



STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

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

2025-10-07

**NOTICE OF A
PLANNING, LED AND TOURISM
COMMITTEE MEETING
TUESDAY: 2025-10-07 AT 14:00**

TO T Kumm [Chairperson]
COUNCILLORS A Ferns
M Danana
A Hanekom
G Petersen

Ex officio Executive Mayor, Ald J Fasser

Notice is hereby given that a Planning Committee Services meeting will be held in the **Council Chamber, Plein Street, Stellenbosch** on **Tuesday, 2025-10-07 at 14:00** to consider the attached Agenda.

CLLR T KUMM
CHAIRPERSON

A G E N D A
PLANNING, LED & TOURISM COMMITTEE MEETING
2025-10-07

TABLE OF CONTENTS

ITEM	SUBJECT	PAGE
1.	OPENING AND WELCOME	
2	COMMUNICATION BY THE CHAIRPERSON	
3	DISCLOSURE OF INTERESTS	
4	APPLICATIONS FOR LEAVE OF ABSENCE	
5	CONFIRMATION OF MINUTES	
5.1	The minutes of the Planning, LED and Tourism Committee Meeting held on 2025-09-02 is attached as APPENDIX 1. FOR CONFIRMATION	5
6	REPORT/S BY THE DIRECTOR: ECONOMIC DEVELOPMENT AND PLANNING SERVICES RE OUTSTANDING RESOLUTIONS TAKEN AT PREVIOUS MEETINGS	
6.1	REPORT ON THE OUTSTANDING COUNCIL RESOLUTIONS OF PLANNING, LOCAL ECONOMIC DEVELOPMENT AND TOURISM COMMITTEE: AUGUST 2025 (ANNEXURE A)	11
7.	REPORT/S FROM OFFICIALS: PLANNING	
7.1	NON-DELEGATED	
	NONE	
7.2	DELEGATED	
	NONE	
8.	REPORTS SUBMITTED BY THE MUNICIPAL MANAGER	
	NONE	
9.	NOTICES OF MOTIONS AND NOTICES OF QUESTIONS RECEIVED BY THE MUNICIPAL MANAGER	
	NONE	
10.	CONSIDERATION OF URGENT MATTERS	
11.	MATTERS TO BE CONSIDERED IN-COMMITTEE	
	NONE	

1.	OPENING AND WELCOME	(3/4/3/3)
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2.	COMMUNICATION BY THE CHAIRPERSON	(3/4/3/6)
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3.	DISCLOSURE OF INTEREST	(3/6/2/2)
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4.	APPLICATION FOR LEAVE OF ABSENCE	(3/4/3/3)
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5.	CONFIRMATION OF MINUTES	(3/4/3/3)
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5.1	CONFIRMATION OF THE MINUTES OF PLANNING, LED & TOURISM COMMITTEE MEETING:2025-09-02	(3/4/3/3)
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The minutes of the Planning Services Committee Meeting held on 2025-09-03 is attached as **APPENDIX 1**.

FOR CONFIRMATION

APPENDIX 1



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

2025-09-02

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MINUTES

PLANNING, LED & TOURISM COMMITTEE MEETING

2025-09-02 AT 14:00

MINUTES
PLANNING, LED & TOURISM COMMITTEE MEETING
2025-09-02

Page 6

TABLE OF CONTENTS

ITEM	SUBJECT	PAGE
1.	OPENING AND WELCOME	
2	COMMUNICATION BY THE CHAIRPERSON	
3	DISCLOSURE OF INTERESTS	
4	APPLICATIONS FOR LEAVE OF ABSENCE	
5	CONFIRMATION OF MINUTES	
5.1	The minutes of the Planning, LED and Tourism Committee Meeting held on 2025-04-01 is attached as APPENDIX 1. FOR CONFIRMATION	2
5.2	The minutes of the Planning, LED and Tourism Committee Meeting held on 2025-06-03 is attached as APPENDIX 1. FOR CONFIRMATION	2
6	REPORT/S BY THE DIRECTOR: ECONOMIC DEVELOPMENT AND PLANNING SERVICES RE OUTSTANDING RESOLUTIONS TAKEN AT PREVIOUS MEETINGS	
6.1	REPORT ON THE OUTSTANDING COUNCIL RESOLUTIONS OF PLANNING, LOCAL ECONOMIC DEVELOPMENT AND TOURISM COMMITTEE: AUGUST 2025 (ANNEXURE A)	3
7.	REPORT/S FROM OFFICIALS: PLANNING	
7.1	NON-DELEGATED	
	NONE	
7.2	DELEGATED	
	NONE	
8.	REPORTS SUBMITTED BY THE MUNICIPAL MANAGER	
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9.	NOTICES OF MOTIONS AND NOTICES OF QUESTIONS RECEIVED BY THE MUNICIPAL MANAGER	
	NONE	
10.	CONSIDERATION OF URGENT MATTERS	
	NONE	
11.	MATTERS TO BE CONSIDERED IN-COMMITTEE	
	NONE	

