

**From:** Shireen Pullen <Shireen.Pullen@westerncape.gov.za>  
**Sent:** Wednesday, 04 November 2020 15:24  
**To:** ameesha@sesc.net  
**Cc:** Malcolm Fredericks  
**Subject:** PROPOSED EXPANSION OF THE MELKHOUTFONTEIN CEMETERY ON ERF RE/566 AND PORTION 480 OF THE FARM MELKHOUTE FONTEIN NR. 141, STILL BAY, HESSEQUA LOCAL MUNICIPALITY

Dear Ameesha

Thank you for your phone call earlier.

In light of the acknowledgement of Intent to apply for the proposed expansion of the Melkhoutfontein Cemetery on Erf Re/566 and portion 480 of the Farm Melkhoutfontein Nr 141, Still Bay dated 4 November 2020 the following was pointed out:

The email address for the applicant was spelled incorrectly. *This will be corrected in all further correspondence.*

The date of receipt of the document in paragraph 1 *must read 19 October 2020* and not 29 June 2020. This is noted.

Furthermore, in the acknowledgment letter 5.4 bullet 2 this Department requests 2 hard copies of the document and in 14 this Department requests 1 hard copy. Please note that *only an electronic copy is required* as stipulated in paragraph 13 of the acknowledgment letter.

Also note that the pp plan is no longer a requirement, so you do not have to wait for this Department to agree on the PP plan. It is further acknowledged that the PP Plan submitted to this Department along with the Notice of intent addresses most of the issues raised in the Notice of intent.

Again, sincere apologies.

Kind Regards

**Shireen Pullen**

Environmental Impact Management  
Development Management – Region 3  
Department Environmental Affairs and Development Planning

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Western Cape  
Government

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# PUBLIC PARTICIPATION PLAN

## FOR THE

Proposed Expansion of the Melkhoutfontein Cemetery on Erf 566 and Erf 141/480, Hessequa Local Municipality.



<b>APPLICANT:</b>	Hessequa Local Municipality.
<b>ENVIRONMENTAL CONSULTANT:</b>	Sharples Environmental Services cc Ameesha Sanker
<b>SES REFERENCE NUMBER:</b>	23/MHF/PPPlan/10/2020
<b>DATE:</b>	October 2020



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## 1. Introduction

Sharples Environmental Services cc (SES) has been appointed by Aurecon, on behalf of Hessequa Municipality, to undertake the Environmental Impact Assessment for the Proposed Expansion of the Melkhoutfontein Cemetery on Erf 566 and Erf 141/480, Hessequa Local Municipality.

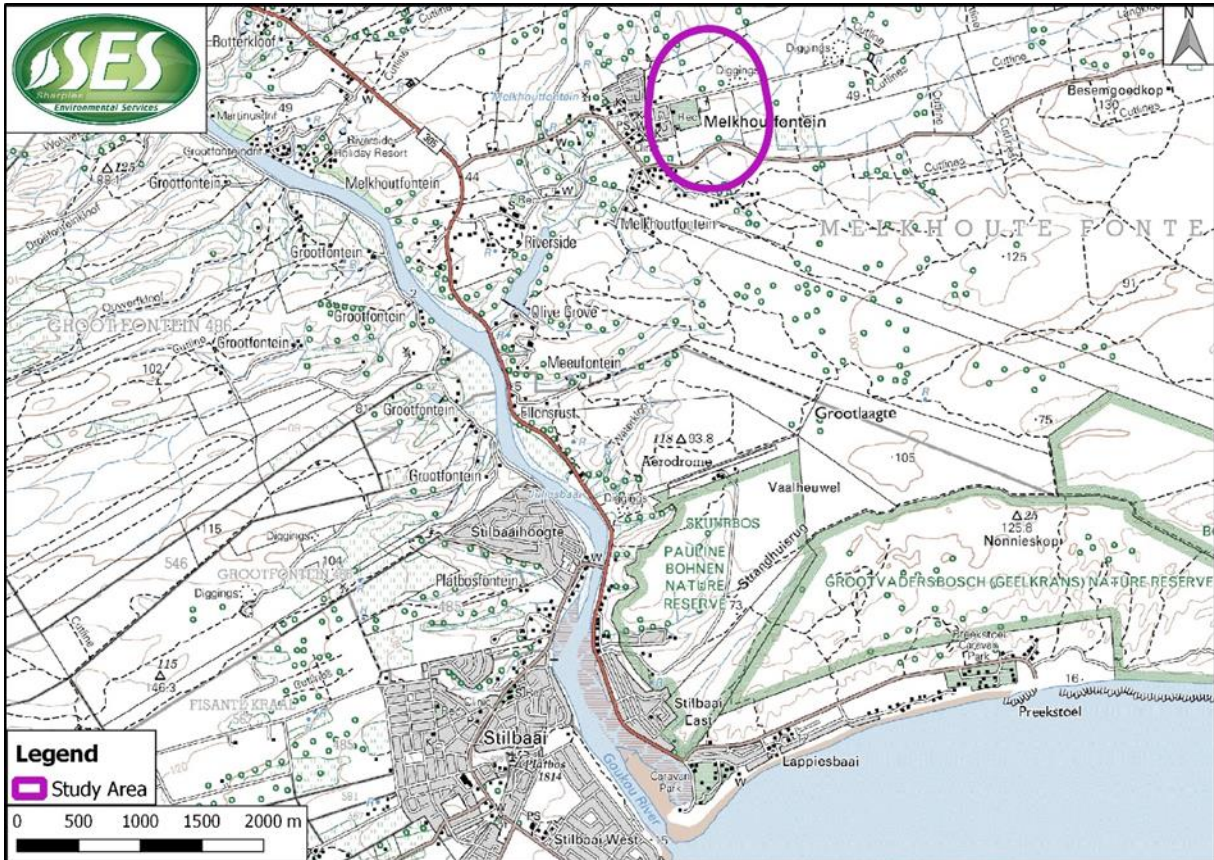


Figure 1: Locality of proposed development.

### LOCATION DESCRIPTION

The proposed site is situated eastbound in the town of Melkhoutfontein, that lies in the Hessequa Municipal area. The graveyard site can be accessed via an existing tarred road, Rooipitjie Road turn-off from the Melkhoutfontein access road, turning off the R305 road about 5 kilometres from Stilbaai. Figure 1 shows the location of the study area in relation to the Stilbaai road and the Goukou River.

The intention of the Hessequa Municipality is to extend the existing cemetery to the east and south on a vacant part of Erf 141/480 (approximate area 5,843.50m<sup>2</sup>) and to the south on a part of Erf 566 (approximate area 2,495.50 m<sup>2</sup>) – a total expansion of 8,339.00m<sup>2</sup>. According to preliminary engineering investigations, the current expansion proposal will be a solution sufficient for the next 5 years

The proposed site is considered a Greenfield site as the proposed site is predominantly undeveloped, the extension will extend into the vacant portions of the erf's already being utilized by the current cemetery. This vacant portion is exposed and exhibits degraded vegetation and is

considered species poor, with certain areas devoid of significant fynbos (see Figure 2), possibly as a result of the adjacent cemetery, earthmoving activities on the eastern side and past agricultural activities.

