

RULES FOR HERITAGE WESTERN CAPE COUNCIL & COMMITTEE MEETINGS



- 1) **Engage in productive discussions:** The Chairperson will guide the meeting, and all questions and comments must be directed through the Chairperson, who will give permission to speak.
- 2) **Respect the time limit:** Parties should limit their oral representations to the time set by the Chairperson, unless the committee agrees to extend the period.
- 3) **Stay focused on the topic:** The members of the committee have already familiarized themselves with the written representations, so there's no need to repeat this information. The Chair will ask parties to focus on new information.
- 4) **Ask and answer of questions:** Members of the committee may ask questions to parties, and all responses should be made through the Chair.
- 5) **Maintain a positive atmosphere:** No cross-examination of parties by other parties is allowed, and parties should refrain from repeating information, using unbecoming language, making irrelevant or personal attacks, and focus on the heritage merits of the matter.
- 6) **Show proper conduct:** If an individual engages in misconduct, obstructs the business of a meeting, declines to withdraw any expression when asked to do so by the Chair, indulges in repetition, unbecoming language or remarks, or commits any breach of the rules, the Chair may direct them to behave properly.
- 7) **Respect the chair's decision:** If a member or non-member disregards the Chair's directions, the Chair may ask them to leave the meeting for a specified period or have them removed from the meeting.
- 8) **Encourage good behavior:** If the Chair fails to act, any member may move a motion to require the Chair to enforce proper behavior.
- 9) **Follow the Code of Conduct:** The entire Code of Conduct applies to all HWC meetings, and everyone should be mindful of their behavior and language.
- 10) **Let's work together:** The Heritage Western Cape Committee Meetings are an opportunity to work together towards building social cohesion. Let's work towards a productive and respectful meeting.

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www.westerncape.gov.za/cas

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Heritage Western Cape

**MEETING OF HERITAGE WESTERN CAPE'S IGIC COMMITTEE DATE:
THURSDAY, 27TH NOVEMBER 2025
TIME: 09:H00**

The meeting will be held at Protea Assurance Building on the 1st Floor Boardroom, at Green-Market Square, Cape Town.

To be a participant in the meeting, kindly email the agenda item number and the contact details (email address and cellphone number) of the attendee to ceoheritage@westerncape.gov.za no later than 24hrs ahead of the scheduled meeting.

In order to be updated with agenda proceedings, please use the following QR code or link to access the HWC WhatsApp group on the day:



Follow this link to join the WhatsApp group:
<https://chat.whatsapp.com/IJzuikP4jtt4fmPW7fA5X6>

It is your responsibility to join the respective group to be kept up to date on the meeting proceedings – HWC officials will not be contacting individuals in order to advise them

AGENDA						
Item						
1	Opening					
2	Attendance					
3	Apologies					
4	Acceptance of the Code of Conduct					
4.1	Declaration for members to re-affirm their commitment to the Code of Conduct					
5	Approval of the agenda					
5.1	Dated 27 November 2025.					
6	Approval of the previous minutes					
6.1	Dated 4 th September 2025.					
7	Disclosure of conflict of interest					
7.1	Recusals					
8	Confidential Matters					
8.1	None					
9	Appointments					
9.1	None					
10	Administrative Matters					
10.1	Report back on Appeals, Tribunals. PM					
11	Standing Items					
11.1	Report back on Council Meetings. CS					
11.2	Site Inspections Undertaken & Report.					
11.2.1	Van der Stel Sports Club, Du Toit Street, Stellenbosch.CM					
11.2.2	Hotagterklip Heritage Terrain, R319 Main Rd, Struisbaai.CM					
11.3.	Proposed Site Inspection					
12	Policy Matters					
12.1	None					
MATTERS TO BE DISCUSSED						
13	Proposed nominations of Provincial Heritage Sites					
Item	Case No	Subject	Reference	Case Officer	Documents to be tabled	Matter
TIME SLOT:						
13.1	N/A	Salt River Hall, Voortrekker Road, Salt River.	HM/ CAPE METROPOLITAN/SALT RIVER	Cecilene Muller	S27 Documentation and additional information.	Matter Arising
13.2	N/A	Van der Stel Sports Club, Du Toit Street, Stellenbosch.	HM/CAPE WINELANDS/STELLENBOSCH/VAN DER STEL SPORTS CLUB	Cecilene Muller	S27 Documentation and Site Inspection Report.	Matter Arising
13.3	N/A	Hotagterklip Heritage Terrain, R319 Main Road, Struisbaai.	HM/OVERBERG/CAPE AGULHAS /HOTAGTERKLIP HERITAGE TERRAIN	Cecilene Muller	S27 Documentation and Site Inspection Report.	Matter Arising
13.4	N/A	Casa Maris Estate, Farm 839, Stellenbosch.	HM/CAPE WINELANDS/STELLENBOSCH/FARM 839	Cecilene Muller	S27 Documentation.	New Matter
13.5	N/A	Gloria Heights, 8 Axminster Road, Muizenberg.	HM/CAPE METROPOLITAN/MUIZENBERG/GLORIA HEIGHTS	Cecilene Muller	S27 Documentation.	New Matter
Provincial Heritage Site plaque replacement						
Item	Case No	Subject	Reference	Case Officer	Documents to be tabled	Matter
Sections 27, 28, 29, 30 & 31 Formal Protections						
Item	Case No	Subject	Reference	Case Officer	Documents to be tabled	Matter
Proposed Provisional Protection						
Item	Case No	Subject	Reference	Case Officer	Documents to be tabled	Matter
Proposed Exemptions						
Item	Case No	Subject	Reference	Case Officer	Documents to be tabled	Matter
Conservation Body Registration						
Item	Case No	Subject	Reference	Case Officer	Documents to be tabled	Matter
18.1	N/A	Cape Institute for Architecture, 71 Hout Street, Cape Town	HM/CAPE METROPOLITAN/CAPE TOWN/HOUT STREET/ CIFA	Cecilene Muller	S25 Documentation.	Matter Arising
Amendment of conservation body boundaries						
Item	Case No	Subject	Reference	Case Officer	Documents to be tabled	Matter
Survey/s						
Item	Case No	Subject	Reference	Case Officer	Documents to be tabled	Matter
OTHER						
Item	Case No	Subject		Case Officer	Documents to be tabled	Matter
24	ADOPTION OF DECISIONS AND RESOLUTIONS		Formal adoption of decisions and resolutions taken at the meeting			
25	DATE OF NEXT MEETING		6-Feb-26			
26	CLOSURE					