be done where there is a need and in such a way as to curb unnecessary expenses; and
- c) The process of renaming must be undertaken in a consultative manner and this must be clearly demonstrated before a final decision can be taken.

12. RENAMING STRUCTURES

12.1 RENAMING COMMITTEE

- 12.1.1 The Municipal Manager shall establish a Municipal Renaming Committee, hereafter referred to as the Committee.
- 12.1.2 The Committee shall be made up of the Municipal Manager and Directors of the following Directorates: Planning and Economic Development, Community Services, Infrastructure Services, Corporate Services and Financial Services, or their delegated officials.
- 12.1.3 The responsibility of the Committee will be to assess all renaming proposals received against the criteria and rules as set out in this Policy and to make recommendations to the Mayoral Committee via the Planning Department and Portfolio Committee.

12.2 PANEL OF EXPERTS

- 12.2.1 The Committee may appoint a Panel of Experts (hereafter referred to as the Panel) to assist with the evaluation of proposals, if the expertise required, falls outside that held by the appointed officials.
- 12.2.2 The Panel shall consist of not more than 5 members and not less than 3 members.
- 12.2.3 The Committee can itself nominate or, advertise a request for nominations from the general public, for members to serve on the Panel.
- 12.2.4 Councillors or municipal officials may be nominated to serve on the Panel.
- 12.2.5 Nominations for the Panel should include the agreement or permission of the nominee, full particulars of the nominee (including contact details), relevant experience, qualifications and motivation.
- 12.2.6 The Panel should have expertise and/or experience and/or qualifications in two or more of the following fields:
- a) History;
 - b) Culture;
 - c) Linguistics;
 - d) Reconciliation;
 - e) Religion;
 - f) Civil engineering;
 - g) Town planning;
 - h) Onomastics (or onomatology is the study of the origin, history, and use of proper names); and
 - i) Toponymy (study of place names [toponyms], their origins, meanings, use and typology).
- 12.2.7 The expertise, referred to in the previous paragraph, must be detailed in the nomination document.
- 12.2.8 In addition, care should be taken to ensure that the Panel is as representative of the demographics and cultural composition of the municipal area as possible.
- 12.2.9 The members to serve on the Panel shall be submitted via the Portfolio Committee to the Mayoral Committee, by the Municipal Manager, for approval.
- 12.2.10 The Panel members (excluding any Councillor or official) shall be remunerated in accordance with the approved tariffs of Council for advisory committees.

12.3 RENAMING PROCEDURE

- 12.3.1 Application fees for a renaming application are to be determined by the tariff structure of Council.

- 12.3.2 Council can, at any time, decide to process a renaming request, if determined to have sufficient merit.
- 12.3.3 Any person, community or organization which live or operate within the boundaries of the Municipality shall be entitled to propose the renaming of a feature.
- 12.3.4 Council can on its own initiative initiate a renaming process.
- 12.3.5 Renaming proposals shall be in writing and shall include full details:
- a) of the affected feature;
 - b) the proposer of the name change;
 - c) the proposed name change and its meaning;
 - d) fully motivated reasons for the change;
 - e) evidence of professional and community support; and
 - f) evidence of research.
- 12.3.6 Proposals may include the results of referenda or similar consultation/s within communities by way of evidence of support or opposition.
- 12.3.7 Persons who are unable to read or write, must be able to submit their comments verbally at the Stellenbosch Municipality; where they will be assisted by a staff member, to put their comments in writing.
- 12.3.8 The Development Management Department shall receive, process and evaluate the proposals against the criteria and rules contained in this Policy.
- 12.3.9 If a proposal does not contain all the required information or the street names do not conform to the criteria and rules contained in this Policy, the proposal shall be returned to the applicant within 30 days, by the Development Management Department, with a request for submission of the necessary information within 30 days from the receipt of the request, failure of which the renaming proposal shall lapse.
- 12.3.10 A report containing all names received, with a summary of relevant information, comments and evaluation in terms of the criteria and rules for renaming, will be prepared by the Development Management Department for submission to the Committee.
- 12.3.11 The Committee will consider and deliberate the name change proposal.
- 12.3.12 The Committee can at this stage refer a proposal to the Panel for evaluation and consideration.
- 12.3.13 The Panel will make recommendations to the Committee.
- 12.3.14 The Committee will submit its comments and the Panel recommendations to the Development Management Department.
- 12.2.15 The Development Management Department will submit the proposal and all relevant comments to the Mayoral Committee via the Portfolio Committee.

- 12.3.16 If the proposal is not supported by Mayoral Committee, the applicant must be informed of this, with reasons.
- 12.3.17 If the proposal is supported then the proposal will be advertised for comment by interested and affected parties and surrounding property owners.
- 12.3.18 The Development Management Department will simultaneously circulate the supported proposal to the relevant internal Directorates (Planning and Economic Development, Community Services, Infrastructure Services, Corporate Services and Financial Services Directorates) and relevant external organisations for comment (e.g. District Roads Engineer, Ward Councillor/s, Western Cape Provincial Geographical Names Committee, etc.)
- 12.3.19 If Council deems it necessary, it can conduct a public meeting with the relevant stakeholders at any stage of the process.
- 12.3.20 A report containing all comments received will be prepared by the Development Management Department for submission to the Committee. The report should also include the financial implications for Council for the proposal.
- 12.3.21 Comments received on the supported proposal will be considered by the Committee.
- 12.3.22 The Committee can again refer the comments received to the Panel for further recommendations.
- 12.3.23 The Committee will submit its final comments and the Panel recommendations to the Development Management Department.
- 12.3.24 The Development Management Department will submit the Committee comments and the Panel recommendations to the Mayoral Committee via the Portfolio Committee.
- 12.3.25 Once the name change is supported by the Mayoral Committee, its recommendation is submitted to the Council for approval.
- 12.3.26 Once the name change is approved by the Council, this must be published in a local newspaper.
- 12.3.27 Any decision taken in terms of 12.3.26 above, shall be subject to applicable right of appeal in terms of the relevant legislation.
- 12.3.28 The municipal budget should make provision for capital funds as well as operating funds to implement the proposal/s as per the responsible department.
- 12.3.29 On approval by the Mayoral Committee, the Development Management Department notifies all relevant stakeholders of the new street names and numbers.
- 12.3.30 A Council initiated renaming process must follow the same renaming procedures as set out in this Policy.
- 12.3.31 Administrative errors and/or incorrect spelling of names may be rectified without going through the process contained in this Policy.

PART V: OTHER PROVISIONS**13. RULES FOR STREET NUMBERING**

Street numbering should be allocated as follows:

13.1 Streets -West to East (Horizontal)

Horizontal: indicates the street is running generally speaking in a Western/Eastern direction or $<45^\circ$.

Numbering must be done from left to right, West to East, with even numbers on the Northern side of the street, and the odd numbers on the Southern side of the street.

13.2 Streets - South to North (Vertical)

Vertical: indicates the street is running generally speaking in a Northern/Southern direction or $>45^\circ$.

Start by numbering from South to North, with the even numbers on the Eastern side of the street, and the odd numbers on the Western side of the street.

13.3 Corner Erf (Two streets)

Two street numbers must be provided for a corner Erf, with one street number bordering each street. The street number of a property will be determined by the direction of the front door of the new or existing structure.

13.4 Corner Erf (Three streets)

Three street numbers must be provided for a corner Erf. One street number bordering each street is required. The direction of the building/front door/entrance will determine which street number shall be used.

13.5 Cul-de-sac

Scenario 1:

If there are fewer than seven properties on the same side of the road in a cul-de-sac with no possibility of development on the other side of the road, numbering is then to be sequential

Scenario 2:

The street numbering, if there are more than seven properties and these are located on both sides of the road, should start at the entrance of the cul-de-sac (at the corner Erf). Odd numbers must start on the Southern side, if the cul-de-sac is running in an East/West direction (i.e. $<45^\circ$) or on the Western side, if the cul-de-sac is running in a South/North direction (i.e. $>45^\circ$).

The island in the middle, if applicable must be numbered with even numbers with the smallest even number at the entrance to the circle.

13.6 Public Open Space

A public open space must also be numbered. Numbering should be done on both sides of the Erf if the Erf borders on two streets. The lowest value street number allocated to the Erf will be used for administrative purposes.

