

SALT RIVER BUILDING PROJECT COORDINATION MEETING 15 SEPTEMBER 1986

PRESENT:

Representatives from the following tenant organisations

ILRIG

CUPC

WPCC

TU LIBRARY/LRS

KA

COSATU

TAP

CAP

ECC

WECSGO

Representatives from the committee of trustees of COMPROP

Barry Streek

Lesley Liddel

Gordon Young

Architects

Ludi Backenbogen

Melinda Silverman

APOLOGIES

Childrens Resource Centre

- ① A plan has been drawn up allocating space to each organisation that applied before the September 5 deadline. Within the next 2 weeks organisations should decide if the space being offered to them is adequate. If organisations pull out their space will be offered to the late applicants.

These are, in order of applications received

Woodstock, Walmer Estate, Salt River Residents Association,
Unemployed Workers Movement
Release Mandela Campaign
Nusas

Gordon Young (SCAT / TU LIBRARY) felt that these organisations should be put on a waiting list for space that becomes available.

Nick Henwood (COSATU) said that this arrangement was OK until the Tenants Committee was properly formed - then tenants should receive priority in applying for vacant space. Ludi (Architect) said he would investigate the costs of building an additional floor space.

② Policy on hiring of halls and seminar rooms:

Nick Henwood (COSATU) felt that tenant organisations should have priority. We agreed to discuss this matter further once the Tenants Committee had been established.

③ Furnishing halls and seminar rooms: The Community Property will furnish the communal areas. Ludi (Architect) pointed out that this was included in the budget.

④ Lease: Barry Street (SCAT) pointed out that tenants should be paying a "Maintenance Levy" rather than "rent." This had implications for the way in which the company was taxed. He suggested that Norman Osborne, the lawyer for the Community Property contact Chris Nicholas - of the Durban LRC who drew up the lease agreements for the Durban building. Barry felt that the 'lease' needed to be quite loose - more like a "gentleman's agreement."

Melinda will ask Norman Osborne to draw up a draft proposal for a lease to be discussed at the meeting in two weeks time.

⑤ The foyer: The bookshops are interested in running the bookstore / news-stand and understand that they will have to pay rent.

Melinda suggested that CAP run the foyer as a gallery. CAP have been asked to discuss this in their organisation. ILRIG would like to hire a display cabinet in the foyer.

⑥ The creche: Melinda has had discussions with the Silvertree Creche committee and they are very keen on moving their creche to the Salt River building.

Melinda explained that there was no longer space available. The Silvertree Committee suggested the use of one of the halls or seminar rooms. They felt that these halls would not be used during the day on weekdays. Melinda suggested that the hall most appropriate to their needs would be the hall adjoining the kitchen.

Ludi (Architect) felt that this might limit the hiring possibilities of the hall. The hall could not then be hired out for 3-day conferences for example.

Wesley (WPCC), based on his experience of the Durban building, said that the halls would be in constant use as a commercial facility and should not be allocated to any one organisation.

Theresa (WPCC) said that the idea of having a creche was seen as very important when the project was first initiated. She asked all organisations to discuss it amongst themselves and report back to the Monday meetings.

The Silvertree Creche are preparing a report for us to discuss at next Monday's meeting.

⑦ The cottages at the back: Barry Street (SCAT / COMPROP) explained that the reason for making an offer

on the land behind the Salt River Building was to ensure security for the building, and ensure that no one else built there.

Nick Herwood (COSAM) felt that this was not a strong enough motivation. He felt that if any other decisions of this nature were taken, the tenants should be consulted.

COMPROP agreed to stop any further negotiations on the cottages. If however it was too late to withdraw the

off COMPROP would arrange to meet the Residents' Association to jointly discuss how the interests of both the Community Property and the people living in the cottages could best be served.

Nick emphasised that we would be doing our own organisation a disservice if we did not take this seriously.

⑧ Amien Niefertgodien, the mechanical engineer recommended by Larry Kannerger of IAP will contact Ludi regarding work on the extract systems.

Barry asked that he fans make as little noise as possible.

⑨ Architectural progress: The Quantity Surveyor has suggested that we negotiate with the builder on the basis of a "Schedule of Rates and Quantities". The Quantity Surveyor is working out a budget on the basis of minimum alterations to see if there is any money left over for adding on additional space to the building.

Within one week the architect will submit plans to the council, and within two weeks begin negotiations with a builder approved by the Transport and General Workers Union.

The scheduled date for the start of construction has

⑨ The plan has been put forward one week. Ludi is aiming at having builders on site on October 13, 1986. ^{fixed} ^{of} ^{having} ^{tenant} ^{organisation}

⑩ The Community Property will lease the strip of land in front of the building. This area will be used for parking. The architects will try to retain the Palm trees. ^{strip} ^{area} ^{will} ^{be} ^{used} ^{for} ^{parking} ^{the} ^{architects} ^{will} ^{try} ^{to} ^{retain}

⑪ Copies of the Company Articles will be circulated to each tenant organisation. ^{next}

⑫ The maintenance levy has not been fixed. A draft budget will be circulated to each tenant organisation so that organisations understand the composition of the levy. The trustees envisage a figure between R4 and R5 per square metre per month.

⑬ The next meeting will be at 9.00 am on September 22, 1986 at the Salt River Building.

⑭ Cosatu apologise for not being able to attend next week's meeting.

SALT RIVER BUILDING PROJECT
COORDINATION MEETING
22 SEPTEMBER 1986

PRESENT:

Representatives from the following tenant organisations:-

CUPC

WPCC

TU Library

KA

TAP

CAP

ECC

Molo Sangolo

Representatives from the committee of trustees of COMPROP

Barry

Wesley

Gordon

Architects

Ludi

Melinda

APOLOGIES

ILRIG

COSATU

- ① Copies of
 - i) plans of space allocated to tenants
 - ii) rental costs and draft budgets
 - iii) the Company Articleswere distributed at the meeting.

- ② Melinda pointed out that the purpose of these meetings was to ensure that the Salt River building was planned in

consultation with the tenant organisations. It was important that these organisations participate in the decisions being made about the building. Often, also, the architects needed to ask questions which could only be answered by the building users. These Monday meetings were the only opportunity for Ludi, the architect to meet his client.