PRESENT: Cllr TO Kumm [Chairperson]

COUNCILLORS: Cllr M Danana
Cllr A Ferns
Cllr A Hanekom
Cllr G Petersen

Also Present: Cllr P Crawley (Whip)

OFFICIALS: Director: Planning and Economic Development Services (A Barnes)
Senior Manager: Development Management (S Carstens)
Senior Admin Officer (T Samuels)

1.	OPENING AND WELCOME	(3/4/3/3)
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The Chairperson, Cllr TO Kumm welcomed all present at the Planning, LED and Tourism Committee meeting.

2.	COMMUNICATION BY THE CHAIRPERSON	(3/4/3/6)
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NONE

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

4.	APPLICATION FOR LEAVE OF ABSENCE	(3/4/3/3)
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NONE

5.	CONFIRMATION OF MINUTES
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5.1	CONFIRMATION OF THE MINUTES OF PLANNING, LED & TOURISM COMMITTEE MEETING: 2025-04-01
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The minutes of the Planning Services Committee Meeting held on 2025-04-01 **were confirmed as correct without any changes.**

5.2	CONFIRMATION OF THE MINUTES OF PLANNING, LED & TOURISM COMMITTEE MEETING: 2025-06-03
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The minutes of the Planning Services Committee Meeting held on 2025-06-03 **were confirmed as correct without any changes.**

6.	REPORT ON THE OUTSTANDING COUNCIL RESOLUTIONS
6.1	REPORT ON THE OUTSTANDING COUNCIL RESOLUTIONS FOR PLANNING, LOCAL ECONOMIC DEVELOPMENT AND TOURISM: AUGUST 2025

Collaborator No:

IDP KPA Ref No: Valley of Opportunity

Meeting Date: 2 September 2025

1. **SUBJECT: REPORT ON THE OUTSTANDING COUNCIL RESOLUTIONS FOR PLANNING, LOCAL ECONOMIC DEVELOPMENT AND TOURISM: AUGUST 2025**

2. **PURPOSE**

To submit the Outstanding Council Resolutions for August 2025 to the Planning and Local Economic Development & Tourism Committee, in order for the said Committee to establish progress of such resolution in respect of its oversight responsibility.

3. **DELEGATED AUTHORITY**

Section 80 Committee: Planning and Local Economic Development & Tourism Committee.

4. **EXECUTIVE SUMMARY**

The outstanding Council resolution, that specifically is applicable to the Development Management and Development Planning and Local Economic Development & Tourism, that is within the Directorate: Planning & Economic Development have been updated and duly submitted to the Office of the Municipal Manager. The latest updated version is submitted to the Portfolio Committee for noting and oversight purposes.

PLANNING, LED & TOURISM COMMITTEE: 2025-09-02: ITEM 6.1

NOTED

the Outstanding Council Resolutions for August 2025 that are applicable to the Committee. The outstanding Resolutions is attached as **APPENDIX 1** of this report.

FOR FURTHER DETAILS CONTACT:

NAME	<i>Stiaan Carstens</i>
POSITION	<i>Senior Manager: Development Management</i>
DIRECTORATE	<i>Planning and Economic Development</i>
CONTACT NUMBERS	021 808 8674
E-MAIL ADDRESS	Stiaan.Carstens@ Stellenbosch.gov.za
REPORT DATE	23 July 2025

7.	REPORTS/S FROM OFFICIALS: PLANNING
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7.1	NON-DELEGATED MATTERS
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NONE

7.2	DELEGATED MATTERS
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NONE

8.	REPORTS SUBMITTED BY THE MUNICIPAL MANAGER
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NONE

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

10.	URGENT MATTERS
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NONE

11.	MATTERS TO BE CONSIDERED IN-COMMITTEE
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NONE

The meeting adjourned at 14:30.

