ILifa leMveli leNtshona Koloni
Erfenis Wes-Kaap
Heritage Western Cape

25 July 2017

Dear Members

NOTICE OF THE EXECUTIVE COMMITTEE OF HERITAGE WESTERN CAPE MEETING

Enclosed please find all relevant documentation pertaining to the next **Executive Committee Meeting of Heritage Western Cape Meeting scheduled to take place on Friday, 28 July 2017, 3rd Floor Boardroom**, Protea Assurance Building, Cape Town.

The meeting will commence at **09H30.**

Yours faithfully

Mr Mxolisi Dlamuka

CHIEF EXECUTIVE OFFICER: HERITAGE WESTERN CAPE

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AGENDA

MEETING OF THE EXECUTIVE COMMITTEE OF THE COUNCIL OF HERITAGE WESTERN CAPE

NOTICE is hereby given of the **Executive Committee** of the Council of Heritage Western Cape to be held on
Friday, 28 July 2017 in the **Boardroom on the 3rd Floor**, Protea Assurance Building, Cape Town at **09H30**

ITEM	SUBJECT	PRESENTED BY	PROPOSED ACTION	ADDENDUM	FILE REF
1	**Opening and welcome**	Chairperson			
2	**Attendance**	Chairperson			
3	**Apologies**	Chairperson			
4.	**Approval of Agenda**	Chairperson			
4.1	28 July 2017				
5	**Approval of minutes**	Chairperson			
5.1	12 May 2017		For Approval	A	
6.	**Disclosure of interest**				
7	**Confidential Matters**				
7.1	None				
8	**Appointments**				
8.1	None				
9	**Administrative Matters**				
9.1	None				
10	**Matters Arising from previous Executive Committee meeting**				
10.1	Heritage Information Management System (HIMS)	MD/CSc			
11	**Matters Arising from previous Council meeting**				
11.1	None				
12	**Standing Items**				
12.1	CEO's Report	MD	For Discussion		
13.	**Financial Matters**				
13.1	Financial Report	ZA	Report Back	B	
14	**Policy Matters**				
14.1	None				
15.	**New Matters**				
15.1	Replacement / additional Council and Committee members				
15.2	Quick response system and guidelines for minor deviations from approved permits / plans.				

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15.3	HWC Office throughput support and assistance				
15.4	Groote Schuur repairs and maintenance: appointment with Stuart Hermansen.				
15.5	Instructions for owners / managers of PHSs undertaking emergency work, maintenance and repairs (e.g. Schoonstadt case).				
15.6	Response to revised draft White Paper on Culture and Heritage.				
15.7	Report back on the Heritage Assessments in Knysna & Plettenberg Bay				
16	**Other Matters**				
16.1	**None**				
17	ADOPTION OF RESOLUTIONS AND DECISIONS				
18	Closure				
19	Proposed Date of Next Meeting	27 October 2017			

CHIEF EXECUTIVE OFFICER

25/7/17

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ADDENDUM A

DRAFT EXCO MINUTES HELD 12 MAY 2017

DRAFT MINUTES OF THE MEETING
OF THE EXECUTIVE COMMITTEE OF THE COUNCIL OF HERITAGE
WESTERN CAPE,
Held on Friday 12 May 2017, 1st Floor Boardroom at the Offices of the Department of Cultural Affairs and Sport, Protea Assurance Building 09H30

1. The meeting was officially opened at 09h37 by the chairperson, Antonia Malan, who welcomed everyone present.

2. **Attendance**

Members

Dr Antonia Malan	(AM)
Mr Siphiwo Mavumengwana	(SM)
Mr Chris Snelling	(CS)
Ms Karin Dugmore Ström	(KDS)
Ms Corlie Smart	(CSm)

Members of Staff

Mr Mxolisi Dlamuka	(MD)
Ms Colette Scheermeyer	(CSc)
Ms Penelope Meyer	(PM)
Mr Zwelibanzi Shiceka	(ZS)
Ms Lithalethu Mshoti	(LM)
Mr Jonathan Windvogel	(JW)
Ms Nuraan Vallie	(NV)
Ms Busisiwe Menzela	(BM)
Ms Zahirah Ebrahim	(ZE)

Visitors
Mr Dlamuka introduced the newly appointed Chief Director of Cultural Affairs, Mr Guy Redman, to the Committee and staff. He then left the meeting.