③ Late applications:- A letter has been sent to the late applicants explaining that they have been put on a waiting list for any space that might become available. Further late applications:- Discussion about the application of the Unemployed Workers Union and the Railway Workers Union was held over for next week.

④ Discussion about the offices for Students Services Centre was also held over for next week. Student Services Centre are urged to send a representative to next week's meeting.

⑤ The lease:- A draft proposal will be presented at next week's meeting. Gordon pointed out that tenants should be protected and have security of tenure in the event of the owners being effected by government legislation etc. Melinda said she would convey this to Norman Osburn.

⑥ The foyer:- has been redesigned to accommodate wheelchair access to the main hall.

i) The bookshop owners will present their proposals to next week's meeting.

ii) CAP have been asked to take on the task of running exhibitions in the foyer. They will discuss this in CAP and report back.

iii) Part of the foyer will be allocated to other organisations for displaying goods and for noticeboards.

- ⑦ The land at the back :- The owners refused to sell the land to the Community Property at the price offered. The Community Property will consult with the Residents Association before any further negotiations
- ⑧ The creche :- Enclosed is a motivation from the Silvertree Creche Working Committee. This motivation was drawn up as part of a fund raising campaign. They have asked that we view this motivation as a request for accommodation in one of the halls. Discussion about the creche will be on the agenda for next meeting after tenant organisations have examined the Silvertree report.
- ⑨ Architectural progress :- Ludi is waiting for a cost estimate from the Quantity Surveyors. Barry urged that this be handled this week, as the cost estimate will form the basis for negotiations with the builder. Plans of the building will be submitted to the Cape Town City Council within the next week.
- ⑩ The kitchen :- Melinda and Gordon will discuss the running of the kitchen with the Domestic Workers Association as a project that DWA could organise. Wesley pointed out that the kitchen facility should only operate for limited hours so that kitchen staff did not need to be on duty all day
- ⑪ Hot water :- would only be supplied in the kitchen. There would only be cold water for washing hands in the cloakrooms in the rest of the building
- ⑫ Boiling water :- there would be an urn in the main communal kitchen. Organisations would be expected to provide their own kettles in the little ten kitchens. Sinks would be provided
- ⑬ The architects would look at providing a shower

for the building. Tenants suggested a gas - geyser so that there would be enough hot water

(14) The next meeting will be at 9.00 am at the Salt River Building, 41 Salt River Road on Monday 29 September 1986. A number of important issues will be discussed and tenant organisations are asked to send representatives.

SALT RIVER BUILDING PROJECT
PRELIMINARY MONTHLY BUDGET

Rates	R 750
Electricity (1500m ² @ 5a) + (1500 @ 20c)	R 1050
Water	R 50
Maintenance (short term, globes etc)	R 120
Building Fund (long term, repainting etc)	R 350
Caretakers / Administrators Salary	R 850
Cleaners (2 cleaners paid R350)	R 700
Security (Fidelity guards)	R 2230
Cleaning Materials	R 250
Insurance	R 1200
TOTAL EXPENDITURE	R 7550

SALT RIVER BUILDING PROJECT COORDINATION MEETING 29 SEPTEMBER 1986

PRESENT

Representatives from the following tenant organisations:-

TAP

URS/TU Library

ILRIG

WPCC

CAP

ECC

Molo Sangololo

COSATU

Representatives from the committee of trustees of COMPROP

Barry Street

Wesley Mabuza

Gordon Young

Architects

Melinda

APOLOGIES

Koebing Alert

Ludi Borckenhagen

① Bookshop: Representatives from David Phillip, Open Books and Ravan attended the meeting. They are jointly working on an arrangement to run a bookshop and/or newspaper stand. They would stock weekly newspapers and look at selling books at a reduced cost. Melinda will look at the fittings but David Phillip have for re-use. The bookshop would pay the same

rent as other organisations in the building.

(2) Exhibitions in the foyer: CAP are reluctant to take on the responsibility of organising exhibitions. Melinda suggested that movable screens for displaying notices be provided as part of the furniture.

(3) SSC have decided to withdraw their application for space. They felt that the final composition of organisations in the building is too high profile and that their students would be subject to constant surveillance. Their space will be allocated to other organisations.

(4) WPCF feel that the space they have been allocated is not sufficient, as they have no room for expansion. They have made a request to occupy the whole of the first floor, and understand that they will have to pay rent. Any decisions to sublet space would be made by WPCF.

(5) Melinda would therefore try to reallocate spaces within the next week.

(6) The application from the Unemployed Workers Union and Railway Workers Union will be regarded as a late application and put on the waiting list.

The waiting list is

Woodstock, Walnut Estate, Salt River Residents Assn.

Unemployed Workers Movement

Release Mandela Campaign

NUSAS

Unemployed Workers Union and Railway Workers Union

Video Action Unit

(7) Creche: - Participants at the meeting felt that we could not allocate use of one of the halls to the Silvertree Creche. We felt that the halls would be fully booked during the day on weekdays.

ILRIG are in favour of a creche in principle but feel that the creche should be adequately planned for in terms of kitchens, toilets and outdoor play area. WPC are also in favour of a creche in principle and stressed that the creche be non racial and big enough not to be exclusive. People felt that if the creche was housed in the hall, noise would be a problem. Barry said it would have been important to accommodate Silvertree because of its history.

A creche would be a priority in any planning for phase two of the project - either in the front or on the land at the back. Any developments at the back would take place in consultation with the local residents committee.

⑧ Melinda will ensure that the Quantity Surveyors estimate is available at the end of this week.

⑨ Ludi has started negotiating with Julius Cohen, based on a recommendation from Transport and General Workers Union.

COSATU felt that Transport and General should be asked to inform workers committees as to why Julius Cohen have been selected.

Melinda would explain to Julius Cohen that they were selected for the job because of a recommendation from the union.

⑩ Amien Ntshangodien has been appointed as the mechanical engineer. His fees will be based on an hourly rate with a ceiling of R500. Amien will charge out his time at less than going rate because he is doing this work for TAP.

⑪ Fidelity Guards have asked for plans of the building so that they can make recommendations.

regarding the security system.

COSATU pointed out that at their head office in Johannesburg they were employing their own security guards who would be paid the same amount of money as fixed-hour COSATU workers.

(12) Melinda will visit the COSATU building and get information on Khotso House while in Johannesburg on Friday 3 October

(13) The next meeting will be on Monday 6 October 1986 at 9.00 am at the building, 41 Salt River Road.