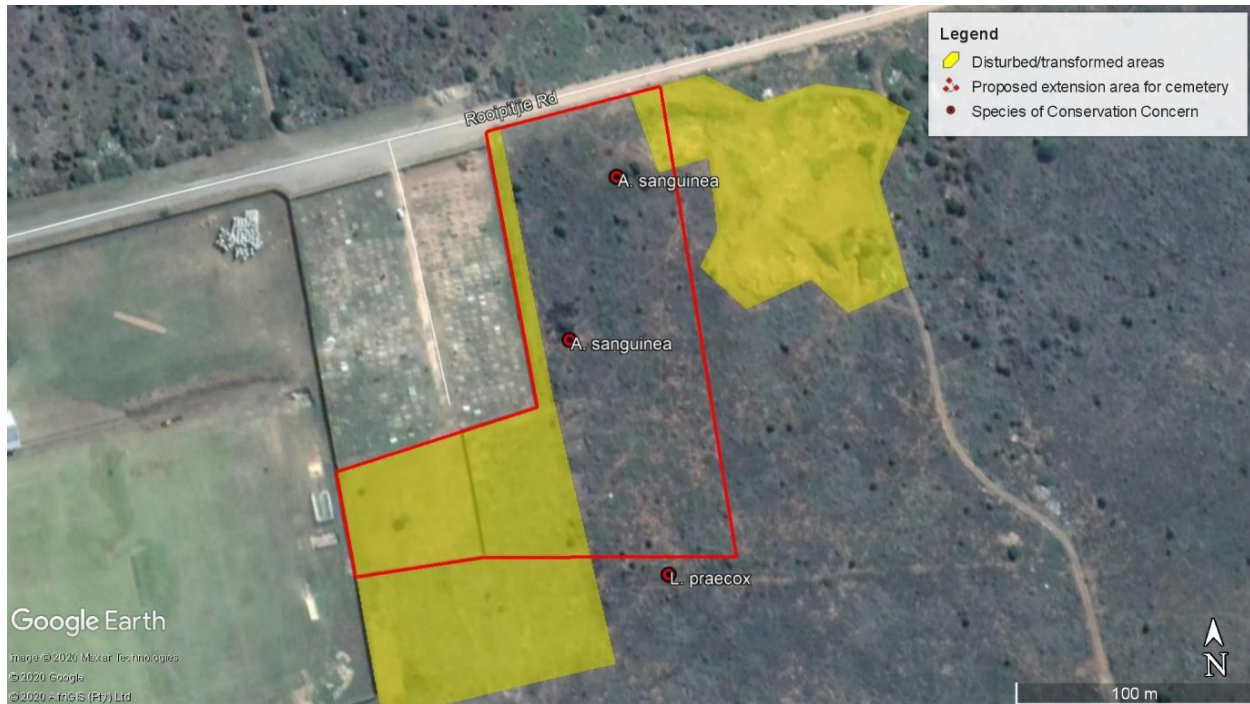


Figure 2: Aerial photograph showing the biodiversity attributes of the site.

#### DESCRIPTION OF PROPOSED ACTIVITY

As per Figure 3, sites A and B will be addressed in this proposal. The scope of works will include:

- Demolish wall boundary (eastern and southern side of site) and erect new boundary wall around extension.
- Clear 8 339m<sup>2</sup> proposed extension on Erf 566 and Erf141/480 (combined).
- Extend existing access road, with gravel/asphalt finish.
- Implement stormwater management design specific to site.
- Rehabilitation with indigenous vegetation and rescued bulbs/cuttings from degraded fynbos.

