



### TOWN PLANNING AND ENVIRONMENTAL PUBLIC MEETING MINUTES

#### TOWNSHIP ESTABLISHMENT: REPLANNING OF A PORTION OF OMUTHIYA EXTENSION 7 TO BE KNOWN AS OMUTHIYA EXTENSION 13

**Date:** Friday, 14 November 2025  
**Venue:** on-Site (Omuthiya Extension 7)

**Present:** Mr. Petrus Fillipus – Omuthiya Town Council  
Mr. Meitavelo Kwedhi – Omuthiya Town Council  
Mr. Günther Stubenrauch – Stubenrauch Planning Consultants  
Mr. Tulela Shikongo – Stubenrauch Planning Consultants  
Affected Persons & the General Public – See attached attendance list

#### Purpose of meeting:

- a) To present the proposed township layout for Omuthiya Extension 13;
- b) To confirm supporting land uses and municipal service delivery;
- c) To explain the Environmental Impact Assessment process and provide information on possible environmental, social, and economic impacts; and
- d) To gather comments, inputs, and address questions from the community.

#### Recording of meeting:

The meeting was opened by Mr. Petrus Fillipus from Omuthiya Town Council (OTC), who welcomed attendees and introduced both the OTC and Stubenrauch Planning Consultants (SPC) teams.

Mr. Stubenrauch of SPC delivered the main presentation in English, with Mr. Fillipus providing translation into Oshiwambo.

- a) Purpose of the meeting
- b) Proposed layout plan and its key informants including accommodation of existing land uses, movement networks, structures, topography, drainage, and vegetation
- c) Environmental Impact Assessment process, legal requirements, and potential impacts
- d) Public participation process and timelines for further inputs
- e) Next steps including finalizing the layout, securing approvals, registration, and promulgation

The questions and inputs raised during the meetings are reflected below:

## 1. ENVIRONMENTAL QUESTIONS AND INPUT

- None

## 2. TOWN PLANNING QUESTIONS AND INPUT

ID	Comments / Inputs and Questions	Response / Solution
1	Can the Public Open Space (POS) institution be turned into a soccer field or are we able to incorporate a soccer field into the layout?	The POS currently provided is not large enough to accommodate a soccer field. The designated POS areas are neighbourhood parks, included in the layout to comply with the minimum 10% POS requirement.
2	Who will maintain the POS after the Town Planning procedures are complete?	The Local Authority will be responsible for the maintenance of the POS; however, the public is also expected to play a role in its upkeep.
3	Is there another meeting for private consultations?	This is a public meeting, and all inputs and insights may be shared during the meeting.

### Way Forward

1. Community invited to submit additional inputs in writing to OTC and/or SPC by 8 December 2025
2. SPC will prepare the final layout for Council approval
3. SPC will obtain approval from the Urban & Regional Planning Board
4. Land survey and General Plan approval will be undertaken by appointed land surveyor
5. Registration of Omuthiya Extension 13 will be completed by a lawyer
6. Promulgation of the extension in the Government Gazette will finalize the process

**The meeting was adjourned.**

***Minutes prepared by Mr. Tulela Shikongo for adoption by all members having attended the meeting.***