

**APPROVED MINUTES OF THE MEETING
OF COUNCIL OF HERITAGE WESTERN CAPE,
Held on Wednesday, 14 August 2014, 1st Floor Boardroom at the Offices of
the Department of Cultural Affairs and Sport,
Protea Assurance Building, Greenmarket Square, Cape Town at 10H00**

1. Opening and Welcome

The meeting was officially opened at 10H10 by the chairperson Ms Laura Robinson, and she welcomed everyone present.

The Chairperson noted that the CEO had tendered his apologies for the meeting as he had been called to a departmental workshop. The Council expressed its disappointment that this workshop had been called on the same day as the Council meeting (which had been scheduled as part of the annual timetable) and hoped that, in future, such workshops could be arranged so as not to coincide with future meetings of the Council of HWC.

2. Attendance

Members

Ms Laura Robinson	LR
Ms Sarah Winter	SW
Ms Maureen Wolters	MW
Mrs Mary Leslie	ML
Dr Lita Webley	LW
Dr Antonia Malan	AM
Dr Piet Claassen	PC
Ms Quahnita Samie	QS
Mr Siphiso Mavumengwana	SM
Mr Ignatius de Swardt	IdS
Ms Maureen Wicomb	MW (left at 13:30)
Mr Julian Kritzing	JK (left at 13:30)

Members of Staff

Mr Zwelibanzi Shiceka	ZS
Ms Jenna Lavin	JL
Mr Olwethu Dlova	OD
Mr Guy Thomas	GT
Ms Annalien George	AG

Members of EXCO

Mr Richard Summers	RS (for item 11.7 only)
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Visitors

None

3. Apologies

Mr Andrew Hall	AH
Mr Rowen Ruiters	RR

4. Approval of Agenda

- 4.1** The Committee approved the agenda dated 14 August 2014 with the following additional items:

- Application for registration as a Conservation Body: Stanford Conservation Trust (item 14.6)
- Nomination of PHS: Harold Cressy High School (14.7)
- Heritage Month 2014 (14.8) and
- Cango Cave: PHS (14.9)

5. Approval of minutes of the previous meeting held 15 May 2014

5.1 The Committee resolved to adopt the minutes without amendments.

6. Confidential Matters

6.1 None

7. Disclosure of Interest

7.1 None

8. Administration Matters

8.1 None

9. Appointments

9.1 The Committee noted the following appointments:

- Item 11.7 set for 11H00
- Item 12.1, 12.1.1 and 12.2 set for 12H00

10. Matters arising from previous minutes

10.1 Review of public entities

The Assistant Director, ZS presented a verbal report and noted that the process is ongoing.

AH

10.2 Elim: Clarity of Gazette Notice

The Assistant Director, ZS and Chairperson, LR presented a verbal report and it was noted that the property owner was in a process of submitting an appeal to the Tribunal.

JW

10.3 Possible Prosecution of Owner of 75 Mostert Road, Erf 501, Melkbosstrand

GT presented a verbal report.

AH

10.4 Public Awareness Campaign, Worcester

SW and SM indicated that some assistance from the staff of HWC would be welcomed in order to progress the project. It is desirable that the project be introduced during heritage month.

SM/SW

11. Standing Items

11.1 Local Government Matters

11.1.1 Cape Town delegation of powers

The Assistant Director, ZS presented a verbal report. It is understood that the meeting between HWC and the City of Cape Town will take place shortly, thereafter public participation will be initiated.

An up to date copy of the MOA is to be circulated to all Council members.

AH /ZS

11.2 Report and feedback from Chairperson

The Chairperson presented her report which was noted.

LR

11.2.1.1 Draft Executive Minutes_30 July 2014

The draft minutes of the Executive Committee meeting, dated 30 July 2014 was noted as was a verbal report presented by the Chairperson. A brief discussion was held regarding the Prestwich Memorial and the challenges experienced in terms of holding the human remains in the ossuary.

DECISION

It was agreed that HWC approaches the City of Cape Town with the request for a meeting to discuss this further.

LR

11.3 Report and Feedback from the Baboon Point Committee

The matter was dealt with under item 14.1.

AH

11.4 Report and Feedback from BELCom

Ms Sarah Winter presented a verbal report.

It was noted that there is an urgent need to revise the regulations to enable HWC to approve or refuse unauthorised works.

SW/AH/Legal Advisor

11.5 Report and Feedback from the IACom

Dr Piet Claassen presented his report and the Council noted the report.

The Challenges regarding the transfer of information via HWC blog were discussed.

DECISION

HWC undertake an investigation into alternative options for the transfer of information electronically.

PC/JL

11.6 Report and Feedback from the APMCom

Ms Mary Leslie presented her report and the Council noted the report. The integrated environmental and heritage impact assessment processes as presented by Mr Guy Thomas were noted with appreciation.

DECISION

The Council agreed to appoint Mr John Gribble and Ms Marigrazia Galimberti to the APM.

The Council agreed that the draft (4) HWC Process for Mitigation of Heritage Resources in terms of S38 of the NHRA should be circulated to specialist bodies for comment.

ML

11.7 Report and Feedback from the Appeals Committee

Mr Richard Summers presented a verbal report.

