

**APPROVED MINUTES OF THE MEETING
OF COUNCIL OF HERITAGE WESTERN CAPE,
Held on Wednesday, 16 August 2017, 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, Dr Antonia Malan, and she welcomed everyone present.

2. Attendance

Members

Dr Antonia Malan	AM
Mr Siphiso Mavumengwana	SM
Ms Corlie Smart	CSm
Mr Chris Snelling	CSn
Ms Karin Dugmore Ström	KS
Dr Ignatius de Swardt	IdS
Dr Rolf Annas	RA
Mr Rowen Ruiters	RR
Mr Graham Jacobs	GJ
Ms Joline Young	JY
Ms Katherine Dumbrell	KD

Members of Staff

Mr Mxolisi Dlamuka	MD
Ms Colette Scheermeyer	CSc
Mr Zwelibanzi Shiceka	ZS
Ms Nuraan Vallie	NV
Mr Jonathan Windvogel	JW
Mr Olwethu Dlova	OD
Ms Busisiwe Menzela	BM
Ms Zahirah Ebrahim	ZE

Visitors

None

Observers

None

3. Apologies

Ms Quahnita Samie	QS
Ms Penelope Meyer	PM

4. Approval of Agenda

The Committee approved the agenda dated 16 August 2017 with some additional items.

5. Approval of Minutes of the Previous Council Meeting

The Committee resolved to adopt the minutes dated 14 June 2017 without amendments.

6. Disclosure of Interest

- None

7. Confidential Matters

7.1 None

8 Appointment

Council noted the following appointment: Ms Zahirah Ebrahim for financial matters set for 12H00.

9. Administration Matters

9.1 HWC Council Agenda

It was noted that a copy of the items and reports tabled for discussion at the Council meeting (some confidential) had been included with the agenda that is made available for the public. Staff were advised that only the agenda may be put on the website for the public to have access to. Supporting and other discussion documents for Council members are to be loaded onto the blog where there is access control.

DECISION

HWC staff to remove the full file immediately, replace it with the agenda only, and to ensure that it does not happen again.

10. Matters Arising from Previous Minutes

10.1 Heritage Information Management Services

CSc reported that since the June presentation to Council SAHRA has received a copy of the HIMS programme for testing. A report is expected shortly.

DECISION

If possible the integration of the SAHRIS and HIMS systems will be implemented urgently. If there are still technical issues to be resolved, HIMS to be used for section 34 applications. In the interim, Google Maps can also be used where required.

CSc

10.2 Signage at Heritage Sites

Ongoing.

CSc

10.3 Additional IGIC Member

MD presented a verbal report.

The matter is receiving the attention of the CEO.

CSc

11. Standing Items

11.1 CEO's Report

MD presented his report.

Council noted the CEO's report.

Among other things, the following was noted by Council:

- HWC received a CLEAN AUDIT for 2016/17 from the Auditor-General of SA.
- The 2016/17 Annual Report is being finalised for tabling at the Provincial Parliament as per legislative requirement.
- The 2018/19 Annual Performance Plan (APP) will be presented to Council in the November meeting, for noting.
- A revised Strategic Plan will be presented to Council at its next sitting, for approval.

MD

11.1.1 Financial Matters

ZE presented her report and the Council noted the report.

Council reiterated Exco's request that separate entries are created for Goods & Services incurred on the Lotto funds and General Administration costs.

ZE

11.2 Local Government Matters

11.2.1 Delegations of Powers to Local Authorities

MD presented a verbal report and Council noted the report.

Council commended the efforts of the CEO in this regard, and others.

Among other things the following was discussed:

- The CEO and PM are meeting the Commissioner of Transport and Urban Development Authority (TDA) at the City of Cape Town in October. She is now responsible for the environmental and heritage sections.
- Drakenstein Municipality is still in discussions regarding their competency.
- Regulations for the establishment of heritage areas are being drafted.
- PM will be presenting public participation guidelines and proposed regulations for heritage areas to local authorities.
- Due to the increased workload for the legal advisor, Council suggests that legal interns could be appointed to fill currently vacant posts.

MD

11.3 Report and Feedback from Executive Committee

AM reported on the ExCo meeting held on 28 July 2017 and Council noted the report.

AM

11.3.1 Draft Executive Committee Minutes dated 28 July 2017

The Draft Executive Committee Minutes of 28 July 2017 were noted.

AM

11.4 Report and Feedback on SAHRA Council

AM presented a verbal report.

AM

11.5 Report and Feedback on BELCom

KDS presented her report.

In discussion it was noted among other matters that:

- Ms Joline Young has agreed to attend BELCom on an ad hoc basis when required.
- A strategy is required to improve public interface at HWC, such as applicants being able to track applications through the system.
- Applications from Elim are being delayed by design issues.
- Committee members should be reimbursed for as much as 5 hours of time spent studying applications and other documents.