3. **Apologies**
None

4. **Approval of Minutes of previous meeting dated 27 January 2017.**

4.1 The Committee resolved to approve the minutes with no amendments.

5. **Confidential Matters**

5.1 None

6. **Disclosure of interest**

6.1 None

7. **Appointments**

7.1 None

DRAFT

8. Approval of Agenda

8.1 The Committee resolved to approve the agenda dated 12 May 2017 with one amendment.

9 Administrative Matters

9.1 Committee members leaving the meeting

When members of a committee leave a meeting early they must request permission from the chairperson and the name and time must be minuted. Chairpersons to inform committee members and the instruction to be added as an administration item on all committee agendas.

10. Matters arising from previous ExCo meeting

10.1 Vacant Posts

Amongst other things, the following was tabled:

- A report is included in the CEO's report. See item 12.1.

10.2 Heritage Information Management System (HIMS)

CSc gave some background information about this matter.

Amongst other things, the following was discussed:

- A report is included in the CEO's report. See item 12.1.

CSc

10.3 HWC Strategic Planning Session

CSc gave some background information about this matter.

Amongst other things, the following was tabled:

- A report is included in the CEO's report. See item 12.1.

NV

11. Matters Arising from the previous Council meeting.

11.1 None

DRAFT

12 Standing Items

12.1 CEO's Report

It was noted that:

- Mr. Jonathan Windvogel has been appointed Assistant Director: Research, Policy and Planning.
- Mr. Zethembe Khuluse has been appointed as Heritage Officer.
- An advertisement for another Heritage Officer will be run in June.
- The Minister of Cultural Affairs and Sport will be hosting a ceremonial cheque handover to Heritage Western Cape on 25 May 2017. A formal invitation will be sent to ExCo.
- HWC and SAHRA have started the process of undertaking HWC's competence assessment.
- HWC will be hosting a workshop to discuss Draft Guidelines on Public Participation. This workshop is to take place on 13 May 2017.

Preparation of the 2016/2017 Annual Report and generation of Annual Financial Statement.

It was noted that:

- The first draft of the Annual Report is currently being finalized. It will be submitted to the Auditor General on 31 May 2017 as required by the PFMA.
- Annual Financial Statements are also being prepared and these will be submitted to Auditor General South Africa at the end of May as required by law.

Financial Affairs of Council

The financial conditions of HWC are as follows:

- HWC spent its entire budget for the 2016/2017 financial year.
- The Department transferred R1.2 million. This money is for setting up the Management Authorities and the final preparation of the dossier for the Origins of Modern Humans World Heritage Site nomination.
- An amount of R1 million was transferred to the investment account in order to accumulate interest.
- The expenditure of the Lotto for Baboon Point is relatively slow but is expected to increase during the next financial year.

Applications Processed by HWC

- A total of 2356 applications were received in 2016/2017 financial year. 75.26% of these were considered by the HOMS. The number of applications does not include email correspondence and responses to applications or responses to applicants and interested and affected parties.
- HOMS has received 744 applications.
- BELCom has received 332 applications.
- IACom has received 115 applications.
- APM has received 94 applications.

DRAFT

- Appeals Committee has received 42 applications.

Amongst other things, the following was discussed:

- The decline in mining applications is a result of DMR making internal decisions. Technically, this is not permissible for applications to W. Cape DEADP. An agreement with DMR should be negotiated.
- The Chairpersons of BELCom and IACom raised the problems of budgetary constraints for extra meetings (either to accommodate long agendas or to focus on items needing in-depth presentation and discussion). It was suggested that annual performance targets / plans should be adjusted.

Heritage Information Management Services (HIMS)

It was noted that:

- The security vetting has been confirmed as completed and the url provided.
- Testing has been undertaken for the past few weeks with assistance of staff. It has been established that there is a need to have administrative rights to update information on the system.
- Integration with SAHRIS is the next step and the Western Cape's Centre for e-Innovation (CE-I) can assist with this process.
- HWC is working towards a launch of the initial phase of implementation.

ICMP: Early farmsteads of the Cape

It was noted that:

- The final dossier for Early Cape Farmsteads to be completed by the end of July 2017.
- The final ICMP report for the Early Cape Farmsteads will be submitted to IGIC on 4 August 2017 for its recommendation to either ExCo on 27 October 2017 or Council on 29 November 2017.