SALT RIVER BUILDING PROJECT COORDINATION MEETING 6 OCTOBER 1986

PRESENT

Representatives from the following tenant organisations

CUPC

WPCC

TAP

ILRIG

LRS / TU Library

COSATU

Representatives from the committee of trustees of COMPROP

Barry Street

Gordon Young

Architects

Ludi Borchertzen

Melinda Silverman

APOLOGIES

CELT

ECC

MINUTES OF THE MEETING ON 22 SEPTEMBER 1986

CELT should have been included amongst those present at the meeting

① THESE MEETINGS WILL START PROMPTLY AT 9.00 AM

② Because SSC have pulled out and WPCC have decided to expand, available office space has been reallocated

and organisations have been shifted around. This means that rental costs will have to be recalculated. The approximate figure will be taken at R5.00 per square metre.

③ Two spaces have become available and they will be offered to the organisations at the top of the waiting list. They are:-

Woodstock, Walmer Estate, Salt River Residents Association
Unemployed Workers Movement

④ The Transport and General Workers Union have been informed that we are now negotiating with Julius Cohen, one of the builders that they recommended. The architects will inform Julius Cohen that this was one of the reasons for their appointment, and the T & GWU will inform their workers.

⑤ The T & GWU have recommended that we use the following building products

Steeldale products

Corobrik products

Coverland Roof Tiles

Everite products

Turnall products

Vianini products

Super-Rock products

⑥ Copies of the proposed lease have been circulated for discussion at next week's meeting

⑦ Cosatu will take over the Community Property's telephone and pay the costs, other than for calls made by the

Community Property

⑧ Participants at the meeting agreed that CAP can move their T-shirt printing project to the building in the short term. CAP will pay a nominal rental of R75 and understand that when the builders move onto site, the builders work will take priority.

⑨ Melinda will have discussions with the telephone department about the cost of installing telephone lines. In the meantime organisations are asked to work out how many telephone lines they will need.

⑩ Reports on the buildings housing progressive organisations in Johannesburg

KHOTSO HOUSE: 6 floors, monthly budget of R15000. The building is administered by the SACC. They deal with the hiring of halls etc. There is no tenants committee but the SACC send out questionnaires to tenants if problems arise. There is a formal 15 page lease. Khotso House employs 5 cleaners who are paid R500 per month and one cleaning supervisor / caretaker who is paid R600 and has a flat in the building. The cleaners are responsible for cleaning the insides of offices and the communal areas. Khotso House has a contract with a security company. Organisations pay R6.20 per square metre per month.

FREEMAN HOUSE: Has closed down because of surveillance and harassment. When Freeman House was operating it was run collectively by the tenant organisations. Organisations were responsible for cleaning

their own offices and there was a roster for cleaning communal areas. Freeway House employed its own internal security guards. In retrospect they strongly recommend employing an external security company. They felt that with an external security system there is back-up for the guards. Also if something went wrong with the building, the security company could in some way be held responsible.

COSATU HOUSE: 11 floors, housing Cosatu and affiliates. Affiliates do not have to sign a lease, but there are minuted agreements. They are working on setting up a building committee to which unions would send representatives. In the meantime Cosatu administers the building. The cleaners are employed by the landlords. Cosatu is investigating employing internal security guards. There would be 6 guards working 8 hour shifts paid R700 a month.

⑪ The Quantity Surveyor's estimate for the renovations is R 1 344 560 which is over the budget. Within the next week Ludi, Melinda, Barry, Gordon and Andy Ross-Muro - the quantity surveyor will look at ways of cutting costs. Proposals will be brought to next week's meeting. Negotiations with the builder will continue.

