

**APPROVED MINUTES OF THE MEETING OF
HERITAGE WESTERN CAPE,
BUILT ENVIRONMENT AND LANDSCAPE PERMIT COMMITTEE (BELCom)
Held on Tuesday, 13 December 2017 in the 1st Floor Boardroom at the Offices
of the Department of Cultural Affairs and Sport,
Protea Assurance Building, Greenmarket Square, Cape Town at 09:00**

1. Opening and Welcome

The Chairperson, Ms Karin Dugmore Ström officially opened the meeting at 09:10 and welcomed everyone present.

2. Attendance

Members

Mr Peter Büttgens (PB)
Mr David Gibbs (DG)
Ms Belinda Mutti (BM) left at 14:34
Ms Karin Dugmore Ström (KDS)
Dr Antonia Malan (AM) (co-opted)
Mr Graham Jacobs (GJ)
Ms Janine de Waal (JdW)

Members of Staff

Mr Jonathan Windvogel (JW)
Ms Penelope Meyer (PMe)
Ms Katherine Robinson (KR)
Mr Andrew September (AS)
Ms Heidi Boise (HB)
Ms Waseefa Dhansay (WD)
Mr Zethembe Khuluse (ZK)
Mr Olwethu Dlova (OD)
Ms Aneeqah Brown (AB)

Visitors

Ms Sarah Winter (SW)
Mr Andrew Berman (ABe)
Mr Michael Hackner (MH)
Mr Chris Wood (CW)
Ms Clarice Arendse (CA)
Mr Stephen Brand (SB)
Ms Claire Abrahamse (CAb)
Mr Charl De Villiers (CDV)
Mr Bruce Wilson (BWn)
Ms Christa Van Staden (CVS)

Mr Johan Cornelius (JC)
Mr Stuart Hermansen (SH)
Mr Shlomi Azer (SA)
Mr John Wilson-Harris (JWH)
Ms Cathy Salterjansen (CS)
Mr Geoff Heathcote-Marks (GHM)
Mr Chris Purcell (CP)
Ms Isa Jacobson (IJ)
Ms Belinka Unger (BUn)
Mr Alwyn Bester (ABes)

Observers

None

3. Apologies

Mr Mike Scurr (MS)
Mr Gaarith Williams (GW)
Ms Colette Scheermeyer (CSc)
Mr Zwelibanzi Shiceka (ZS)

Absent

None

4. Approval of Agenda

4.1 Dated 13 December 2017

The Committee approved the agenda dated 13 December 2017 with additional items.

5. Approval of Minutes of Previous Meeting

5.1 The Committee resolved to approve the minutes dated 22 November 2017 with minor amendments.

6. Disclosure of Interest

- JdW: item 12.3

7. Confidential Matters

7.1 None

8. Administrative Matters

8.1 Outcome of the Appeals and Tribunal Committees

Nothing to report.

8.2 Report back on Stop Works Orders and Charges

8.2.1 The Cubana, Ou Drostdy Building, Stellenbosch

Further to discussion of the Committee decisions of 12 December 2017, the Committee recommends to the CEO that charges be laid for unauthorized works. PM to put mechanism in place.

8.3 Formal Protection of Buildings refused for Demolition

Nothing to report.

8.4 Proposed Additions and Alterations, Erf 45417, 2A Elma Road, Rondebosch

The case officer updated the Committee on the preceding day's discussion.

8.5 St Georges Site Inspection

The Committee resolved to undertake a site inspection on 25 January 2018. (KDS, JdW, GJ, DG, MS and PB).

8.6 Rugley Road

The extent of BELCom involvement in applying the Gees Judgment is to be established.

8.7 Decisions

The legal advisor referred the Committee to the minutes of 12 December 2017, wherein it is established that the Committee is to include the grading (and heritage

protection overlay) in the Decision and include discussion items if integral to the Decision (such as conditions or further requirements).

8.8 Interim and Completion Reports

HOMS noted that undertakings by applicants to produce interim and completion reports are frequently not honored. A management solution for this was discussed and the following agreed:

- For applications where monitoring work by an architect with suitable heritage experience is stipulated, a work plan for such projects be provided by the applicant to HWC, with interim reporting requirements established. The work plan will include set dates for submission of all interim and close out reporting, starting one month after construction begins on site, and thereafter, typically, interim reporting to be monthly. Projects of varied scale and complexity will require differing reporting timeframes – this is to be taken into cognizance by the architect with suitable heritage experience whilst drawing up the work plan. The work plan must be approved by HWC before any HWC permit can be issued.
- HWC must develop and implement a management tool for tracking the above.
- KDS to report this matter to the next Council meeting.