CHAIRPERSON:

DATE:

CONFIRMED ON with / without amendments

6.	REPORT ON THE OUTSTANDING COUNCIL RESOLUTIONS
6.1	REPORT ON THE OUTSTANDING COUNCIL RESOLUTIONS FOR PLANNING, LOCAL ECONOMIC DEVELOPMENT AND TOURISM: SEPTEMBER 2025

Collaborator No:

IDP KPA Ref No: Valley of Opportunity

Meeting Date: 2 September 2025

1. SUBJECT: REPORT ON THE OUTSTANDING COUNCIL RESOLUTIONS FOR PLANNING, LOCAL ECONOMIC DEVELOPMENT AND TOURISM: SEPTEMBER 2025

2. PURPOSE

To submit the Outstanding Council Resolutions for September 2025 to the Planning and Local Economic Development & Tourism Committee, in order for the said Committee to establish progress of such resolution in respect of its oversight responsibility.

3. DELEGATED AUTHORITY

Section 80 Committee: Planning and Local Economic Development & Tourism Committee.

4. EXECUTIVE SUMMARY

The outstanding Council resolution, that specifically is applicable to the Development Management and Development Planning and Local Economic Development & Tourism, that is within the Directorate: Planning & Economic Development have been updated and duly submitted to the Office of the Municipal Manager. The latest updated version is submitted to the Portfolio Committee for noting and oversight purposes. The outstanding Resolutions is attached as **APPENDIX 1** of this report.

5. RECOMMENDATIONS

that the Planning and Local Economic Development & Tourism Committee takes note of the latest updated Outstanding Council Resolutions for September 2025 that is applicable to the Committee.

6. DISCUSSION/CONTENTS

6.1 Background

The Executive Mayor instructed the Mayoral Committee Members of Stellenbosch Municipality to perform an oversight role to ensure that the outstanding Council Resolutions are being finalised by the administration and to monitor progress. Therefore, this will become a standard item on the agenda of the Section 80 Portfolio Committee Meetings.

6.2 Financial Implications

There are no financial applications.

6.3 Legal Implications

There are no legal implications.

6.4 Previous / Relevant Council Resolutions

Not applicable

6.5 Risk Implications

There are no risk implications in respect of this report.

APPENDICES

Appendix 1: Outstanding Council Resolutions for September 2025

FOR FURTHER DETAILS CONTACT:

NAME	<i>Stiaan Carstens</i>
POSITION	<i>Senior Manager: Development Management</i>
DIRECTORATE	<i>Planning and Economic Development</i>
CONTACT NUMBERS	<i>021 808 8674</i>
E-MAIL ADDRESS	Stiaan.Carstens@ Stellenbosch.gov.za
REPORT DATE	<i>10 September 2025</i>

OUTSTANDING RESOLUTIONS- PLANNING AND ECONOMIC DEVELOPMENT AND LED & TOURISM FOR THE PERIOD SEPTEMBER 2025

Council Meeting		Resolution	Resolution Date	Allocated To	% Feedback	Feedback Comment
621772	PROPOSED SERVICE DELIVERY IN JONKERSHOEK	<p>7.2.4 PROPOSED SERVICE DELIVERY IN JONKERSHOEK</p> <p>22ND COUNCIL MEETING: 2018-11-28: ITEM 7.2.4</p> <p>RESOLVED (majority vote with abstentions)</p> <p>(a) that the Power of Attorney from the National Department of Public Works, authorising Stellenbosch Municipality to commence with service delivery in Jonkershoek, be noted;</p> <p>(b) that the Administration be authorised to render interim municipal services in the Mixed Use Precinct in Jonkershoek on a cost recovery basis from the users who receive the services, except to those households that qualify for free basic services in terms of the Municipality's Indigent Policy;</p> <p>(c) that the Administration be authorised to provide/upgrade Access to Basic Services (Communal services) in informal areas, free of charge;</p> <p>(d) that the Director: Planning and Economic Development be requested to commission a feasibility study with the view of identifying a possible site(s) for possible township establishment, taking into account the Draft SDF for Jonkershoek, but also taking into account the positioning of bulk infrastructure and access to the site(s);</p> <p>(e) that the National Department of Public Works be requested to transfer the land to Stellenbosch Municipality;</p> <p>(f) that the National Department of Public Works be requested to transfer the land on which the office space previously used by Cape Nature, either by way of acquisition or by way of a Lease Agreement, to the Municipality;</p> <p>(g) that, the Director: Infrastructure Services be requested to compile a status quo report regarding the availability of bulk infrastructure but also indicating the cost of possible interim upgrading of such bulk infrastructure;</p> <p>(h) that the Director: Planning & Economic Development be requested to finalise the SDF for Jonkershoek in terms of the SPLUMA Act 16 of 2013;</p>	2018-11-28	ALL DIRECTORS	85.00	<p>Feedback on agenda item directly linked to Directorate: Planning and Economic Development:</p> <p>(d) Completed.</p> <p>(e) Notwithstanding, the then Executive Mayor and Municipal Manager request to the newly appointed National Minister of Public Works regarding the challenges experience in the Bosdorp and especially Jonkershoek. The administration requested a formal engagement with NDoPW&I and the letter was sent on 8 May 2025. The HDA was requested to facilitate this meeting.</p> <p>(h) The Department: Development Planning has a listed KPI for the development of LSDF's for small towns that runs over the next 3 financial years. The preparation of the Dwaarsriver Valley and Koelenhof was determined as the priority LSDFs to be prepared. The Koelenhof LSDF is in process with the assistance of the Koelenhof Development Forum.</p>