RS

11.8 Report and Feedback from the IGICom

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

AM

11.8.1 Revision of HWC Delegation

The Council carefully considered the proposed amendments to the delegations document attached as appendix C.

DECISION

The Council resolved to approve the proposed Section 5 of the amended 'Delegations of HWC in terms of Section 11 of the regulations promulgated in terms of Section 23 of the NHRA'.

The Council did not approve the paragraph on page 1 beginning with "All the committees and staff ...", as it needs further explanation.

AH

11.8.2 HWC Section 14 Manual

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

The revised text for the Manual was not included in the package supplied to Council members. See Minutes of the IGIC meeting held on 24 June 2014.

DECISION

The Council resolved that the proposed revisions to the Section 14 Manual be circulated to members for input and adoption by round robin.

AH/AM

11.8.3 Draft Survey Guidelines and Template

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

DECISION

The Council resolved to adopt the draft survey guidelines subject to cross reference with HIMS, and additional guidelines for archaeology and palaeontology, and the necessary updates to the survey template (e.g. include fields for context and a short statement of significance).

AH/AM

11.8.4 Stellenbosch University-Core Campus Heritage Survey and Inventory of the Built Environment and Cultural Landscape

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

DECISION

The Council resolved to adopt the recommendations that the Stellenbosch University-Core Campus Heritage Survey and Inventory be approved.

The Survey of the Stellenbosch University Campus including the gradings and amended boundary to the grade II area be approved.

AH/AM

11.9 Report and Feedback from Independent Tribunals

The Assistant Direct, ZS presented a verbal report.

AH

11.10 Report of the Assistant Director: Professional Services – May – July 2014

The Assistant Director, ZS presented his report which was noted. ZS provided a brief updated on the staffing situation of HWC.

DECISION

JL will provide a similar report detailing the activities of the IGIC in future.

ZS/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 February-May 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)

DECISION

It was agreed that the newly appointed legal advisor be invited to address the Council on this matter, and that the CEO may wish to consult with the CEO of the Western Cape Liquor Authority as it is understood this authority has recently undertaken a similar exercise.

MJ

13. Policy Matters

13.1 Revised Draft Regulations on Conservation Bodies

It is understood that the draft regulations are currently being translated prior to publication for comment.

AH

13.2 Heritage Western Cape a Short Guide to and Policy Statement of Grading

This item was included in the IGIC report presented by AM.

DECISION

The Council agreed that a wider discussion is required with stakeholders on how to manage grading and to inform a review of the Short Guide to and Policy Statement of Grading (July 2012). Special attention should be paid to the section on history of the Western Cape to include pre-history, etc.

AH

14. New Matters

14.1 Baboon Point Conservation Management Plan

ML presented a verbal report.

DECISION

The Council resolved to adopt the Baboon Point Conservation Management Plan. The changes proposed by Baboon Point Committee should be incorporated as soon as possible. These include reordering of the structure of the document and upgrading of the archaeological recommendations.

ML

14.2 Application for Registration as a Conservation Body: Great Lynfrae Civic Association, Claremont

DECISION

The Council resolved to approve the application of Great Lynfrae Civic Association as a conservation body subject to an amendment to the constitution making reference to heritage.

AP

14.3 Application for registration as a Conservation Body: Pinelands Ratepayers & Residents Association

DECISION

The Council resolved to approve the application of Pinelands Ratepayers & Residents Association as a conservation body subject to an amendment to the constitution making reference to heritage.

AP

14.4 Heritage Western Cape Schedule Meetings 2015

The Council noted the Heritage Western Cape Schedule of Meetings 2015.

AH/OZ

14.5 Revision of PAIA Manual

No documentation had been received. The matter has been deferred to the next Council meeting.

AH

14.6 Application for registration as a Conservation Body: Stanford Conservation Trust

MW presented her report and the Council noted the report as presented.

DECISION

The re-registration of Stanford Conservation Trust was approved as was the extension to the area of interest as referred to in the correspondence dated 21st May 2013.

AP

14.7 Nomination of PHS: Harold Cressy High School

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

DECISION

The Council resolved to approve the grading of the site as Grade II and the nomination of Harold Cressy High School as a PHS.

AM

14.8 Heritage Month 2014

A number of possible projects highlighting heritage in the province were discussed.

DECISION

It was agreed that the following items be highlighted:

- The declaration of Harold Cressy High School; St George’s Anglican Cathedral, Diepkloof Rock Shelter, Blombos Cave and Surrounding Landscape, Schoenstatt.
- The announcement of the Worcester Community awareness programme
- Stellenbosch University Campus Survey.

14.9 Cango Cave: PHS

JL made a verbal presentation

DECISION

It was agreed that:

- The Council authorises limited expenses for a site visit to assess the state of the caves and provide a report to MEC, Prof N Mbombo.
- Attendees to include HWC staff member, Councillors, MW and IS and a specialist geologist (to be identified).

JL

15. Proposed Date of the next meeting: 4 Dec 2014

16. Adoption of decisions and resolutions

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

17. Closure: 15H00

CHAIRPERSON _____

DATE _____

SECRETARY _____

DATE _____