

**Approved Minutes of the Meeting of Heritage Western Cape
Built Environment and Landscape Permit Committee (BELCom)
Commenced at 08:30 and held on Wednesday, 25 February 2026 via MS
Teams**



1. Opening and Welcome

The Chair, Ms Heidi Boise, officially opened the meeting at 08:30 and welcomed everyone present.

2. Attendance

Committee Members:

Ms Heidi Boise (HB) (Chair)
Ms Helene van der Merwe (HvdM)
Mr Siphiso Mavumengwana (SM)
Mr Shawn Johnston (SJ)
Mr Graham Jacobs (GJ)

Members of Staff:

Ms Waseefa Dhansay (WD)
Ms Stephanie Barnardt (SB)
Ms Colette Scheermeyer (CSc)
Mr Olwethu Dlova (OD)
Emily-Jane Vowles (EJV)
Ms Chiara Singh (CSi)
Mr Ruan Brand (RB)
Ms Corne Alexander (CA)
Ms Sofia Briel (SBr)
Ms Chane Herman (CH)
Ms Penelope Meyer (PM)
Ms Nosiphiwo Tafeni (NT)
Ms Yusrah Hoosain (YH)
Ms Nuraan Vallie (NV)

Visitors:

Mr Brian Stokes
Ms Elize Mendelsohn

Mr Andre Vercueil
Mr Martin Albertus

Apologies

Ms Karin Dugmore-Strom (KDS)

Absent

None

4. Approval of Agenda

4.1 Dated 25 February 2026.

The Committee approved the agenda dated February 2026.

5. Approval of Minutes of Previous Meetings

5.1 BELCom Minutes dated 28 January 2026

The Committee reviewed the minutes dated 28 January 2026 and resolved to approve them with minor amendments.

6. Disclosure of conflict of interest and acceptance of the code of conduct:
None

7. Confidential Matters
None

8. Administrative Matters

8.1 Outcome of the Appeals and Tribunal Committees
PM reported on the outcomes of the following Appeals matters:

- Erf 45507, 11 Nursery Road, Rosebank
- Erf 7691 RE, 14 Lewes Street Briza, Somerset West
- Erf 1061, 21 Ruskin Road, Bergvliet

8.2 Report back on Stop Works Orders and Charges:
Nothing to report.

8.3 Formal Protection of Buildings refused for Demolition
Nothing to report.

8.4 Compulsory Repair Orders follow up
For noting.

9. Standing Items

9.1 Report back on Close-Out Reports

9.1.1 Portion 1 of the Farm Vrolykheid No. 177, Witplaats, Klaarstroom, Prince Albert: MA HM / CENTRAL KAROO / PRINCE ALBERT / PORTION 1 (WIT PLAATS) OF THE FARM VROLYKHEID NO. 177

Case No: HWC25031701SVB0328

Ms Sofia Briel introduced the case.

Mr Brian Stokes (architect) and Mr Andre Vercueil (heritage consultant) were present and took part in the discussions.

DISCUSSION:

Amongst other things, the following was discussed:

1. The primary purpose of the discussion was to evaluate the current monitoring arrangements, identify key construction issues affecting the historic fabric, and determine how oversight can be maintained as the project approaches completion.
2. It was noticed that interim advice had been requested regarding an approved methodology for completion of the loft floor, including the use of a specific proprietary product for lightweight screeds.
3. In response to the HWC recommendation for more frequent on site monitoring by the heritage consultant, it was noted that the owner has a budgetary allowance for only

monthly visits. Timing of these visits are being planned in accordance with key activities on site.