ICMP: Diepkloof Rock Shelter, Pinnacle Point Site Complex and Blombos Cave

It was noted that:

- The ICMP report was presented to the APM Committee and was endorsed by the Committee.
- The APM Committee agreed that the management frameworks should be initiated as soon as possible.
- The ICMPs will be presented to Council on 29 November 2017.

Proposed Mixed-Use Development on Erven 8210 and 144698, Buitengracht, Shortmarket, Longmarket and Rose Streets, Cape Town.

It was noted that:

- The Appeal to the Tribunal was not successful and HWC is now joining in the application to the High Court for review.

HWC Strategic Planning Session

It was noted that:

- A Strategic Plan workshop will be hosted on 22-23 May for the staff and 13 June for Council. During this session HWC will revisit the vision and mission statement of the organization and align it that of the Province and sector.

Conclusion

The CEO thanked the members of the Council and Committees for their commitment to implementation of the legal mandate of HWC. In addition, he noted that staff members have continuously demonstrated the highest degree of dedication, and supported Council and its committees sometimes under very difficult circumstances.

13. Financial Matters

13.1 Financial Report

ZA gave a report on the financial status of HWC.

The financial report was noted.

EM

14. Policy Matters

14.1 None

15. NEW MATTERS

15.1 Delegation of powers to Inventories, Grading and Interpretation Committee

Amongst other things, the following was discussed:

- IGIC makes recommendations in terms of s.30 and s.31 and Council makes the final decisions. Should IGIC have the power to make the decisions?
- The process of putting a graded site on the Register (formal protection) includes comment from the owner and the public; this should apply to all grading procedures.
- Previous National Monuments cannot be un-graded.
- A PHS area may include sites of varying significance and grades.

DECISION

The final decision on delegation of powers will be taken after consultation with members of IGIC. The submission document to be tabled at the next IGIC meeting for discussion.

DRAFT

15.2 Renewal of terms of heritage inspectors at City of Cape Town

Decision

The Committee resolved to approve the renewal of appointments of the Heritage inspectors at the City of Cape Town listed below for the term ending 30 April 2020:

D. Evans
I. Mongaile
S. Klassen
G. Howes
A. Majiet
L. Grainger
N. Andrews
C.D. Paulsen
P. Beneke
M. v.d. Berg
F. Smith
M. Hendricks
K. Matthee
N. Lombard
G. Lamohr
M. Double
W. Isaacs

15.3 Conflict of interest and apprehension or suspicion of bias

Amongst other things, the following was discussed:

- The submission by PM was welcomed and chairs of committee will follow her recommendations.

DECISION

PM will distribute the recommendations to all committees.

15.4 Recording of Council and Committee meetings and amendment of policy

Amongst other things, the following was discussed:

- IACom requested a workshop on procedures and implications of recording meetings.
- Standard practice is that the debate need not be recorded but the decision must be recorded.
- The decision not to record is taken by the chair of the committee but any member can make a request.
- The recordings are a perpetual record of the items considered by committees and will be archived.
- If approved, recording will be implemented in June once committee members have been informed of the procedures and implications.

DRAFT

- The amended policy in Annexure G does not indicate a time limit for preparing transcriptions, which could result in delays to approval processes.
- The implications for appeal procedures to be further considered.

DECISION

- The committee made a decision that future meetings of HWC be recorded.
- The Committee decided that amendments to the Rules of Order and Conduct of Meetings are approved, with further amendment to paragraph 34(3): PM to refine procedures for requesting transcriptions to avoid delays in approval processes.
- A short presentation to be made at forthcoming committee meetings to explain the benefits and processes of recordings and any implications.

16. Other Matters

16.1 None

17. ADOPTION OF RESOLUTIONS AND DECISIONS

The Committee adopted the resolutions and decisions.

18. CLOSURE

The meeting adjourned at 13H05.

19. PROPOSED DATE OF NEXT MEETING: 28 July 2017

CHAIRPERSON_____ DATE_____

SECRETARY_____ DATE_____

DRAFT

ADDENDUM B

REPORT BACK ON THE HERITAGE ASSESSMENTS IN KNYSNA & PLETTENBERG BAY

File No:
SUBMISSION TO THE EXECTIVE COUNCIL OF HERITAGE WESTERN CAPE

RE.: KNYSNA AND PLETTENBERG BAY HERITAGE RESOURCES APPLICATIONS.

