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***Appendix 3: PRE-APPLICATION MEETING  
ATTENDANCE REGISTER AND MINUTES***

**ENVIRONMENTAL SERVICES FOR THE PROPOSED CONSTRUCTION OF THE P700 NODAL DEVELOPMENT, PHASE 1: ULUNDI LOCAL MUNICIPALITY, ZULULAND DISTRICT MUNICIPALITY, KWAZULU-NATAL**

<b>TITLE</b>	Pre-Application Meeting: Proposed Construction of the P700 Nodal Development			
<b>VENUE</b>	P700 N odal Development Site			
<b>DATE</b>	26 May 2017			
<b>TIME</b>	11h00			
<b>ATTENDEES</b>	<b>Name</b>	<b>Abv.</b>	<b>Company</b>	<b>Email</b>
	Imke Summers	IS	Terratest	summersi@jgafrika.com
	Sbusiso Ndwandwe	SN	EDTEA North	sbuisozz57@gmail.com
<b>ACRONYMS</b>	EDTEA	Department of Economic Development, Tourism and Environmental Affairs		
	DBAR	Draft Basic Assessment Report		
	ZDM	Zululand District Municipality		
	WWPTP	Waste Water Package Treatment Plant		

ITEM	DESCRIPTION OF DISCUSSION	ACTION
<b>1.</b>	<b>PROPOSED ACTIVITY AND ASSOCIATED LISED ACTIVITY</b>	
1.1	Project title: The Construction of the P700 Nodal Development, Phase 1, Ulundi, KwaZulu-Natal	General
1.2	The following information was discussed at the Pre-Application Meeting / site visit: <ul style="list-style-type: none"> <li>The proposed activity;</li> <li>Listed Activities triggered;</li> <li>Landowner designation;</li> <li>Landuse zoning; and</li> <li>Public participation.</li> </ul>	General
1.3	A pre-Application Meeting and site visit were undertaken at the proposed development site, at the intersection of the P700 and P701. The Applicant is the Zululand District Municipality.	General
1.4	Specifications include: <ul style="list-style-type: none"> <li>Construction of 27 business stands, including a police station, institutional use, municipal offices etc., and a Waste Water Package Treatment Plant.</li> <li>Proposed infrastructure to be developed on site will to tie into existing on site infrastructure i.e. roads, stormwater, electricity and sewerage and water pipelines.</li> <li>The existing Sasol Filling Station and ZAC Mines Laundromat will tie into the Proposed P700 Nodal Development.</li> </ul>	General
1.5	SN inquired as to whether the proposed development will tie into the WWPTP that was proposed as part of the Sasol Filling Station Application and which was supposed to have been constructed on site. IS noted that as per correspondence with the Engineer, no WWPTP has been constructed on site at any point. SN confirmed that he would review the Sasol Filling Station Application to confirm what was proposed and consequently constructed. IS confirmed that she would contact the engineer to confirm that a WWPTP was not constructed on site.	Terratest and EDTEA
1.6	SN confirmed that the Ximba Tribal Authority (one of the two landowners on site) falls under the umbrella of the Ingonyama Trust Board. However, as a landowner they must be notified of the proposed development, even though the Ingonyama Trust Board has provided their consent for the development.	Terratest
1.7	SN stated that a letter is to be obtained from the ZDM confirming that the Ulundi Waste Water Treatment Works has sufficient capacity to accept the sludge generated by the P700 Nodal Development's WWPTP.	Terratest
1.8	SN confirmed that as the land was previously under agriculture, that the site can be considered to be zoned as agriculture.	General
1.9	Listed Activities (as amended, April 2017) include: <ul style="list-style-type: none"> <li>Listing Notice 1: GNR 327, Activity 19;</li> <li>Listing Notice 2: GNR 325, Activity 27; and</li> <li>Listing Notice 1: GNR 327, Activity 28.</li> </ul>	Terratest

ITEM	DESCRIPTION OF DISCUSSION	ACTION
	Activity 27 is to be added to the Application Form.	
1.10	The Ingonyama Trust Board is to be added to the list of state departments to be contacted.	Terratest