13.7 Existing street numbers

In cases where an existing street is already numbered, the existing numbers must be taken into account when a subdivision application is submitted to the Municipality. The street numbering must also fit into the General Plan of the area.

On completion of any building on a property, it shall be the duty of the property owner/s to obtain and install suitable address numerals in accordance with the provisions of the Signs manual.

14. FINANCIAL CONSIDERATIONS

The following financial aspects shall be taken into account:

- 14.1 All costs relating to street naming in new subdivisions shall be borne by the developer, or where the developer is Council, the costs shall be borne by Council.
- 14.2 The costs of erecting or changing name boards and signs, resulting from the renaming process, shall be borne by the successful applicant (whether this is a person, group, company, organization, institution, etc.), except if initiated by Council.
- 14.3 Council shall not be liable for costs incurred by property owners, which could ensue as a result of the renaming and renumbering process (i.e. changing of address for various institutions, websites, business signage, etc.).

ANNEXURE 2

Minutes of the 31st Meeting of the Council dated 2019-09-25.

11.7.2	DRAFT POLICY ON PLACE NAMING, STREET NAMING AND RENAMING AND NUMBERING FOR STELLENBOSCH MUNICIPALITY, EDITED 17 MAY 2019
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Collaborator No:

IDP KPA Ref No: *Good Governance*

Meeting Date: **16 September 2019**

1. SUBJECT: DRAFT POLICY ON PLACE NAMING, STREET NAMING AND RENAMING AND NUMBERING FOR STELLENBOSCH MUNICIPALITY, EDITED 17 MAY 2019

2. PURPOSE OF REPORT

To advise the Executive Mayor and Council on the Draft Policy on Place Naming, Street Naming and Renaming and Numbering for Stellenbosch Municipality

3. DELEGATED AUTHORITY

For consideration by the Executive Mayor and recommendation to Council for advertisement for public comment.

4. EXECUTIVE SUMMARY

Council resolved as follows:

**“JOINT ECONOMIC DEVELOPMENT AND PLANNING COMMITTEE:
2018-03-06: ITEM 5.2.1**

During deliberations on the matter, the following corrections were suggested on the Draft Policy:

- (i) *Under bullet point 4.2, change 2km radius to 5km radius;*
- (ii) *Under bullet point 5.11, change the name of the Director: Engineering Services to Director: Infrastructure.*
- (iii) *Remove bullet point 6.7 Other situations.....on page 6 of the Draft Policy and change the numbering that follows, i.e. 6.8 becomes 6.7, etc.;*
- (iv) *Under bullet point 9.2, replace the word “failure of” with the word “failing”, under paragraph 9.2 on page 8 of the Appendix;*
- (v) *Replace the Afrikaans word “Weg” with the Afrikaans word “Pad” next to the English word Road (Rd) on the 2nd last page of Annexure 1.*

RESOLVED

that it be recommended to Council:

- (a) *that the draft policy on Place naming, Street naming and Renaming and Numbering for Stellenbosch Municipality, August 2017, (including the amendments as listed in (i)-(v) above), be approved in principle; and*
- (b) *that the draft policy on Place naming, Street naming and Renaming and Numbering for Stellenbosch Municipality, August 2017 be advertised for public*

comment where after same be resubmitted to Council for final consideration and approval.”

The administration edited the document on 8 April 2019 as requested in the above-mentioned resolution. Thereafter, the draft policy was re-submitted to the PLANNING AND ECONOMIC DEVELOPMENT COMMITTEE on the 17th of May 2019 for re-consideration.

31ST COUNCIL MEETING: 2019-09-25: ITEM 11.7.2

RESOLVED (nem con)

- (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;
- (b) that after public participation has been received, the Draft Policy will be brought back to Council for final consideration; and
- (c) that the final approved Policy be translated into all 3 official languages.

FOR FURTHER DETAILS CONTACT:

NAME	Hedre Dednam
POSITION	Land Use Manager
DIRECTORATE	Planning and Economic Development
CONTACT NUMBERS	021 808 8674
E-MAIL ADDRESS	hedre.dednam@stellenbosch.gov.za
REPORT DATE	30 July 2019

11.7.2	DRAFT POLICY ON PLACE NAMING, STREET NAMING AND RENAMING AND NUMBERING FOR STELLENBOSCH MUNICIPALITY, EDITED 17 MAY 2019
--------	---

Collaborator No:

IDP KPA Ref No: *Good Governance*

Meeting Date: **16 September 2019**

1. SUBJECT: DRAFT POLICY ON PLACE NAMING, STREET NAMING AND RENAMING AND NUMBERING FOR STELLENBOSCH MUNICIPALITY, EDITED 17 MAY 2019

2. PURPOSE OF REPORT

To advise the Executive Mayor and Council on the Draft Policy on Place Naming, Street Naming and Renaming and Numbering for Stellenbosch Municipality

3. DELEGATED AUTHORITY

For consideration by the Executive Mayor and recommendation to Council for advertisement for public comment.

4. EXECUTIVE SUMMARY

Council resolved as follows:

**"JOINT ECONOMIC DEVELOPMENT AND PLANNING COMMITTEE:
2018-03-06: ITEM 5.2.1**

During deliberations on the matter, the following corrections were suggested on the Draft Policy:

- (i) *Under bullet point 4.2, change 2km radius to 5km radius;*
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- (iii) *Remove bullet point 6.7 Other situations.....on page 6 of the Draft Policy and change the numbering that follows, i.e. 6.8 becomes 6.7, etc.;*
- (iv) *Under bullet point 9.2, replace the word "failure of" with the word "failing", under paragraph 9.2 on page 8 of the Appendix;*
- (v) *Replace the Afrikaans word "Weg" with the Afrikaans word "Pad" next to the English word Road (Rd) on the 2nd last page of Annexure 1.*

RESOLVED

that it be recommended to Council:

- (a) *that the draft policy on Place naming, Street naming and Renaming and Numbering for Stellenbosch Municipality, August 2017, (including the amendments as listed in (i)-(v) above), be approved in principle; and*
- (b) *that the draft policy on Place naming, Street naming and Renaming and Numbering for Stellenbosch Municipality, August 2017 be advertised for public comment where after same be resubmitted to Council for final consideration and approval."*

The administration edited the document on 8 April 2019 as requested in the above-mentioned resolution. Thereafter, the draft policy was re-submitted to the PLANNING AND ECONOMIC DEVELOPMENT COMMITTEE on the 17th of May 2019 for re-consideration.

5. RECOMMENDATIONS

- (a) that the Section 80 Committee commented extensively on the amended Draft Policy on Place Naming, Street Naming and Renaming and Numbering for Stellenbosch Municipality. Revised Policy amended 2019-05-17, attached as **APPENDIX 1** to be submitted to the Executive Mayor for further direction; and
- (b) that the approved policy be translated into Xhosa.

6. DISCUSSION

6.1 Contents

The purpose of this Policy is to provide a standard and consistent policy framework dealing with, street and place naming and renaming, street numbering and to set out the responsibilities of the relevant parties involved in the process.

In order for the Municipality to name or rename streets or places and to allocate street numbers, certain criteria need to exist to guide how these names or numbers are approved or allocated. This Policy addresses the essential criteria and rules required for the effective administrative and decision-making procedures in order to guide the various departmental functions relating to street naming, numbering and renaming.

The Policy was reviewed to address a more effective administrative procedure and to bring it in line with the Stellenbosch Municipality Land Use Planning By-Law, October 2015. The said By-Law stipulates in Chapter X, Section 98 as follows:

- (1) *If as a result of the approval of a development application streets or roads are created, whether public or private, the Municipality must approve the naming of streets and must allocate a street number to each of the erven or land units located in such street or road.*
- (2) *The proposed names of the streets and numbers must be submitted as part of an application for subdivision.*
- (3) *In considering the naming of streets, the Municipality must take into account the relevant policies regarding street naming and numbering.*
- (4) *The Municipality must notify the Surveyor-General of the approval of new streets as a result of the approval of an amendment or cancellation of a subdivision in terms of section 23 and the Surveyor-General must endorse the records of the Surveyor-General's Office to reflect the amendment or cancellation of the street names on an approved general plan.*

6.2 Financial Implications

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

6.3 Legal Implications

The Municipal Systems Act, 2000 (Act 32 of 2000).