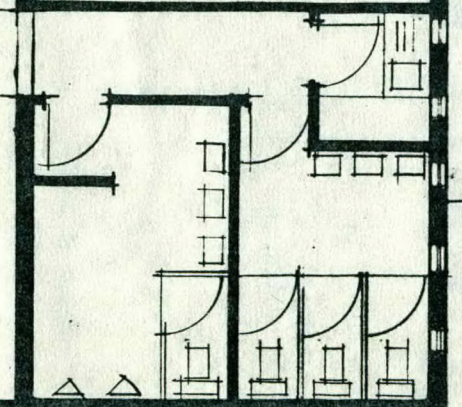
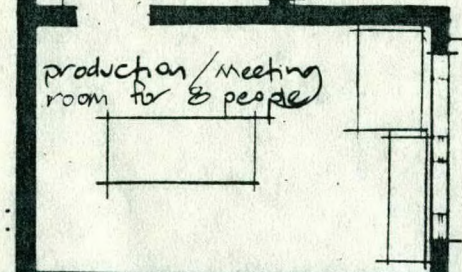
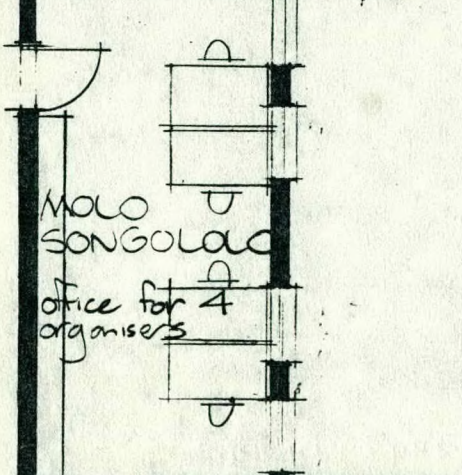
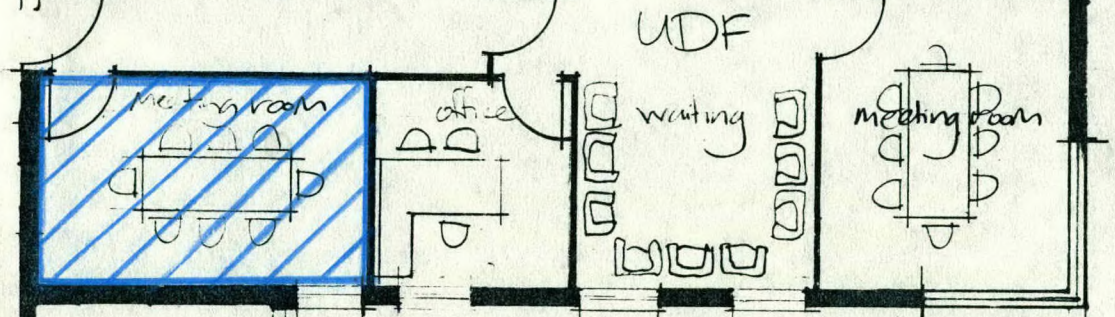
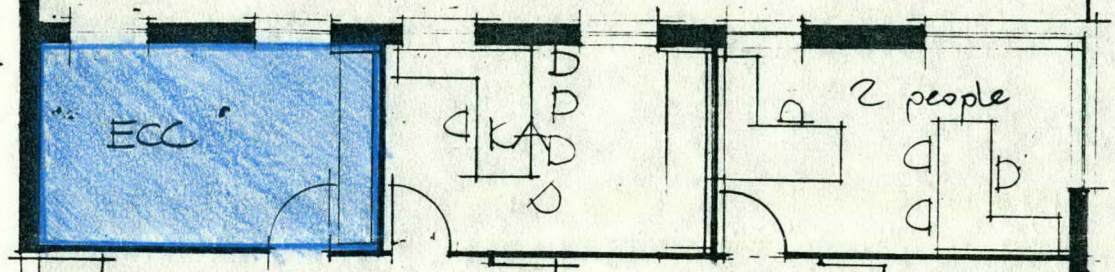
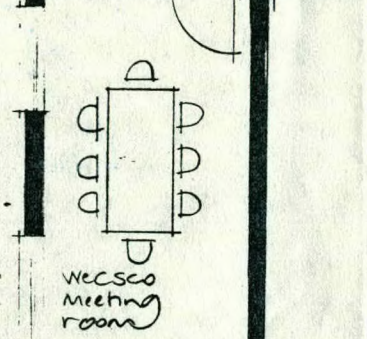
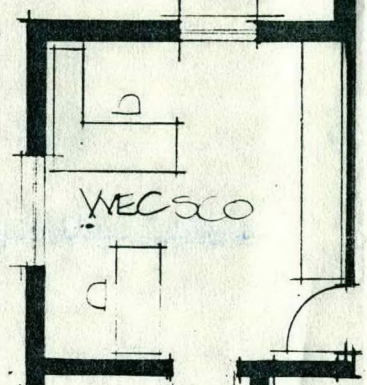
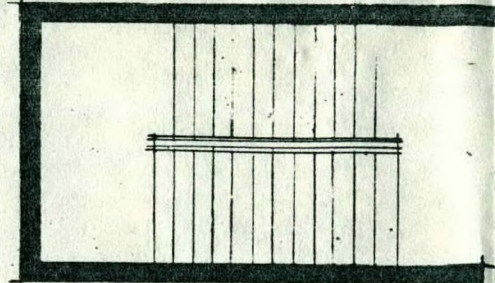
⑫ Participants at the meeting felt offices should be equipped with the bare minimum and money spent on equipping the communal areas

⑬ The next meeting will be on Monday 13 October 1986 at 9.00 on SHARP! at the building, 41 Salt River Road, Salt River

MONTHLY RENTAL COSTS
 REVISED 8 OCTOBER 1986

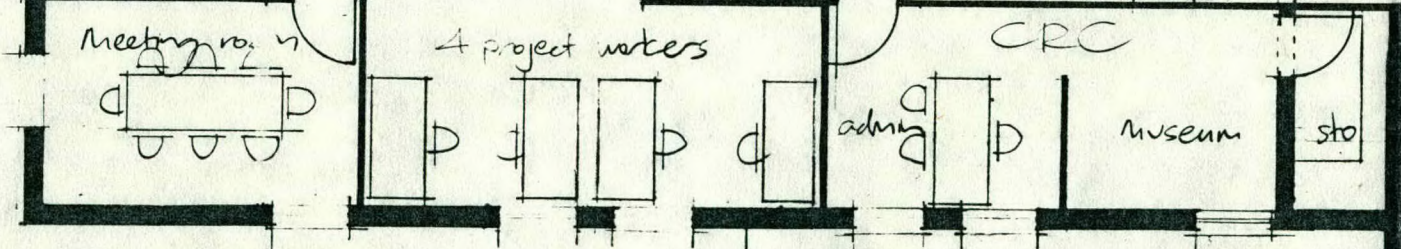
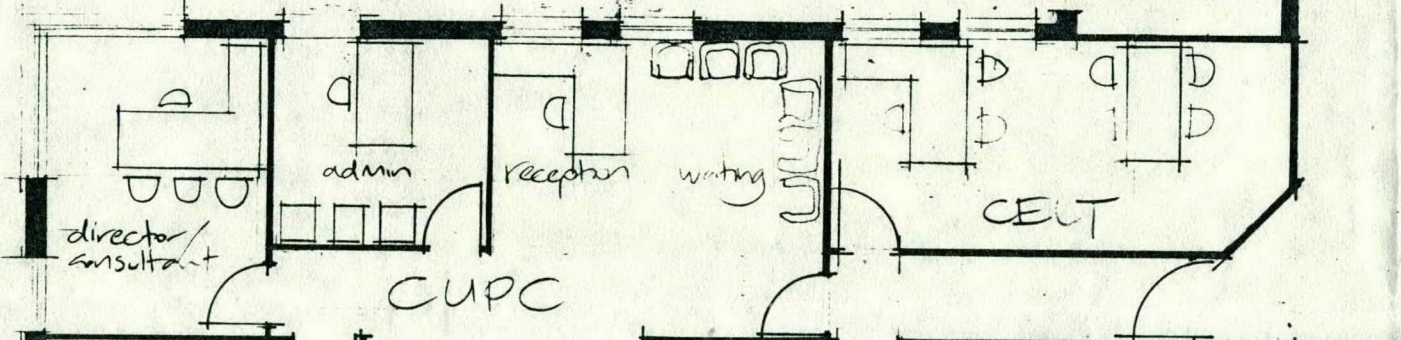
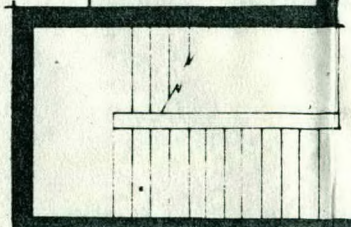
	AREA	RENT/MONTH
GROUND FLOOR		
Trade Union Library & LRS	227 m ²	R 1135
Community Arts Project	162 m ²	R 810
Advice Office	59 m ²	R 295
Domestic Workers Association	130 m ²	R 650
"Room at the back"	19 m ²	R 95
FIRST FLOOR EAST WING		
Cosatu	158 m ²	R 790
Technical Assistance Project	23 m ²	R 115
"Spare"	19 m ²	R 95
ILRIG	52 m ²	R 260
FIRST FLOOR WEST WING		
WPCC	386 m ²	R 1930
SECOND FLOOR EAST WING		
Weesco	31 m ²	R 155
Koeburg Alert	18 m ²	R 90
Children's Resources Centre	20 m ²	R 100
End Conscription Campaign	18 m ²	R 90
Molo Songololo	37 m ²	R 185
CELT	16 m ²	R 80
UDF	46 m ²	R 230
CUPC	68 m ²	R 340
	1489 m ²	R 7445