9. Standing Items

9.1 Site Inspections

The following site inspections undertaken by members were noted:

- Proposed Total Demolition on Erf 813, 40 Avenue Fresnaye, Fresnaye
- Proposed Total Demolition at 43, 116 Upper-Harrington Street, Gardens

9.2 Report back on Council and ExCo Meetings

Nothing to report.

10. Appointments

10.1 None

MATTERS DISCUSSED

11 PROVINCIAL HERITAGE SITES: SECTION 27 PERMIT APPLICATIONS

11.1 Proposed Site Development Plan for Hazendal, Farm Haasendal 222, Stellenbosch: MA HM/STELLENBOSCH/FARM HAASENDAL 222

Case No: 17013110AS0201E

Revised SDP and Heritage Statements including proposals were tabled.

Mr Andrew September gave a PowerPoint presentation.

Mr Stuart Hermansen, Mr Michael Hackner, Mr Shlomi Azer, and Mr Chris Wood were present and took part in the discussion.

Amongst other things, the following was discussed:

- The heritage report provides assessments of significance and related grades of significance for the entire site: the Committee agreed with some grades of significance, and made decisions to amend others (see “DECISIONS” below).
- The various uses to be established within the werf, and the greater precinct: there was general consensus on the proposed use of most of the buildings, however, there were some reservations expressed, as below.
 - The proposed use of the kraal was not convincing to the Committee, and it was proposed that this be given further consideration by the Committee during a site visit.
 - Likewise, uses of the lawns and open spaces are to be given further consideration by the Committee during a site visit (along with further assessment of visual impacts upon the werf generally).
 - As the Committee has previously agreed, the use of the semi-sunken circular dam as a site for a small wedding venue is supported in principle, however the architectural solutions/ visual impact is to be given further consideration by the Committee during a site visit.
 - Whilst the use of the homestead as a future museum of “Russian/South African art and historic relations” was supported by some, there were reservations about this from others. Reservations were expressed about the fact that several such small scale museums have not been successful elsewhere in the Western Cape, leading ultimately to heritage resources being poorly managed through the establishment of “museum” type uses. The heritage consultant is to provide input from a trained museum curator on the scale, value and significance of the collection, along with a statement of viability of displaying the collection over time. The applicant noted that the museum will be a free entry facility, whose economic role is as a draw card related to the supporting role of economic activities proposed for the site broadly.
- The boundary PHS as indicated in by the heritage consultant is supported, however the boundary must be extended to take in the Ou Wagenpad and a swathe of surrounding land - such that the Ou Wagenpad is afforded heritage protection in terms of visual significance.
- The axes and other spatial relationships identified by the architectural heritage consultant are to be indicated on a site plan together with structures and other elements of heritage significance. This plan must include the location of intrusive elements such as the nearby power lines.
- Pine trees and historical interest.

RECORD OF DECISIONS:

1. The Committee resolved to conduct a site inspection on 23 January 2017 at 12:00. (DG, BM JdW and KDS), to assess the potential impacts of the varied proposals on the built fabric and the werf.
2. The grades agreed to by the Committee for the werf and structures are as follows:

i) Werf	2
ii) Ou Wagenpad	IIIA
iii) Homestead	IIIA
iv) Kraal	IIIA
v) Old Wine Cellar	IIIB
vi) Jonkershuis	IIIA
vii) Babushka Shed	IIIC
viii) The Barn/'Cottage'	IIIC