OUTSTANDING RESOLUTIONS- PLANNING AND ECONOMIC DEVELOPMENT AND LED & TOURISM FOR THE PERIOD SEPTEMBER 2025

		<p>(i) that the Municipal Manager be authorised to conclude an agreement(s) with the relevant authorities to ensure that Stellenbosch Municipality is in a position to do law enforcement in the Jonkershoek Valley, with specific reference to the prevention of further unauthorised structures being constructed/erected;</p> <p>(j) that a progress report be tabled to Council within 6 months, including an environmental impact report and indicating progress that has been made regarding the provision of services; and</p> <p>(k) that, in the mean-time, all expenditure be incurred within the existing, approved budget.</p> <p>The following Councillors requested that it be minuted that they abstained from voting on the matter:</p>				<p>The Urban Design Framework is completed. The tender for the preparation of the Dwarsrivier Valley LSDF was awarded. The consultant will commence work on 3 October 2025.</p> <p>(i) A request was submitted from the Office of the Municipal Manager for NDoPW&I to provide a PoA for the Municipality to execute illegal land invasion control. Such a PoA has not yet been issued by NDoPW&I.</p>
DEVELOPMENT MANAGEMENT						
789609	REPORT ON PUBLIC PARTICIPATION PROCESS AND INPUTS - STELLENBOSCH MUNICIPALITY: DRAFT ZONING SCHEME BY-LAW 2024 AND PROPOSED DRAFT ZONING SCHEME BY-LAW 2025	<p>10.8.1 REPORT ON PUBLIC PARTICIPATION PROCESS AND INPUTS - STELLENBOSCH MUNICIPALITY: DRAFT ZONING SCHEME BY-LAW 2024 AND PROPOSED DRAFT ZONING SCHEME BY-LAW 2025</p> <p>33RD COUNCIL MEETING: 2025-07-30: ITEM 10.8.1</p> <p>RESOLVED (majority vote with 1 abstention)</p> <p>(a) that the Report on the public participation process for the Stellenbosch Municipality: Draft Zoning Scheme By-Law 2024, attached as ANNEXURE "A", BE NOTED;</p> <p>(b) that the updated and amended Stellenbosch Municipality: Draft Zoning Scheme By-Law 2025, attached as ANNEXURE "B", BE NOTED; and</p> <p>(c) that the Stellenbosch Municipality: Proposed Draft Zoning Scheme By-Law 2025 BE ADOPTED for the purpose of a final public participation process.</p>	2025-07-30	DEVELOPMENT MANAGEMENT	70%	<p>All parties that submitted inputs on the Draft ZSB 2024 received email correspondence with responding comments on 1 August 2025, together with the new updated Draft ZSB 2025. This included a Notice to the Western Cape Government (DEADP).</p> <p>A notice on the adoption of the updated Draft ZSB 2025 and invitation for comment on the amendments were published as follows:</p> <ul style="list-style-type: none"> • Municipal Website on 6 August 2025 • Eikestad News on 7 August 2025, • Burger 8 August 2025 • Government Gazette 8 August 2025. <p>Copies of the Draft ZSB 2025 was placed in all Libraries and Municipal Offices in Town and Franschhoek. The closing date for comments was 8 September 2025.</p> <p>A total of 18 comments were received with several requests for meetings which needs to be considered.</p>