# Public Participation Plan

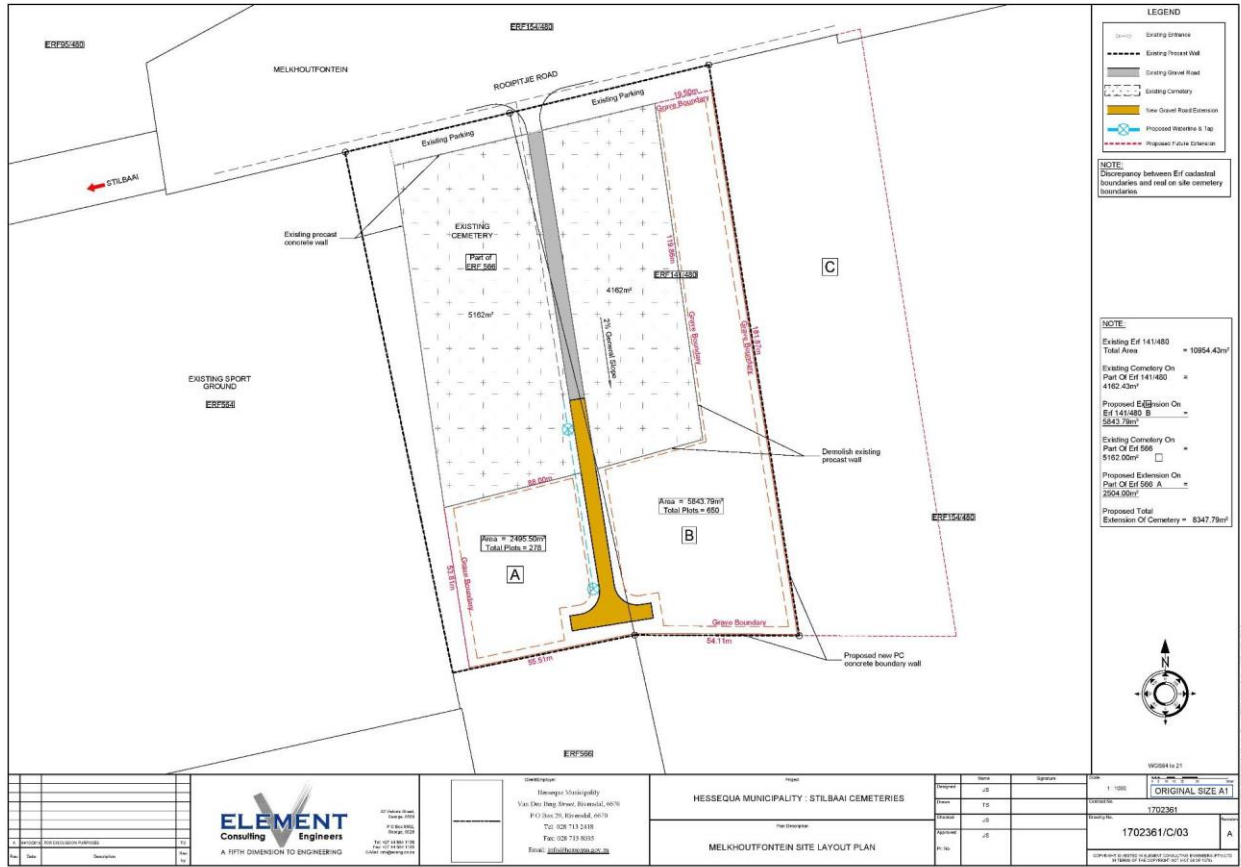


Figure 3: Proposed layout.

## 2. Public Participation Plan

Activity in accordance with regulation 41(2)(a) to (d) of the EIA Regulations	Requirements	Proposed
<p><b>(a)</b> fixing a notice board at a place conspicuous to and accessible by the public at the boundary, on the fence or along the corridor of—</p> <p>(i) the site where the activity to which the application or proposed application relates is or is to be undertaken; and</p> <p>(ii) any alternative site;</p>	<p>Proponents/ applicants, EAPs, specialists and professionals, where relevant, must:</p> <ul style="list-style-type: none"> <li>- ensure that all reasonable measures are taken to identify potential I&amp;APs for purposes of conducting public participation on the application; and</li> <li>- ensure that, as far as is reasonably possible, taking into account the specific aspects of the application-</li> </ul>	<p>Notice boards fixed as per Figure 4, as well as at the entrance of the existing Melkhoutsfontein Cemetery.</p>
<p><b>(b)</b> giving written notice, in any of the manners provided for in section 47D of the Act, to—</p> <p>(i) the occupiers of the site and, if the proponent or applicant is not the owner or person in control of the site on which the activity is to be undertaken, the owner or person in control of the site where the activity is or is to be undertaken and to any alternative site where the activity is to be undertaken;</p> <p>(ii) owners, persons in control of, and occupiers of land adjacent to the site where the activity is or is to be undertaken and to any alternative site where the activity is to be undertaken;</p> <p>(iii) the municipal councillor of the ward in which the site and alternative site is situated and any organisation of ratepayers that represent