3. The general werf SDP: This is to be further discussed after the BELCom site visit. It was noted that the landscaping proposal needs further work.
4. Edu-Play Centre building. The massing and overall form of the play centre building is supported by the Committee. The design, including landscaping, is to be further developed with input from the Heritage Consultant and further, more detailed proposals are to be submitted to the Committee.
5. Alterations to the wine tasting area in the old cellar and new restaurant: the interventions are approved by the Committee in principle. Full Local Authority drawings are to be submitted reflecting all the building components, such as structural columns, etc., and provided that they are in line with the current drawings HAZAD-101,200, 201, 300 & 301 (000) the Local Authority drawings may be submitted to HOMS for approval.
6. Babushka Shed: not discussed at this meeting. It was decided to defer for discussion at the next BELCom session.
7. Kraal: the proposed glass panel needs on-site assessment by BELCom. Further comment from BELCom will be forthcoming after the site visit.
8. Pavilion: further comment from BELCom will be forthcoming after the site visit and the impact of finishes for the pavilion are to be further assessed by BELCom.
9. General Werf SDP: further comment from BELCom will be forthcoming after the site visit.
10. Garage: Approved by BELCom, Local Authority drawings to be assessed/ approved per HOMS process.
11. Manor House: resolution/ design interventions not presented or discussed at this meeting. This issue is deferred for discussion at the next BELCom session (pending submission).
12. Barn (in recent submission referred to as the "cottage"/ Art Gallery: resolution/ design interventions was not presented or discussed at this meeting, deferred for discussion at the next BELCom session (pending submission).

AS

**11.2 Refurbishment of the Auditorium, Allied Spaces and Services, Erf 4942, City Hall, Cape Town: MA
HM/ CAPE TOWN METROPOLITAN/ CAPE TOWN CBD/ ERF 4942**

Case No: 17103111WD1101M

Application documents and additional information were tabled.

Ms Waseefa Dhansay gave a PowerPoint presentation.

Mr Andrew Berman was present and took part in the discussion.

Amongst other things, the following was discussed:

- The revised drawings 11703/S-001B refers to internal and external alterations and additions to the Conductors' Suite.

RECORD OF DECISION

The Committee resolved to approve the proposal.

WD

11.3 Proposed Additions and Alterations, Farm 733, Bokkierivier Malmesbury: NM HM/ WEST COAST/ SWARTLAND/ MALMESBURY/ FARM 733

Case No: 17112016WD1122M

Application documents were tabled.

Ms Waseefa Dhansay gave a PowerPoint presentation.

Ms Sarah Winter, Mr John Wilson-Harris and Ms Clarice Arendse were present and took part in the discussion.

Amongst other things, the following was discussed:

- The visual impact of the proposed solar installation: The architects contend that surrounding vegetation and the low profile of the installation will result in no to low visual impacts.
- Old field the position of the tent camp was questioned as it seemed too close to the historic complex, however it was explained that the tented camp is located behind a ridgeline in an old field (i.e. disturbed area) so that indigenous vegetation will not be damaged.
- The proposed ablution block serving the tented accommodation: This will be sunken into the landscape with a mound laid over. The architects contend that the structure will therefore have a very low visual impact.
- Archaeological permit process.
- The use of lime mortars on historic fabric was emphasised. More information on 'Breathecoat', and its use and performance track record was requested.
- The extent to which historic timber would be replaced and the possibilities for undertaking 'piece-in' repairs where appropriate in lieu of full replacement.
- The proposal to install Masonite and water-resistant overlays over historic floors, particularly given that the building has been prone to tidal flooding in the past.
- The possible use of moisture resistant finishes on historic masonry fabric.
- Unauthorised ablution and retaining wall. Apparently this has been already done – but according to the heritage practitioners has not caused damage to heritage resources, and will be resolved with the new work proposed.

RECORD OF DECISION

The Committee resolved to undertake a site inspection on 30 January 2018. (DG, JdW, BM and PB).

WD

11.4 Proposed Additions and Alterations, Erf 1967, Andringa Street, Stellenbosch: NM HM/ CAPE WINELANDS/ DRAKENSTEIN/ STELLENBOSCH/ERF 1967

Case No: 17111712WD1117M

Application documents were tabled.

Ms Waseefa Dhansay gave a PowerPoint presentation.

Objections to the proposals were received from the Stellenbosch Interest Group (SIG).

Amongst other things, the following was discussed:

- The Committee is of the opinion that no internal openings may be altered.
- Murals (1950s/1960's) must be protected and retained.
- The interior design including proposed fittings must respect and appropriately accommodate both existing layouts (functions) and historic fabric. The fit-out must be tailor-made for the specific heritage envelope and cannot be a standard commercial installation.
- Signage must likewise be designed to complement the heritage context and fabric.

RECORD OF DECISION

The Committee resolved not to approve the application.

WD

11.5 Proposed Alteration at Erf 2730, Count Road, Simon's Town: NM HM/CAPE METROPOLITAN/SIMON'S TOWN/ERF 2730

Case No: 17111712WD1117M

A Heritage Statement prepared by Andrew Berman dated November 2017 was tabled.

