RULES FOR HERITAGE WESTERN CAPE COUNCIL & COMMITTEE MEETINGS

ILifa leMveli leNtshona Koloni
Erfenis Wes-Kaap
Heritage Western Cape

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.

February 2023_V1

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Heritage Western Cape

MEETING OF HERITAGE WESTERN CAPE'S APPEALS COMMITTEE DATE: WEDNESDAY, 14TH OCTOBER 2026

TIME: 8:30

The meeting to 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	**Case No**	**Subject**	**Reference**	**Case Officer**	**Original Decision**
1	**Opening**				
2	**Attendance**				
3	**Apologies**				
4,1	**Approval of the agenda**				
4,1	Dated14th October 2026				
5	**Disclosure of conflict of interest and acceptance of code of conduct**				
6	**Approval of the previous minutes**				
6,1	Dated 9th September 2026				
7	**Recusals**				
8	**Confidential Matters**				
9	**Administration Matters**				
9,1	**Outcome of the Tribunal Committees**				
9,2	**Report back on HWC Council Meetings**				
9,3	**Site Inspections Undertaken and Reports**				
9.3.1	Erf 258, 4 Avenue De Longueville Avenue, Fresnaye				
9.3.2	Erf 100, 11 Mutley Road, Three Anchor Bay				
9,4	**Potential Site Inspections**				
9,5	**Discussion of attendance at any upcoming Tribunal meetings**				
9. 6	**Discussion of the agenda**				
9.6.1	The request concerning the conclusion of names				
9,7	**Appointments**				
9.7.1	None				
MATTERS TO BE DISCUSSED					
10	**MATTERS ARISING**				
Item	**Case No**	**Subject**	**Reference**	**Case Officer**	**Original Decision**
10.1	HWC24101603SVB1030	Erf 9998, 13 Adderley Street, Cape Town City Centre	HM / CAPE TOWN METROPOLITAN / CAPE TOWN CITY CENTRE / ERF 9998	Sofia Briel	BELCom Decision
SECTION 49					
Item	**Case No**	**Subject**	**Reference**	**Case Officer**	**Original Decision**
11,1	27944SVB0324	Erf 258, 4 Avenue De Longueville Avenue, Fresnaye	HM / CAPE TOWN METROPOLITAN / FRESNAYE / ERF 258	Sofia Briel	BELCom Decision
11,2	29211SB0722	Erf 100, 11 Mutley Road, Three Anchor Bay	HM / CAPE TOWN METROPOLITAN/ THREE ANCHOR BAY / ERF 100	Stephanie Barnardt	HOMs Decision
11,3	28807SVB0602	Erf 23, 18 Kings Road, Sea Point	HM / CAPE TOWN METROPOLITAN / SEA POINT / ERF 23	Sofia Briel	BELCom Decision
FOR NOTING AS NOT YET READY TO BE HEARD					
12,1	None				
13	**ADOPTION OF DECISIONS AND RESOLUTIONS**		**Formal adoption of decisions and resolutions taken at the meeting**		
14	**DATE OF THE NEXT MEETING**		**2026/10/14**		
15	**CLOSURE**				