

**PORTFOLIO COMMITTEE :**

**PLANNING & DEVELOPMENT**

**Chairperson :**

**Ald E Gillion**

**Committee Members :**

**Ald K Brice, Cllrs C Resandt,  
M Sihlahla and R Dees**

# PLANNING & DEVELOPMENT PORTFOLIO COMMITTEE

17 June 2026

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**1.  
PORTION OF REMAINDER ERF 1663 PRINGLE BAY: RENEWAL OF LEASE OF  
MUNICIPAL PROPERTY TO BA FIELDING**

**A Le Roux  
6 May 2026**

**Divisional Manager: Property Management**

**(028) 316 5623**

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**1. Executive Summary**

To obtain approval to enter into a further lease agreement with BA Fielding, hereafter referred to as “the Applicant”, in respect of a portion of Remainder Erf 1663 Pringle Bay (±260m<sup>2</sup> in extent) situated in Clarence Drive, adjoining the Western boundary of Erf 563 Pringle Bay, hereafter referred to as “the Property” for a period of 9 (NINE) years and 11 (ELEVEN) months for the purpose of an enclosed garden.

The locality maps are attached hereto as Annexures “A1” & “A2”.

**2. Service Delivery and Budget Implementation Plan - IGNITE**

Planning and Development  
Property Management

**3. Compliance with Strategic Priority**

Provision of democratic, accountable and ethical governance

**4. Delegated Authority**

Executive Mayor

**5. Legal Requirements**

- Administration of Immovable Property Policy of the Overstrand Municipality (2015)
- Municipal Asset Transfer Regulations (R. 878 of 2008)

**6. Background/Discussion/Evaluation/Conclusion**

**Background/ Discussion**

The Applicant, the owner of the adjoining Erf 563 Pringle Bay, has a lease agreement with the Municipality for the Property for the purpose of an enclosed garden.

The current lease will expire on 31 July 2026, and the Lessee applied for the renewal of the lease for a further period.

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No complaints were received from the community during the previous lease period. The municipal account is paid up to date.

**Evaluation**

A. Administration of Immoveable Property Policy of the Overstrand Municipality

The following conditions of said policy apply:

**Paragraph 4: “No application for the purchase, lease of or encroachment on immovable property (save for the instances mentioned in paragraphs 58 to 62 and 64.1 below) shall be processed unless the prescribed application fee as per tariff approved in the annual budget for that financial year has been paid, nor shall any proposed lease or encroachment (save for the instances mentioned in paragraphs 58 to 62 and 64.1 below) be advertised unless the applicant has confirmed, in writing, that he/she will bear all costs involved in such transaction including – but not limited to – legal, survey, re-zoning, sub-division, consolidations, advertisement, relocation or provision of services and, where applicable, a deposit as per prescribed rate to cover incidental costs has been paid.”**

As the application for renewal was received before the expiry of the last agreement there is no need for a formal application form to be completed, and no application fee is payable.

**Paragraph 17: “Taking into consideration the nature and duration of the lease to be entered into, the leasing of immovable property may be affected by means of either:**

**17.1 a competitive process, which may include a closed or public tender or proposal call, specifically in circumstances listed in paragraph 18 below; or**

**17.2 a direct lease”.**

The Property Management Division will be recommending a direct lease on the reasons provided in the report.

**Paragraph 18: “A competitive process must at all times be followed in circumstances where:**

**18.1 the lease is for a long term with an income value in excess of R10 million;**

**18.2 the lease is for a formal business premises with a market related rental;**

**18.3 more than one party, in discretion of the municipality, is**

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***interested in the lease of the subject property; and/or  
18.4 by discretion of the municipality, a competitive process will  
best serve the interests of the community”.***

18.1 Although the proposed lease is for a long-term period, the rental will not be in excess of R10,000,000.00 (TEN MILLION RAND).

18.2 The Property is not a formal business property and although the rental will be market related, it will not make economic sense to follow a competitive bidding process.

18.3 The Property can only be leased directly to either the Applicant or the owner of the other adjoining erf, Erf 562 Pringle Bay. The initial application and lease were with R Lawson-Craig who, at that stage, was the owner of Erf 562 as well as 563 Pringle Bay. When he sold these two properties to different purchasers this lease of the garden area to the owner of Erf 562 Pringle Bay was disclosed. No objections to the lease were received. It will thus not be in the best interest of the community to follow a competitive process for this lease.

**Paragraph 20.1: “*The Municipality may grant a long term lease of municipal immovable property with an income value of less than R10 million only after:***

- a) The Accounting Officer has approved the lease in principle;***
- b) In the case of a direct lease, the proposed lease was advertised in terms of paragraph 10.1 and 10.2 above to invite the local community and other interested parties to submit comments or representations; and***
- c) The Executive Mayor, as delegated authority, has approved that the right may be granted.”***

a) The Applicant applied for the renewal of the lease agreement which was approved in principle by the Municipal Manager on 9 March 2026 for a period of 9 (NINE) years and 11 (ELEVEN) months, subject to a public participation process being followed and further subject to the approval by the Executive Mayor, as delegated authority, of the long-term lease.

b) The proposed lease was advertised in the Overstrand Herald on 16 April 2026 for a 30 (THIRTY) day comment/objection period and no objections have been received.

c) The Executive Mayor’s approval is hereby sought.