Ms Heidi Boise gave a PowerPoint presentation.

Mr Andrew Berman and Ms Cathy Salter Jansen were present and took part in the discussion.

Amongst other things, the following was discussed:

- While sympathetic to the financial constraints of the museum, the Committee is bound to consider the heritage impacts of proposed work.
- The Building itself should be considered as part of the collection – worthy of appropriate curatorship.

RECORD OF DECISION

The Committee decided that the majority of the roof may be re-roofed in Zinalume, but that the sea-facing planes of the roof must be Spanish slate or similar slate.

HB

12 STRUCTURES OLDER THAN 60 YEARS: SECTION 34 PERMIT FOR TOTAL DEMOLITION

12.1 Proposed Total Demolition at Erf 1100, 39 Rugley Road, Vredehoek: MA HM/CAPE METROPOLITAN/VREDEHOEK/ERF 1100

Case No: 17051003HB0501E

Revised proposals were tabled.

Ms Heidi Boise gave a PowerPoint presentation.

Ms Claire Abrahamse, Mr Chris Purcell, Mr Bruce Wilson (of Stauch Vorster Architects) and Mr Charl De Villiers were present and took part in the discussion.

Amongst other things, the following was discussed:

- As a building of transitional scale within an environment established built fabric, BELCOM has been concerned about the scale of proposed building and had previously required that the proposed building be reduced by one storey (from 5 to 4 storeys) to reduce the overall height of the proposed building.
- Whereas the current proposal does show a reduced height, the architects have retained the 5 storeys, and reduced the floor to ceiling height of each floor instead of omitting one floor, effectively 'squashing' the building.
- This has only reduced the building by 'half' a floor, (i.e. BELCOM's requirements have not been met) and the current proposal has compromised the architectural resolution of the building.
- Scale remains an over-riding issue as a 5-storey building is not a transitional solution for this area, notwithstanding the existing tall building behind, which is an anomaly within this area.
- BELCOM also expressed concerns over buildings on stilts in which the ground floor is given over almost entirely to parking – this produces a sterile, predominantly vehicular environment in an area otherwise characterised by landscaped front and side garden spaces.
- The landscape plan does not show an accurate street elevation – as it appears level on both sides of the building - whereas the street is in fact sloped. Moreover some of the trees indicated along the side boundaries are not viable due to spatial constraints and conflict with the structure.
- The Architect requested clarity regarding floor levels and a specific figure with respect to permissible height above mean sea level (msl).
- The applicant's land surveyor drawings indicated a ground 'base level' of 79640m above msl, therefore, (based on the previous floor levels up to the 4th storey); BELCOM prescribed a maximum permissible height of 90840m above msl.

RECORD OF DECISION

The Committee resolved not to approve the application.

HB

12.2 Proposed Total Demolition of Structure and Future Design Proposal on Erf 1464, 17 Florida Road, Vredehoek: MA HM/CAPE TOWN METROPOLITAN/VREDEHOEK/ERF 1464

Case No: 17013102KR0201E

Revised proposals were tabled.

Ms Katherine Robinson gave a PowerPoint presentation.

Mr Stephen Brand and Mr Geoff Heathcote-Marks were present and took part in the discussion.

Amongst other things, the following was discussed:

- It was noted that the revised drawings had omitted the accessible roof terrace. However, the overall heights of the development were not clarified. It was noted that some of the trees on the common boundary were not feasible due to the building envelope; a minimum of 1,5m space is required.

RECORD OF DECISION

1. The height of the top of the flat roof of the fourth storey may be no higher than 12460mm above the base level. The base level is to be established by a land surveyor as per CoCT base level definition. A parapet (set back as per the design drawings: 3D Design Drawings Erf 1464/Florida road, dated 27 November 2017, minimum 600mm) may extend a further maximum 300mm above the flat roof of the fourth story. The final application to be approved by HOMS.
2. Trees must be planted where they can grow to be viable. Quantity to remain unchanged, but tree positions on the common boundaries, directly adjacent to the building envelope, to be revised.

KR

12.3 Proposed Total Demolition of structure on Erf 386-RE, 273 Longmarket Street, Bo Kaap: MA HM/CAPE TOWN METROPOLITAN/BO KAAP/ERF 386-RE

Case No: 17013102KR0201E

Proposal for Street Elevations as per BELCOM requirements were tabled.

