

**AGENDA of the  
Portfolio Committee : Infrastructure & Planning  
22 May 2017  
(Also the agenda for the Mayoral Committee Meeting : 31 May 2017)**

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**3.  
KLEINMOND, A PORTION OF ERF 5462: LEASE OF MUNICIPAL PROPERTY TO  
CHILD WELFARE SOUTH AFRICA (KLEINMOND)**

**7/2/3/1**

**M Erasmus  
2 March 2017**

**(028) 316-3724**

**Hermanus Administration**

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**1. Executive Summary**

To obtain approval to enter into a further lease agreement with Child Welfare South Africa (Kleinmond), hereinafter referred to as "Child Welfare", in respect of municipal property, being a portion of Erf 5462 Kleindmond ( $\pm 1\,480\text{m}^2$  in extent) situated in Protodorp, for the management of an early childhood development centre known as the Heidelberg Crèche.

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

Infrastructure and Planning;  
Property Administration

**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)

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

**Background**

Child Welfare, a registered social care facility, has been leasing the subject portion of Erf 5462 Proteadorp in Kleinmond from the Municipality since 2002 for the purpose of managing an early childhood development centre know as the Heidelberg Crèche. The most recent agreement expired on 30 November 2016.

The locality of the proposed lease area is indicated on a locality plan attached per "Annexure A".

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### **Discussion**

Child Welfare applied to lease the subject portion of the property for a further period of 9 (NINE) years and 11 (ELEVEN) months for the purpose of managing an early childhood development centre known as the Heidelberg Crèche.

Child Welfare through the Heidelberg Crèche delivers an essential service to the community of Proteadorp. The children receive good care and education during the day and the parents are able to work and earn an income for the family while their children are well looked after in a safe environment.

Child Welfare's municipal account is up to date and no complaints regarding the use of the property for the Heidelberg Crèche have been received during their previous period of lease.

It can be confirmed that Child Welfare applied for the renewal in time and that the renewal process was also commenced with by the Property Administration Department in time. Unfortunately due to unforeseen circumstances the lease agreement could not be entered into before the expiration of the previous agreement. As Child Welfare is still in occupation of the property the lease amount is still levied monthly on their municipal account and paid by Child Welfare. Should the renewal of the lease agreement be approved the renewal date will be backdated to commence the day after expiry of the said previous agreement.

### **Evaluation**

A. Administration of Immovable Property Policy of the Overstrand Municipality

The following conditions of said policy apply:

**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".**

**and**

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**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 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”.**

As the site is not classified as a business site and the leasing of the said property to Child Welfare (as registered social care organisation) is in the interest of the community, i.e. not a commercial lease, and they have been leasing it successfully for several years it is recommended that the property be leased directly to Child Welfare without following a competitive process.

**Paragraph 20.1: “The Municipality may grant a long term lease of municipal immovable property with a value 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 municipal council has approved that the right may be granted.”**

The Accounting Officer (Municipal Manager) approved in principle the lease of the subject portion of Erf 5462 Proteadorp in Kleinmond to Child Welfare for the management of an early childhood development centre known as the Heidelberg Crèche on condition that the public participation process is followed. The proposed lease was advertised in the Overstrand Herald on 9 February 2017 for a 30 (THIRTY) day comment/objection period.

**Paragraph 27: “In the case of a direct lease of immovable property to registered social care organisations/institutions, sports/public facilities or registered non profit organisations, the rental shall be determined by the Accounting Officer taking into consideration the community value of the lease”**

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The Accounting Officer approved the lease amount of R127.53 (ONE HUNDRED AND TWENTY SEVEN RAND AND FIFTY THREE CENTS) (VAT excluded) per month for leases to social care organisations/institutions which will also be applicable in this case. The commencement lease amount as from 1 December 2016 will be R127.53 (ONE HUNDRED AND TWENTY SEVEN RAND AND FIFTY THREE CENTS) (VAT excluded) per month until June 2017 where after the lease amount will escalate every year on the 1<sup>st</sup> of July by a percentage equal to the prevailing consumer price index (all items).