## 2. SPECIALIST STUDIES

2.1	The specialist studies undertaken to date were not discussed during the site visit.	General
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## 3. PUBLIC PARTICIPATION PROCESS

3.1	<p>The Public Participation undertaken to-date includes:</p> <ul style="list-style-type: none"> <li>The placing of posters on site;</li> <li>The dissemination of a Notification Sheet to the Interested and Affected Parties;</li> <li>The placing of an advert in the Ilanga;</li> <li>A public meeting held with the Ward Councillor and surrounding community, at a site adjacent to the proposed development site.</li> </ul> <p>SN noted that it may be necessary to hold a meeting with the Ximba Tribal Authority as they are the landowner, a separate entity to the ward councillor, and because they represent the tribal needs of the community rather than the political needs, as ward councillors do. IS noted that following correspondence with the Ximba Tribal Authority, the need for an additional meeting will be confirmed.</p>	Terratest
The Pre-Application meeting was closed.		

## 4. GENERAL

The following post-meeting actions are to be undertaken:		
4.1	<p>SN is requested to confirm that the following specialist studies are sufficient and no additional specialist studies are required:</p> <ul style="list-style-type: none"> <li>Heritage Impact Assessment</li> <li>Geotechnical Assessment</li> <li>Hydrogeological Assessment</li> <li>Geohydrological Assessment</li> <li>Wetland Assessments by NDG Africa and Terratest (Please note that the Wetland Assessment undertaken by NDG Afrika was undertaken in 2012. Due to the time that has lapsed since this date, a follow-up assessment was undertaken by Terratest. Both reports have been included in the DBAR).</li> </ul>	EDTEA
4.2	SN is requested to provide the contact details of the relevant parties within the DAFF Planning Department, who are to be contacted regarding the proposed development.	EDTEA
The following information was confirmed following the site visit:		
4.3	SN confirmed that a WWPTP was not applied for or constructed as part of the Sasol Filling Station Application. IS confirmed that as per the engineer, the Sasol Filling Station and ZAC Laundromat each have a septic tank which is serviced by a honey sucker. Waste extracted by the honey sucker is taken to the Ulundi Waste Water Treatment Works. Once the proposed P700 Nodal Development WWPTP has been authorised, constructed and becomes operational, the Sasol Filling Station and ZAC Mines Laundromat will tie into the WWPTP.	General

Minutes captured by I.S.

**Appendix 1: Attendance Register**

**PROPOSED CONSTRUCTION OF THE P700 NODAL DEVELOPMENT, PHASE 1, ULUNDI LOCAL MUNICIPALITY, ZULULAND DISTRICT**  
**MUNICIPALITY, KWAZULU-NATAL**

**PRE-APPLICATION MEETING AND SITE VISIT ATTENDANCE REGISTER - 26 MAY 2017**

MEETING DETAILS	
DATE:	26 May 2017
TIME:	11h00
VENUE:	Department of Economic Development, Tourism and Environmental Affairs, Zululand District

Name	Organisation	Email / Cell	Sign
Sibusiso Ndlovandwe	DEDTEA	082 719 9883	
Imke Summers	Terratest.	076 157 9602.	

## Imke Summers

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**From:** Imke Summers  
**Sent:** 31 May 2017 15:42  
**To:** 'Sbusiso Ndwandwe'  
**Subject:** P700 Nodal Development Site Visit and Pre-Application Meeting Minutes  
**Attachments:** Attendance Register.pdf; Pre-App Meeting Minutes- P700 Nodal Development.docx

Dear Sbusiso

Please find attached the minutes from the Pre-Application Meeting and site visit held on 26 May 2017, at the proposed site of the P700 Nodal Development. Please review and comment on the attached by 15 June 2017. Should no comment be received by 15 June 2017, the minutes will be regarded as accepted. Please also note the items for action under Section 4 of the attached minutes. I have attempted to contact parties at the Department of Agriculture, Forestry and Fisheries Department (DAFF) Planning Unit to notify them of the proposed development, but have had no feedback to date and have been unable to reach anyone telephonically. As such, if you have the contact details of the relevant parties, that would be greatly appreciated.

Should you have any queries, please do not hesitate to contact me.

Kind regards,