

**APPROVED MINUTES OF THE MEETING  
OF COUNCIL OF HERITAGE WESTERN CAPE,  
Held on Wednesday, 15 May 2014, 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 10H00**

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**1. Opening and Welcome**

The meeting was officially opened at 10H15 by the chairperson Ms Laura Robinson, and she welcomed everyone present.

**2. Attendance**

**Members**

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

**Members of Staff**

Mr Andrew Hall	AH
Mr Zwelibanzi Shiceka	ZS
Mr Olwethu Dlova	OD
Mr Guy Thomas	GT
Ms Annalien George	AG

**Members of EXCO**

Mr Richard Summers RS (for item 11.7 only)

**Visitors**

None

**3. Apologies**

3.1 None

**4. Approval of Agenda**

4.1 The Committee approved the agenda dated 15 May 2014 with following additional items:

- Public Awareness Campaign (Item14.4) and
- Report and feedback on standard for professional practices (Item 11.12)

**5. Approval of minutes of the previous meeting held 20 February 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 Declaration Forms**

It was noted that all Council members have submitted the declaration forms.

**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 CEO presented a verbal report that there has been no progress but that the matter is ongoing.

It is expected that the incoming administration will take this matter up again.

**AH**

**10.2 Highclere, 8 Rancke Road, Erf 280, Blouberg**

The CEO presented a verbal report.

There was discussion around the need for fairly detailed investigation of this matter, which would include a heritage statement, and the time required to do this. It was felt that a year was needed to resolve this matter.

**DECISION**

The Council decided that, in terms of Section 21(1) (a) (iii) notification of provisional protection be immediately served on the owner of this property.

**AH/ZS**

### **10.3 Pinnacle Point Conservation Management Plan**

The CEO presented a verbal report. It was noted that in future all reports should contain the name of the author, the date of the report and the version thereof.

It was noted that the decision to adopt the management plan had been taken by the full Council via email. This was on understanding that the CMP would require review in the short term once the new unit of the organisation has been established.

**AH**

### **10.4 Elim: Clarity of Gazette Notice**

The CEO presented a verbal report.

A letter had been received from the attorneys representing the Moravian Church which included their apologies for not being able to attend the meeting. The Council noted that no substantial arguments had been provided concerning the proposed clarification notice.

#### **DECISION**

The Council resolved that the Church be informed that HWC would proceed with the publication of the clarification of the Gazette Notice subject to the Church being provided with time to appeal this decision to the Tribunal.

**JW**

## **11. Standing Items**

### **11.1 Local Government Matters**

#### **11.1.1 Cape Town delegation of powers**

The CEO presented a verbal report.

**AH**

#### **11.1.2 Cape Town Zoning Scheme**

The CEO presented a verbal report.

**AH**

### **11.2 Report and feedback from EXCO**

The Council noted a verbal report presented by the Chairperson.

**LR**

### **11.2.1 Draft Executive Minutes\_16 January 214**

The draft minutes of the Executive Committee meeting, dated 25 April 2014 were noted.

**LR**

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

The CEO presented a verbal report.

**AH**

### **11.4 Report and Feedback from BELCom**

Ms Sarah Winter presented her report and recommended that:

- The revision of the regulations be undertaken as soon as possible in order to enable HWC to approve or refuse unauthorised works.

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

**SW**

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

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

**PC**

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

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

#### **DECISION**

The Council agreed that Ms Leslie circulate the report (Archaeological – Palaeontological Process: for investigative sampling in terms of S.38 of the NHRA) via email to Council member for comment.

**ML**

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

Mr Richard Summers presented his report and recommended that:

- Council endorse the proposal to develop guidelines/ regulations regarding the administration of appeals.

The Council noted the report and adopted the recommendations prepared by Mr Summers.

