



STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

Ref: 3/5/3/5/2/2

2014-05-14

MINUTES

ENGINEERING SERVICES AND HUMAN SETTLEMENTS COMMITTEE MEETING

2014-05-14 AT 13:30

MINUTES
ENGINEERING SERVICES AND HUMAN SETTLEMENTS COMMITTEE MEETING
2014-05-14

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**MINUTES ENGINEERING SERVICES AND HUMAN SETTLEMENTS 2014-05-14
COMMITTEE MEETING**

[Chairperson: Engineering Services: Councillor DC Botha]

PRESENT Councillor DC Botha (Chairperson: Engineering Services)
Councillor V Fernandez (Ms) (Chairperson: Human Settlements)

Councillors DS Arends
N Gcaza (Ms)
JK Hendriks
LX Mdemka (Ms)
L Ronoti (from 14:00)

Officials Director: Engineering Services
Acting Director: Human Settlements and Property Management
Acting Manager: Electrical Services (J Coetzee)
Manager: New Housing (L van Stavel)
Manager: Development Services (V Harris)
Manager: Transport & Roads & Stormwater (EJ Wentzel)
Project Co-ordinator (J Robyn)
Head: Committee Services
Committee Clerk (B Mgcushe (Ms))
Interpreter

1.1 APPLICATION FOR LEAVE OF ABSENCE (3/4/3/3)

**ENGINEERING SERVICES AND HUMAN SETTLEMENTS COMMITTEE
MEETING: 2014-05-14:**

RESOLVED (nem con)

- (a) that leave of absence be granted to Councillor WJ Pretorius; and
- (b) that permission be granted to Councillor L Ronoti to join the meeting later.

1.2 Absent

Councillor JA Davids

(HEAD: COMMITTEE SERVICES TO ACTION)

**MINUTES ENGINEERING SERVICES AND HUMAN SETTLEMENTS 2014-05-14
COMMITTEE MEETING**

[Chairperson: Engineering Services: Councillor DC Botha]

2.1 DECLARATION OF INTEREST (3/6/2/2)

None

2.2 COMMUNICATION BY THE CHAIRPERSON (3/4/3/6)

2.2.1 The Chairperson, Councillor DC Botha announced that the Engineering Directorate is in the process of appointing a consultant to design a total cycle plan for the Greater Stellenbosch. This he said will contribute to increasing mobility in and amongst communities. He furthermore mentioned that the NMT policy has been referred back at a previous meeting, but significant progress has been made in finalising the document.

(-)

2.2.2 The Chairperson, Councillor V Fernandez (Ms) mentioned that the Executive Mayor will be visiting the Human Settlements Directorate on 2014-05-20.

(-)

2.2.3 The Chairperson, Councillor V Fernandez (Ms) allowed the acting Director: Human Settlements to address the Committee whereupon he mentioned that the Immovable Property Policy will be advertised in the Eikestadnuus and Paarl Post on 2014-05-15. He urged Councillors to utilise the opportunity to provide input into the policy if they so wish.

(-)

3. CONFIRMATION OF THE MINUTES

3.1 CONFIRMATION OF THE MINUTES OF THE ENGINEERING SERVICES AND HUMAN SETTLEMENTS COMMITTEE MEETING HELD ON 2014-04-02 (3/4/3/5/2/2)

The above-mentioned minutes were previously distributed.

FOR CONFIRMATION

ENGINEERING SERVICES AND HUMAN SETTLEMENTS COMMITTEE

**MINUTES ENGINEERING SERVICES AND HUMAN SETTLEMENTS 2014-05-14
COMMITTEE MEETING**

[Chairperson: Engineering Services: Councillor DC Botha]

MEETING: 2014-05-14: ITEM 3.1

RESOLVED (nem con)

that the minutes of the meeting of Engineering Services and Human Settlements Committee held on 2014-04-02, be confirmed.

(HEAD COMMITTEE SERVICES TO ACTION)

**4. REPORT BY THE DIRECTOR(S) RE RESOLUTIONS TAKEN AT A
PREVIOUS MEETING HELD ON 2014-04-02 (3/4/3/5/2/2)**

The report on outstanding resolutions by the Director: Engineering Services will be submitted at the next meeting of this Committee.

FOR INFORMATION

**ENGINEERING SERVICES AND HUMAN SETTLEMENTS COMMITTEE
MEETING: 2014-05-14: ITEM 4**

RESOLVED (nem con)

that the report on resolutions taken at the previous meeting be submitted to the next meeting of this Committee.

**(DIRECTOR: ENGINEERING SERVICES AND ACTING DIRECTOR:
HUMAN SETTLEMENTS TO ACTION)**

**MINUTES ENGINEERING SERVICES AND HUMAN SETTLEMENTS 2014-05-14
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[Chairperson: Engineering Services: Councillor DC Botha]

5. REPORTS FROM OFFICIALS: ENGINEERING SERVICES

5.1 NON-DELEGATED MATTERS

None

5.2 DELEGATED MATTERS

5.2.1 MONTHLY REPORT MARCH 2014: ENGINEERING SERVICES

File number : 8/1/Engineering Services

Report by : Director: Engineering Services

Compiled by : Senior Administrative Officer – Office Management

Delegated Authority : Engineering Portfolio Committee

Strategic intent of item

Preferred investment destination	<input checked="" type="checkbox"/>
Greenest municipality	<input type="checkbox"/>
Safest valley	<input type="checkbox"/>
Dignified Living	<input type="checkbox"/>
Good Governance	<input checked="" type="checkbox"/>

1. PURPOSE

To inform the Committee of monthly activities in the Directorate: Engineering Services. The reports on the monthly review in terms of MARCH 2014 is attached as **APPENDICES 1A-1G**

2.1 DEVELOPMENT SERVICES

Operations

The Manager: Development Services comments on behalf of the Directorate: Engineering Services on all land-use applications, submitted to Council in terms of the Land-use Planning Ordinance of 1985. Land-use applications include land-use changes such as rezonings, subdivisions, consent uses, increase in bulk and departures and mostly lead to further development of a property.

[Chairperson: Engineering Services: Councillor DC Botha]

The approval of a proposed land-use change will be evaluated in terms of the availability of bulk services. Should Council be in a position to supply such services, an application can be supported. If not, then an application for a land-use change will not be supported by the Directorate: Engineering Services.

Capital Projects

A number of capital projects, mostly related to the provision of bulk services to accommodate current and future developments, are being project managed by this department. The Section 71 (Appendix 1G) report reflects the progress with capital project expenditure.

Flagship Projects:

Bulk water supply pipe Klapmuts – R5 443 842

Construction is in progress and work will be completed as planned.

New 5 ML Reservoir – Klapmuts – R8 622 996

Steel reinforcement and concrete of the reservoir walls is currently in progress. Roof construction started.

Reporting on Events /Programmes/ Projects

All projects are registered and monitored on a software programme, IMQS.

Risks identified and corrective Measures

No risks to Council identified.

Vandalism/Theft

No incidents were reported.

Challenges/areas where department is not adhering to legislation

This department adheres to all relevant legislation.

Human Resources

The primary function of the Department Development Services is to facilitate development from an engineering perspective. This entails input on all land-use applications (rezonings, subdivisions, departures, consent uses), input on building plans, input on engineering services plans, issuing of wayleaves and liaison with relevant role-players to ensure the availability of bulk services. The Department Development Services consists of 5 personnel members i.e. Manager, Head, Principal Technician, Technician and a Support Assistant.

[Chairperson: Engineering Services: Councillor DC Botha]

Training

Personnel from the Department Development Services stay up to date with latest technologies and best practices by attending regular training workshops, seminars and conferences. Vincent Harris and Tyrone King attended a 3 day course at the University of Stellenbosch on Environmental Engineering.

Occupational Health & Safety

Monthly OHS meetings are being held and no incidents were reported.

2.2 TRANSPORT, ROADS AND STORMWATER

Operations

Operational teams continue to clean, clear and repair stormwater infrastructure, and maintain road surfaces by undertaking patch repairs and slurry seals on minor roads.

Stormwater Management Services

Areas where flooding and flood damage had occurred, is still being dealt with by the Roads and Stormwater Section. Consultants are continuing with their brief to obtain environmental approval to carry out works where the banks of the rivers had subsided.

Pedestrian and cycle paths

The project by Gaylee Civils is almost completed.

NMT Upgrades (Provincial funding for R44 NMT Facility to Jamestown)

Umzali Civils is progressing well. Construction is proceeding beyond Blaauwklippen farm's access.

Pavement Management Services

The implementation of the Roads Rehabilitation Programme within the Stellenbosch Municipal area, commenced in January 2014 and is progressing well, the work is expected to be completed by mid-June 2014.

Capital Projects

Most of the Capital Projects are in line with the Service Delivery

[Chairperson: Engineering Services: Councillor DC Botha]

Budget Implementation Plans of the Department. The attached Section 71 report attached reflects on the progress with capital project expenditure.

Reporting on Events /Programmes/ Projects

This department has no events and programmes to report on. All projects are registered and monitored on IMQS.

Risks identified and corrective measures

A major risk is the lack of financial commitment towards the planning of infrastructure provision.

Vandalism/Theft

Theft of diesel from construction equipment and machinery was reported at the La Motte depot and had resulted in the equipment and machinery being stationary, requiring repairs.

Challenges/areas where department is not adhering to legislation

Acquiring relevant legislative approval to carry out works associated to Stormwater Management within river courses.

Human Resources

The positions of Bricklayer and Workers are in the process of being advertised.

LED/EPWP Workers

Roads and Stormwater-24
EPWP workers were appointed from 01 February 2014.

Training

Seven employees of the Lines and Signs team attended a one day Spray gun training course. EJ Wentzel and Johan Fullard attended a 3 day course at the University of Stellenbosch on Environmental Engineering.

Occupation Health and Safety

The last monthly OHS meeting was held on 17 March 2014. No major incidents were reported.

[Chairperson: Engineering Services: Councillor DC Botha]

2.3 SOLID WASTE MANAGEMENT

Operations

Jan Palm Consulting Engineering is busy with the draft design for rehabilitation capping. The soil for potential capping material was tested but unfortunately failed for suitable capping material. However as the site had received a huge amount of builders rubble in January, February and March 2014, the fact that there is a huge stock pile of clay and the potential of beneficiating the clay and rubble is strongly looked at. The contract of the service provider who is currently managing the landfill site, has been extended until 30 June 2014.

Green initiatives

A total of 72.3% from the Woordfees and 79% from the WOW festival's waste were diverted by means of greening initiatives. 130 tonnes of recyclables were diverted to the Kraaifontein Recycling Centre and 25467 kg of recyclables were diverted to Huis Horison.

Capital Projects

Due to capacity constraints in the Supply Chain Management and Solid Waste Management, Capital Projects are not in line with the Service Delivery Budget Implementation Plans of the Department. The Section 71 report is attached as an indication on the progress with capital project expenditure.

Reporting on Events /Programmes/ Projects

This department has no events and programmes to report on. All projects are registered and monitored on the IMQS.

Risks identified and corrective measures

The major risk in the Solid Waste Department is that the budget provisions are not appropriate to meet service demands and that the budget increase does not take inflation into consideration. Appropriate resources to execute tasks and service delivery options must seriously be investigated. A corrective measure is to re-look the budget and ensure that it is in line with the IDP and Integrated Waste Management Plan.

Vandalism/Theft

Law enforcement will be approached for assistance to curb the theft of

[Chairperson: Engineering Services: Councillor DC Botha]

wheelie bins.

Challenges/areas where department is not adhering to legislation

Due to lack of monitoring of stormwater and leachate quality, permit conditions are not being adhered to. The ideal would be to appoint an analyst to conduct the monitoring.

Human resources

The two vacant operator positions are in the process of being advertised. The vacant Principal Technician Collection was advertised and interviews were held and a memo, supported by the Director Engineering Services, was sent to Human Resources Manager in March 2014 to give permission to head hunt for the position of Principal Technician. This department still awaits finalization of this process.

LED/EPWP Workers

Solid Waste Management-27

Contract workers' contracts in the Solid Waste Management Department expired in January 2014 and were renewed until June 2014.

Training

No training

Occupation Health and Safety

The last monthly OHS meeting was held on 18 March 2014. No major incidents were reported.

2.4 ELECTRICAL SERVICES

Operations

As an essential service, electrical supply and service delivery is the main priority for Electrical Services. No serious power outages were experienced.

Capital Project

Capital Expenditure progress is reflected in the Section 71 report attached as

Annexure G.

**MINUTES ENGINEERING SERVICES AND HUMAN SETTLEMENTS 2014-05-14
COMMITTEE MEETING**

[Chairperson: Engineering Services: Councillor DC Botha]

PROJECT DESCRIPTION	STATUS	CHALLENGES
Markotter University 66KV Cable-Phase 1&2	Project completed.	Final invoices submitted to finance.
Electricity Demand Side Management	Makuhanye Consulting Engineers was appointed. VE Reticulation was appointed as the Electrical Contractor. Replacement of streetlights completed in most areas. Project in progress.	Adjustment budget approved and project in progress

Reporting on Events/Programmes/ Projects

Markotter 66kV cable has been completed.

Risks identified and corrective measures

Risk: Scarcity of electricity.

Corrective Measures: Demand Side Management projects to encourage consumers to use less energy. Promoting energy efficiency and saving within the community.

Vandalism/Theft

Cable theft and substation vandalism were experienced and alarm systems are being installed. Thefts were reported to SAPS.

Challenges/areas where department is not adhering to legislation

Illegal connections not disconnected regularly due to insufficient staff capacity. Access to properties are restricted and dangerous. Cable theft and substation vandalism were experienced and alarm systems are being installed. Thefts were reported to SAPS.

Human Resources

Mr Johannes Coetzee, Acting Manager: Electrical Services' contract will be extended for a further six months.

Mr H Rix an Electricians were placed on permanent disability. Ms N Gangile is acting in the position of Electrician. Mr G Abrahams resigned as Electrician. The positions are currently in the process of being advertised. A critical shortage of staff is directly affecting service delivery.

Vacancies:

Electrical Assistants x 3
Electrician x 2

[Chairperson: Engineering Services: Councillor DC Botha]

Occupational Health and Safety

OHS meeting took place on 27 March 2014.

Incidents: None

Training

OHRVS training a priority and will be rolled out during May 2014

2.5 WATER SERVICES

Operations

Water is the most fundamental and indispensable of natural resources – fundamental to life, the environment, food production, hygiene and power generation. Poverty reduction and improved water management are inextricably linked. Regular site inspections, routine repairs and maintenance are done on a daily basis to ensure that operations are constant. With various vacant positions, the Department makes every effort to supply an efficient service to the public. The Department: Water Services is preparing for the Blue and Green Drop evaluations.

Capital Projects

Most of the Capital Projects are in line with the Service Delivery Budget Implementation Plans (SDBIP) of the Department. Capital Expenditure progress is reflected in the Section 71 report attached as **Annexure G**.

Flagship Projects

PROJECT DESCRIPTION	STATUS	CHALLENGES
Upgrade Waste Water Treatment Works (Franschoek/Wemmershoek) Phase 3	Project in progress and will be completed by June 2014. Civil work 97% completed Mechanical and Electrical work 76% completed.	Mechanical and electrical work is behind schedule. Civil work can only be completed after mechanical and electrical work is completed.
Extension of Waste Water Treatment Works: Stellenbosch	Refurbishment project 98% completed. Project expected to be completed by June 2014. Emergency phase of extended refurbishment contract for the Stellenbosch WWTW is in progress and 15% complete.	None

**MINUTES ENGINEERING SERVICES AND HUMAN SETTLEMENTS 2014-05-14
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	Extension of the Stellenbosch WWTW is currently in preliminary design phase and 70% complete. RBIG Claims paid.	
Water Pipe Replacement	Construction work in progress and 90% complete. The project is expected to be completed by 30 June 2014.	None

Reporting on Events/Programmes/ Projects:

None

Risks identified and corrective measures

Risk: Scarcity of water

Corrective measures: Water restriction plan in place. Promoting water conservation techniques in the community. Water conservation demand management plan. Upgrade of various Reservoirs and Plants (Capital Projects)

Vandalism/Theft

None

Challenges/areas where department is not adhering to legislation

WWTW effluent not adhering to permit conditions

Human Resources

A total of 42 positions are vacant and are in the process of being advertised:

Water Reticulation (12 Positions)

Principal Technician x 1

Superintendent: Sewer Network x 1

Superintendent: Sanitation x 1

Technician x 1

Artisan x 1

General Workers x 6

Leading Hand x 1

Waste Water Treatment Works (30 Positions)

Assistant Superintendent: Bulk Rural x 1

Klapmuts WWTW

Process Controllers Class III x3

Pniel WWTW

[Chairperson: Engineering Services: Councillor DC Botha]

Process Controllers Class III x3
Raithby WWTW x1
Process Controllers Class II x 1
General workers x18
Senior Clerk x1
Leading Hand x 1
Lab Technician x 1

Critical staff shortages affects service delivery

EPWP WORKERS

Operational

Wastewater Treatment Works– 22

Capital Projects

Upgrade WWTW – CSV Construction : 29

Training

Process Controller training is regarded as a priority.

Occupational Health and Safety

The following meetings were held:

WWTW Stellenbosch – 28 March 2014

Paradyskloof – 4 April 2014

Water Reticulation's OHS meeting will be held on 27 March 2014

2.6 OFFICE OF THE DIRECTOR: ENGINEERING SERVICES

Innovation and Infrastructure Committee (IIC)

The Directorate: Engineering Services is enthusiastically participating in the newly formed IIC meetings and wishes to keep the Engineering Portfolio Committee informed on the activities and progress of the IIC.

The aim of the IIC is to ensure that an integrated and sustainable Strategic Infrastructure Plan (SIP) is developed for Stellenbosch that addresses the "condition", "provision" and "growth" backlogs of the Greater Stellenbosch area. The SIP needs to be linked to an affordable Financial Plan (FP) to ensure sustainable delivery of services. This, however, can only be achieved if green economy-oriented innovations and inventive solutions away from "business as usual" are given the uppermost priority. This process innovation to formulate an SIP and FP has to combine knowledge and capacity from the Administration; the University; and Business.

[Chairperson: Engineering Services: Councillor DC Botha]

While the IIC continues with much of the direction as set originally with the SITT, a marked emphasis will fall on innovation, in recognition for the ever changing technological environment, and moving away from “business-as-usual”.

The IIC has gained significant momentum by focusing on a project to analyse the future development potential for Stellenbosch town through potential spatially based projects. The results of a half-day workshop is being drafted for further consideration, and input into the SDF.

Water Masterclass Benchmark

The Director attended the session on 14 March 2014 as part of the Municipal Benchmarking Initiative (MBI) and presented a paper on Financial Management as reported to the Portfolio Committee in the past, the director is a team member of the municipal MBI, which is aimed at setting benchmarks for the water industry. At the workshop of 14 March 2014, the Chief Financial Officer also shared the presentation opportunity and gave good insight into the municipal finances. The participants welcomed this initiative for communication shared by a financial practitioner in the engineering environment. It is hoped that a national trend can be set in integrated working.

RECOMMENDED

that the Engineering Services monthly report for March 2014, be noted.

(DIRECTOR: ENGINEERING SERVICES TO ACTION)

ENGINEERING SERVICES AND HUMAN SETTLEMENTS COMMITTEE MEETING: 2014-05-13: ITEM 5.2.1

RESOLVED (nem com)

that the Engineering Services monthly report for March 2014, be noted.

(DIRECTOR: ENGINEERING SERVICES TO ACTION)

**MINUTES ENGINEERING SERVICES AND HUMAN SETTLEMENTS 2014-05-14
COMMITTEE MEETING**

[Chairperson: Human Settlements: Councillor V Fernandez (Ms)]

6. REPORTS FROM OFFICIALS: HUMAN SETTLEMENTS

6.1 NON-DELEGATED MATTERS

6.1.1 PROPOSED EFFLUENT PIPELINE BETWEEN BERGKELDER AND ADAMTAS: APPLICATION TO REGISTER A SERVITUDE OVER FARM 183, STELLENBOSCH

File number : 7/2/1/1

Compiled by : Manager: Property Management (P Smit)

Report by : Acting Director: IHS & Property Management (P Smit)

Delegated Authority : Council

Strategic intent of item

Preferred investment destination

Greenest municipality

Safest valley

Dignified Living

Good Governance

1. PURPOSE OF REPORT

To obtain an in principle approval to register a servitude over Farm Grootvlei, 183 Stellenbosch, being council-owned land, allowing Distell to construct an effluent pipeline between Bergkelder and Adam Tas.

2. BACKGROUND

2.1 Application

On 6 March 2014 an application was received from de Villiers & Hulme Consulting Structural & Civil Engineers, acting on behalf of Distell, seeking approval:-

a) To construct an effluent pipeline between Bergkelder and Adams Tas over council owned property, i.e Farm 183, Stellenbosch; and

b) For this purpose, to register a servitude in favour of Distell;

A copy of the application is attached as APPENDIX 1.

MINUTES ENGINEERING SERVICES AND HUMAN SETTLEMENTS 2014-05-14
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[Chairperson: Human Settlements: Councillor V Fernandez (Ms)]

3. DISCUSSION

3.1 Location and context

Farm 183 consists, *inter alia*, of the Papegaaiberg area, as shown on Fig 1, below.

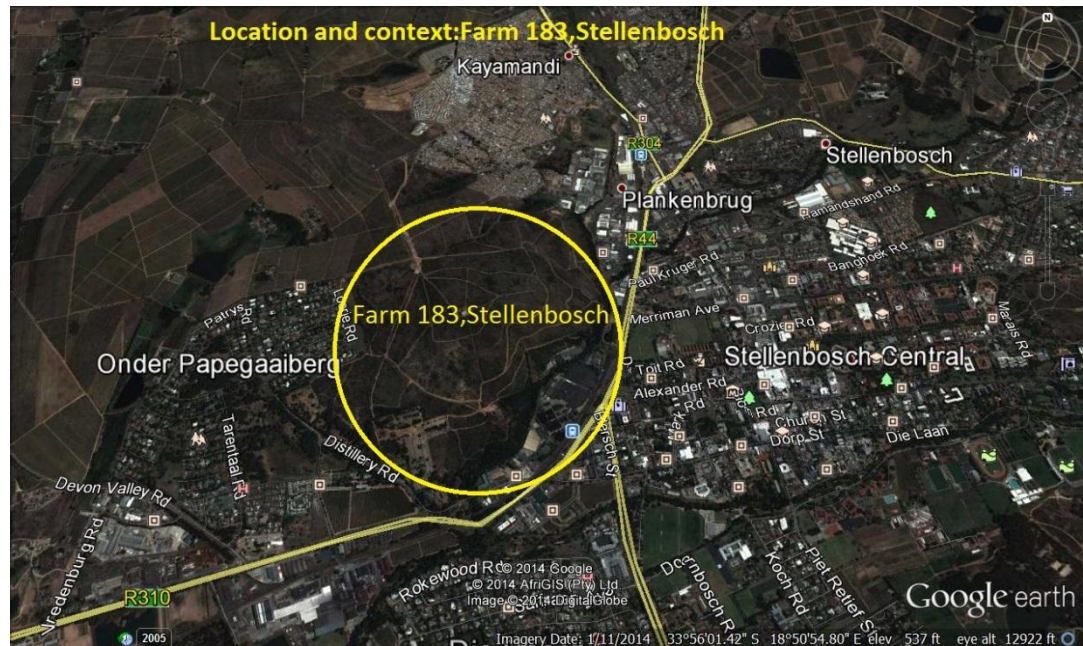


Fig 1: Location and context

3.2 Ownership: Farm 183, Stellenbosch

Farm 183, Stellenbosch is registered in the name of Stellenbosch Municipality.

3.3 Motivation and Background

Distell has three production sites in Stellenbosch, namely the Bergkelder, Adam Tas and Van Ryn.

Currently the Bergkelder and Adam Tas sites deliver their effluent untreated to the Municipal treatment works, whereas the Van Ryn effluent is trucked to Worcester for disposal. They have investigated the feasibility of combining the effluent from these sites and doing initial treatment of the effluent before delivering it to the Municipal treatment works for final treatment.

This entails two components, namely (a) the treatment works and (b) a pipeline to convey the effluent from the Bergkelder site to the treatment works at Adam Tas. The cost of establishing two treatment plants (one at each of these two sites) is uneconomical as the economy of scale for the combined treatment works far

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outweighs any potential advantage of having a treatment site at each of the sites.

This application deals with the (b) component, i.e. the pipeline.

3.4 Environmental Authorisation

Distell applied to the Department of Environmental Affairs and Development Planning for approval to implement the treatment works project, which includes also the pipeline, and were granted Environmental Authorisation on 13 November 2013. A copy of the authorisation is attached as APPENDIX 2. Note in particular the approval of the preferred pipeline route at the bottom of page 2.

The full EA application was circulated to the Municipality as part of the Public Participation Process. The Municipality supported the application. In particular :-

- a) Mr Brett Keyser provided a letter stating that "*this would in fact assist the municipality in terms of providing sufficient treatment capacity at the Stellenbosch waste treatment works, which is currently overloaded*".
- b) Mr Dries van Taak requested that the detailed pipeline route should be discussed with the relevant officials. This subsequently happened and is currently still ongoing.

Although many comments were received from various institutional bodies and other interested parties, these were all directed at the treatment works and some of the other proposed pipeline routes. However, no negative comments related to the pipeline route being applied for in this current application.

3.5 Pipeline routes considered

As part of the Environmental Authorisation application, in depth studies were undertaken regarding the proposed pipeline route. Various route proposals were considered. Among the considerations were :-

- construction and operating cost
- disruption during construction
- number of properties involved
- accessibility for maintenance
- impact on environment
- risk and consequences of failure

3.6 Pipeline route selection considerations

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[Chairperson: Human Settlements: Councillor V Fernandez (Ms)]

Distell has met with various Officials in the Municipality to discuss the technical details of the proposed pipeline and have adjusted the proposed route to accommodate all the various services in the proximity of the pipeline. In particular, they have met and discussed the proposal with the following Departments and have taken their valued input into account in determining the route :-

- Water Services
- Transport, Roads & Stormwater
- Development Services
- Environmental Planning
- Electrical Supply
- Property Management

They have also had input from following Government and other agencies to garner their input, all of which has been taken into account in the route selection :-

- Provincial Roads Engineer (as it affects the road-over-rail bridge crossing)
- PRASA (as it affects the road-over-rail bridge crossing)
- Water Affairs (as it affects the pipe-bridge crossing of the Adam Tas River)
- Cape Nature (who approved the proposed pipeline route following a botanical assessment thereof)
- Heritage Western Cape (who approved the proposed pipeline route, and in particular the section where it crosses the Provincial Heritage Site at Bosman's Crossing)
- Telkom (to establish possible clashes with their network)
- Neotel (to establish possible clashes with their network)

- 3.7 Detail description of the route
Below is a layout of the proposed route:

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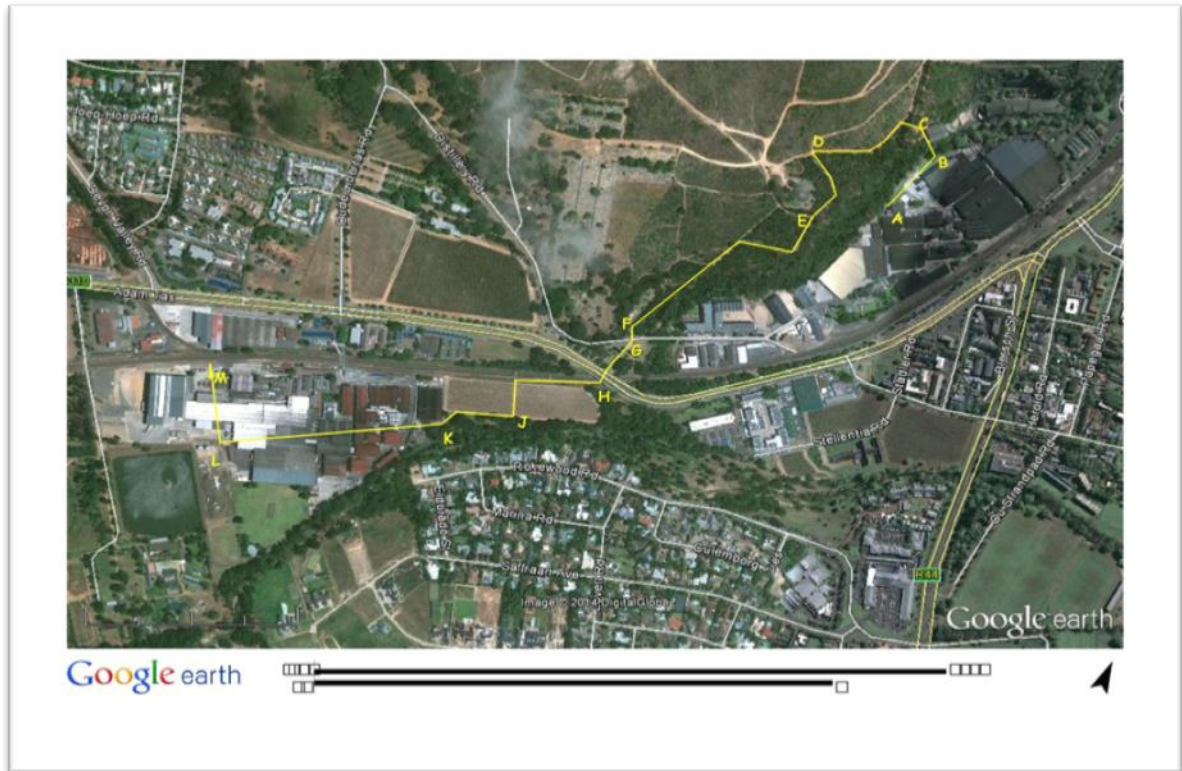


Fig 2. Proposed route

- A The effluent is collected in a sump from where it is pumped. There is also a 'calamity tank' in case of power failure or pump failure or a break in the pipeline
- A-B The pipe is laid on Distell property
- B The pipeline crosses the Plankenbrug river via an existing pipe bridge. This pipe bridge belongs to Distell and there is spare capacity for the proposed new effluent pipeline.
- B-C The pipe is laid on Distell property
- C This is the boundary between Distell property and the Papegaaiberg Nature Reserve
- C-D-E The route follows existing disturbed areas
- E The pipe has its highest point in the vicinity of the reservoir
- E-F The route follows existing disturbed areas
- F Rifle range
- G Road crossing of Distillery Road
- G-H Open grassed area with historic rock. The route steers well clear of this rock.
- H Pipeline crosses Adam Tas road by attaching it to the soffit of the bridge

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[Chairperson: Human Settlements: Councillor V Fernandez (Ms)]

- H-J-K Back on Distell property
- K Connect into Distell's existing effluent system.
- K-L The effluent flows through Distell's internal pipe system
- L Proposed new water treatment facility
- L-M Existing pressure pipeline. This pipeline currently conveys the Adam Tas site's untreated effluent to the Municipal sewer network and then on to the Municipal Treatment Works. In future this pipeline will convey the treated effluent.

Should council give in principle approval for the pipeline, a detailed survey of the route will be undertaken to map all the existing and planned future services which might be affected by the route selection. The services shown on drawing plans are in fact constructed where shown. If necessary the pipeline route will be tweaked accordingly. In this context it must be noted that the pipeline is a pressure line (as opposed to a gravity line) which makes it exponentially more flexible to adjust to deviations should there be any services or obstructions which must be avoided.

3.8 Technical details of the pipeline

The pipe is in general a class PE100 High Density Polyethylene (HDPE) pipe. The advantage of HDPE is that it is supplied in long lengths and therefore has very few joints. This minimizes risk as it is most often at pipe joints where failures occur. It will have cover of 600mm. This protects the pipe against damage due to a fire and also vandals.

Where the pipeline crosses the Plankenbrug river and is thus exposed, it changes to stainless steel to protect it against falling branches. It is to be noted that this pipe bridge falls fully on Distell's property and is inspected routinely as part of the general security check. The pipeline is thus well protected against vandals.

At the pipe's high point a double orifice air-valve will ensure both ventilation of air whilst the pipeline is being filled and also to rid the pipe of entrained air. It simultaneously serves as vacuum breaker when the water continues flowing on the downstream side of the high point after the pumps switch off.

At the Adam Tas road-over-rail bridge it will again change to a stainless steel pipe. It will be fitted to stainless steel brackets fixed to the bridge soffit. This pipe is well-protected against vandals due to its inaccessibility.

3.9 Advantages for the Municipality

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The Municipal effluent treatment works is currently under pressure to perform its function.

The treatment facility which Distell is proposing will reduce the COD loading currently discharged to the Municipal treatment works from 1 700 tons per year down to between 85 - 170 tons per year (a 90% to 95% reduction!). Moreover, the peak concentration of effluent, which is currently some 11 000 mg/R will be reduced by a similar percentage. Some buffering of the peak volumes will also be achieved.

This will ease the pressure on the Municipal treatment plant. Alternatively the freed-up capacity can be used for new developments which would increase the Municipal rates base.

3.10 Approval sought

The applicant seeks that approval be given for the pipeline, subject to the following :-

- a) a detailed survey be undertaken along the full route of the proposed pipeline. All existing services, both Municipal and others (eg Telkom) are to be mapped. For each of these services the following details are to be included: purpose, pipe type, size and depth;
- b) all proposed future Municipal services are to be mapped;
- c) the final pipeline route be approved by the Head of Developmental Services, who shall take the above services into account before doing so, as well as including additional conditions pertaining to protection of existing services during construction; and
- d) the registration of a servitude for construction and maintenance purposes

3.11 Legal Requirements

3.11.1 Asset Transfer Regulations (ATR)

In terms of Regulation 34(1) of the ART a municipality may grant a right to use, control or manage a capital asset, but only after it has concluded a public participation* process regarding the proposed granting of such rights.

*The public participation process, however, must be complied with only if:-

- a) the capital asset has a value in excess of R10M; and

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b) a long-term right is proposed

This means that a public participation process is not necessary for the granting of the servitude right, as the value of the servitude will not exceed R10M.

Further, in terms of Regulation 36, a Municipal Council must, when considering the awarding of such rights in municipal land, take into account, *inter alia*:

- a) whether such asset may be required for the municipality's own use during the period for which such right is to be granted;
- b) the extent to which any compensation to be received will result in a significant economic or financial benefit to the municipality;
- c) the risks and rewards associated with such right to use; and
- d) the interest of the local community

In considering the above, the following should be considered:

- a) Although the proposed servitude route follows the same route as existing municipal infrastructure, a detailed study needs to be undertaken before making a final decision (see paragraph 3.7, *supra*);
- b) The compensation will be based on two independent valuations (weighted average);
- c) The risks should be minimal because of the specific class of pipe that is going to be used. For more detail, see par. 3.8 (*supra*);
- d) The advantage to the community is that this project will reduce the COD loading on the WWTPlant from 1700 tons per year to 85-170 tons per year. For more detail, see par. 3.9 (*supra*).

In terms of Regulation 40, an approval in principle may be given subject to any conditions, such as:-

- a) the type of right that may be granted;
- b) the period for which it is to be granted;
- c) the way in which it is to be granted; and
- d) the minimum compensation to be paid;

Finally, in terms of Regulation 41, when considering the awarding of such right, the municipality may grant such right only in accordance with the Disposal Management System (SCM Policy) of the Municipality.

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3.11.2 Disposal Management System (SCM Policy)

In terms of Paragraph 5.4 of the Supply Chain Management Policy, the granting of servitudes and similar rights are subject to the process and requirements set for disposal of immovable assets, i.e. it must be awarded following a public competitive process (tender process)*

*Although it does not make any practical sense to follow a tender process in awarding servitude rights, our SCM Policy does not allow for direct negotiations.

In terms of paragraph 5.5.1.2 the fair market value of the asset (servitude) must be determined by two independent valuers. (weighted average)

After a decision in principle has been taken by Council, the SCM department must then embark on the applicable process (tender).

4. FINANCIAL IMPLICATION

None required.

5. COMMENTS FROM OTHER RELEVANT DEPARTMENTS

5.1 National or Provincial Authority, where applicable.

5.2 Planning & Development

With specific reference to Remainder of Farm 183, in terms of the relevant environmental legislation, all appears to be in order.

Please note that a Provincial Heritage Site has been declared on the area that the pipeline proposes to cross between the Distell and Adam Tas roads. This section of the pipeline will need approval from the relevant heritage authority.

The proposed pipeline will cross a section of the Papegaaiberg Nature Reserve (in process of declaration). Stellenbosch Municipality reserves the right to fence-off the envisaged nature reserve area. In the event that the relevant servitude is approved clear conditions, with specific reference to access to the above Papegaaiberg Nature Reserve and maintenance of the pipeline, will have to be included as part thereof. Distell will have to be granted special access to the nature reserve for routine and emergency maintenance work. According to an aerial photograph depicting the proposed pipeline route, the pipeline will follow an existing, already disturbed, contour road or footpath. Installation of the pipeline must, as far as possible, keep to the above disturbed

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areas. In areas where disturbance is unavoidable disturbed areas are to be rehabilitated. Necessary precautionary measures to prevent any soil erosion on the disturbed pipeline route must be put in place and maintained. Maintenance vehicles must keep to existing roads. The construction of new roads for the installation and maintenance of the proposed pipeline must be kept to a minimum. Distell must take the necessary measures to ensure that it is ready to react to any emergency situation to prevent environmental damage or degradation associated with the installation, maintenance and operation of the proposed pipeline.

5.3 Engineering Services

The Directorate: Engineer Services support in-principle the application by Distell to construct a private effluent pipeline on Council property. The proposal by Distell to pre-treat the effluent will decrease the organic load onto the waste water treatment works which is a huge benefit for Stellenbosch Municipality.

Once an in-principle support is confirmed by Council, the Directorate Engineering Services will engage with the applicant in respect of pipeline design, type of material, servitude widths, servitude conditions, position of samplers, position of flow meters, access to servitudes, etc.

5.4 Legal Services

The input by Legal Services is attached as APPENDIX 3.

6. CONCLUSION

From the above it is clear that Farm 183 is not needed to provide the minimum level of basic municipal services, and there is no real risks associated with the awarding of such right.

RECOMMENDED

- (a) that Council, in principle, approve the awarding of a servitude over Farm 183, Stellenbosch in favour of Distell, subject thereto that:
- (i) the applicant be responsible for all related cost of registering such a right;
 - (ii) a detailed survey be undertaken along the full route of the proposed pipeline. All existing services, both Municipal and others (eg Telkom) are to be mapped. For each of these services the following details are to be included: purpose, pipe type, size and depth;

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- (iii) all proposed future Municipal services are to be added to this mapped;
 - (iv) the final pipeline route be approved by the Head of Developmental Services, who shall take the above services into account before doing so, as well as including additional conditions pertaining to protection of existing services during construction;
- (b) that a minimum price be determined as being the weighted average of two independent valuations; and
 - (c) that the Administration be authorized to follow a public competitive process in awarding such right.

(ACTING DIRECTOR: HUMAN SETTLEMENTS TO ACTION)

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RECOMMENDED

- (a) that Council, in principle, approve the awarding of a servitude over Farm 183, Stellenbosch in favour of Distell, subject thereto that:
 - (i) the applicant be responsible for all related cost of registering such a right;
 - (ii) a detailed survey be undertaken along the full route of the proposed pipeline. All existing services, both Municipal and others (eg Telkom) are to be mapped. For each of these services the following details are to be included: purpose, pipe type, size and depth;
 - (iii) all proposed future Municipal services are to be added to this mapped;
 - (iv) the final pipeline route be approved by the Head of Developmental Services, who shall take the above services into account before doing so, as well as including additional conditions pertaining to protection of existing services during construction;
- (b) that a minimum price be determined as being the weighted average of two independent valuations; and
- (c) that the Administration be authorized to follow a public competitive process in awarding such right.

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(ACTING DIRECTOR: HUMAN SETTLEMENTS TO ACTION)

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[Chairperson: Human Settlements: Councillor V Fernandez (Ms)]

6.1.2 PROPOSED CRITERIA FOR ERF 1694, FRANSCHHOEK (MEDIUM COST HOUSING)

File number : 17/4/4/12

Compiled by : Project Manager: New Housing
(Myra Francis)

Report by : Acting Director: Human Settlements &
Property
Management (P Smit)

Delegated Authority : Council

Strategic intent of item

Preferred investment destination	<input checked="" type="checkbox"/>
Greenest municipality	<input type="checkbox"/>
Safest valley	<input type="checkbox"/>
Dignified Living	<input checked="" type="checkbox"/>
Good Governance	<input checked="" type="checkbox"/>

1. PURPOSE OF REPORT

To consider the rescission of a Council decision taken on 2010 -06-04 (Item 7 (c) and the revision of the criteria for the Medium Cost Housing project in Franschoek on Erf 1694. This will enable the broader Franschoek community the opportunity to apply for finance at the different financial institutions.

2. BACKGROUND

The Franschoek Social Accord of 2001 dictated the terms for future residential development in the Franschoek Valley. The latter Accord is a stakeholder signed agreement that describes how residential development should occur within the Franschoek area. The Accord was effectively an agreement for low, medium and high income residential developments. In terms of this document 3 major housing developments were identified, i.e. a low cost development (Mooiwater), a medium cost development and a high cost development (Franschoek Estate).

The Franschoek Medium Income Housing Development was approved, with conditions on 14 September 2004. The relevant conditions in terms of Section 42(1) have all been met.

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3. DISCUSSION

After the contracts were approved all the legal matters were incorporated in the transfer documents in order for the beneficiaries on the waiting list to apply for finance at the different financial institutions.

The current qualifying criteria of all the financial institutions made it very difficult for first time home buyers to qualify for a home loan without a 10% deposit.

During this period the New Housing department had numerous phone calls from the Franschoek community where first home buyers wanted to purchase property in the development without appearing on the waiting list of the Medium Cost Housing development.

3.1 Sales Agreement (important extracts from the approved sales agreement)

3.1.1 Suspensive conditions

The Sales Agreement will be subject to the fulfilment of the following suspensive condition, namely that, if applicable, the purchaser obtains a loan from a bank or other financial institution for the purchase price.

If such loan is not obtained/approved within (60) sixty days after the signature date, then the agreement will be terminated.

3.1.2 Pre-emptive right

The Sales Agreement will also be subject in favour of the Municipality to purchase the property within 8 (eight) years after date of transfer, to be inserted as a title condition against the title deed of the property.

Further, should the owner sell the property in the pre-emptive period, and the Municipality decides not to exercise its right to purchase the property (in terms of its pre-emptive right), then the Purchaser shall pay to the Seller an amount equal to the difference in the selling price and the fair market value (as at date of purchase), proportional to the remaining period of the pre-emptive period.

3.1.3 Building requirements

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In terms of the Sales Agreement, it will be a condition that no building structure shall be erected, unless it is in line with the approved architectural design plans and specifications of the Development.

There will also be a building clause, in terms whereof:-

- a) the owner will be obliged to complete building works within a period of 3 years, failing which he/she will be liable to pay rates as liquidated damages equal to the value of the approved building plan (deemed valuation);
- b) the owner will be obliged to start with building work within a period of 5 years, failing which the municipality will have a pre-emptive right to buy back the undeveloped site at the sales price, as per the Sales Agreement.

3.2 Beneficiary criteria

Based on the previous criteria attached as **APPENDIX 1**, as approved by Council, all 56 erven have been awarded to beneficiaries, subject thereto that the beneficiaries will qualify for a loan. Should the purchaser not qualify for a loan (as per the Sales Agreement), then the property will be allocated to the next qualifying person on the current "waiting list".

The current situation:

During 2010 the administration received more than 100 applications on the "particular waiting list" and thereafter the applicants had to comply in terms of the *sale agreement*. Only 6 beneficiaries qualified and the property has been transferred or in the process of being transferred into their names.

After further investigations and requests from the Franschhoek community it became evident that a further opportunity should be given to potential beneficiaries.

3.3 Proposed criteria

- 3.3.1 Potential beneficiaries must reside or work in the Franschhoek Valley or be in the service of Stellenbosch Municipality for at least for 3 years;

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- 3.3.2. Preferential treatment will be given to First Time Home Owners;
- 3.3.3 Preferential treatment will begin to previously disadvantaged individuals in the allocation process, if they qualify in term of 3.3.1; and
- 3.3.4 Should the need (people who quality) outweigh the demand, then the criteria listed above will be converted into a point system in determining the final list of qualifying beneficiaries.

COMMENTS FROM OTHER RELEVANT DEPARTMENTS

4.1 CFO

Not required

4.2 Legal Services

Not required

5. CONCLUSION

The transfer attorney, CSM attorneys, was appointed to do the transfer of the properties. Currently, only six beneficiaries qualified for finance at the individual financial institutions. Four of the properties were already transferred in the names on of the new beneficiaries respectively and building plans were submitted for approval.

The previous criteria did not make provision for new beneficiaries to apply for a position on the "*specific waiting list*" of the development.

RECOMMENDED

- a) that the Special Council meeting: 2010-06-07:item 7 (c) be rescinded that reads as follows:

"that, should there be not sufficient qualifying applicants on the current waiting list, the Acting Municipal Manager be authorized to sell the remaining erven per public tender"

- b) that the new proposed criteria outlined below, be approved;
- (i) potential beneficiaries must reside or work in the Franschhoek Valley or be in the service of Stellenbosch Municipality for at least for 3 years;

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-
- (ii) preferential treatment will be given to First Time Home Owners;
 - (iii) preferential treatment will begin to previously disadvantaged individuals in the allocation process, if they qualify in term of 3.3.1; and
 - (iv) should the need (people who quality) outweigh the demand, then the criteria listed above will be converted into a point system in determining the final list of qualifying beneficiari
- c) that a period of 6 months from date of advertisement be given to all new potential beneficiaries to submit their application; and
 - d) that, should this second opportunity not provide sufficient qualifying applicants, the Municipal Manager be authorized to sell the remaining erven per public tender.

(ACTING DIRECTOR: HUMAN SETTLEMENTS TO ACTION)

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RECOMMENDED

- (a) that the Special Council meeting: 2010-06-07:item 7 (c) be rescinded that reads as follows:

“that, should there be not sufficient qualifying applicants on the current waiting list, the Acting Municipal Manager be authorized to sell the remaining erven per public tender”
- (b) that the new proposed criteria outlined below, be approved;
 - (i) potential beneficiaries must reside or work in the Franschhoek Valley or be in the service of Stellenbosch Municipality for at least for 3 years;
 - (ii) preferential treatment will be given to First Time Home Owners;
 - (iii) preferential treatment will begin to previously disadvantaged individuals in the allocation process, if they qualify in term of 3.3.1; and

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- (iv) should the need (people who quality) outweigh the demand, then the criteria listed above will be converted into a point system in determining the final list of qualifying beneficiari
- (c) that a period of 6 months from date of advertisement be given to all new potential beneficiaries to submit their application; and
- (d) that, should this second opportunity not provide sufficient qualifying applicants, the Municipal Manager be authorized to sell the remaining erven per public tender.

(ACTING DIRECTOR: HUMAN SETTLEMENTS TO ACTION)

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COMMITTEE MEETING**

[Chairperson: Human Settlements: Councillor V Fernandez (Ms)]

6.1.3 WATERGANG PHASE 2, KAYAMANDI HOUSING ALLOCATION CRITERIA

File number : 17/4/4/3/1/2/2

Report by : Acting Director: Human Settlements and Property Management

Compiled by : Project Manager: New Housing (Feziwe Ngquba)

Delegated Authority : Council

Strategic intent of item

Preferred investment destination	<input type="checkbox"/>
Greenest municipality	<input type="checkbox"/>
Safest valley	<input type="checkbox"/>
Dignified Living	<input checked="" type="checkbox"/>
Good Governance	<input type="checkbox"/>

1. PURPOSE OF REPORT

To gain approval from Council for the Watergang (Phase 2) housing project allocation criteria.

2. BACKGROUND

The development of Watergang is a multi-phase project and phase 1 consisted of 522 housing units and phase 1(b) consisted of 106 units which are completed. In the current financial year a 193 sites (phase 2) have been serviced and an allocation criteria is acquired for these sites as well as phase 3.

The allocation criteria for the previous phases were as follows:

2.1. Phase 1 (522 housing units)

- (i) Relocation strategy was approved by the municipality's Subcommittee meeting on 3 August 2006.
- (ii) On an Area Project Committee (APC) meeting on 31 August 2006, the areas from which beneficiaries were to be identified for phase 1 of the project was determined:

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- Town Centre (Zone A, B, C, I, J, K; L, M)
 - Transit Area (MLSA)
 - Zone O
- (iii) In October 2007 the number of beneficiaries from the various areas was approved by the APC as follows:
- 210 = Zone O (Ward 14) (Block approach to create space for future development – beneficiaries in road reserve);
 - 174 = Emergency houses (Ward 12) (Clearing specific area within the 386 houses)
 - 70 = Town Centre (Zones A, B, C from Ward 9 and Zones J, K, L and O from Ward 10 to allow for progress on house building in the area)
- (iv) 80 = Project 5B (Ward 15) (Hostel Upgrading project - to complete the project and create space for new units)
- (v) 534 = Total (To allow for possible changes in the layout/non-qualifying beneficiaries). The block approach is followed in conjunction with the waiting list.

2.2. Phase 1(b) 106 Units Allocation criteria

The criteria for this phase has been approved by 7th Council Meeting held on 2012-05-3, Item 7.3 which reads as follows:

- (a) 17 units to be allocated to the approved remaining beneficiaries from the previous phase;
- (b) 20% of the housing units to be allocated to beneficiaries from TRA1;
- (c) 10% of the housing units to be allocated to beneficiaries from disabled headed households;
- (d) 30% of the housing units to be allocated to beneficiaries from persons older than 60 years as per the housing waiting list;

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- (e) 13% of the housing units to be allocated to beneficiaries residing on service sites in at least one zone; and
- (f) 10% of the housing units to be allocated to beneficiaries from the municipal housing waiting list residing in any area within WC024.

3. DISCUSSION

After the devastating fire disaster in March 2013 in Zone O Kayamandi, it became evident that the residence in Zone O needs access roads to assist with the prevention of fires and to allow emergency vehicles to operate in. To meet this requirement, discussion with the Councillors of Kayamandi and Kayamandi Development Forum (KDF) were held and it was agreed that the block approach/method would be used in the follow phase of Watergang (295 opportunities) to de-densify the area as to ensure that space for access roads are created. This will be based on a lay-out prepared by the professional technical team. Hereafter, depending on the relocation strategy of Zone O, a block approach will be implemented.

To date we have completed 611 units. The 193 serviced sites (phase 2) will be complete by end April 2014. After completion 73 enhanced sites will be allocated to non-qualifying beneficiaries and 120 top structures will be built and allocated to qualifying beneficiaries as identified in terms of the block approach as referred to above.

It should also be mentioned that the first formalised emergency area in Kayamandi better known as TRA1, still have occupants in these prefabricate units. Many of these units are in a very bad structural condition and has become dangerous to stay in. The previous phases of the Watergang housing projects were earmarked to eradicate the TRA1. Unfortunately, many of the current occupants does not qualify for a housing subsidy due to various reasons. This is an opportunity to further decrease the number of emergency units in TRA1 by relocating the families occupying these units the longest, to serviced sites in Watergang Phase 2. Their dilapidated prefabricated units will then be demolished.

4. LEGAL IMPLICATION

Not required.

5. FINANCIAL IMPLICATION

Not required.

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6. COMMENTS FROM OTHER RELEVANT DEPARTMENTS

Not required.

7. CONCLUSION

The objective of this project is to implement a block approach which will effectively address the provision of access roads and to kick-start the *in-situ* upgrading process, in Zone O.

RECOMMENDED

- a) that the block approach/method be implemented in Zone O to effectively address the provision of access roads and to kick-start the *in-situ* upgrading process;
- b) that beneficiaries in TRA1, who were allocated units in 2005, that does not qualify for a housing subsidy also be allocated to the enhanced sites referred to above; and
- c) that, within the block approach the National Housing allocation criteria be used i.e. taking into consideration the vulnerable people and thus giving first preference to the elderly and disabled within the identified block in Zone O, should the need arise.

(ACTING DIRECTOR: HUMAN SETTLEMENTS TO ACTION)

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RECOMMENDED

- a) that the block approach/method be implemented in Zone O to effectively address the provision of access roads and to kick-start the *in-situ* upgrading process;
- b) that beneficiaries in TRA1, who were allocated units in 2005, that does not qualify for a housing subsidy also be allocated to the enhanced sites referred to above; and
- c) that within the block approach the National Housing allocation criteria be used i.e. taking into consideration the vulnerable people and thus giving first preference to the elderly and disabled within the identified block in Zone O, should the need arise.

(ACTING DIRECTOR: HUMAN SETTLEMENTS TO ACTION)

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[Chairperson: Human Settlements: Councillor V Fernandez (Ms)]

6.2. DELEGATED MATTERS

6.2.1 QUARTERLY REPORT OF DIRECTORATE: HUMAN SETTLEMENTS AND PROPERTY MANAGEMENT FOR THE PERIOD JAN 2014 – MARCH 2014

File number : 8/1/3/1/12

Report by : *Acting Director: Human Settlements and Property Management*

Compiled by : *Acting Director: Human Settlements and Property Management*

Delegated Authority: *Engineering Services and Human Settlements Committee*

Strategic intent of item

Preferred investment destination	<input type="checkbox"/>
Greenest municipality	<input type="checkbox"/>
Safest valley	<input type="checkbox"/>
Dignified Living	<input checked="" type="checkbox"/>
Good Governance	<input type="checkbox"/>

1. PURPOSE OF THIS REPORT

To inform this Committee regarding progress on projects performed within the Directorate: Human Settlements and Property Management for the period January 2014 to March 2014.

2. DISCUSSION

Attached as **APPENDICES 1-3** is an administrative report within the Directorate: Human Settlements and Property Management.

Attached as **APPENDICES 4-10** is report from New Housing.

Attached as **APPENDICES 11-17** is report from Property Management.

RECOMMENDED

that the quarterly report of Human Settlement and Property Management for the period January 2014 to March 2014, be noted.

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[Chairperson: Human Settlements: Councillor V Fernandez (Ms)]

(ACTING DIRECTOR: HUMAN SETTLEMENTS TO ACTION)

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RESOLVED (nem con)

that the quarterly report of Human Settlements and Property Management for the period January 2014 to March 2014, be noted.

(ACTING DIRECTOR: HUMAN SETTLEMENTS TO ACTION)

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7. REPORTS SUBMITTED BY THE MUNICIPAL MANAGER

NONE

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

NONE

9. CONSIDERATION OF MOTIONS OF EXIGENCY

NONE

10. MATTERS TO BE CONSIDERED IN COMMITTEE

NONE

Meeting adjourned at 14:00.

CONFIRMED

CHAIRPERSON

(Signature & date)