A



roof

B



SALT RIVER BUILDING PROJECT

MEETING 13 OCTOBER 1986

PRESENT

Representatives from the following tenant organisations

ILRIG

CAP

LRS / TU Library

Cosatu

WPCC

TAP

Representatives from the Community Property.

Barry Street

Gordon Young

Architects

Ludi Borchertlager

Melinda Silverman

APOLOGIES: CUPC

- ① On Thursday 9 October The Community Property took transfer of the building. There would probably be some mention of the sale in the Property pages of the papers. Barry would write a story which would make 'low key' reference to "church groups and community organisations" moving into the building.
- ② Melinda will check the costs of installing telephones. Participants at the meeting felt that the figures listed were too low.
- ③ Melinda will check what income the telephone department would expect from a public telephone. If it is not too much, the architects would look at

installing another two public phones in the lobby off the 2 small halls. Gordon felt that two in the main foyer would not be enough.

④ The lease: Organisations have been asked to discuss the lease amongst themselves, and bring suggestions to next Monday's meeting. Organisations will have to choose between a fixed term lease or a lease that is renewable indefinitely. Organisations will be expected to sign this lease within the next month.

⑤ In terms of the Company Articles, the committee members of the Community Property Company are expected to hold their first formal meeting. WPC will have to coopt 2 additional members.

⑥ The Quantity Surveyor, architects and Community Property committee members will meet after this meeting to discuss the budget for building work.

⑦ The Community Property will equip communal areas but each organisation will be responsible for the insides of their own offices.

⑧ ILRIG suggested that tenants who don't have furniture get together to form a bulk-buying scheme.

⑨ Melinda will find out from tenants their electrical requirements
telephone requirements
and if they would like to participate in a furniture bulk buying scheme.

3

⑩ Architectural progress: Plans for the council should be complete by the end of the week. So far negotiations have begun with Julius Cohen. The Quantity Surveyor suggested that we go out to tender competitively amongst the following building contractors

Harding and Davidson

Verhoef and Krause

Brice Brothers

Blue Circle

Status Builders.

Neither the Transport and General Workers Union nor SAAWU could make recommendations regarding these contractors.

Participants at the meeting felt that the architects should continue negotiating with Julius Cohen on the basis of T & G's recommendation.

Barry emphasised that this project should not operate on an ordinary commercial basis, and that we should look for companies that have sound labour practices.

Melinda pointed out that one of the unions have recognition agreements with building companies, but that T & G have found Julius Cohen to be "reasonable".

Julius Cohen will be informed in writing that this is the basis for their appointment.

⑪ The Salt River, Woodstock, Walmer Estate Residents Association and the Unemployed Workers Movement have both seen the offices that have been allocated to their organisations.

⑫ The next meeting will be at 9.00 am on Monday 20 October 1986 at the Salt River Building

SALT RIVER BUILDING PROJECT MEETING 20 OCTOBER 1986

PRESENT

Representatives from the following tenant organisations

Wecoco

Molo Sogoldo

WOSAWA

TAP

ECC

LRS

CTTUL

WPCC

CAAT

Representatives from the committee of the Community Property

Barry Street

Gordon Young

Architects

Ludi Borckenhagen

Melinda Silverman

APOLOGIES

Cosatu

CAP

KA

CUPC

① Lease:- Within the next two weeks organisations are asked to discuss the lease amongst themselves. WPCC and Cosatu, in particular are asked raise the question of the lease in their executive structures. Organisations willing to sign the lease will be able to do so in a fortnight.

② Telephones: - Enclosed is information about the cost of installing and renting telephones. The Community Property will take responsibility for installing the main cable into the building. This main cable will be able to accommodate 100 lines. Each organisation will be responsible for their own telephones. There is a waiting list for some of the DFS type switchboards, and it's also difficult to get lines in Salt River. Organisations are encouraged to apply early.

Melinda will send drawings and write a letter to the GPO confirming her discussions

③ NUSAS have office space available for organisations that need accommodation in the short-term. They have a preference for 'low-profile' organisations. Phone 452875

④ Melinda will draw up a budget for fundraising purposes for furniture - ie chairs and trestle tables for the three halls; kitchen equipment ie stoves, fridges etc and cutlery and crockery; slide projectors, overhead projectors and screens for the lecture theatre; movable exhibition screens for the foyer.

⑤ Negotiations with the builder, Julius Cohen, are under way. The builders will move onto site on 1 Nov to start demolition work and re-roofing. They will start new building work after the builders holiday on 15 January 1987 and expect to be finished by June 1987.

The Community Property will be responsible for security and insurance on the building while construction takes place.

The contract between Fidelity Guards and the Community Property provides for protection of building materials.

Julius Cohen have asked for a guarantee of the Community Property's finances. Barry envisages that they

will have raised all the money by January 1987.

Barry will give a copy of the building contract to Norman Osburn, the lawyer for the Community Property, for checking.

⑥ Architectural: - Drawings for municipal submission will be completed within the next week.

Trees and planting: - Gordon felt that there should be minimal garden maintenance. Other tenants felt that there should be some planting.

Parking: Architects will make proposals at the next meeting about parking. There were suggestions for paid parking bays, boom and card-key systems, chains

separation between tenant and visitor parking, some kind of security - so that strangers are not allowed to park too near to the building.

⑦ Participants at the meeting agreed that these meetings could be held fortnightly.

