

**Approved MINUTES OF THE MEETING
OF COUNCIL OF HERITAGE WESTERN CAPE,
Held on Wednesday, 9 December 2014, 1st Floor Boardroom at the Offices of
the Department of Cultural Affairs and Sport,
Protea Assurance Building, Greenmarket Square, Cape Town at 10H30**

1. Opening and Welcome

The meeting was officially opened at 10H40 by the chairperson Ms Laura Robinson, and she welcomed everyone present.

2. Attendance

Members

Ms Laura Robinson	LR
Mr Rowen Ruiters	RR
Ms Sarah Winter	SW
Ms Maureen Wolters	MW
Mrs Mary Leslie	ML
Mr Julian Kritzinger	JK
Dr Lita Webley	LW
Dr Antonia Malan	AM
Dr Piet Claassen	PC
Ms Quahnita Samie	QS
Mr Sipiwo Mavumengwana	SM
Mr Ignatius de Swardt	IdS

Members of Staff

Mr Andrew Hall	AH
Mr Zwelibanzi Shiceka	ZS
Ms Jenna Lavin	JL
Ms Penelope Meyer	PM
Mr Mark Jonkers	MJ
Ms Annalien Arendse	AA
Mr Olwethu Dlova	OD

Visitors

None

3. Apologies

Maureen Wicomb (received later due to illness) MW
Mr Richard Summers RS

4 Approval of Agenda

4.1 The Committee approved the agenda dated 9 December 2014 with the following additional item:

4.2 Registration of Conservation Bodies: Gantouw Heritage Association

5 Approval of minutes of the previous meeting held 14 August 2014

5.1 The Committee resolved to adopt the minutes without amendments.

6 Confidential Matters

6.1 The confidential matters were minuted separately.

7 Disclosure of Interest

7.1 None

8 Administration Matters

8.1 Meeting of EXCO with Minister Nomafrench Mbombo

The CEO; AH, gave a report back of the meeting of EXCO with the Minister.

A letter has been sent to the MEC regarding the concerns relating to the possible refusal of the DTPW to sign the lease of the Standard Bank Building.

A further report regarding the resourcing of HWC; which will include the challenges relating to staff recruitment and retention will be sent to MEC before the end of the year. The EXCO was appreciative of the spirit of positive co-operation and support expressed by the MEC.

9. Appointments

9.1 The Committee noted the following appointments:

- Item 12.1, 12.1.1 and 12.2 set for 12H00

10. Matters arising from previous minutes

10.1 Review of Public Entities

Dealt with under item 8.1

AH

10.2 Elim: Clarity of Gazette Notice

The Assistant Director, JL reported that the matter is still to be considered by the Tribunal.

JL

10.3 Heritage Information Management System (HIMS)

The Assistant Director, JL reported on progress on HIMS.

JL

11. Standing Items

11.1 Local Government Matters

11.1.1 Cape Town delegation of powers

The CEO; AH presented a verbal report.

HWC has completed the final draft and forwarded it to the City of Cape Town to process and respond. HWC will hold a public workshop in due course.

AH

11.1.2 Cape Town Zoning Scheme

This matter awaits the finalisation of item 11.1.1.

AH /ZS

11.2 Report and feedback from Chairperson

The Chairperson referred to the meeting with MEC Mbombo as per item 8.1

LR

11.2.1.1 Draft Executive Minutes_29 October 2014

The draft minutes of the Executive Committee meeting, dated 29 October 2014 was noted as was a verbal report presented by Ms Winter as the Chairperson had been out of the country at the time of the meeting.

LR

11.3 Report and Feedback from BELCom

Ms Sarah Winter presented a verbal report.

SW

11.4 Report and Feedback from the IACom

Dr Piet Claassen presented his report and the Council noted the report. It was noted that questions had been raised regarding procedures for site visits; it was agreed that the same procedure should be followed as that for the BELCom.

Due to Dr Claassen's ill health it has become necessary to appoint a new Chairperson for the Committee

DECISION

The Council resolved unanimously to approve the appointment of committee member Ms Cindy Postlethway as the Chairperson of IACom.

PC

11.5 Report and Feedback from the APMCom

Ms Mary Leslie presented her report and the Council noted the report.

ML

11.6 Report and Feedback from the Appeals Committee

The CEO; AH presented a verbal report.

It was noted that the Chairperson of the Appeals Committee and the CEO were investigating a number of new procedures to be adopted by the Committee.

RS

11.7 Report and Feedback from the IGICom

Dr Antonia Malan presented her report and the Council noted the report as presented.

AM

11.8 Report and Feedback from Independent Tribunals

The CEO; AH presented a verbal report.