1. PURPOSE.

The purpose of this submission is to report back on the site inspection undertaken by Heritage Western Cape (HWC) officials (Mr. Jonathan Windvogel, Mr. Andrew September) and members of Council (Mr. Chris Snelling, Mr. Graham Jacobs). It is to put forward recommendations for the proposed gradings, an emergency application process and the waiving of fees for such emergency applications.

2. BACKGROUND

At its meeting of 14th June 2017 the Council of HWC resolved to undertake a site inspection in the Eden District and develop procedures for emergency heritage applications.
The inspection undertaken was in compliance with this HWC Council decision.
Much of the damage caused by the fire was to structures older than 60 years, of which some were noted to be of heritage significance.
Section 34 of the NHR Act is generally applicable in respect of reconstruction or demolition of these structures, as the case may be.
The CEO of HWC therefore arranged for a team, which included the members mentioned above, to inspect these affected areas.
The team had to assess the damage to structures older than 60 years as well as determine their heritage significance.
Meetings were set up with representatives of the Eden and Bitou municipalities to ascertain what assistance would be needed.

3. DISCUSSION

It was noted that some of the gradings allocated to structures of heritage value, as recorded in the "Interim inventory of listed buildings in Knysna" are potentially too high. For example, certain structures that would normally, in the view of the inspection team, warrant a grading of IIIC in terms of HWC policy, have been graded IIIA or IIIB in the abovementioned inventory.
However, it was accepted that the inspection team was not fully appraised of specific local histories, including building periods, and that such knowledge, which should be included in any such inventory, would assist in more accurate gradings at local level.
The affected municipalities therefore need to update their heritage inventories.

KNYSNA:

The team noted that many of the affected structures (i.e. those older than 60 years) were of little or no heritage significance and could be allowed to be demolished, should the owner feel the need to do so.

There are however 3 structures identified that did have a higher degree of significance. It was found that demolition of these structures, even if deemed structurally unsound, would need to be conditional, given their architectural and/or historic significance, and closer assessments required. The assessments of these structures, including photographs, are attached.

It was noted that although some 1150 structures had been listed as damaged or destroyed, an inventory of these structures being undertaken by both Eden municipality and San Parks, has not yet been finalized. There is therefore a possibility, even probability, that some structures in the rural areas have not yet been identified or recorded.

PLETTENBERG BAY:

Generally, the structures which had been identified as fire damaged or destroyed were not older than 60 years.
The one identified exception is a stone dwelling with a c1890 double/one and a half storey core located near to the entrance to the Robberg Peninsula. This structure, although gutted, is clearly still of high local significance and, damage to the building notwithstanding), appears to be structurally sound. The demolition of this structure would not be supported.

4. RECOMMENDATION/S

1. To support the findings of the team in respect of the assessments of the structures and the proposed gradings.
2. Treat any application resultant from fire damage, and received from the Municipalities affected, as an emergency application.
3. Waive the application fee for all such emergency applications.
4. Waive certain of the standard policy requirements for applications made to HWC in terms of the provisions of S.34. Proof of ownership can be provided via an affidavit or Windeed.
5. All emergency applications for these areas to be routed to, and dealt with by one of the case officers who attended the site inspections.
6. The case officer is responsible for allocating case numbers based on a list of affected properties provided by the relevant municipalities.
7. Until HWC has an emergency application form available, the standard application form should be used and "Emergency application" added in bold on the front of this form.
8. Should the officer be unable to assess an application for whatever reasons, a work team comprising the officials and HWC Council members who undertook the original inspections are to assess the application, make a final decision, and impose conditions if required.
9. All decisions taken in respect of emergency applications, whether permits, permits with conditions, or refusal to issue a permit (as the case may be) are to be submitted to Council for subsequent noting.
10. Formally recommend that the affected municipalities prepare for approval by HWC, heritage surveys that meet HWC Policy and standards.

SUBMITTED BY: Mr. J. Windvogel
Mr. A. September
Mr. C. Snelling
Mr. G. Jacobs

DATE:

APPROVED FOR SUBMISSION TO COUNCIL

_____

CHIEF EXECUTIVE OFFICER

DATE: