



ZILLE SHANDLER
ASSOCIATES
DEVELOPMENT AND PUBLIC POLICY CONSULTANTS

MEMORANDUM

To: Members of the Stellenbosch Discussion Forum Development Working Committee

From: Stellenbosch and Environs Sub-Regional Plan Project Team

Date: 9 May 1994

Project: Stellenbosch and Environs Sub-Regional Plan

Topic: Process for Community Participation in the preparation of the Plan

- 1. Introduction:** This memorandum arises from a meeting of a special sub-committee of the SDF Development Working Committee established to facilitate the process of preparing the Stellenbosch and Environs Sub-regional plan. The sub-committee was established after the SDF agreed that the Stellenbosch and Environs Sub-regional plan initiated by the Western Cape Regional Services Council should be facilitated under its auspices. At the meeting of the special sub-committee held on 4 May 1994 it was agreed that a proposal for a process of facilitating the preparation of the plan should be drafted and considered by the SDF Development Working Committee. This memorandum contains this proposal.
- 2. Background Information:** Attached to this memorandum is a pamphlet which provides further background information on the Stellenbosch and Environs Sub-regional planning project. This pamphlet was distributed to members of the SDF Development Working Committee in December 1993 and formed the basis of the decision by the SDF to agree to assist in facilitating the preparation of the plan. The pamphlet contains information on the aims of the sub-regional plan, the groups involved, public participation, the area covered by the plan, some issues that the plan aims to deal with, the process to be followed and the metropolitan planning context.

3. **Work Completed:** Much preliminary work has been completed in the process of working towards the preparation of the sub-regional plan. This includes documents which:

- * Summarise background information and relevant data;
- * Present the planning team's perspective on the key problems and issues which should be addressed by the sub-regional plan; and,
- * Present the planning team's proposals for goals, objectives and policies to guide development and conservation in the sub-region.

Copies of this documentation are available from the planning consultants appointed by the Western Cape RSC to undertake the preparation of the plan, namely, Dennis Moss Partnership Inc. of Stellenbosch.

4. **Two Stage Process:** It is proposed that a process now be undertaken in which the work completed will be put to the broader community of the Stellenbosch and environs area in order to assess whether it agrees with the conclusions reached by the planning team, and in order to reach agreement on the planning proposals to be incorporated into the final Stellenbosch and Environs Sub-regional plan. This process should include two stages:

- * **Stage One:** To consider and reach agreement on the problems and issues to be dealt with in the plan, and on goals, objectives and policies to deal with these; and
- * **Stage Two:** To consider and reach agreement on a final sub-regional plan which will include a spatial framework designating various land uses for the region and also a set of policies for conservation and development.

5. **Steps in Each Stage:** It is proposed that in each stage the following steps be undertaken:

- * preparatory documentation be prepared and liaison take place with relevant community organisations and bodies;
- * workshops be convened with representatives of all relevant organisations and bodies in the sub-region. The purpose of the workshops would be to test and assess the ideas prepared by the planning team and to obtain the views of the broader community of the sub-region;
- * documents be revised based on inputs received and agreements reached at the workshops; and,
- * the revised documents would be put to the SDF for its acceptance.

The objective of each stage of the process, therefore, should be seen as being to adequately consult and draw on the input of the broader community; and, to

reach agreement between the key actors in the sub-region utilising the vehicle of the SDF to do so.

6. **Workshops:** The exact number of workshops and their composition should be discussed and agreed on by the special sub-committee of the SDF Development Working Committee when it next meets.
7. **Management of the Process:** The management and facilitation of the exercise is of crucial importance. It is proposed that the special sub-committee of the SDF Development Working Committee appointed to facilitate this process continue with its task. Its function would be primarily to ensure that the participation process takes place and that all relevant groups be adequately involved in the process. It would not be responsible for reaching agreement on the substantive content of the plan. This would be the responsibility of the proposed workshops and of the SDF as a whole.

The special sub-committee should include those members already nominated by the SDF to sit on it, as well as a representative from Kayamandi, and also members of the planning team appointed by the Western Cape RSC to undertake the planning project. The latter includes two officials of the Regional Planning branch of the Western Cape RSC as well as the planning consultants Dennis Moss Partnership and facilitators Zille Shandler Associates. The planning team could take on secretarial and management responsibilities.

It should be noted that the SDF is also facilitating planning for the town of Stellenbosch. Consideration should be given to coordinating the management of the two planning processes.

8. **Decision:** Development and conservation needs make it necessary that the process of preparing the plan be expedited. For this reason it is requested that the SDF structure take a decision on the contents of this memorandum as soon as possible. This will allow the proposed process to be undertaken as soon as possible.
9. **Next Steps:** It is proposed that the following steps be taken:
 - * the SDF Development Working Committee consider the proposals contained in this document, make any amendments required and reach agreement on an appropriate process and structure;
 - * the special sub-committee of the SDF Development Working Committee meet as scheduled on either 26 May 1994 or 30 May 1994 to initiate the implementation of the agreed process; and,
 - * the process then be implemented.