JdW recused herself and left the room.

Ms Katherine Robinson gave a PowerPoint presentation.

Mr Stephen Brand was present and took part in the discussion.

Amongst other things, the following was discussed:

- The Committee agreed that the application was acceptable.

RECORD OF DECISION

The Committee resolved to approve the application. Drawing numbers 1612.09/A212/EL Rev 1 dated 24 November 2017.

KR

12.4 Proposed Total Demolition on Erf 813, 40 Avenue Fresnaye, Fresnaye: MA HM/FRESNAYE/ERF 813

Case No: 17103017AS1101M

KDS, PB and JdW reported back on the site inspection.

Mr Johan Cornelius and Ms Isa Jacobson were present and took part in the discussion.

Amongst other things, the following was discussed:

- The CoCT suggested either a high IIIC or IIIB grade.
- The points discussed are well covered in the site visit report.
- Sea Point Fresnaye & Bantry Bay Ratepayers & Residents' Association (SFBRRA) provided support but did not substantiate this with reasons.
- Another group of I&AP's objected to the application and provided reasons for this.

- The possibility of extensions including a possible additional storey were discussed and not opposed in principle, the underlying qualification being that heritage resources must not be negatively impacted in the process.

RECORD OF DECISION

1. The Committee is of the opinion that the building is Grade IIIB.
2. The Committee resolved not to approve the application.

AS

12.5 Proposed Total Demolition for Erf 2136, 10 Ivanhoe Street, Oranjezicht: MA HM/ORANJEZICHT/ERF 2136

Case No: 16110307AS1114E

Heritage Statement and new replacement building proposals were tabled.

Ms Claire Abrahamse and Mr Alwyn Bester were present and took part in the discussion.

Mr Andrew September gave a PowerPoint presentation.

Amongst other things, the following was discussed:

RECORD OF DECISION

The Committee resolved to approve the application with the following suspensive conditions:

1. The height at the south east corner to be further reduced and mitigated through design measures according to the suggestions of the heritage practitioner. Amended designs incorporating the mitigation are to be submitted as full local authority drawings for approval by HOMS.
2. Existing Frangipani tree is to remain and additional trees to be planted.
3. Existing Ivanhoe boundary wall to remain and any alterations to the wall must comply with the CoCT's boundary wall policy.

AS

12.6 Proposed Total Demolition, Erf 1418, 16 Bradwell Road, Vredehoek: MA HM/ CAPE TOWN METROPOLITAN/VREDEHOEK/ ERF 1418

Case No: 17042812WD0503M

The matter was withdrawn from the agenda.

WD

12.7 Proposed Total Demolition of Structures on Erf 1441, 10 Leeuwenhof Road, Oranjezicht: MA HM/CAPE TOWN METROPOLITAN/ORANJEZICHT/ERF 1441

Case No: 1702280KR0405E

The matter was withdrawn from the agenda.

KR

12.8 Proposed Total Demolition at 43, 116 Upper-Harrington Street, Gardens: MA HM/CAPE METROPOLITAN/ERF 93

Case No: 17042409HB0503E

KDS, GJ and PB report back on the site inspection.

Ms Belinka Unger was present and took part in the discussion.

Amongst other things, the following was discussed:

- The Committee reported back on the two site visits.
- The high number of mid-late 19th century houses in the Harrington Street environs was noted, including what is probably the earliest known row of double storey terrace houses in Cape Town, which sit across the road from this site.
- The interior walls have been removed; however their placement is well recorded on plan drawings. Apart from the removal of these interior walls, the house is largely intact.
- The house lies within striking distance of the District Six Museum, and is strongly related to the history of District Six. No social historical study has been provided by the applicant.
- The rarity factor of the house cannot be underestimated in assessing its significance: it would be highly problematic to demolish it given the small number of early-mid nineteenth century houses which remain. The house has symbolic value as an exemplar of many facets of social, historic and architectural meaning.

RECORD OF DECISION

1. The Committee decided that the building is a Grade IIIB. However, social historical and architectural background research needs to be done to establish grading more clearly as the building may warrant a IIIA grade. Any future applications for this site must include such research.
2. The Committee resolved not to approve the application as this would impact very negatively on heritage significance.