OUTSTANDING RESOLUTIONS- PLANNING AND ECONOMIC DEVELOPMENT AND LED & TOURISM FOR THE PERIOD SEPTEMBER 2025

						The Department will now commence with the processing of the comments received and undertake any necessary amendments and updating of the Draft Zoning Scheme Bylaw for a final Draft to be presented to Council for approval.
780663	PUBLIC PARTICIPATION PROCESS FOR STELLENBOSCH MUNICIPALITY: PROPOSED DRAFT PROBLEM PROPERTY BY-LAW 2025	<p>10.8.1 PUBLIC PARTICIPATION PROCESS FOR STELLENBOSCH MUNICIPALITY: PROPOSED DRAFT PROBLEM PROPERTY BY-LAW 2025</p> <p>30TH COUNCIL MEETING: 2025-03-31: ITEM 10.8.1</p> <p>RESOLVED (majority vote with 3 abstentions)</p> <p>(a) that the proposed draft Stellenbosch Municipality Problem Property By-law 2025, BE NOTED; and</p> <p>that the proposed draft Stellenbosch Municipality Problem Property By-law 2025, BE ADOPTED for the purpose of a public participation process.</p>	2025-03-31	DEVELOPMENT MANAGEMENT	75.00	<p>The advert appeared in the Eikestad Nuus and Paarl post on 24 April 2025.</p> <p>The advert closes on the 24th May 2025 for public comment.</p> <p>No public comments received</p> <p>Discussion has taken place with MM in terms of the delegations of the Problem Property Bylaw. 23062025</p> <p>Meeting was conducted with all Directors and relevant Senior Managers and Managers to discuss the Implementation regarding the Problem Property Bylaw delegations on 28/07/2025.</p> <p>Following the meeting the matter was discussed with the MM who requested that a Standard Operating Procedure be drafted to set out the modus operandi and, depending on the matters to be addressed, the associated responsibilities of the different Department that will be involved. The Draft SOP will be commenced with in due course.</p>
DEVELOPMENT PLANNING						

OUTSTANDING RESOLUTIONS- PLANNING AND ECONOMIC DEVELOPMENT AND LED & TOURISM FOR THE PERIOD SEPTEMBER 2025

LOCAL ECONOMIC DEVELOPMENT & TOURISM						
774011	TO REQUEST COUNCIL'S APPROVAL TO PILOT THE BICYCLE PARK AND WALK FACILITIES INITIATIVE WITHIN THE WC024 AREA FOR A PERIOD OF 12 MONTHS	<p>10.8.1 TO REQUEST COUNCIL'S APPROVAL TO PILOT THE BICYCLE PARK AND WALK FACILITIES INITIATIVE WITHIN THE WC024 AREA FOR A PERIOD OF 12 MONTHS</p> <p>26TH COUNCIL MEETING: 2024-10-30: ITEM 10.8.1</p> <p>RESOLVED (majority vote with 4 abstentions)</p> <p>(a) that Council takes note of the two (2) sites that have been identified for the Bicycle Park and Walk Facilities;</p> <p>(b) that Council approves the proposed sites to pilot the Bicycle Park and Walk facilities initiative for a period of twelve (12) months;</p> <p>(c) that building plans be submitted by STF in accordance with the National Building Regulations (NBR) and Standards Act, 103 of 1977 for the proposed structure;</p> <p>(d) that the necessary wayleaves applications be submitted (if applicable);</p> <p>(e) that an application for electricity connection be submitted to the electrical services (if applicable);</p> <p>(f) that an application for signage be submitted to Heritage for approval;</p> <p>(g) that a new agreement be drawn up between Stellenbosch Municipality and STF as the current MOU will not be extended for the purpose of the Bicycle Park and Walk Facilities;</p> <p>(h) that milestones be put in place for the submission of the above-mentioned items within the 12-month trial period;</p> <p>(i) that failure to adhere to the above-mentioned conditions will result in the pilot to be terminated and the facility to be removed with remedial action;</p> <p>(j) that the design of the facility be aesthetically pleasing and fit in with the surrounding buildings/structures architecture to the satisfaction of the Municipality's heritage section.</p>	2024-10-30	LED & TOURISM	90.00	<p>STF has submitted their building plans.</p> <p>The building plan BP7004 was refused subject to conditions. Applicant must respond to conditions for Municipality to reconsider</p>

