

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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**MEETING OF HERITAGE WESTERN CAPE'S IGIC COMMITTEE DATE:
FRIDAY, 3rd OF November 2023
TIME: 9:H00**

The meeting will be held via Microsoft Teams.

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	Approval of the agenda					
4.1	Dated 3rd November 2023					
5	Approval of the previous minutes					
5.2	None					
6	Disclosure of conflict of interest					
6.1	Recusals					
7	Confidential Matters					
7.1	None					
8	Apointment					
8.1	Item 21.1	George Heritage Strategy and Precincts Project at 12h00				
9	Administrative Matters					
9.1	Additional IGIC member					
10	Site Inspections Undertaken & Report					
11	Proposed Site Inspections					
11.1	None					
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
14	Provincial Heritage Site plaque replacement					
14.1	N/A	PHS Plaque for Mostert's Mill	HM/Cape Metropolitan/Rondebosch	Cecilene Muller	Update	New Matter
Item	Case No	Subject	Reference	Case Officer	Documents to be tabled	Matter
15	Sections 27, 28, 29, 30 & 31 Formal Protections					
15.1	N/A	De Novo Estate: De Novo Development Forum	HM/Stellenboch/Old Paarl Road	Cecilene Muller	S27 (8) Letters	Matter Arising
15.2	N/A	Agulhas Historic House	HM/Cape Agulhas/Erven 37,38 & 39	Jonathan Windvogel	Additional Information	Matter Arising
15.3	N/A	Agulhas Mountain	HM/Cape Agulhas/Agulhas Mountain	Jonathan Windvogel	Additional Information	Matter Arising
Item	Case No	Subject	Reference	Case Officer	Documents to be tabled	Matter
16	Proposed Provisional Protection					
Item	Case No	Subject	Reference	Case Officer	Documents to be tabled	Matter
17	Proposed Exemptions					
Item	Case No	Subject	Reference	Case Officer	Documents to be tabled	Matter
18	Conservation Body Registration					
18.1	N/A	Draft form to register as a conservation body (HWC)	HM/Western Cape/Conservation Bodies/S27	Cecilene Muller	Draft Form	New Matter
Item	Case No	Subject	Reference	Case Officer	Documents to be tabled	Matter
19	Amendment of Conservation Body Information					
Item	Case No	Subject	Reference	Case Officer	Documents to be tabled	Matter
20	Surveys					
20.1	N/A	Victoria and Alfred Waterfront Survey and Inventory	HM/Cape Metropolitan/V&A Waterfront/ Erf 149294-RE	Cecilene Muller	Draft Inventory	New Matter
Item	Case No	Subject	Reference	Case Officer	Documents to be tabled	Matter
21	Other					
21.1	N/A	George Heritage Strategy and Precincts Project	HM/Garden Route/George/George Heritage Strategy and Precincts Project	Jonathan Windvogel	Public Participation Documents	Matter Arising
21.2	N/A	Cederberg Spatial Development Framework	HM/Cederberg/2023 Spatial Development Framework	Jonathan Windvogel	Letter to HWC and Municipality	New Matter
21.3	N/A	National Thematic framework Revised Draft V2.2 2023	HM/SAHRA/Thematic Framework	Cecilene Muller	SAHRA Draft Framework	New Matter
22	ADOPTION OF DECISIONS AND RESOLUTIONS		Formal adoption of decisions and resolutions taken at the meeting			
23	DATE OF NEXT MEETING		TBC			
24	CLOSURE					