6.4 Staff Implications

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

6.5 Previous / Relevant Council Resolutions

Minutes of **JOINT ECONOMIC DEVELOPMENT AND PLANNING COMMITTEE:**
2018-03-06: ITEM 5.2.1

Minutes of the **PLANNING AND ECONOMIC DEVELOPMENT COMMITTEE:**
2019-05-17: ITEM 5.1.1

6.6 Risk Implications

The recommendation will reduce risk implications for the municipality with regards to land use applications.

6.7 Comments from Senior Management

Comments from other Internal Departments of the Municipality will be obtained with the second round of public participation process.

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2019-09-16: ITEM 7.7.2

- (a) that the revised Policy on Place Naming, Street Naming and Renaming and Numbering for Stellenbosch Municipality be advertised for public comments for 60 days; and
- (b) that the final approved policy be translated into all 3 official languages.

ANNEXURES

APPENDIX 1: draft Draft Policy on Place Naming, Street Naming and Renaming and Numbering for Stellenbosch Municipality, 17 May 2019

APPENDIX 2: Minutes of the Planning and Economic Development Committee, dated 17 May 2019

FOR FURTHER DETAILS CONTACT:

NAME	Hedre Dednam
POSITION	Land Use Manager
DIRECTORATE	Planning and Economic Development
CONTACT NUMBERS	021 808 8674
E-MAIL ADDRESS	hedre.dednam@stellenbosch.gov.za
REPORT DATE	30 July 2019

APPENDIX 1



STELLENBOSCH

STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

**DRAFT POLICY FOR THE NAMING AND
RENAMING OF STREETS, PUBLIC PLACES,
NATURAL AREAS, ARTEFACTS AND
COUNCIL-OWNED BUILDINGS AND
FACILITIES
(POLICY NUMBERXXXX)**

**APPROVED BY COUNCIL: DATE
XXX XX/XX/XX**

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PART I: INTRODUCTION & BACKGROUND

PREAMBLE

The naming and renaming of streets and other public places is recognized as being an integral part of place making. This includes, but is not limited to the creation of places that residents and users can relate to and take pride in.

The naming of streets and public places after memorable events is a way of etching the country's history, both pleasant and unpleasant in people's memory. The allocation of names of people is recognized as being a way of honouring certain individuals for their contribution to the development of the Country, and this municipality, and should therefore be done with careful consideration

2. POLICY STATEMENT

The municipality should designate the names of public streets, public places, natural areas, artefacts and Council-owned buildings & facilities (hereafter referred to as features) by resolution. In all cases, the municipality shall have the prerogative of accepting or rejecting any proposal received. Names must comply with the general criteria and rules as set out in this policy.

3. REASONS FOR THE POLICY

3.1 The naming and numbering of streets in a timeous and effective manner is important for the following reasons:

- the completion of the registration of ownership in new subdivisions;
- the provision of municipal services;
- the billing for rates and municipal services used;
- the provision of emergency services;
- postal delivery;
- policing;
- data integrity; and
- to ensure that property owners can be contacted for public participation purposes.

Any delay in the provision of street naming and numbering can cause inconvenience with regard to these aspects, a loss in revenue to Council and delays in property transfers.

3.2 The renaming, in certain instances, of streets, public places, natural areas, artefacts and Council-owned buildings & facilities are important due to the following reasons:

- Names create a 'sense of place';
- Names are place markers and focal points through symbolism, association and remembrance; names are the beginnings and ends of journeys or destinations;
- Names have powerful positive or negative meanings for people; and

- Names provide opportunities to promote community harmony or perpetuate hurt and division.

3.3 Currently there is no standard consistent process dealing with the areas covered in this policy.

There is also no clarity on the distribution of responsibility among the different functional areas.

4. OBJECTS OF THE POLICY

The objectives of the policy are to establish a process that:

- a) seeks to inform and influence the types of names that are chosen for various features as well as spell out the procedures that should be followed in the naming and renaming processes;
- b) provide a standard and consistent policy framework which outlines effective administrative and decision-making procedures to deal with matters related to this policy;
- c) prescribe an inclusive, consultative and clear process that can be followed;
- d) enjoys public and political support and which will stand the test of time;
- e) is transparent;
- f) community-driven; and
- g) sets out the responsibilities of the relevant stakeholders involved.

This policy covers two areas, the naming of unnamed features and the renaming of currently named (or unnamed in certain instances) features.

5. SCOPE

The policy replaces the current procedures previously followed by the municipality and shall be applicable to the entire municipal area.

The general term "street" used in this policy, includes all classes of streets which serve as a public right-of-way, the naming of which, is the responsibility of the relevant authority.

All decisions made in terms of this policy at any specific time shall be in accordance with the applicable delegation

of powers relating to the naming and renaming of streets (including numbering), public places (including

numbering), natural areas, artefacts and Council-owned buildings & facilities as approved by the Council.

6. LEGAL FRAMEWORK

The municipality has jurisdiction over the naming of features that are under the control of the local authority. With regards to the naming of private features, the policy will guide this, in as far as these names comply with the naming criteria and rules, as indicated below.

The naming and renaming ("geographical names") of features falling within the "national competence" to do so, is subject to approval by the National Minister (responsible for arts and culture) and should be undertaken in terms of the provisions of the National Geographical Names Council Act (Act 118 of 1998) and the Regulations thereof as well as the "Handbook on Geographical Names" (hereinafter referred to as the Handbook).

To determine whether the "competence" to allocate names to features falls under another sphere of government (Provincial or National) the Regulations, Handbook and the relevant department (Provincial and National) should be consulted. The naming of features falling under Provincial and National "competence" is therefore excluded from this policy.

The municipality should however, continue to function in accordance with the provisions of the Act (including Regulations and policies) in the allocation of geographical names that fall within the municipal area.

In instances where the naming or renaming process of the feature is the responsibility of another sphere of government or is owned by another sphere of government, then permission of that sphere of government to proceed with the naming or renaming process, should be sought in writing, prior to the process being commenced with. The said authority should also indicate if there are any procedures that the municipality should comply with in managing the process.

7. DEFINITIONS

Responsible body - this shall mean the body responsible for maintenance and management of the specific asset.

In the case of public open spaces and community facilities, this shall be the Community Services Directorate, with regards to Council-owned buildings & facilities, this shall be the Corporate Services Directorate and with regards to civil engineering infrastructure, this shall be the Infrastructure Directorate.

Act - refers to the South African Geographical Names Council Act of 1998 (Act 118 of 1998).

Authorised official- refers to the official which has delegated authority to consider certain land use planning applications

Committee - refers to the Renaming Committee consisting of the Municipal Manager and Executive Managers or their delegates in terms of this policy.

Features - shall refer to streets, public places, natural areas, artefacts and Council-owned buildings & facilities.

Geographical names - the national legislation governing the allocation of geographical names, the South African Geographical Names Council Act, 1998 (Act 118 of 1998) defines geographic names as the names of features on the earth that are natural or man-made and adapted. These features can be populated or unpopulated.

Mayoral Committee - refers to the Executive Mayor & Mayoral Committee.

Municipal Planning Tribunal - refers to the body constituted in terms of planning legislation to consider certain land use planning applications.

Naming - refers to features in new developments and subdivisions.

Panel - refers to the Panel of Experts which may be established in terms of this policy by the Renaming committee.

Portfolio Committee - refers to the Portfolio Committee for Planning matters, as decided by the Executive Mayor. Private – feature which are privately owned and managed.

Public - features which is open to the public and owned by the municipality.

Regulations - refers to the regulations promulgated in terms of the South African Geographical Names Council Act, 1998 (Act 118 of 1998).

Renaming - refers to existing features, whether named or unnamed.

Road Traffic Act - refers to the National Road Traffic Act (Act No. 93 of 1996).

Signs manual - refers to the most recent version of the Southern African Development Community Road Traffic Signs Manual.

Streets - all reference to streets shall also apply to those variations (Afrikaans & with adjuncts/suffixes) as listed in the table below, owned by the municipality and therefore falling within the municipality's jurisdiction to name and rename as contemplated in the Act.