AH

11.9 Report of the Assistant Director: Professional Services –July – September 2014

The Assistant Director, ZS presented his report which was noted.

ZS

11.10 Conservation Management Plans

11.10.1 Oranjezicht City Farm Conservation Management Plan

The matter was removed from the agenda and referred back to IGIC meeting to be held on 11 December 2014.

GT

11.10.2 Baboon Point Conservation Management Plan

The CEO; AH presented a verbal report.

DECISION

The Council agreed to adopt the July 2013 version of the CMP and further agreed that the amendments of the document developed by ML and JL will be circulated for further consideration at the next Council meeting to be held in 15 March 2015.

It was agreed to formally disband the Baboon Point Committee as its work is now complete.

JL

11.10.3 Pinnacle Point Conservation Management Plan

The Assistant Director, JL presented her report

DECISION

The Council resolved to approve the Terms of Reference for the compilation of the Conservation Management Plan.

JL

12. Financial Matters

12.1 Mr Mark Jonkers presented a verbal report and the Council noted the financial report as presented.

MJ

12.1.1 Statement of income of the application fees as from August - November 2014

Mr Mark Jonkers presented a verbal report and the Council noted the report on the application fees as presented.

MJ

12.2 Corporate Governance (Investigation and recommendation about appropriate indemnity cover)

MJ confirmed that it was not possible for the PGWC to take out personal indemnity cover for Council members. Members may wish to take out their own individual indemnity cover should they wish. It was agreed that this item be removed from the agenda.

MJ

12.3 Fees for applications

There was a broad discussion about the various matters relating to application fees and the need to advertise these.

DECISION

It was resolved that a fee equivalent to that made for a permit be advertised for appeals and the responses received be discussed at a future meeting.

AH/MJ

13. Policy Matters

13.1 Section 38 Regulations

13.1.1 District 6 Regulation

The Legal Advisor, PM presented a verbal report.

DECISION

The Council resolved to agree that the regulation be published for comment along with a list of erven identified by management.

PM

13.1.2 Initiation Sites Regulation

The Legal Advisor, PM presented a verbal report.

DECISION

The Council resolved to agree that the regulation be published for comment.

PM

13.2 Initiation Sites Policy

The Assistant Director, JL presented her report and the Council noted as it was it was presented.

DECISION

The Council resolved to agree that the policy be supported and published for comment.

JL

13.3 Gradings Guide and Policy

The Assistant Director, JL presented her report

DECISION

The Council resolved that a public consultation process will proceed.

JL

13.4 Fees Regulations

This had been discussed and resolved at the EXCo meeting.

PM

13.5 Appeals Regulations

Discussed under item 11.6

PM

13.6 Revision of PAIA Manual

The Assistant Director, JL presented her report and the Council noted as it was presented.

DECISION

The Council resolved to adopt the PAIA Manual for 2015.

JL

14. Conservation Bodies

14.1 Conduct of Conservation Bodies

The matter was dealt with under confidential item 6.1

AL

14.2 Disbandment of the Oranjezicht Heritage Society

The disbanding of the Oranjezicht Heritage Society was noted.

AH

14.3 Application for registration as a Conservation Body: Rosebank and Mowbray Planning & Aesthetic Committee

The CEO, AH presented a verbal report.

DECISION

The Council resolved to approve the application of Rosebank and Mowbray Planning and Aesthetic Committee as a conservation body.

AP

14.4 Application for registration as a Conservation Body: Gantouw Heritage Association

The CEO; AH presented a verbal report.

DECISION

The Council resolved to approve the application of Gantouw Heritage Association as a conservation body.

AP

15. New Matters

15.1 HWC representative on SAHRA Council

The CEO, AH, had attended a meeting with the Heritage Manager of SAHRA during which it had been mentioned that the Province did not currently have representation on the SAHRA Council. It was also noted that the previous Chairperson had served as the representative of the Western Cape on the SAHRA Council and that the present Chairperson had been a ministerial representative on the Council for a period of two terms and was not therefore eligible to serve another term.

DECISION

The Council resolved, to nominate the CEO, AH to serve on the SAHRA Council.

AH

15.2 Social Media Account

The Assistant Director, JL presented her report and the Council noted the report as presented.

JL

15.3 Provincial Spatial Development Framework

The Assistant Director, JL presented her report and the Council noted the report as presented.

SW to be asked to make a short presentation on the PSDF at the next Council meeting

JL

15.4 Appointment of the IACom Chairperson

This matter was dealt with under item 11.4

AH

16. **Proposed Date of the next meeting:** **18 March 2015**

17. **Adoption of decisions and resolutions**

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

18. **Closure:** **16:00**

CHAIRPERSON _____

DATE _____

SECRETARY _____

DATE _____

Approved