⑧ Nick Henwood of Cosatu and Melinda and any other tenants will draw up a draft constitution for the tenants committee for discussion at the next meeting.

⑨ The next meeting will be at 9.00 am at the Salt River Building on 3 November 1986



"our heart in your home"

Estate Agents . Property Valuators . Letting Agents . Auctioneers

32 Second Avenue, Harfield Village, Claremont 7700. Tel. 64-1093

21st October 1986

End Conscription Committee
435 Main Road
OBSERVATORY
7925

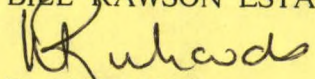
Dear Sir/Madam,

re: RENTAL - END CONSCRIPTION COMMITTEE.

We wish to advise that your cheque dated 1st October 1986 in the amount of R550-00 for October rental has been returned by our bankers.


Would you kindly let us have another cheque by return post or call in at our office to pay this amount.

Yours faithfully
BILL RAWSON ESTATES


P. LEONARD
RENTING DIVISION

Bill Rawson Estates (Pty) Ltd.
Co. Reg. No. 74/01357/07

Directors: R Fourie B.Comm (UCT)
K T All
W I S Rawson ACIS


Claremont 64-1093
Goodwood 591-9261
Brackenfell 901-2108

Our business is to help people buy and sell property. In doing this we put our heart into their homes. We deal in homes, not houses. This is a people orientated business. We appreciate that our clients are dealing in dreams. They are investing in life-styles. We are sensitively aware of this and realise that buying a home is one of the most important transactions in any person's life.

We recognise that our success is dependent on how well we meet our responsibilities to our two groups of clients, namely, buyers and sellers.

We strive to provide a professional and friendly service to all our clients. We are committed to honesty and integrity in all our negotiations, endeavouring to ensure that the seller gets a fair price for his home and that the buyer makes a wise investment for life.

Our goal is to ensure steady growth based on dynamic and progressive management and an exuberant team who are excited and enthusiastic about property and people.

We feel a deep, personal responsibility to our staff. As an equal opportunity employer we seek to create and maintain an environment where every employee is given the opportunity to develop his or her maximum potential. We expect to reward employees commensurate with their contribution to the success of the company.

We believe in the free enterprise system, and feel an incumbent responsibility to ensure that our business operates at a reasonable profit. Profit provides opportunity for growth and job security and is a benefit to the country as a whole.

The Community Property
PO Box 287
SALT RIVER
7925

End Conscription Campaign
P O Box 208
7915

Dear friends

OFFICE SPACE IN THE SALT RIVER BUILDING

We have already held informal discussions with members of your organisation about the building in Salt River and understand that your organisation is interested in taking offices.

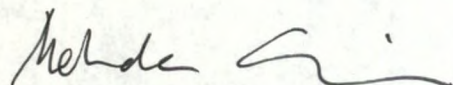
At the moment there are more organisations keen to move into the building than we can accommodate. It is therefore important that we get a formal commitment from your organisation that you wish to come into the Salt River building. Even if your organisation decides that it would like to move, we cannot promise that there will be space for you.

If you want to apply for space in the building, it is very important that you return the enclosed form as soon as possible. Because builders are going to have to start work soon, we have set a closing date for applications; 5 September 1986.

Once you have committed yourselves to coming to Salt River we would like you to get involved in the decisions being made about the building. The trustees, architects and building organisers have meetings every Monday, at the building, at 10.00 am. If your organisation is serious about moving to Salt River, we would like you to send a representative to these meetings. This is in keeping with the aims of The Community Property that the tenant organisations exercise control over the building.

If you have any queries or anything you would like to discuss, please contact me at the building, 41 Salt River Road, Salt River, or by phoning 477319.

Thanks



Melinda Silverman
Building Project Coordinator

SALT RIVER BUILDING PROJECT MEETING 3 NOVEMBER 1986

PRESENT

Representatives from the following tenant organisations

ILRIG

WPCC

Koebeg Alert

Trade Union Library / LRS

Representatives from the Committee of the Community Property

Gordon Young

Bishop Matolengwe

Architects

Ludi Berckertugen

Melinda Silberman

APOLOGIES

Cosatu

TAP

Woodstock Advice Office

Berry Street

- ① None of the tenant organisations have raised any objections to the lease. Organisations who wish to sign leases should contact Melinda (248253) and supply her with the following details
- Name of organisation
 - Time period of lease, ie fixed time lease or indefinite lease subject to 3 months notice
- Norman Osborn, attorney for the Community Property will then draw up the lease.
- ② Building Operations. The builders have moved onto site

and the first site meeting took place on Tuesday 28 October. These meetings are attended by the architects, building contractors, structural engineers, electrical engineers, quantity surveyors and representatives from the Community Property. Barry Street pointed out to Julius Cohen that their appointment as the building contractor was based on a recommendation of the Transport and General Workers Union. In general companies with good labour relations would be favoured.

③ Meeting with the Electrical Engineer. Hill Kaplan Scott have been appointed on the recommendation of T&G. They will submit a list of electricians that they recommend, and then this list will be taken to the Electrical and Allied Workers Union for their approval.

④ Building products. Unions organising in the building sector have recommended various building products made by companies that either have recognition agreements with the unions or have good labour policies. Transport and General Workers Union recommend

Steeldale

Corobrit

Coverland

Everite

Turnall

Vianini Pipes

Super-Rocla

Chemical Workers Industrial Union recommend

Murley

Gundie Plastics

PG Glass

SACWU recommend

Dekrow paints

Vadok paints

AECL paints

The unions have recommended that we do not use the following products where disputes with management are under way

Plascon Paints (SACWU)

Alladin Paints (SACWU)

Calrica Bricks (T 3 GWH)

The contractors and quantity surveyors will be given this list and where possible use recommended products.

⑤ Parking. Gordon suggested that we defer discussion on the question of payment for parking and concentrate on arrangement because this affected the architects. Melinda will find out the cost of a card-key-beam system. ILRIG thought that a beam might be alienating and look like we were trying to keep people out. ILRIG felt that there should be a clearly defined pedestrian path to the building. ILRIG suggested parking provision for bicycles and motor-bikes. KA suggested a wheel-chair bay. The Architects will come up with another proposal for the next meeting.

⑥ Communal facilities and furniture. There was no consensus on how the communal facilities - and in particular, delicate electronic equipment - should be managed. Participants at the meeting felt that more tenants need to be involved in the decision. A number of options were articulated.