DECISION

CSc to set up a review of current business practice in the interests of increased efficiency and effectiveness of internal work processes.

BELCom and HOMS to set up a task team to deal with the Elim applications backlog. Reimbursement for time spent on preparation for Committee meetings and minuting to be increased to a maximum of 5 hours.

KDS

11.6 Report and Feedback on IACom

CSn presented his report and the Council noted the report.

In discussion, among other matters, the following recommendations were considered and endorsed:

- HIAs to be submitted 3, and not 2 weeks prior to the IACOM meeting.
- As soon as is possible, preferably 2 weeks before the meeting, a draft Agenda should be circulated to IACOM in order to ascertain which members, if any, need recuse themselves.
- A member of BELcom with the specific skill set could be co-opted to the IACom as and when the need arises.
- Committee members should be reimbursed for a maximum of 5 hours preparation time.
- Heritage assessments are still being submitted and accepted without an Executive Summary.

DECISION

CSc to set up a review of current business practice in the interests of increased efficiency and effectiveness of internal work processes. Executive Summaries must be provided and comply with guidelines. CSn and CSc to meet 2 weeks prior to IACom meetings to discuss the agenda.

CSn

11.7 Report and Feedback on APMCom

AM presented her report and the Council noted the report.

AM

11.8 Report and Feedback on Appeals Committee

CSm presented her report and the Council noted the report.

In discussion, among other matters, the following recommendations were considered and endorsed:

- When a committee suggests alternative solutions, it is informal advice and should not be minuted or form part of the decision, and is not binding on the committee and future decisions.
- Clarification of the system of grading should be communicated to the public. Committees should ensure that sufficient and consistent reasons are given for the grading/ suggested grading, and where applicable to define why the environs are heritage-worthy.
- That the discussion/ reasons should address/reflect the criteria set out in sections 5(7) and 3(3) of the NHRA.
- Clarity on who is responsible for notifying I&AP's to be established and communicated.
- That the right to ask for reasons for the decision should be stated on all formal notices of decisions.
- That pending the finalization of regulations regarding the required public participation process, suggested methods of public participation be made available to applicants via the HWC website and notices at the reception counter.

DECISION

Committees to implement recommendations regarding minuting, in particular of the reasons behind decisions.

CSm

11.9 Report and Feedback from IGICom

SM presented his report and the Council noted the report.

In discussion, among other matters, Council expressed an opinion on when the public participation process commences in the grading nomination process. Council noted that the process should make provision for:

- Scrutinising of the dossier by staff, for compliance.
- Soliciting opinions of conservation bodies.
- Establishing a body of public opinion when completing the dossier.

SM

11.10 Report and feedback on Independent Tribunals appointed by the MEC

Nothing to report.

PM

11.11. Conservation Management Plans

11.11.1 None

11.12 Proposed PHS

11.12.1 Letter from Cullinan and Associates pertaining to the grading of the Melck Warehouse as a grade II Heritage Resource

The matter was held over until the next Council meeting to be held on 29 November 2017.

JW

11.12.2 Letter from the Evangelical Lutheran Church grading the Melck Warehouse nomination process followed by the Interpretation Grading and Inventories Committee

The matter held over until the next Council meeting to be held on 29 November 2017.

JW

11.12.3 Updated Nomination Form for Provincial Heritage Sites

JW presented his report and the Council noted the report.

DECISION

The Council approved the updated nomination form for a PHS, as tabled and previously endorsed by IGIC, with the addition of a Y/N box to indicate "Does the owner support the nomination?".

JW

12 Policy Matters

12.1 Amendment of Delegations

The matter deferred to the next Council meeting to be held on 29 November 2017.

PM

13. Conservation Bodies

13.1 Stanford Heritage Committee Area of Interest Clarification

JW presented his report and the Council noted the report.

DECISION

The proposed area of interest for Stanford Heritage Committee is approved. Council requested that the Registered Conservation Body details on the website be regularly updated.

JW

13.2 Greater Vredehoek Heritage Action Group (GVHAG)

CSc presented his report and the Council noted the report.

DECISION

The GVHAG application is approved. Council requested that the organisation be informed of the commenting period so that their management committee meetings are scheduled in line with the deadline dates.

JW

14. New Matters

14.1 None

15 Adoption of decisions and resolutions

The HWC Council unanimously adopted the decisions taken.

16 Proposed date of the next meeting **29 November 2017**

17 Closure

The meeting closed at 14:01

CHAIRPERSON:



DATE: 29 Nov 2017

SECRETARY:



DATE: 20 Nov 2017