HB

12.9 Proposed Total Demolition, Erf 1489, 12 Bradwell Road, Vredehoek: MA HM/ CAPE TOWN METROPOLITAN/VREDEHOEK/ ERF 1489

Case No: 17042814WD0503M

The matter was withdrawn from the agenda.

WD

12.10 Proposed Total Demolition of Structures on Erf 23710 23710, 5 and 7 Essex Street, Maitland: NM HM/CAPE TOWN METROPOLITAN/ERF 23710

Case No: 17101806KR1116M

Application documents and CoCT HRS comment were tabled.

Ms Christa Van Staden was present and took part in the discussion.

Amongst other things, the following was discussed:

- The photographic record of the houses presented shows intact semi-attached dwellings. The Committee is not familiar with the street environs.

RECORD OF DECISION

The Committee resolved to undertake a site inspection on 25 January 2018. (KDS, JdW, GJ, DG, MS and PB).

KR

13 STRUCTURES OLDER THAN 60 YEARS: SECTION 34 PERMIT FOR PARTIAL DEMOLITION/ALTERATIONS

13.1 Proposed Additions and Alterations, Erf 45417, 2A Elma Road, Rondebosch: MA HM/ CAPE TOWN METROPOLITAN/RONDEBOSCH/ ERF 633

Case No: 17112120WD1122M

Record of decision was taken.

Ms Claire Abrahamse was present and took part in the discussion.

Ms Waseefa Dhansay gave a PowerPoint presentation.

Amongst other things, the following was discussed:

- The case had previously been discussed at the meeting held on 12 December 2017.
- The effects of damp on existing timber joinery need to be assessed by the Committee.

RECORD OF DECISION

The Committee resolved to undertake the site inspection on 25 January 2018 (KDS, JdW GJ, DG, MS and PB).

WD

13.2 Restoration and Additional Conservatory Floor Added at Roof Level on Erven 1389 & 1390, Queen's Hotel, 2 Dock Road, Cape Town: MA HM/CAPE TOWN METROPOLITAN/CAPE TOWN/ERVEN 1389 &1390

Case No: 17060516KR0609E

Revised drawings were tabled.

Ms Katherine Robinson made a PowerPoint presentation.

Amongst other things, the following was discussed:

- The design basically calls for the substantial internal demolition, retaining only the façade as a conservation approach. This type of approach is not supported by HWC.
- Introducing a new flat concrete roof notwithstanding BELCom's previous request that the timber roof is to remain until the final plans for the new additions are approved;

- The concrete circulation tower on Alfred Street is retained in this submission as per the previous design which was not supported by BELCom - amongst other concerns, the geometries are intrusive to the prevailing urban edging patterns and the triangular gaps will rapidly require security fencing;
- The architect and engineers are to ensure that there is a consistency of structural expression for the new main internal structural resolution, i.e. those columns and all beams are steel, etc.
- A concrete sheer wall has been inserted into the south-east boundary wall, impacting on historic fabric which has not been assessed or mitigated;
- New circulation routes have been introduced which were not previously seen;
- There is still too extensive internal demolition of the original walls which is not supported, and that there are too few and too narrow remnants of nib walls along the Dock Road façade required to provide clues to the original internal layout.

RECORD OF DECISION

The Committee resolved not to approve the application. The revised proposals for the existing ground and first floor levels do not respond adequately to previous concerns raised by the Committee. There are new interventions shown in the revised plans that were not before the Committee previously and are considered to negatively impact on heritage significance.

14 HERITAGE AREAS: SECTION 31 CONSENT APPLICATIONS

14.1 None

15 PROVINCIAL PROTECTION: SECTION 29 PERMIT

15.1 None

16 PROVINCIAL PROTECTION: SECTION 28 REFUSAL

16.1 None

17 HERITAGE REGISTER: SECTION 30 PROCESS

17.1 None

18 PUBLIC MONUMENTS & MEMORIALS: SECTION 37 PROCESS

18.1 None

19 REQUESTS FOR OPINION/ADVICE

19.1 None

20 OTHER MATTERS

20.1 None

21. NON COMPLIANCE

21.1 None

22. ADOPTION OF RESOLUTIONS AND DECISIONS

The Committee adopted the resolution and decisions.

23. CLOSURE

The meeting adjourned at: 15:20

24 DATE OF NEXT MEETING: 31 January 2018

CHAIRPERSON _____ **DATE** _____

SECRETARY _____ **DATE** _____

Approved