the community in the area;</p> <p>(iv) the municipality which has jurisdiction in the area;</p> <p>(v) any organ of state having jurisdiction in respect of any aspect of the activity;</p> <p>and</p> <p>(vi) any other party as required by the competent authority;</p>	<p>(a) information containing all relevant facts in respect of the application or proposed application is made available to potential I&amp;APs; and</p> <p>(b) participation by potential or registered I&amp;APs has been facilitated in such a manner that all potential or registered I&amp;APs are provided with a reasonable opportunity to comment on the application or proposed application.</p> <p>In ensuring the above, applicants and EAPs, in addition to the methods contained in Chapter 6 of the EIA Regulations, or as part of reasonable alternative methods proposed in terms of regulation 41(2)(e) of the EIA Regulations, may make use of the following non-exhaustive list of methods :</p> <p>emails, websites, Zero Data Portals, Cloud Based Services, or similar platforms, direct telephone calls, virtual meetings, newspaper notices, radio advertisements, community representatives, distribution of notices at places that are accessible to potential I&amp;APs.</p>	<p>An extensive I&amp;AP database has been compiled, which identifies affected adjacent landowners, authorities, organs of state and other affected parties.</p> <p>A summary of the means proposed to notify the various I&amp;APs has been included in the section below. These include email notification, direct telephonic calls, Whatsapp Broadcasts, site notices and advertisement.</p> <p>Letter-drops will be undertaken as per Figure 4</p>
<p><b>(c)</b> placing an advertisement in—</p> <p>(i) one local newspaper; or</p>		<p>An advertisement will be placed in the Suid Kaap Forum, in Afrikaans.</p>



<p>(ii) any official Gazette that is published specifically for the purpose of providing public notice of applications or other submissions made in terms of these Regulations;</p>		
<p><b>(d)</b> placing an advertisement in at least one provincial newspaper or national newspaper, if the activity has or may have an impact that extends beyond the boundaries of the metropolitan or district municipality in which it is or will be undertaken: Provided that this paragraph need not be complied with if an advertisement has been placed in an official Gazette referred to in paragraph (c)(ii)</p>		
<p><b>(e)</b> using reasonable alternative methods, as agreed to by the competent authority, in those instances where a person is desirous of but unable to participate in the process due to—                  (i) illiteracy;                  (ii) disability; or                  (iii) any other disadvantage</p>		<ul style="list-style-type: none"> <li>• I&amp;AP's who do not have access to email will be notified of the process via an sms or Whatsapp medium if appropriate.</li> <li>• Information containing all relevant facts in respect of the application or proposed application will also be circulated in this way if appropriate.</li> <li>• If we are made aware of any I&amp;AP with illiteracy, disability or other disadvantage we will engage with such I&amp;AP to ensure their issues are noted.</li> </ul>

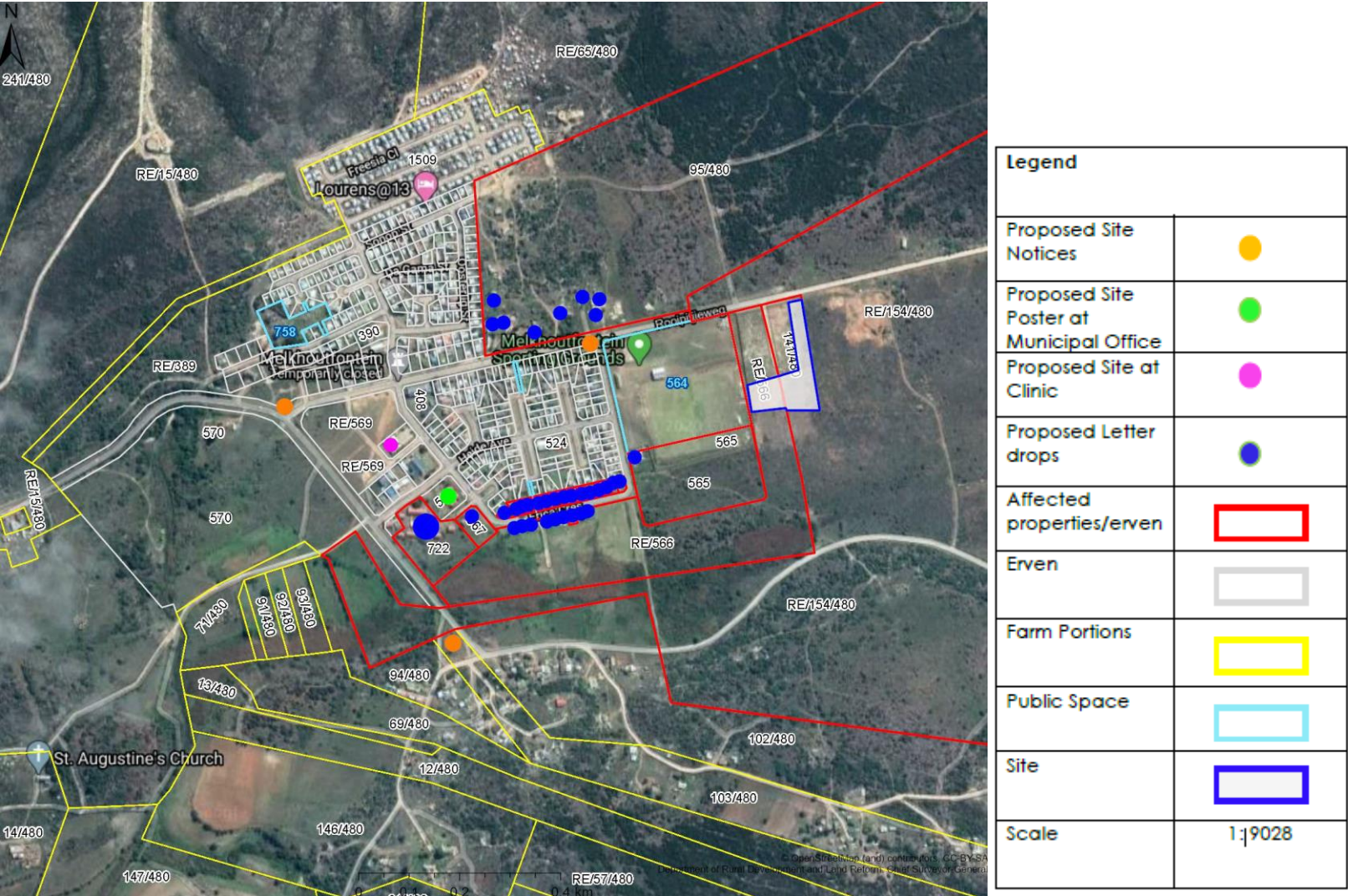


Figure 4: Proposed distribution of onsite-notices and letter-drops.

## Public Participation Plan

The timeframes for all necessary processes are as follows:

Action Item	Recommended Timeframe (Days)	Comment
DEA&DP Acknowledgement of receipt of submission of NOI and Public Participation Plan. DEA&DP response to NOI.	10	
Pre-Application Public Participation	30	<ul style="list-style-type: none"> <li>30 days will commence once approval of the Public Participation Plan has been received from the Competent Authority.</li> <li>The start and end date will be finalized thereafter.</li> <li>I&amp;AP's will be allotted 3 days prior to the start date, to obtain all necessary documents.</li> </ul>
Update Draft BAR with Comments and Responses	30	
Submit Draft Application Form	7	
DEA&DP Acknowledgement Application Form	10	
Draft BAR for Public Participation	30	
Submit Final BAR	7	
DEA&DP Decision on the Final BAR	107±	
DEA&DP Notification to Applicant on Decision	5	
Applicant to Alert I&AP's of Decision	14	I&AP's will be advised via preferred method of notification, which would be established at this stage.

### AVAILABILITY OF REPORTS FOR REVIEW & COMMENT

All documents / reports with annexures will be uploaded onto the SES website for download, review and comment. The SEScc website is designed to be mobile friendly, allowing those with only mobile internet the availability to view the relevant reports. On request, reports will also be shared via bulk online sharing sites such as WeTransfer.

Any person(s) wishing to register as an I&AP, who may not be able to obtain documents via WeTransfer or the SES website, are encouraged to contact us within the allotted public participation period, and we will make alternative arrangements where necessary.

### PUBLIC INFORMATION MEETING

## Public Participation Plan

Should the need arise for an information sharing session, a virtual meeting will be set up during which the EAP, Engineer, Client and any required specialist will present on the findings of the Impact Assessments. Participants will be given the opportunity to post questions to the presenters, which will be answered in a Q&A session. Any virtual meetings held will be recorded and made available to all registered I&AP's. Alternatively, a Public Open Day will be arranged, where numbers are limited to comply with Covid-19 Lockdown Regulations.

### 3. Identified Interested and Affected Parties.

#### AUTHORITIES AND ORGANS OF STATE

The following Authorities and Organs of State will be consulted during Public Participation:

STATE DEPARTMENTS				
AUTHORITY	CONTACT PERSON	MEANS OF NOTIFICATION		
		INITIAL NOTIFICATION	PREFERRED METHOD OF NOTIFICATION	PREFERRED METHOD OF DOCUMENT RECEIPT
Western Cape Government: Department of Environmental Affairs and Development Planning - Development Management (Region 3)	Ms J Christie	<ul style="list-style-type: none"> <li>Email notification with link to download documents</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
Breede-Gouritz Catchment Management Agency	Mr C Abrahams	<ul style="list-style-type: none"> <li>Email notification with link to download documents</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
Western Cape Government: Department of Transport and Public Works	Mr J Prodehl	<ul style="list-style-type: none"> <li>Email notification with link to download documents</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
Western Cape Government: Department of Agriculture	Mr C van der Walt	<ul style="list-style-type: none"> <li>Email notification with link to download documents</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
Heritage Western Cape	Ms S Bernardt	<ul style="list-style-type: none"> <li>Email notification with link to download documents</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
ORGANS OF STATE				
ORGANS OF STATE	CONTACT PERSON	INITIAL NOTIFICATION	PREFERRED METHOD OF NOTIFICATION	PREFERRED METHOD OF DOCUMENT RECEIPT
CapeNature	Mr C Fordham	<ul style="list-style-type: none"> <li>Email notification with link to download documents</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>

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	Megan Simons	<ul style="list-style-type: none"> <li>Email notification with link to download documents</li> </ul>	•	•
South African Civil Aviation Authority	Ms E Shogola	<ul style="list-style-type: none"> <li>ShogoleE@caa.co.za</li> </ul>	•	•
Garden Route District Municipality Executive Manager: Community Services	Mr Clive Africa	<ul style="list-style-type: none"> <li>Email notification with link to download documents</li> </ul>	•	•
Garden Route District Municipality Executive Manager: Planning and Economic Development	Mr Lusanda Menze	<ul style="list-style-type: none"> <li>Email notification with link to download documents</li> </ul>	•	•
Garden Route District Municipality Executive Manager: Roads Services	Mr John Godfrey Daniels	<ul style="list-style-type: none"> <li>Email notification with link to download documents</li> </ul>	•	•
Garden Route District Municipality: Environmental Management, Climate Change and Mitigation	Dr. Nina Viljoen	<ul style="list-style-type: none"> <li>Email notification with link to download documents</li> </ul>	•	•
Hessequa Municipality: Municipal Manager	Mr Johan Jacobs	<ul style="list-style-type: none"> <li>Email notification with link to download documents</li> </ul>	•	•
Hessequa Municipality: Technical Department	Mr Rhuschan Manho	<ul style="list-style-type: none"> <li>Email notification with link to download documents</li> </ul>	•	•
Hessequa Municipality: Directorate: Development and Planning	Mr. H. Visser	<ul style="list-style-type: none"> <li>Email notification with link to download documents &amp; BID</li> </ul>	•	•
Ward Councillor - Ward 1	Mr Ben Smith	<ul style="list-style-type: none"> <li>Email notification with link to download documents</li> </ul>	•	•

**ADJACENT LANDOWNERS / OCCUPIERS AND INTERESTED AND AFFECTED PARTIES**

The following Interested & Affected Parties will be notified during Public Participation:

<b>INTERESTED AND AFFECTED PARTIES</b>				
<b>REGISTERED I&amp;APS</b>				
<b>ORGANIZATION</b>	<b>CONTACT PERSON</b>	<b>INITIAL NOTIFICATION</b>	<b>PREFERRED METHOD OF NOTIFICATION</b>	<b>PREFERRED METHOD OF DOCUMENT RECEIPT</b>
Wildlife and Environment Society of South Africa	Mr Steve Pettoiffe	<ul style="list-style-type: none"> <li>Email notification with link to download documents</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
Gouritz Cluster Biosphere Reserve (GCBR)	Mr Alan Fowler	<ul style="list-style-type: none"> <li>Email notification with link to download documents</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
<b>ADJACENT LANDOWNERS / OCCUPIERS</b>				
<b>DESCRIPTION/NAME</b>	<b>IDENTIFICATION</b>	<b>INITIAL NOTIFICATION</b>	<b>PREFERRED METHOD OF NOTIFICATION</b>	<b>PREFERRED METHOD OF DOCUMENT RECEIPT</b>
Neighbouring landowners	Farm Name: Melkhoute Fontein Farm Nr: 95/480	<ul style="list-style-type: none"> <li>Email to IE Riddles and Letter drops to the occupants on the farm</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
Neighbouring landowner	Farm Name: Melkhoute Fontein Farm Nr: RE/154/480	<ul style="list-style-type: none"> <li>Post to Hessequa Municipality</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
Neighbouring landowner	Farm Name: Melkhoute Fontein Farm Nr. 141/480	<ul style="list-style-type: none"> <li>Post to Hessequa Municipality</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
Neighbouring landowner	Erf Nr: RE/566	<ul style="list-style-type: none"> <li>Post to Hessequa Municipality and Letter drops to the occupants on the erf</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
Neighbouring landowner	Erf Nr: 564	<ul style="list-style-type: none"> <li>Post to Hessequa Municipality</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>

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Neighbouring landowner	Erf Nr: 565	<ul style="list-style-type: none"> <li>• Post to Hessequa Municipality and Letter drop to the occupant on the erf</li> </ul>	•	•
Neighbouring landowner	Erf Nr: 535	<ul style="list-style-type: none"> <li>• Post to Hessequa Municipality</li> </ul>	•	•
Neighbouring landowner	Erf Nr: 722	<ul style="list-style-type: none"> <li>• Email to Jagersbosch Community and Letter drops to the occupants on the erf</li> </ul>	•	•
Neighbouring landowner	Erf Nr: 735	<ul style="list-style-type: none"> <li>• Post to MJ &amp; AW Kleinhans</li> </ul>	•	•
Neighbouring landowner	Erf Nr: 561	<ul style="list-style-type: none"> <li>• Letter-drop</li> </ul>	•	•
Neighbouring landowner	Erf Nr: 562		•	•
Neighbouring landowner	Erf Nr: 563		•	•
Neighbouring landowner	Erf Nr: 567		•	•
Neighbouring landowner	Erf Nr: 536		•	•
Neighbouring landowner	Erf Nr: 533		•	•
Neighbouring landowner	Erf Nr: 531		•	•
Neighbouring landowner	Erf Nr: 530		•	•
Neighbouring landowner	Erf Nr: 529		•	•
Neighbouring landowner	Erf Nr: 519		•	•
Neighbouring landowner	Erf Nr: 518		•	•



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Neighbouring landowner	Erf Nr: 515		•	•
Neighbouring landowner	Erf Nr: 514		•	•
Neighbouring landowner	Erf Nr: 508		•	•
Neighbouring landowner	Erf Nr: 507		•	•
Neighbouring landowner	Erf Nr: 506		•	•

## 4. Conclusion

SES confirms that all reasonable measures will be taken to identify potential I&APs for purposes of conducting the public participation on this application.

As far as is reasonably possible all information containing relevant facts in respect of this application will be made available to potential I&APs and participation by potential or registered I&APs will be facilitated in such a manner that all potential or registered I&APs will be provided with a reasonable opportunity to comment.

This public participation plan, once agreed with the competent authority, will be adhered to and any deviations, where relevant, will be identified and discussed with the authorities.

## 5. References

- Berry M (June 2020). *Biodiversity Survey: Extension of the Melkhoutfontein Cemetery, Near Still Bay.*