ENGLISH	AFRIKAANS	DEFINITION
Avenue (Ave)	Laan (Ln)	A street usually with significant horticultural features.
Boulevard (Blvd)	Boulevard (Blvd)	A wide, pretentious street, usually with horticultural or landmark features.
	Verbypad	A usually wide road which takes traffic around developed
Circle	Sirkel	A road which roughly forms a circle and carries low to moderate volumes
Close (Cl)	Slot	A short street or minor "dead-end" street or cul-de-sac
Court (Crt)	Hof	A Square, but normally surrounded by residential buildings.
Crescent (Cres)	Singel (Sng)	A relatively short street which forms part of a circle.
Cul-de-sac	Blinde steeg	See definition for Close (Cl) and Place (Place)
Drive (Dr)	Ryiaan (Rln)	A relatively long, usually meandering, recreational or scenic route that
Expressway	Snelweg	A dual carriageway with limited, signal controlled or interchange access
Freeway	Deurpad	Usually a dual carriageway road with access limited to interchanges
Highway	Snelweg	See definition for Expressway

Lane	Steeg	A narrow street or passageway, usually short.
Mall	Wandelhal	A major road mainly for pedestrian use, serving mostly
Parkway (PW)	Parkweg (PW)	A dual carriageway with limited, signal controlled or interchange access
Path	Voetpad	Surfaced road for walking.
Place (Place)	Plek / Oord	A short street or minor "dead-end" street or cul-de-sac
Road (Rd)	Weg	General term for streets usually, but not always, outside developed
Square (Sq)	Plein (Pln)	A road or portion of road the shape of which resembles a square or
Steps	Trappe	Street with steps, for pedestrian use only.
Street (St)	Straat (Str)	General term for streets usually in developed areas used to give
Terrace (Tce)	Terras (Ter)	A road, normally for pedestrian use, through mountainous or rough
Trail	Wandelpad	Unsurfaced road for walking.
Walk	Voetpad	Narrow street normally for pedestrian use only
Way	Weg	General term for streets usually, but not always, outside developed

(NOTE: Above-mentioned adjuncts/suffixes were referred for translation into Xhosa, but it was confirmed that it is not possible to translate the adjuncts/suffixes as no equivalent terms exist in Xhosa. In Xhosa a 'blanket' word is however used when referring to any of the terms in above-mentioned table, namely 'indlela').

PART II: NAMING & RENAMING - CRITERIA & RULES

8. NAMING & RENAMING: CRITERIA FOR EVALUATION

The following criteria in ranked order are to be used to assist in determining the suitability of a name (of a new street) or the desirability of the proposed renaming of a feature. Any submission for a name change or new name must therefore make a strong case, which motivation should be based on the following:

- a) Must not be offensive or insensitive;
- b) Must promote goodwill and reconciliation;
- c) Will assist in building a sense of ownership, identity and community in a changing society;
- d) Where there is a strong degree of community participation and support;
- e) Should increase the marketing potential and investment attractiveness of an area;
- f) Honour and commemorate noteworthy persons associated with the municipal area. Any such submission or petition to name a feature after people must be accompanied by a detailed motivation, profile of the person and indication why the specific person is worthy of the honour;
- g) Commemorate local, national or international history, places, events, memories or culture of relevance to the people within the municipal area;

- h) Recognize indigenous and international flora, fauna and natural environment relevant to the municipal area;
- i) Recognize the cultural diversity of the municipal area; and
- j) Promote improved place orientation and recognition.

9. NAMING & RENAMING: RULES FOR SELECTION

The following rules (along with the criteria contained under section 8 above) shall apply for the selection of names for features:

9.1 GENERAL

- a) There must be no duplication of names, similarly spelled or phonetically similar names within the previous municipal boundary of the town in which the feature is located as well as within a 5-kilometre radius of the feature;
- b) The length of a name should preferably be limited to what can be practically accommodated on a name board and maps, which are no more than 20 characters including spaces;
- c) No names should be used which could be construed as commercial advertising; and
- d) Names that would generally improve the municipality's administration and provision of essential services are preferred.

9.2 STREETS

- a) Street names should be in keeping with the theme of the surrounding street names when falling within an established township;
- b) Street names should remain in the language in which it was given;
- c) Definitions of the street name adjuncts/suffixes are to be used to determine the appropriate adjunct/suffix to be applied to any street;
- d) Where a street is interrupted by a natural or man-made barrier, the resulting portions of that street may be named in the appropriate language by the addition of an appropriate identifier to one or both portions, such as North, South, East, West, Lower, Upper, Central, Extension;
- e) A continuous street should maintain its name throughout its length, except in cases where it is considered to be confusing;
- f) In Afrikaans, adjuncts/suffixes to short names other than proper nouns shall form one word with the name, while when in English these are written separately; and
- g) The provision of street name signage should comply with the requirements as prescribed in the Signs manual (specifically page 4.6.1 to 4.6.5) and approved by a delegated official of the Civil Engineering Services Department.

PART III: NAMING PROCESS - NEW PUBLIC & PRIVATE STREETS

10. NAMING PROCEDURE

The naming process of public and private streets in new developments or subdivisions shall be as follows:

- 10.1 Subdivision plan applications shall include street naming and numbering.
- 10.2 Land use right applications (i.e. new developments) shall include as a condition of approval, that all subdivision plan applications, submitted subsequent to the approval of the land use rights, shall include street names and numbering.
- 10.3 Paragraph 10.2 does not preclude the applicant from submitting street names and numbering as part of the land use right application.
- 10.4 Applicants shall be encouraged, in terms of 10.1 & 10.3, to discuss the details of the proposed street names with the Planning Department prior to submission thereof.
- 10.5 It shall be the responsibility of the applicant to scrutinize the municipal street index list and confirm that there are no duplicate or similar names within previous municipal boundaries of towns and a 5-kilometre radius.
- 10.6 Street numbers must also be reflected on plans in accordance with the rules for street numbering (see section 13).
- 10.7 The Planning Department will evaluate the proposed street names against the criteria and rules contained in this policy (including names for streets in municipal housing projects).
- 10.8 If, the street names conform to the criteria and rules contained in this policy, the delegated functionary can
 - 10.8.1 Approve the names; or
 - 10.8.2 In the case of a municipal housing project, inform the Stellenbosch Department of Human Settlements of its suitability. The Human Settlements department will be responsible for the submission of the street names as part of their housing project approval process to Council via the Portfolio Committee.
- 10.9 If, the street names do not conform to the criteria and rules contained in this policy, the Planning Department will:
 - 10.9.1 Inform the applicant thereof; or
 - 10.9.2 In the case of streets for a housing project the Planning Department will inform the Stellenbosch Department of Human Settlements of its suitability (The Human Settlements department will be responsible for the submission of the street names as part of their housing project approval process to Council via the Portfolio Committee).
- 10.10 If, the Planning Department deems the street names as problematic or contentious, then the Executive Manager: Planning & Economic Development can refer the proposed street names to the Panel of Experts (see section 12.2), hereafter referred to as the Panel, for evaluation and consideration.

- 10.11 The Panel then makes a recommendation to the Planning Department on the proposed street names after which:
- 10.11.1 The Executive Manager: Planning & Economic Development can make a decision; or
 - 10.11.2 In the case of streets for a housing project the Planning Department may provide alternative street names to the Stellenbosch Department of Human Settlements (The Human Settlements department will be responsible for the submission of the street names as part of their housing project approval process to Council via the Portfolio Committee).
- 10.12 Please note that, the procedures as set out in this policy is applicable to the naming of features only and is dealt with separately from decision-making on land development applications, which is delegated to the Authorised official or the Planning Tribunal in terms of the Stellenbosch Municipal Land Use Planning Bylaw.
- 10.13 If the street names are not supported by the delegated functionary, the municipality will inform the applicant, with reasons.
- 10.13 Any decision taken in terms of 10.13 above, shall be subject to applicable right of appeal in terms of the relevant legislation.
- 10.14 On approval by the municipality, the Planning Department notifies all affected stakeholders such as the CAD technician (tasked to capture address data), municipal accounts section, Community Services Department, Civil Engineering Services Department, Electro-Technical Engineering Services Department, Ward Councillor/s, Surveyor-General, Registrar of Deeds, Telkom, Postmaster General, South African Police Service, Emergency Services, Western Cape Provincial Geographical Names Committee, National Geographical Names Council and map producers, of the new street names and numbers.