- i) No electronic equipment at all
- ii) A tenants cooperative controlling hire of equipment.
- iii) Electronic equipment becomes a fixture and is controlled by the caretaker

iv) Equipment is not fixed, but is available on request from the caretaker

In the meantime WPC and SCAT will try to raise funds for electronic equipment. Melinda will amend the proposed furniture budget. (Copies enclosed with the minutes.)

⑦ CAP would like to sell their products through the bookstand. They are liaising with Open Books, Ravan and David Philip.

⑧ Ravan offer a 45% discount to workers if they supply directly. Melinda has asked that they continue this service through the bookstand.

⑨ Participants at the meeting suggested that the bookstand be allocated more space. Melinda will contact Woodstock Advice Office and ask them if they would be prepared to give up some space.

⑩ The next meeting will be on Monday at 9.00 am at the building, 41 Salt River Road on 17 November 1986.

For discussion at the next meeting

- i) Parking
- ii) Control of communal facilities
- iii) Security proposals from Fidelity Guards
- iv) Proposed constitution of Tenants Committee

FURNITURE BUDGET (1st amendment)

Ordinary Stacking chairs	80 @ R25	R 2 000
Upholstered Stacking Chairs	330 @ R50	R 16 500
Large chairs	24 @ R100	R 2 400
Desk chairs	2 @ R150	300
Stacking tables (18+12+12)	@ R150	R 6 300
Low tables	6 @ R100	R 600
Desk	1 @ R500	R 500
Slide projection screen	3 @ R500	R 1 500
Blackboard / Whiteboard	3 @ R250	R 750
Black out blinds (1 window and 1 door)		R 500
Overhead Projector		R 1 200
Stand for overhead projector		R 180
Slide projector (High tec, industrial type)		R 2 500
Slide Projector Stand		R 150
Spare lamps, Slide Trays etc, Script Light		R 150
TV		R 2 250
Video		R 1 500
Filing Cabinets	2 @ R200	R 400
Kitchen (Fittings, cutlery & crockery for 200)		R30 000
Garden, Plants and equipment		R 1 000
Cleaning equipment incl vacuum cleaners		R 1 500
Tools etc incl ladder for caretaker		R 1 000
Furniture for Caretakers Flat		R 10 000
Double Sided Exhibition Screens	12 @ R300	R 3 600
TOTAL		R 86 780
Allow 10% for escalation		8 678
		R 95 458

SALT RIVER BUILDING PROJECT PARKING PROPOSAL

11 parking bays for visitors

30 parking bays behind the boom i.e. controlled access

Allocate 1 of these to caretaker

i.e. 29 parking bays for tenants

Space occupied by tenants

1489 m²

Allocation of parking bays per m² $1489 \div 29$
51,3 m²

i.e. 1 parking bay for every 51,3 m² occupied

Trade Union Library / LRS	227 m ²	4 bays
CAP	162 m ²	3 bays
Advice Office	59 m ²	1 bay
Domestic Workers Association	130 m ²	2 bays
COSXTU	58 m ²	3 bays
ILRIG	52 m ²	1 bay
WPCC	386 m ²	7 bays
CUPC	68 m ²	1 bay
TOTAL		22 bays

i.e. 8 bays shared between tenants with less than 51,3 m² office space:- SAWOWA, TAP, Unemployed Workers Movement, WECSO, Koeberg Alet, Children's Resources Centre, End Conscription Campaign, Molo Songololo, CELT and UDF

SALT RIVER BUILDING PROJECT MEETING 17 NOVEMBER 1986

PRESENT

Representatives from the following tenant organisations

Woodstock Advice Office

Koeburg Alert

Trade Union Library / Labor Research Services

WPCC

Technology Assistance Project

COSATU

CAP

ILRIG

Representatives from the committee of the Community Property

Barry Streak

Gordon Yang

Wesley Mabasa

Architects

Ludi Borckenhagen

Melinda Silverman

① Building Materials

In terms of the building contract scrap material is owned by the Community Property. Within the next week WPCC will arrange for organisations doing relief work and Prodcom to collect any materials on site, excluding sanitary fittings. Melinda will advise Julius Cohen to retain the two best bathtubs for CAP and will contact Silvertree Creche to collect kiddies toilets and basins. Any scrap left on site by Monday 24 November will be sold. Melinda and Ludi will inspect jags for possible re-use.

② Temporary space for CAP

There are no rooms in the building which are unaffected by building operations and CAP understands that the building project must receive priority. CAP's request will be re-examined at the end of January.

③ New date of occupation.

The builders believe that organisations will only be able to move in on 1st July 1987. Melinda will present their program of building work at the next meeting. Ludi believes that the job cannot be done any faster.

④ Report on the Durban Building

Barry visited the Econometrical Centre Trust building in Durban and reported

i) Tenants Committee - was not functioning properly because of the Emergency. Small organisations felt that there were too many meetings leaving them little time to get on with their own work.

ii) Security - the building is not guarded during the day. ECT previously employed their own guards but found that this did not work. They have now hired Coin Security to guard the building at night.

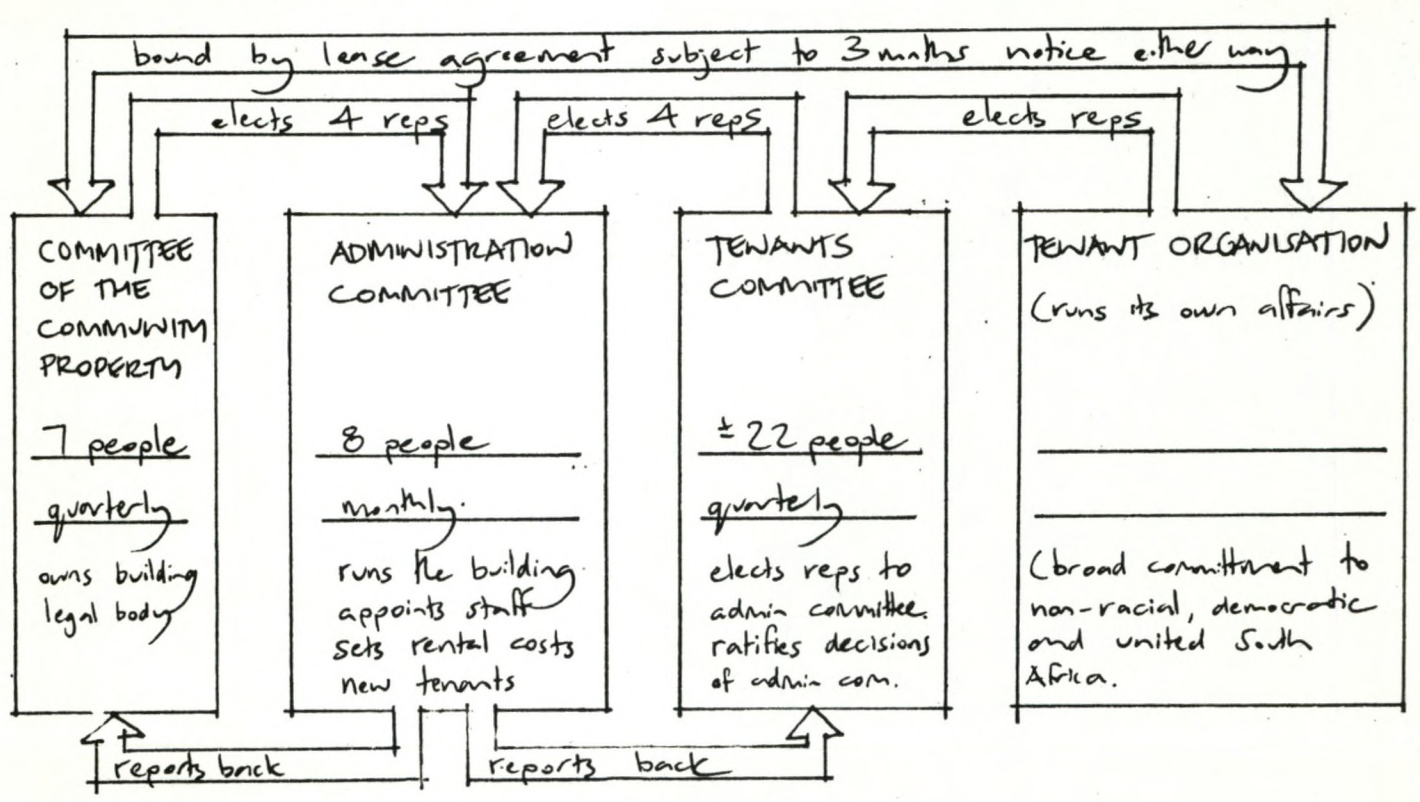
iii) Parking - this was a point of serious conflict.

iv) Constitution - Nicholson, the lawyer for ECT suggested a formal constitution to deal with conflict when it arises. He said that there needs to be a formal relationship between the Tenants Committee and Company.

⑤ Enclosed is a preliminary draft of the constitution

for the tenants committee of the Salt River Building. Organisations are asked to discuss this and bring proposals to the next meeting. In the process of discussing the constitution each tenant organisation will be required to make some formal commitment showing that they agree with the principles of the constitution.

This is a preliminary draft of how the relationships between the various committees might be structured. (Just a proposal! Suggestions would be welcomed)



The executive of WPCC and SCAT will meet to discuss the structure of the various committees and the Committee of the Community Property.

⑥ Lease

Gordon suggested that there should be a clause included in the lease saying that tenants must abide by the decisions of the Tenants Committee. Barry suggested that the constitution of the Tenants Committee form part of the

lease. The signing of leases will therefore be held over until the question of the constitution is settled.

⑦ Next Meeting

The next meeting will be at 9.00 am on Monday 1st December 1986 in the Site Office at the building, 41 Salt River Road. Organisations are asked to discuss the constitution and bring suggestions to the meeting

CONSTITUTION OF THE COMMUNITY PROPERTY TENANTS COMMITTEE

DRAFT
20/11/26

PREAMBLE

The purpose of the building is to provide accomodation for organisations working towards a united, non-racial and democratic South Africa.

The building is owned by the Community Property and shall be controlled by the tenant organisations. The administration and running of the building shall reflect the broad principles of the tenant organisations.

NAME OF THE COMMITTEE

The name of the committee shall be the Community Property Tenants Committee.

MEMBERSHIP OF THE TENANTS COMMITTEE

The Tenants Committee shall consist of representatives from the tenant organisations occupying the premises of the Community Property at 41 Salt River Road, Salt River. Membership of the Tenants Committee shall be subject to tenants abiding by the conditions of the lease. It is recorded that the first Tenants Committee shall consist of members from the following organisations who are the tenants: Labour Research Service, Cape Town Trade Union Library, Domestic Workers Association, Woodstock Advice Office, Community Arts Project, Woodstock Salt River Walmer Estate Residents Association, Cosatu Western Cape, Technology Assistance Project, Unemployed Workers Movement, International Labour Research and Information Group, Western Province Council of Churches, End Conscription Campaign, United Democratic Front, Christian Education Leadership Training, Churches Urban Planning Commission, Koeberg Alert, Childrens Resource Centre, Molo Songololo, and Western-Cape Students Congress.

REPRESENTATION

Each tenant shall be entitled to at least one representative. Organisations occupying more than 100 square metres shall be entitled to one representative for every 100 square metres occupied with a maximum of 3 representatives.

OBJECTS OF THE TENANTS COMMITTEE

1. To elect office bearers of the Tenants Committee. In addition to their tasks on the Tenants Committee, these two office bearers shall represent the interests of the tenants on the ADMINISTRATION COMMITTEE.

The Tenants Committee shall have the following office bearers:

A Chairperson elected from amongst its members at the first meeting of the Tenants Committee. The chairperson shall hold office for one year but shall be eligible for re-election. The chairperson shall preside at all meetings and shall liase with the tenants.

A Secretary elected from amongst its members at the first meeting of the Tenants Committee. The secretary shall hold office for one year but shall be eligible for re-election. The secretary shall attend all meetings, take minutes, deal with correspondence and circulate agendas and minutes to tenants.

2. To be responsible for all major decisions of the Community Property.

3. To elect 2 additional representatives from the Tenants Committee to the ADMINISTRATION COMMITTEE.

4. To ratify decisions made by the ADMINISTRATION COMMITTEE including all appointments of staff

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END CONSCRIPTION CAMPAIGN (ECC)

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