

**MINUTES OF THE MEETING  
OF COUNCIL OF HERITAGE WESTERN CAPE,  
Held on Wednesday, 29 May 2013, 1<sup>st</sup> Floor Boardroom at the Offices of the  
Department of Cultural Affairs and Sport,  
Protea Assurance Building, Greenmarket Square, Cape Town at 09H30**

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**1. Opening and Welcome**

The meeting was officially opened at 09H50 by the acting chairperson Laura Robinson, and she welcomed everyone present.

**2. Attendance**

**Members**

Ms Laura Robinson	LR
Dr Matilda Burden	MB
Ms Maureen Wolters	MW
Mr Roger Joshua	RJ
Mrs Mary Leslie	ML
Mr Floris Brown	FB
Mr Patrick Fefeza	PF
Dr Stephen Townsend	ST

**Members of Staff**

Mr Andrew Hall	AH
Mr Calvin van Wijk	CvW
Ms Tamar Shem-Tov	TS
Ms Christina Jikelo	JC
Mr Zwelibanzi Shiceka	ZS
Mr Jonathan Windvogel	JW
Ms Ntombekhaya Nkoane	NN
Mr Shaun Dyers	SD
Mr Troy Smuts	TS
Mr Olwethu Dlova (Sec)	OD
Ms Lithalethu Mshoti (Sec)	LM

**3. Apologies**

Ms Sarah Winter	SW
Adv Ronée Robinson	RR
Mr Magnus Steenkamp	MS

**4. Approval of minutes of previous meeting held 28 February 2013**

4.1 The Committee resolved to approve the minutes without amendments.

**5. Disclosure of Interest**

5.1 None

**6. Approval of Agenda**

The Committee approved the agenda dated 29 May 2013 with a few additional items.

**7. Confidential Matters**

7.1 None

**8. Appointments**

8.1 The Committee noted the appointment for the Head of Department.

**9. Matters arising from previous minutes**

### **9.1 Legal Advice administration matters**

The meeting with the Legal Advisor, the executive committee and the CEO is still to take place.

**Andrew Hall**

### **9.2 Review of Public Entity**

No further information has forthcoming at this time

**Andrew Hall**

### **9.3 Conservation Bodies**

The issue related to registration of conservation bodies was discussed. Concern was expressed about the area of interest and the categories of heritage identified.

#### **DECISION**

The Council agreed that the registration form requires further development when the regulations are published.

**Andrew Hall**

### **10.1 Local Government Matters**

#### **10.1.1 Cape Town delegation of powers**

Mr Andrew Hall presented a verbal report

#### **DECISION**

The Council agreed that, since the Chairperson and the CEO had not have had the opportunity to study the version received from City of Cape town on Monday, 27 May 2013, the matter be dealt with by special meeting by Executive Committee and other Council members be afforded an opportunity for prior input.

**Andrew Hall**

#### **10.1.2 Cape Town Zoning Scheme**

Mr Andrew Hall presented a verbal report

#### **DECISION**

The Council resolved to request the CEO to engage with the City of Cape Town around the effects of granting competency

**Andrew Hall**

### **10.2 Report and feedback from EXCO**

In the absence of Chairperson no report was presented

**Ronée Robinson**

### **10.2.1 Draft Executive Minutes\_10 May 2013**

The draft minutes of the Executive Committee meeting were noted

**Ronée Robinson**

### **10.3 Report and Feedback from the Baboon Point Committee**

Dr Stephen Townsend presented a verbal report indicating that the final CMP is still awaited and that considerable progress has been made. However, the status of the proposed management committee as decision making or advisory is still to be clarified.

An application to NLDB has been made

It felt necessary that there is continuity in the composition of the Baboon Point Committee.

**Stephen Townsend**

### **10.3.1 Draft Baboon Point Committee Minutes\_29 April 2013**

The draft minutes of the Baboon Point Committee meeting were noted

**Stephen Townsend**

### **10.4 Report and Feedback from BELCom**

Dr Stephen Townsend presented Ms Winter's report and her recommendations that:

- The finalization and implementation of the check list to assist the officials in assessing the completeness of applications to allow them to follow procedural requirements be prioritised
- The revision of the regulations enabling HWC to approve or refuse unauthorised works be prioritised
- A policy for site inspections continues to be developed, and
- A date for the Elim workshop be finalised as soon as possible and urgent consultation takes place with the Moravian Church, as well as the Elim Community regarding the purpose and structure of the workshop.

The Council noted the report and adopted the recommendations prepared by Ms Winter

**Sarah Winter**

### **10.5 Report and Feedback from the IACom**

Dr Townsend presented his report and recommended that:

- The Council require the CEO to make a concerted effort to work on the detailed capturing of data which can be used to develop statistics which explain our work (this recommendation was made at the last five Council meetings and accepted). The Council accepted that the new appointment of an Assistant Director of Professional Services will provide the ideal opportunity to take steps forward in this direction.

- The Council request the CEO to continue to work on the policy for visiting sites (this recommendation was made at the last three Council meetings and accepted)
- The Council request the CEO to ensure that the officials to use the checklist for each item prior to each meeting to ensure that all parties, internal, are reasonably informed regarding the time and details of any matter to be considered at any meeting,
- The Council determine the way in which parties are to be informed of their right of appeal and that it be determined that HWC shall, in all “high risk” cases, be responsible for this action,
- The Council request the CEO to arrange a meeting between the chairs of the permit committees (APMCom, IACom and the BELCom), himself and the appropriate senior members of the DEA&DP to discuss the interpretations of the provisions of the various legislated provisions affecting property rights (this recommendation was made at the last two Council meetings and accepted)

The Council noted the report and adopted the recommendations prepared by Dr Townsend.

**Stephen Townsend**

#### **10.6 Report and Feedback from the APMCom**

Ms Mary Leslie presented her report and recommended that:

- The Council requests the CEO to accept the proposal by SAHRA that HWC take on the management of Section 36
- The CEO is requested to assist Mrs Leslie in approaching Ms Browning about the missing forms
- Dr Deacon be thanked for her contribution to the conservation of sites, both in the matter of removing graffiti from Elands Bay Cave, Peers cave and other sites and in ensuring the rehabilitation of the Oudepost lodge, part of a proposed Provincial Heritage site.

The Council noted the report and adopted the recommendations prepared by Mrs Leslie

**Mary Leslie**

#### **10.7 Report and Feedback from the Appeals Committee**

The Council noted a verbal report presented by Ms Laura Robinson

**Laura Robinson**

#### **10.8 Report and Feedback from the IGICom**

Prof Matilda Burden presented her report and recommended that:

- Drakenstein Survey be approved in terms of S.30(5) of the NHRA
- the gradings proposed in respect of a list of former National Monuments in Prince Albert be approved
- The proposed nomination of Verlorenvlei Heritage Settlement be approved

The Council noted the report and adopted the recommendations prepared by Dr Burden

**Matilda Burden**

### 10.8.1 Drakenstein Survey

Prof Burden presented a verbal report

#### **DECISION**

The Council resolved to approve the Drakenstein Survey below in terms of S.30 (5) of the NHRA.

The former National Monuments (not already graded) will be presented for further consideration at a special meeting of the IGICom before the end of the term of the Council.

**Shaun Dyers**

### 10.8.2 Prince Albert Grading of Former Monuments

Prof Burden presented a verbal report

The Council endorsed the additional information regarding the identified cultural landscapes.

#### **DECISION**

The Council resolved to approve the gradings proposed in respect of a list of former National Monuments in Prince Albert below:

Name of the building	Erf number	Street address	Grading
Berg Kant Lodge	484	5 Church Street, Prince Albert	II
Dokterhuis	463	15 Church Street, Prince Albert	II
Helmuth Farm	2334	2 Church Street, Prince Albert	Main House only II
Church Scribes Office	446	Church Street, Prince Albert	II
Disused Mortuary	444	Mark Street, Prince Albert	II
Pep Store	560	Church Street, Prince Albert	II
Swartberg Hotel	193	Church Street, Prince Albert	II
Swartberg Hotel	193	Church Street, Prince Albert	II
Swartberg Hotel	193	Church Street, Prince Albert	II
Swartberg Hotel	192	Church Street, Prince Albert	II

**Shaun Dyers**

### **10.8.3 Nomination for Verlorenvlei Heritage**

Prof Burden presented a verbal report

#### **DECISION**

The Council resolved to approve that the site is a grade II site and that the Verlorenvlei Heritage Settlement, Ptn18-36 of Farm Verlorenvlei No.8, Elands Bay, District Piketberg should be declared as a Provincial Heritage Site

**Calvin van Wijk**

### **10.9 Report and Feedback from Independent Tribunals**

The matter of Highclere, Bloubergstrand, was heard by the Tribunal and the decision is awaited.

**Andrew Hall**

### **10.10 Report of the Assistant Director: Professional Services – 28 February 2013 to 29 May 2013**

The Committee noted a verbal report presented by Mr Calvin van Wijk

**Calvin van Wijk**

### **11. Financial Matters**

**11.1** Mr Andrew Hall presented a verbal report and the Council noted the financial report.

**Mark Jonker  
Annalien George**

**11.2 Corporate governance (Investigation and recommendation about appropriate indemnity cover)**

Mr Andrew Hall presented a verbal report

The matter deferred until the next EXCO meeting when the Chairperson is present

**Mark Jonker**

**11.3 Draft Annual Report 2013/2014**

The Council noted a verbal report presented by Mr Andrew Hall

**Andrew Hall**

### **12. Policy Matters**

**12.1 Revised draft regulations on Conservation Bodies**

This was dealt with under item 9.3 above.

**Andrew Hall**

## **12.2 Administration of Committee Procedures**

Mr Andrew Hall presented a verbal report

### **DECISION**

The Council resolved to adopt the Administration of Committee Procedures subject to the amendments agreed upon today.

The Council agrees that the CV's of suitable qualified persons to serve on various committees be sourced.

**Andrew Hall**

## **12.3 Petty Cash Policy**

Mr Anele Moya and Mr Andrew Hall presented a verbal report

### **DECISION**

The Council resolved to adopt the Petty Cash Policy with amended cash float of R 3000.00

**Anele Moya**

## **12.4 Policy of remuneration of members**

Mr Anele Moya and Mr Andrew Hall presented a verbal report

### **DECISION**

The Council resolved to adopt the Policy of remuneration of members subject to amendments.

**Anele Moya**

## **13. New Matters**

### **13.1 Non-Compliance with S.38 (8) Procedures**

Mr Andrew Hall presented a verbal report and the matter will be further discussed at next meeting of the Executive Committee

**Andrew Hall**

### **13.2 Urban Design Policy**

Mr Andrew Hall presented a verbal report

The Urban Design Policy of City of Cape Town was discussed by members of BELCom and appropriate staff.

### **DECISION**

The Council agrees that the proposals do not adequately address the complexities of urban design in sensitive environments and require far more thought if they are not to have the opposite effect to that which is intended.

**Tamar Grover**

**13.3 Shuter & Shooter Publishers**

Mr Andrew Hall presented a verbal report

**DECISION**

The Council resolved to grant a permission to Shuter & Shooter Publishers to publish the Heritage Western Cape logo in Grade 11 textbooks for the learners benefit.

**Lorelle Hutton**

**13.4 Elim Workshop**

The Council expressed its disappointment that this long awaited meeting has been repeatedly cancelled.

**DECISION**

The Council resolved that the workshop will be held at the Bredasdop Museum on a Saturday to be agreed upon. Invitations to be sent to all key stakeholders including the recent applicants who will be supported with transport

**Christina Jikelo**

**14. Proposed Date of the next meeting:** 2 August 2013

**15. Adoption of decisions and resolutions**

The Council formally adopted the decisions and resolutions taken at the current meeting.

**16. Closure:** 15H30

**CHAIRPERSON** \_\_\_\_\_ **DATE** \_\_\_\_\_

**SECRETARY** \_\_\_\_\_ **DATE** \_\_\_\_\_