**RS**

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

Dr Antonia Malan recommended the declaration of several sites as PHS's

### **DECISION**

- St George's Anglican Cathedral, Wale Street, Cape Town is grade II and should be declared as a PHS.
- Diepkloof Rock Shelter, Verlorenvlei, Cederberg is grade II and should be declared as a PHS.
- Blombos Cave and Surrounding Landscape, situated on Portion 57 of Blombosfontein 495, Hessequa Municipality is grade II and should be declared as a PHS.
- Schoenstatt, High Constantia, Erf 2764, 3 Schoenstatt Avenue, Constantia, Cape Town is grade II and should be declared as a PHS.
- The extension of the boundary of Erven 91214,91213,91220 & 91221,"Hawthornden House" Herschell Walk, Wynberg be approved, the erf numbers be corrected where necessary, and the gazette notice be published.
- That the CEO and Chairperson review the PAIA manual to provide for protection of those conducting peer reviews for the organisation and to make recommendations at the next meeting.
- That the CEO and Chairperson review the delegations and proposet to Council revisions giving the IGIC decision making powers.

**AH/LR/AM**

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

The Council noted with great concern the length of time taken to deal with matters before the Tribunal, and the consequent damage that this does to the reputation of heritage conservation in the province.

**AH**

## **11.10 Report of the Assistant Director: Professional Services – April 2013 – March 2014**

Mr Zwelibanzi Shiceka made a power-point presentation

The Council noted with appreciation the statistics from April 2013 – March 2014 as presented.

**ZS**

## **11.11 Heritage Information Management System (HIMS)**

The CEO presented a verbal motivation and budget for the proposed HIMS project, which will be completed in 2016.

There was an in-depth discussion of the proposed project.

**DECISION**

The Council agreed that R1.8 million from the investment account be added to the amount already available for this project

**AH**

**11.12 Report and feedback on standard for professional practices**

The Council noted that there is debate currently taking place around various aspects concerning the nature of professionalism in the heritage sector.

**AH**

**12. Financial Matters**

**12.1** Ms Annalien George presented a verbal report and the Council noted the financial report.

It was noted that R2.3 million has been moved to the investment account.

**AG**

**12.1.1 Statement of income of the application fees as from February-May 2014**

Ms Annalien George a verbal report and the Council noted the report on the application fees.

**AG**

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

Nothing to report.

**AG**

**13. Policy Matters**

**13.1 Revised draft regulations on Conservation Bodies**

The CEO reported that the draft regulations are currently being translated prior to publication for comment.

**AH**

## **14. New Matters**

### **14.1 Heritage Agreement between HWC and Betty's Bay, Erf 4292**

Mr Guy Thomas made a power-point presentation

The Council noted the heritage agreement as presented

#### **DECISION**

The Council resolved to approve the Heritage Agreement between HWC and Betty's Bay, Erf 4292 as presented. Once the agreement is signed the stop works order may be lifted.

GT

### **14.2 Possible Prosecution of Owner of 75 Mostert Road, Erf 501, Melkbosstrand**

Mr Guy Thomas made a power-point presentation and the Council noted the presentation, and in particular that there had been no communication with NHRA regarding the archaeological sensitivity of the property, although the applicant had been made aware of the requirements of the NHRA in this regard.

#### **DECISION**

The Council resolved that:

- Once the archaeological and police investigations are concluded the stop works order may be lifted.
- Charges be laid in this matter.

GT

### **14.3 Public Awareness Campaign**

Mr Sipiwo Mavumengwana presented a motivation for a heritage public awareness campaign targeting previously disadvantaged communities.

#### **DECISION**

It was agreed that

- Council supported the proposal for a heritage public awareness campaign targeting previously disadvantaged communities
- Furthermore, one person will be made available from the Professional Services unit to assist in this awareness campaign.
- SM and SW may start work on the Worcester heritage campaign. This model, upon successful implementation, may be rolled out to other towns.
- The nature of the campaign is to educate targeted communities to and be advised on how to form their own local heritage conservation committees.

- That these committees be encouraged to identify and apply to HWC for protection and grading of local heritage resources.

**SM/SW**

**15. Proposed Date of the next meeting: 14 August 2014**

**16. Adoption of decisions and resolutions**

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

**17. Closure: 16:30**

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

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

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

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

Approved