OUTSTANDING RESOLUTIONS- PLANNING AND ECONOMIC DEVELOPMENT AND LED & TOURISM FOR THE PERIOD SEPTEMBER 2025

790337	REQUEST FOR THE RE-ADVERTISEMENT OF THE REVIEWED STELLENBOSCH MUNICIPALITY EVENTS BY-LAW, 2025 FOR PUBLIC PARTICIPATION	<p>10.8.2 REQUEST FOR THE RE-ADVERTISEMENT OF THE REVIEWED STELLENBOSCH MUNICIPALITY EVENTS BY-LAW, 2025 FOR PUBLIC PARTICIPATION</p> <p>33RD COUNCIL MEETING: 2025-07-30: ITEM 10.8.2</p> <p>RESOLVED (majority vote with 1 abstention)</p> <p>(a) that Council takes note of the reviewed Stellenbosch Municipality Events By-Law which was advertised for a period of twenty-one (21) working days and that copies of the proposed By-Law were placed at the venues as indicated in the advertisement, copy attached as Appendix 2 to this report;</p> <p>(b) that Council takes note that the reviewed Events By-Law incorporates significant changes based on public and internal inputs; and</p> <p>(c) that Council approves the re-advertisement of the reviewed Stellenbosch Municipality Events By-Law for public comment for a period of thirty (30) days, due to extensive amendments made following the initial round of public participation.</p>	2025-07-30	LED	80.00	Based on the public comments and internal inputs received, substantial amendments were made to the By-Law. An Item for the re-advertisement of the amended By-Law served at the Mayco meeting on 22 July 2025. The draft bylaw was re-advertised for public comments on 14 August 2025. The closing date was 15 September 2025.
790155	CONSIDERATION OF A SECTION 78(3) FEASIBILITY STUDY ON OUTSOURCING OF TOURISM SERVICES	<p>10.8.3 CONSIDERATION OF A SECTION 78(3) FEASIBILITY STUDY ON OUTSOURCING OF TOURISM SERVICES</p> <p>33RD COUNCIL MEETING: 2025-07-30: ITEM 10.8.3</p> <p>RESOLVED (majority vote with 2 abstentions)</p> <p>(a) that Council notes the legal obligation in terms of Section 78(3) of the Municipal Systems Act;</p> <p>(b) that Council approves the initiation of a Section 78(3) feasibility study to assess the outsourcing of tourism functions to an external mechanism;</p> <p>(c) that the Municipal Manager be authorised to conduct an inhouse feasibility study; and</p> <p>(d) that the findings of the feasibility study be submitted to Council for consideration prior to any final decision on the outsourcing of tourism services</p>	2025-07-30	LED	50.00	The Economic Development Section is currently obtaining information from the LTO's to inform the Feasibility Study.

OUTSTANDING RESOLUTIONS- PLANNING AND ECONOMIC DEVELOPMENT AND LED & TOURISM FOR THE PERIOD SEPTEMBER 2025

790182	FEEDBACK ON PUBLIC PARTICIPATION PROCESS (PPP) AFTER THE ADVERTISING OF THE DRAFT SPAZA SHOP BY-LAW	<p>10.8.4 FEEDBACK ON PUBLIC PARTICIPATION PROCESS (PPP) AFTER THE ADVERTISING OF THE DRAFT SPAZA SHOP BY-LAW</p> <p>33RD COUNCIL MEETING: 2025-07-30: ITEM 10.8.4</p> <p>RESOLVED (nem con)</p> <p>(a) that Council takes note of the inputs received from the public during the PPP;</p> <p>(b) that Council takes note of the Second Draft of the By-law, attached as ANNEXURE A, and approves the re-advertisement of the By-law for public comment; and</p> <p>(c) that, upon completion of the PPP, the Second Draft By-law, together with any comments or objections submitted by the public, be resubmitted to Council for final approval and adoption.</p>	2025-07-30	LED	80.00	An Item for the re-advertisement of the amended By-Law served at the Mayco meeting on 22 July 2025. The draft bylaw was re-advertised for public comments on 14 August 2025. The closing date was 15 September 2025.
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7.	REPORTS/S FROM OFFICIALS: PLANNING
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7.1	NON-DELEGATED MATTERS
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NONE

7.2	DELEGATED MATTERS
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NONE

8.	REPORTS SUBMITTED BY THE MUNICIPAL MANAGER
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NONE

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

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