**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.”**

Child Welfare will pay all costs relating to the renewal of the lease agreement which in this case so far is only the advertisement costs.

**Paragraph 40: “Rental, except where it is decided otherwise by the Municipality shall escalate annually by a percentage fixed in accordance with the prevailing consumer price index (all items).”**

A clause to this effect will be inserted in the lease agreement.

**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 Administration Department 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 will be included in the lease agreement with the Applicant.**

**B. Advertisement/Notification**

An advertisement for the lease of a portion of Erf 5462 Proteadorp in Kleinmond, ±1 480m<sup>2</sup> in extent, was placed in the Overstrand Herald on 9 February 2017 for a 30 (THIRTY) day objection/comment period. No objections/comments were received.

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### **Conclusion**

With reference to the above discussion it is recommended that the lease agreement with Child Welfare be approved for a further period of 9 (NINE) years and 11 (ELEVEN) months from 1 December 2016 at a total rental amount of R127.53 (ONE HUNDRED AND TWENTY SEVEN RAND AND FIFTY THREE CENTS) (VAT excluded) per month.

### **7. Financial Implications**

The Municipality stands to gain rental in the amount of R127.53 (ONE HUNDRED AND TWENTY SEVEN RAND AND FIFTY THREE CENTS) (VAT excluded) per month for the period of 1 December 2016 to 30 June 2017 where after the lease amount will escalate every year on the 1<sup>st</sup> of July in accordance with the prevailing consumer price index (all items). All expenses pertaining to the proposed lease will be borne by Child Welfare.

### **8. Staff Implications**

None

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

**Senior Manager: Expenditure and Assets, Mr. J Vorster - (028) 313 8046**

As this is an income generating proposal involving an institution who delivers an essential service to the community of Proteadorp, with no intension to dispose of the asset, there is no objection to the report.

### **10. Annexures**

Annexure A: Locality Plan

### **RECOMMENDATION:**

1. that the lease of Municipal Property, being a portion of Erf 5462 Proteadorp ( $\pm 1\,480\text{m}^2$  in extent) situated in Kleinmond to Child Welfare South Africa (Kleinmond) for the purposes of managing an early childhood development centre known as the Heidelberg Crèche at the rental amount of R127.53 (ONE HUNDRED AND TWENTY SEVEN RAND AND FIFTY THREE CENTS) (VAT excluded) per month for a period of 9 (NINE) years and 11 (ELEVEN) months as from 1 December 2016 in terms of the Administration of Immovable Property Policy of the Overstrand Municipality, **be approved;** and

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2. that the rental amount mentioned in 1 above escalate every year on the 1<sup>st</sup> of July by a percentage fixed in accordance with the prevailing consumer price index (all items) with the first escalation being on 1 July 2017.

<b>RESPONSIBLE OFFICIAL :</b>	<b>M ERASMUS</b>
<b>TARGET DATE FOR IMPLEMENTATION :</b>	<b>30 JUNE 2017</b>
<b>TARGET DATE TO INFORM APPLICANT :</b>	<b>15 JUNE 2017</b>
<b>TARGET DATE TO INFORM OBJECTOR :</b>	<b>N/A</b>

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**THIS MATTER SERVED BEFORE THE JOINT PORTFOLIO COMMITTEE ON  
22 MAY 2017, WHICH COMMITTEE SUPPORTED THE RECOMMENDATION**

<b>RESPONSIBLE OFFICIAL :</b>	<b>M ERASMUS</b>
<b>TARGET DATE FOR IMPLEMENTATION :</b>	<b>30 JUNE 2017</b>
<b>TARGET DATE TO INFORM APPLICANT :</b>	<b>31 MAY 2017</b>
<b>TARGET DATE TO INFORM OBJECTOR :</b>	<b>N/A</b>