PART IV: RENAMING PROCESS

11. RENAMING PRINCIPLES

The principles detailed below should be adhered to in considering all submissions and petition for renaming of features:

- a) Renaming is the responsibility of Council. The decision to proceed with the process of renaming must therefore be taken by Council before the process may commence;
- b) The renaming of features should only be done where there is a need and in such a way as to curb unnecessary expenses; and
- c) The process of renaming must be undertaken in a consultative manner and this must be clearly demonstrated before a final decision can be taken;

12. RENAMING STRUCTURES

12.1 RENAMING COMMITTEE

- 12.1.1 The Municipal Manager shall establish a municipal renaming committee, hereafter referred to as the Committee.
- 12.1.2 The Committee shall be made up of the Municipal Manager and Executive Managers of the following directorates: Planning & Economic Development, Community Services, Infrastructure Services, Corporate Services and Financial Services, or their delegated officials.
- 12.1.3 The responsibility of the Committee will be to assess all renaming proposals received against the criteria and rules as set out in this policy and to make recommendations to the Mayoral Committee via the Planning Department and Portfolio Committee.

12.2 PANEL OF EXPERTS

- 12.2.1 The Committee may appoint a Panel of Experts (hereafter referred to as the Panel) to assist with the evaluation of proposals, if the expertise required, falls outside that held by the appointed officials.
- 12.2.2 The Panel shall consist of not more than 5 members and not less than 3 members.
- 12.2.3 The Committee can itself nominate or, advertise a request for nominations from the general public, for members to serve on the Panel.
- 12.2.4 Councillors or municipal officials may be nominated to serve on the Panel.
- 12.2.5 Nominations for the Panel should include the agreement or permission of the nominee, full particulars of the nominee (including contact details), relevant experience, qualifications and motivation.
- 12.2.6 The Panel should have expertise and/or experience and/or qualifications in two or more of the following fields:
 - a) history;
 - b) culture;
 - c) linguistics;
 - d) reconciliation;
 - e) religion;
 - f) civil engineering;
 - g) town planning;

- h) onomastics (or onomatology is the study of the origin, history, and use of proper names); and i) toponomy (study of place names [toponyms], their origins, meanings, use and typology).

- 12.2.7 The expertise, referred to in the previous paragraph, must be detailed in the nomination documentation.
- 12.2.8 In addition, care should be taken to ensure that the Panel is as representative of the demographics and cultural composition of the municipal area as possible.
- 12.2.9 The members to serve on the Panel shall be submitted via the Portfolio Committee to the Mayoral Committee, by the Municipal Manager, for approval.
- 12.2.10 The Panel members (excluding any Councillor or official) shall be remunerated in accordance with the approved tariffs of Council for advisory committees.

12.3 RENAMING PROCEDURE

- 12.3.1 Application fees for a renaming application are to be determined by the tariff structure of Council.
- 12.3.2 Council can, at any time, decide to process a renaming request, if determined to have sufficient merit.
- 12.3.3 Any person, community or organization which live or operate within the boundaries of the municipality shall be entitled to propose the renaming of a feature.
- 12.3.4 Council can on its own initiative initiate a renaming process.
- 12.3.5 Renaming proposals shall be in writing and shall include full details:
 - a) of the affected feature;
 - b) the proposer of the name change;
 - c) the proposed name change and its meaning;
 - d) fully motivated reasons for the change;
 - e) evidence of professional and community support; and
 - f) evidence of research.
- 12.3.6 Proposals may include the results of referenda or similar consultation/s within communities by way of evidence of support or opposition.

Persons who are unable to read or write, must be able to submit their comments verbally at the Stellenbosch Municipality; where they will be assisted by a staff member, to put their comments in writing.

- 12.3.7 The Planning Department shall receive, process and evaluate the proposals against the criteria and rules contained in this policy.
- 12.3.8 If a proposal does not contain all the required information or the street names do not conform to the criteria and rules contained in this policy, the proposal shall be returned to the applicant within 30 days, by the Planning Department, with a request for submission of the necessary information within 30 days from the receipt of the request, failure of which the renaming proposal shall lapse.
- 12.3.9 A report containing all names received, with a summary of relevant information, comments and evaluation in terms of the criteria and rules for renaming, will be prepared by the Planning Department for submission to the Committee.
- 12.3.10 The Committee will consider and deliberate the name change proposal.
- 12.3.11 The Committee can at this stage refer a proposal to the Panel for evaluation and consideration.
- 12.3.12 The Panel will make recommendations to the Committee.
- 12.3.13 The Committee will submit its comments and the Panel recommendations to the Planning Department.
- 12.2.14 The Planning Department will submit the proposal and all relevant comments to the Mayoral Committee via the Portfolio Committee.
- 12.3.15 If the proposal is not supported by Mayoral Committee, the applicant must be informed of this, with reasons.
- 12.3.16 If the proposal is supported then the proposal will be advertised for comment by interested & affected parties and surrounding property owners.
- 12.3.17 The Planning Department will simultaneously circulate the supported proposal to the relevant internal (Planning & Economic Development, Community Services, Infrastructure Services, Corporate Services & Financial Services Directorates) and relevant external departments for comment (e.g. District Roads Engineer, Ward Councillor/s, Western Cape Provincial Geographical Names Committee, etc.)
- 12.3.18 If, Council deems it necessary, it can conduct a public meeting with the relevant stakeholders at any stage of the process.
- 12.3.19 A report containing all comments received will be prepared by the Planning Department for submission to the Committee. The report should also include the financial implications for Council for the proposal.

- 12.3.20 Comments received on the supported proposal will be considered by the Committee.
- 12.3.21 The Committee can again refer the comments received to the Panel for further recommendations.
- 12.3.22 The Committee will submit its final comments and the Panel recommendations to the Planning Department.
- 12.3.23 The Planning Department will submit the Committee comments and the Panel recommendations to the Mayoral Committee via the Portfolio Committee.
- 12.3.24 Once the name change is supported by the Mayoral Committee, its recommendation is submitted to the Council for approval.
- 12.3.25 Once the name change is approved by the Council, this must be published in a local newspaper.
- 12.3.26 Any decision taken in terms of 12.3.26 above, shall be subject to applicable right of appeal in terms of the relevant legislation.
- 12.3.27 The municipal budget should make provision for capital funds as well as operating funds to implement the proposal/s as per the responsible department.
- 12.3.28 On approval by the Mayoral Committee, the Planning Department notifies all affected stakeholders such as the CAD technician (tasked to capture address data), municipal accounts section, Community Services Department, Civil Engineering Services Department, Electro-Technical Engineering Services Department, Ward Councillor/s, Surveyor-General, Registrar of Deeds, Telkom, Postmaster General, South African Police Service, Emergency Services, Western Cape Provincial Geographical Names Committee, National Geographical Names Council and map producers, of the new street names and numbers.
- 12.3.29 A Council initiated renaming process must follow the same renaming procedures as set out in this policy.
- 12.3.30 Administrative errors and/or incorrect spelling of names may be rectified without going through the process contained in this policy.

PART V: OTHER PROVISIONS**13. RULES FOR STREET NUMBERING**

Street numbering should be allocated as follows:

13.1 Streets -West to East (Horizontal)

(Horizontal: indicates the street is running generally speaking in a Western/Eastern direction or $<45^\circ$).

Numbering must be done from left to right, West to East, with even numbers on the Northern side of the street, and the odd numbers on the Southern side of the street.

13.2 Streets - South to North (Vertical)

(Vertical: indicates the street is running generally speaking in a Northern/Southern direction or $>45^\circ$)

Start by numbering from South to North, with the even numbers on the Eastern side of the street, and the odd numbers on the Western side of the street.

13.3 Corner Erf (Two streets)

Two street numbers must be provided for a corner Erf, with one street number bordering each street. The street number of a property will be determined by the direction of the front door of the new or existing structure.

13.4 Corner Erf (Three streets)

Three street numbers must be provided for a corner Erf. One street number bordering each street is required. The direction of the building/front door/entrance will determine which street number shall be used.

13.5 Cul-de-sac

(Scenario 1)

If there are fewer than seven properties on the same side of the road in a cul-de-sac with no possibility of development on the other side of the road, numbering is then to be sequential

(Scenario 2)

The street numbering, if there are more than seven properties and these are located on both sides of the road, should start at the entrance of the cul-de-sac (at the corner Erf). Odd numbers must start on the Southern side, if the cul-de-sac is running in an East/West direction (i.e. $<45^\circ$) or on the Western side, if the cul-de-sac is running in a South/North direction (i.e. $>45^\circ$). The island in the middle, if applicable must be numbered with even numbers with the smallest even number at the entrance to the circle.

13.6 Public Open Space

A public open space must also be numbered. Numbering should be done on both sides of the Erf if the Erf borders on two streets. The lowest value street number allocated to the Erf will be used for administrative purposes.

13.7 Existing street numbers

In cases where an existing street is already numbered, the existing numbers must be taken into account when a subdivision is supplied to the municipality. The street numbering must also fit into the General Plan of the area.

- 13.8 On completion of any building on a property, it shall be the duty of the property owner/s to obtain and install suitable address numerals in accordance with the provisions of the Signs manual.

14 FINANCIAL CONSIDERATIONS

The following financial aspects shall be taken into account:

- 14.1 All costs relating to street naming in new subdivisions shall be borne by the developer, or where the developer is Council, the costs shall be borne by Council.
- 14.2 The costs of erecting or changing name boards and signs, resulting from the renaming process, shall be borne by the successful applicant (whether this is a person, group, company, organization, institution, etc.), except if initiated by Council.
- 14.3 Council shall not be liable for costs incurred by property owners, which could ensue as a result of the renaming process (i.e. changing of address for various institutions, websites, business signage, etc.).

APPENDIX 2

5.1.1	DRAFT POLICY ON PLACE NAMING, STREET NAMING AND RENAMING AND NUMBERING FOR STELLENBOSCH MUNICIPALITY, EDITED 8 APRIL 2019
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Collaborator No: 644157
IDP KPA Ref No: 16/P/4
Meeting Date: 17 May 2019

1. SUBJECT: DRAFT POLICY ON PLACE NAMING, STREET NAMING AND RENAMING AND NUMBERING FOR STELLENBOSCH MUNICIPALITY, EDITED 8 APRIL 2019

2. PURPOSE OF REPORT

To request Section 80 Committee to comment on the Draft Policy on Place naming, Street Naming, Renaming, and Numbering for Stellenbosch Municipality, edited 8 April 2019, attached as **APPENDIX 1** and advise the Executive Mayor.

Councillor Groenewald requested on the 1st of April 2019, the following:

*"From: Esther Groenewald
 Sent: 01 April 2019 09:41 AM
 To: Tabiso Mfeya; Hedre Dednam
 Subject: Proposed/scheduled Sect 80 Date for April*

Dear Director

I refer to the date above and hereby request that we try and set a new date during next week for the Sect 80 Committee for Planning and LED which will enable us to advise the Mayor on the following:

1. *Bylaw on Problem Properties*
2. *Policy on Informal Trading and*
3. *Policy on Changing of Street Names in WCO 24"*

3. DELEGATED AUTHORITY

For consideration by the Section 80 Committee in order to advise the Executive Mayor.

4. EXECUTIVE SUMMARY

Council resolved as follows:

**"JOINT ECONOMIC DEVELOPMENT AND PLANNING COMMITTEE:
 2018-03-06: ITEM 5.2.1**

During deliberations on the matter, the following corrections were suggested on the Draft Policy:

- (i) Under bullet point 4.2, change 2km radius to 5km radius;
- (ii) Under bullet point 5.11, change the name of the Director: Engineering Services to Director: Infrastructure.
- (iii) Remove bullet point 6.7 Other situations.....on page 6 of the Draft Policy and change the numbering that follows, ie. 6.8 becomes 6.7, etc.;
- (iv) Under bullet point 9.2, replace the word "failure of" with the word "failing", under paragraph 9.2 on page 8 of the Appendix;
- (v) Replace the Afrikaans word "Weg" with the Afrikaans word "Pad" next to the English word Road (Rd) on the 2nd last page of Annexure 1;

RESOLVED

that it be recommended to Council:

- (a) that the draft policy on Place naming, Street naming and Renaming and Numbering for Stellenbosch Municipality, August 2017, (including the amendments as listed in (i)-(v) above), be approved in principle; and
- (b) that the draft policy on Place naming, Street naming and Renaming and Numbering for Stellenbosch Municipality, August 2017 be advertised for public comment where after same be resubmitted to Council for final consideration and approval."

The administration edited the document on 8 April 2019 as requested in the above-mentioned resolution.

5. RECOMMENDATION

- (a) that the Section 80 committee comment on the Draft Policy on Place Naming, Street Naming and Renaming and Numbering for Stellenbosch Municipality, edited 8 April 2019, attached as **Appendix 1** and advice the Executive Mayor;
- (b) that the Draft Policy on Place Naming, Street Naming and Renaming and Numbering for Stellenbosch Municipality, edited 8 April 2019, be advertised in the local newspapers, libraries and circulated to the under mentioned entities for a public comment for 30 days where after same be resubmitted to Council for final consideration and subsequent approval:
 - (i) SIG
 - (ii) Stellenbosch-, Franschhoek-, Raithby-, Jamestown Rate Payers
 - (iii) Stellenbosch Agricultural Society
 - (iv) All the ward administrators
 - (v) All the Directors to be referred to their Managers
 - (vi) University of Stellenbosch
 - (vii) Boland College
 - (viii) Heritage Western Cape
 - (ix) WC Department of Agriculture
 - (x) Cape Winelands District Municipality.

6. DISCUSSION

6.1 Contents

The purpose of this Policy is to provide a standard and consistent policy framework dealing with, street and place naming and renaming, street numbering and to set out the responsibilities of the relevant parties involved in the process.

In order for the Municipality to name or rename streets or places and to allocate street numbers, certain criteria need to exist to guide how these names or numbers are approved or allocated. This Policy addresses the essential criteria and rules required for the effective administrative and decision-making procedures in order to guide the various departmental functions relating to street naming, numbering and renaming.

The Policy was reviewed to address a more effective administrative procedure and to bring it in line with the Stellenbosch Municipality Land Use Planning By-Law, October 2015. The said By-Law stipulates in Chapter X, Section 98 as follows:

- (1) *If as a result of the approval of a development application streets or roads are created, whether public or private, the Municipality must approve the naming of streets and must allocate a street number to each of the erven or land units located in such street or road.*
- (2) *The proposed names of the streets and numbers must be submitted as part of an application for subdivision.*
- (3) *In considering the naming of streets, the Municipality must take into account the relevant policies regarding street naming and numbering.*
- (4) *The Municipality must notify the Surveyor-General of the approval of new streets as a result of the approval of an amendment or cancellation of a subdivision in terms of section 23 and the Surveyor-General must endorse the records of the Surveyor-General's Office to reflect the amendment or cancellation of the street names on an approved general plan.*

6.2 Financial Implications

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

6.3 Legal Implications

The Municipal Systems Act, 2000 (Act 32 of 2000).

6.4 Staff Implications

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

6.5 Previous / Relevant Council Resolutions:

The following previous Council resolution is applicable:

Minutes of **JOINT ECONOMIC DEVELOPMENT AND PLANNING COMMITTEE: 2018-03-06: ITEM 5.2.1**

6.6 Risk Implications

The recommendation will reduce risk implications for the municipality with regards to land use applications.

6.7 Comments from Senior Management:

Comments from other Internal Departments of the Municipality will be obtained with the second round of public participation process.

COMMENTS BY THE PLANNING AND ECONOMIC DEVELOPMENT COMMITTEE

During deliberations on the matter, the Planning and Economic Development Committee proposed the following changes as outlined in **APPENDIX A**, be effected on the Draft Policy on Place and Street Naming, Renaming and Numbering for recommendation to the Executive Mayor.

RECOMMENDATIONS FROM THE PLANNING AND ECONOMIC DEVELOPMENT COMMITTEE TO THE EXECUTIVE MAYOR: 2019-05-17: ITEM 5.1.1

that the Section 80 Committee commented extensively on the amended Draft Policy on Place Naming, Street Naming and Renaming and Numbering for Stellenbosch Municipality. Revised Policy amended 2019-05-17, attached as APPENDIX 1 to be submitted to the Executive Mayor for further direction.

FOR FURTHER DETAILS CONTACT:

NAME	Hedre Dednam
POSITION	Land Use Manager
DIRECTORATE	Planning and Economic Development
CONTACT NUMBERS	021 808 8674
E-MAIL ADDRESS	hedre.dednam@stellenbosch.gov.za
REPORT DATE	8 April 2019

ANNEXURE 3

Copies of adverts placed in the Eikestadnuus and the Paarl Post
of 12 December 2019 respectively.



JOB OPPORTUNITY: Administrative Assistant Finfocus Financial Planners (Pty) Ltd

Minimum requirements for this full day position:

- A matric or post matric qualification with at least three years office related experience in the financial services industry, as well as have access to reliable transport
- Bilingual and fluent in both Afrikaans and English (Both written and spoken)
- Be computer literate and experienced in MS Excel, MS Word and Outlook
- Experienced working with a Customer Relationships Management system
- Pay attention to detail, methodical, ability to work in a team, self-motivated, client oriented

Duties:

- Manage general administrative office duties for financial advisers, such as correspondence, data capturing, secure filing of e-mails, scanning, printing documentation, etc. as well as any other ad hoc administrative duties
- Handle all documentation required for client servicing, including onboarding clients, follow-ups, preparations for review meetings, etc.
- Maintain proper filing and recording of all transactions, correspondence, information, etc.; obtain statements and quotes from service providers
- Be available to answer phone queries and for work at reception & switchboard

If you are interested in this position and you meet the requirements, please forward your CV with a cover letter to info@finfocus.co.za to reach us by 19 December 2019. Interviews to take place in January 2020.

First for Kayamandi

Last Saturday (30 November), the Kayamandi Boxing Academy hosted its first home tournament at Kayamandi High School.

The Kayamandi Boxing Academy offers an avenue for youth to get off the streets and learn vital skills in self-defence and self-discipline. The initiative was started by Xolisani Thembani, who saw a need in his community to offer a free pastime for Kayamandi youth.

His current student base is made up of 26 boys and girls, and the team has won many accolades at various tournaments across the country. One of its students, a 15-year-old girl, has reached national level. In light of the current pressing issue of gender-based violence, it is clear to see the impact that Xolisani is making



Ayakha (in red) from Kayamandi Boxing Academy and his rival after one of the matches in the tournament.

in the lives of girls in Kayamandi.

This first tournament of Kayamandi Boxing Academy hosted 13 teams from throughout the Western Cape. The Hermanus boxing team took first place, with KBA in second place.

The event was sponsored by Ginos in Stellenbosch as well as Hungry Lion.

Thembani founded the academy after seeing a need in his local community for a healthy and constructive pastime

for the youth.

Not only is boxing a great form of exercise and teaches self-discipline, but with many young girls making up the KBA team it is a healthy pastime that promotes self-defence. It's something that is an asset to women everywhere in the light of the recent attacks on women and girls.



Western Cape
Government

BETTER TOGETHER.

IMPORTANT NOTICE

1. The Department of Social Development, Western Cape, Stellenbosch Local Office, is requesting Mr Kelvin Joubert, last seen in La Motte, Bosbou, Franschhoek area, to urgently contact the social worker Ms T. Van Rooyen on 021 871 1682 or at Old Rembrandt Mall, Lady Grey Street, Paarl, during office hours (07H30 - 16H00) or fax 021 872 0049. He is allegedly a close relative of a male child born during 2011.
2. The Department of Social Development, Western Cape, Drakenstein Local Office, is requesting Miss Esmerelda De Bruyn, who was last seen in Klappmuts, to urgently contact the social worker, Mrs M. De Jager on 021 871 1682 or at Old Rembrandt Mall, Lady Grey Street, Paarl, during office hours (07H30 - 16H00) or fax 021 872 0049. She is allegedly a close relative of a male child born during 2014.

3. The Department of Social Development, Western Cape, Stellenbosch Local Office, is requesting Mr Daniel Smith, who was last seen in Klappmuts, to urgently contact the social worker Ms T. Van Rooyen on 021 871 1682 or at Old Rembrandt Mall, Lady Grey Street, Paarl, during office hours (07H30 - 16H00) or fax 021 872 0049. He is allegedly a close relative of a male child born during 2011.
4. The Department of Social Development, Paarl Local Office, is requesting Mr Frank Ghuga, who was last seen in Franschhoek, to urgently contact the social worker, Ms N. Theunissen on 021 871 1682 or at Old Rembrandt Mall, Lady Grey Street, Paarl, during office hours (07H30 - 16H00). He is allegedly a close relative of two minor children, one female and one male, born during 2004 and 2007.



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NOTICE OF DRAFT POLICY ON PLACE NAMING, STREET NAMING AND RENAMING AND NUMBERING FOR STELLENBOSCH MUNICIPALITY, EDITED 17 MAY 2019

Notice is hereby given that Stellenbosch Municipality is finalising the Draft Policy on Place Naming, Street Naming and Renaming and Numbering for Stellenbosch Municipality, edited 17 May 2019 for the WC024 Area.

The Council of Stellenbosch Municipality herewith gives notice that the Draft Policy on Place Naming, Street Naming and Renaming and Numbering for Stellenbosch Municipality, edited 17 May 2019 has now been compiled and the document is available for perusal and comment. Interested and affected parties are herewith invited to submit comments on the Draft Policy on Place Naming, Street Naming and Renaming and Numbering for Stellenbosch Municipality, edited 17 May 2019 during the 60 day commenting period. (excluding the recess period between 15 December 2019 and 15 January 2020)

Comments must be submitted in writing to The Senior Town Planner: Mr Robert Fooy at Land Use Management, P O Box 17, Stellenbosch, 7599; or emailed to Robert.Fooy@stellenbosch.gov.za on or before 14 March 2020.

The Draft document is available for viewing at the following places:

- Stellenbosch Municipality website
- Stellenbosch Library
- Franschhoek Library
- Pniel Library
- Cloetesville Library
- Ida's Valley Library
- Kayamandi Library
- Klappmuts Library
- Jamestown Library
- Advice Centres at the Stellenbosch and Franschhoek Municipal Offices

Contact person : Mr Robert Fooy
Tel : (021) 808-8680
E-mail : Robert.Fooy@stellenbosch.gov.za

Municipal Manager
Stellenbosch Municipality

(Municipal Notice 29/19)

KENNISGEWING VAN KONSEP BELEID OP BENOEMING, HERBENOEMING VAN PLEKKE EN STRATE VIR STELLENBOSCH MUNISIPALITEIT, GEWYSIG 17 MEI 2019

Kennis geskied hiermee dat Stellenbosch Munisipaliteit tans besig is om die Konsep Beleid op Benoeming, Herbenoeming van Plekke en Strate vir Stellenbosch Munisipaliteit, gewysig 17 Mei 2019 vir die WC024 Area te finaliseer.

Die Raad van Stellenbosch Munisipaliteit gee hiermee kennis dat die Konsep Beleid op Benoeming, Herbenoeming van Plekke en Strate vir Stellenbosch Munisipaliteit, gewysig 17 Mei 2019 beskikbaar is vir insae en kommentaar. Belanghebbende en geaffekteerde partye word hiermee uitgenooi om kommentaar op die Konsep Beleid op Benoeming, Herbenoeming van Plekke en Strate vir Stellenbosch Munisipaliteit, gewysig 17 Mei 2019 binne die 60 dae kommentaar tydperk in te dien. (uitgesluit die reses periode tussen 15 Desember 2019 en 15 Januarie 2020)

Kommentaar moet skriftelik aan die Senior Grondgebruik Beplanner Mnr Robert Fooy by Grondgebruik beplanning, Posbus 17, Stellenbosch, 7599 of per e-pos aan Robert.Fooy@stellenbosch.gov.za op of voor 14 Maart 2020 gerig word.

Die Konsep dokument is ter vir besigtiging by die volgende plekke beskikbaar:

- Stellenbosch Munisipaliteit webtuiste
- Stellenbosch Biblioteek
- Franschhoek Biblioteek
- Pniel Biblioteek
- Cloetesville Biblioteek
- Ida's Vallei Biblioteek
- Kayamandi Biblioteek
- Klappmuts Biblioteek
- Jamestown Biblioteek
- Advies Sentrums by Stellenbosch en Franschhoek Munisipale kantore

Kontakpersoon : Mnr Robert Fooy
Tel : (021) 808-8680
E-pos : Robert.Fooy@stellenbosch.gov.za

Munisipale Bestuurder
Stellenbosch Munisipaliteit

(Munisipale Kennisgewing 29/19)



Reggie Nel lui die Slaweklok terwyl verteenwoordigers van families van Pniël ook hulde bring saam met die skrywer Diana Ferrus. Van links is Neville Davids, David de Wet, Solly Denyssen, Reggie Williams, Geoffrey Hendricks, Edmund James, Bernard Mentoor en Diana Ferrus.
Foto: Elmarine Anthony

Vry slawe herdenk

Elmarine Anthony

Laat ons nooit vergeet waar ons vandaan kom nie.