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**Paragraph 26: “In cases where a rental amount has been approved in the annual budget of the Municipality for certain types of leases and encroachments, the approved amount will be used for purposes of determining the rental amount.”**

A Valuation was done in 2023, and the market rental was determined at R1.00/m<sup>2</sup> (ONE RAND PER SQUARE METRE) (VAT excluded) which amounted to a total rental of R260.00 (TWO HUNDRED AND SIXTY RAND) (VAT excluded) per month on the estimated size of 260m<sup>2</sup>. The rental escalated annually by a percentage equal to the prevailing consumer price index and the current rental amount is R281.18 (TWO HUNDRED AND EIGHTY-ONE RAND AND EIGHTEEN CENTS) (VAT excluded) per month. The rental will escalate once more on 1 July 2026, and the proposal is that the rental in the renewal agreement must commence at the escalated rental amount as on 1 July 2026.

**Paragraph 36: “All costs pertaining to a transaction, e.g. survey, advertisements, valuation, relocation or provision of services where necessary, shall be borne by the Lessee. The Municipality may, however, waive its right to claim all or any portion of the costs. Where necessary a deposit to cover the costs may be required.”**

The Applicant will be liable for the payment of all costs relating to the renewal of the lease agreement which in this case so far is only the advertisement costs.

**Paragraph 47: “Subject to paragraph 46 above, immovable property let by the Municipality shall be inspected at least once a year by the Municipality to ensure compliance with the terms and conditions of the agreement of sale or lease.”**

The Property will be inspected by the Property Management Division at least once a year.

**It is further confirmed that the other Conditions of Lease as stipulated in paragraph 36 – 50 of the said policy was included in the lease agreement.**

**B. Advertisement/Notification**

An advertisement for the lease of the Property was published in the Overstrand Herald on 16 April 2026 for a 30 (THIRTY) day objection/comment period. No objection/comment was received.

**Conclusion**

With reference to the above discussion, it is recommended that the lease of

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the Property to the Applicant be approved for a further period of 9 (NINE) years and 11 (ELEVEN) months from 1 August 2026 at R281.18 (TWO HUNDRED AND EIGHTY-ONE RAND AND EIGHTEEN CENTS) (VAT excluded) plus the prevailing consumer price index escalation that will be implemented on 1 July 2026.

**7. Financial Implications**

The Municipality stands to gain rental in the amount of R281.18 (TWO HUNDRED AND EIGHTY-ONE RAND AND EIGHTEEN CENTS) (VAT excluded) plus the prevailing consumer price index escalation that will be implemented on 1 July 2026 per month from 1 August 2026, where after the rental amount will escalate annually in terms of the prevailing consumer price index. All expenses pertaining to the proposed lease will be borne by the Applicant.

**8. Staff Implications**

None

**9. Comments from other Departments, Divisions and Administrations**

**Principal Town Planner: Ms Hanneen van der Stoep**

*"I do not recommend the fencing of the lease area as part of Ms Fielding's erf. If it is the case, she obtains exclusive use of the lease area. It remains public property and people should not be restricted to use the passage."*

Response to above comment: The passage leads to Portion 160 of Farm No 559 Hangklip which belongs to WWF South Africa, being private property, the passage is not very large nor planted with grass to be used as a park or play area and lastly no objections to the lease of the Property to the Applicant were received.

**Building Control Officer: Mr. Gerrit Coetzee**

*"No objection from Building Control."*

**Divisional Manager: Expenditure, Fleet & Assets Management: Mr Johannes Vorster**

*"As this is a revenue generating project, with no intention to dispose of the asset, there is no objection to the report."*

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**10. Annexures**

Annexures A1 & A2: Locality maps

**RECOMMENDATION:**

1. that the lease of municipal property, being a portion of Remainder Erf 1663 Pringle Bay ( $\pm 260\text{m}^2$  in extent), to the adjoining property owner, BA Fielding, for the purpose of an enclosed garden at a rental amount of R281.18 (TWO HUNDRED AND EIGHTY-ONE RAND AND EIGHTEEN CENTS) (VAT excluded) plus the prevailing consumer price index escalation that will be implemented on 1 July 2026 per month for a further period of 9 (NINE) years and 11 (ELEVEN) months from 1 August 2026 in terms of the Administration of Immovable Property Policy of the Overstrand Municipality, **be approved**; and
2. that the rental amount mentioned in 1 above escalate annually on 1 July in terms of the approved tariffs as stipulated in the Annual budget as approved by Council.

<b>RESPONSIBLE OFFICIAL :</b>	<b>M ERASMUS</b>
<b>TARGET DATE FOR IMPLEMENTATION :</b>	<b>30 JULY 2026</b>
<b>TARGET DATE TO INFORM APPLICANT :</b>	<b>30 JULY 2026</b>

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**A Le Roux  
6 May 2026**

**Divisional Manager: Property Management**

**(028) 316 5623**

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**THIS MATTER SERVED BEFORE THE JOINT PORTFOLIO COMMITTEE ON  
17 JUNE 2026, WHICH COMMITTEE SUPPORTED THE RECOMMENDATION**

<b>RESPONSIBLE OFFICIAL :</b>	<b>M ERASMUS</b>
<b>TARGET DATE FOR IMPLEMENTATION :</b>	<b>30 JULY 2026</b>
<b>TARGET DATE TO INFORM APPLICANT :</b>	<b>30 JULY 2026</b>



ANNEXURE A2