Dié woorde is Sondag 1 Desember deur meer as een spreker op Die Werf in Pniël by die herdenking van die vrystelling van slawe geuit.

Slawerny is op 1 Desember 1834 in die Kaapkolonie afgeskaf, maar ingevolge wetgewing moes die vrygestelde slawe in vakmanskap op plase tot 1 Desember 1838 aanbyl waarna hulle amptelik vrygestel is.

Janine Myburgh van die Pniël-erfenis- en kultuurtrust het ter opening kortliks Pniël se geskiedenis verduidelik. "Dit is te danke aan die vrystelling van die slawe dat Pniël vandag hier is. Toe die slawe vrygestel is, het hulle hier 'n stukkie grond om te boer, 'n kerk en 'n skooltjie gekry, en dis waar Pniël sy ontstaan gehad het."

Deur die vrystelling van die slawe te herdenk, bring hulle eer aan hul voorouers, volgens Myburgh.

"Hulle het hul menslikheid behou en vir ons waardes en talente gelos wat ons gemotiveer het om te bereik wat ons vandag bereik het, ten spyte van die toestande waaronder hulle in Suid-Afrika aangekom, gewoon en gewerk het. So, laat ons nooit vergeet waar ons vandaan kom nie en nooit die mense vergeet wat ons tot daar gehelp het nie," het Myburgh voorts gesê.

Die digter en skrywer Diana Ferrus, wat die gasspreker was, het gesê sy is van gemengde Khoi-San- en slawe-herkoms. Sy het van haar gedigte oor slawerny voorgelees en verduidelik hoe daardie gedigte ontstaan het.

Die geleentheid het geëindig met Reggie Williams wat die slaweklok op die kop 12:00 gelui het.

Die klok word slegs een keer per jaar gelui.

Tips to keep your home safe

What happens to your home while you are away? Homes might be more susceptible to break-ins while owners are away.

Here are some tips to keep your home safe while you're away for the holidays.

1. Make sure gifts are not visible from outside

Keep all those gifts out of sight to avoid unwanted attention.

2. Watch what you post on social media

Potential burglars look through posts seeking information on types of gifts people bought as well as your holiday plans.

3. Assess your weak points

Test your home safety by pretend to be locked out of your house. Can you get in without your keys? Then so can anyone else. Think about getting those access points secured.

4. Be careful about disposing of packaging

If you put the packaging out in the rubbish waiting to be picked up, you're basically telling the whole world what sort of gifts are inside.

5. Don't run external lights through a window

Make sure that you don't run wires through a window or door leading inside. That little wedge that the wire will leave is all a burglar needs to pry their way in.

6. Make sure your home is well-lit

Burglars operate under the protection of darkness. Install floodlights or motion activated lighting around the exterior of your home.

7. Put your lights on a timer

Burglars are known for assessing the right time to break into a home. Signs of inactivity or absence of occupants usually indicates this and when lights are off, intruders assume no one is home.

8. Make use of motion sensors

Motion sensors trip when they detect movement around a certain perimeter. They can activate lights, or an alarm. Setting up motion sensors on your property is a good way to effectively deter anyone from breaking into your home.

9. Get a house sitter

Getting someone to look after your house or flat while you're not there is a great idea.

Not only will they be able to give your house that extra layer of security by showing potential burglars that there is someone home, but they can also look after your pets and/or plants while you're away.

10. Secure your home

Make sure your home is secure during the holiday season. Check your windows and doors to make sure all locks are intact.

Get a home security system which will protect your home and your family.



Paulus Joubert herwin

Die Table Mountain Fund het 12 vullishouers aan Paulus Joubert Primër geskenk om veral vir herwiningsdoelendes by die skool te gebruik. Marene Stonga (agter regs), projekteer van Emerging Leaders SA, het die houers oorhandig. Foto: Ernest Kilowan



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NOTICE OF DRAFT POLICY ON PLACE NAMING, STREET NAMING AND RENAMING AND NUMBERING FOR STELLENBOSCH MUNICIPALITY, EDITED 17 MAY 2019

Notice is hereby given that Stellenbosch Municipality is finalising the Draft Policy on Place Naming, Street Naming and Renaming and Numbering for Stellenbosch Municipality, edited 17 May 2019 for the WC024 Area.

The Council of Stellenbosch Municipality herewith gives notice that the Draft Policy on Place Naming, Street Naming and Renaming and Numbering for Stellenbosch Municipality, edited 17 May 2019 has now been compiled and the document is available for perusal and comment. Interested and affected parties are herewith invited to submit comments on the Draft Policy on Place Naming, Street Naming and Renaming and Numbering for Stellenbosch Municipality, edited 17 May 2019 during the 60 day commenting period. (excluding the recess period between 15 December 2019 and 15 January 2020)

Comments must be submitted in writing to The Senior Town Planner: Mr Robert Fooy at Land Use Management, P O Box 17, Stellenbosch, 7599; or emailed to Robert.Fooy@stellenbosch.gov.za on or before 14 March 2020.

The Draft document is available for viewing at the following places:

- Stellenbosch Municipality website
- Stellenbosch Library
- Franschhoek Library
- Pniël Library
- Cloetesville Library
- Ida's Valley Library
- Kayamandi Library
- Klapmuts Library
- Jamestown Library
- Advice Centres at the Stellenbosch and Franschhoek Municipal Offices

Contact person : Mr Robert Fooy
Tel : (021) 808-8680
E-mail : Robert.Fooy@stellenbosch.gov.za

Municipal Manager
Stellenbosch Municipality

(Municipal Notice 29/19)

KENNISGEWING VAN KONSEP BELEID OP BENOEMING, HERBENOEMING VAN PLEKKE EN STRATE VIR STELLENBOSCH MUNISIPALITEIT, GEWYSIG 17 MEI 2019

Kennis geskied hiermee dat Stellenbosch Munisipaliteit tans besig is om die Konsep Beleid op Benoeming, Herbenoeming van Plekke en Strate vir Stellenbosch Munisipaliteit, gewysig 17 Mei 2019 vir die WC024 Area te finaliseer.

Die Raad van Stellenbosch Munisipaliteit gee hiermee kennis dat die Konsep Beleid op Benoeming, Herbenoeming van Plekke en Strate vir Stellenbosch Munisipaliteit, gewysig 17 Mei 2019 beskikbaar is vir insae en kommentaar. Belanghebbende en geaffekteerde partye word hiermee uitgenooi om kommentaar op die Konsep Beleid op Benoeming, Herbenoeming van Plekke en Strate vir Stellenbosch Munisipaliteit, gewysig 17 Mei 2019 binne die 60 dae kommentaar tydperk in te dien. (uitgesluit die reses periode tussen 15 Desember 2019 en 15 Januarie 2020)

Kommentaar moet skriftelik aan die Senior Grondgebruik Beplanner Mnr Robert Fooy by Grondgebruik beplanning, Posbus 17, Stellenbosch, 7599 of per e-pos aan Robert.Fooy@stellenbosch.gov.za op of voor 14 Maart 2020 gerig word.

Die Konsep dokument is ter vir besigtiging by die volgende plekke beskikbaar:

- Stellenbosch Munisipaliteit webtuiste
- Stellenbosch Biblioteek
- Franschhoek Biblioteek
- Pniël Biblioteek
- Cloetesville Biblioteek
- Ida's Vallei Biblioteek
- Kayamandi Biblioteek
- Klapmuts Biblioteek
- Jamestown Biblioteek
- Advies Sentrums by Stellenbosch en Franschhoek Munisipale kantore

Kontakpersoon : Mnr Robert Fooy
Tel : (021) 808-8680
E-pos : Robert.Fooy@stellenbosch.gov.za

Munisipale Bestuurder
Stellenbosch Munisipaliteit

(Munisipale Kennisgewing 29/19)

7.	REPORTS SUBMITTED BY THE MUNICIPAL MANAGER
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NONE

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

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