4. The heritage consultant noted that work to the historic core had been halted pending outcome of further testing of plaster and render mixes, and guidance in terms of mitigation related to amongst others, window surrounds and concrete slab to clay brick wall junctions. In the meantime, work on the periphery is proceeding.
5. It was reported that the test samples to replicate the stipple plaster had not yet been successful.
6. The Committee also discussed several technical issues relating to heritage conservation. Particular emphasis was placed on the appropriate use of lime-based materials where historic fabric is involved. Lime plaster and lime render were recommended for areas such as the base of walls and at least the window surrounds in order to maintain the breathability of the walls and to reduce the risk of cracking or moisture-related damage. It was noted that some window surrounds had already been completed using cement plaster. While the preferred approach would be to replace these with lime-based finishes, members acknowledged that removing cement plaster may cause damage to the underlying substrate. Where removal cannot be done without damage to that soft clay brick substrates, the existing work may need to remain.
7. Another issue raised concerned the interface between new concrete floor slabs and the historic clay or soft walls. The Committee highlighted the importance of installing a damp proof membrane between these elements to prevent rising damp from bypassing the existing damp-proof course and penetrating into soft, absorptive old wall fabric above. At the time of the meeting, neither the heritage consultant monitoring the site nor the contractor could confirm whether this detail had been implemented, and further clarification from the owner or contractor was requested.
8. The treatment of the existing yellowwood windows and doors was also discussed. The joinery has been coated with a clear timber protection product that reportedly provides UV resistance and protection against rot, insects, and fungal attack. Despite these technical claims, committee members noted that historically the exterior timber elements of such buildings would have been painted with a solid colour finish, typically green and white. Painting the exterior joinery was therefore considered more consistent with historic precedent and likely to offer better long-term protection, although the interior finish could remain at the client's discretion.
9. Overall, the meeting emphasized the importance of prioritizing heritage-appropriate construction methods and materials while adapting the monitoring process to the financial constraints of the client and the accelerated timeline of the project. The committee requested confirmation regarding the installation of damp proof membranes, the identification of key construction stages for the remaining inspections, and continued attention to the use of lime-based materials in areas affecting the historic structure.
10. The Committee noted a detailed review of the construction report and site photographs submitted by Andre Vercueil. The Committee discussed several technical issues relating to materials, heritage conservation requirements, and compliance with the approved permit conditions. The discussion focused primarily on ensuring that interventions to the historic structure remain compatible with traditional materials and conservation best practice.
11. Further clarification was provided regarding the cement plaster that had been used on some window surrounds. It was confirmed that the mix contained only cement and sand, with no lime content. It was noted that while cement is incompatible with historic

masonry, it may still be possible to remove portions of the plaster without damaging the underlying substrate. The Committee advised that the material should be carefully tested on site and, where feasible, partially removed and replaced with lime render. However, The Committee agreed that the historic substrate should not be compromised if removal proves too destructive. The heritage consultant to report back to BELCom on this.

12. The Committee also discussed the treatment of brickwork proposed to be left exposed within the hearth recess, where an AGA stove will be installed, as shown in the latest site report (February 2026). Concerns were raised about how the brick surface would be protected, particularly in areas exposed to heat, smoke, or grease from cooking activities. A proposal to apply a general sealant or install protective glass was discussed, but the Committee cautioned against using non-breathable sealants that could trap moisture or emit chemical vapours. The Committee recommended instead the use of a breathable consolidating product such as KEIM Fixativ which stabilises friable brick and mortar surfaces while still allowing moisture vapour to pass through. As an alternative, it was suggested that the wall could also be plastered with lime and only selective areas of brickwork left exposed as a feature.
13. Additional technical guidance was provided regarding cracks in masonry walls, particularly at the junction between rooms near the gable wall. Graham Jacobs recommended reinforcing such cracks using galvanised weld mesh fixed across the crack and anchored into the brickwork before re-plastering with lime render. This method would help stabilise the wall while allowing the new plaster layer to bond properly and accommodate minor movement.
14. The Committee also reviewed photographs showing drainage and retaining work behind the building. While the cement plaster applied here to new brickwork was considered acceptable, members stressed that proper drainage away from the walls must be maintained to prevent moisture accumulation against the historic structure. The presence of a French drain was noted, although the exact drainage configuration was difficult to confirm from the photographs alone.
15. After reviewing the remaining photographs, including elements such as historic window ironmongery, roof work, and the thatched roof structure, the Committee indicated general satisfaction with those aspects of the project.

COMMENT:

The Committee requires the following to determine compliance with the permit issued on 26 August 2025 and drawings numbered W01 Rev.3, W02 Rev.1, W03 Rev.0, W04, W05 Rev.1, and W06 Rev dated 23 June 2025 and prepared by Brian Stokes Mkhize Architects & Landscape Architects:

1. Updated Methodology Statement and Specifications
2. A consolidated report that identifies all deviations from the approved permit.
3. Indicating how requirements that were identified have been met.

9.2 Report back on HWC Council Meetings

Nothing to report.

9.3 Discussion of agenda

For noting

9.4 Proposed Site Inspections

- Proposed Additions on Erf 497, 19 Cavalcade Road, Green Point

9.5 Site Inspections Undertaken

None

10. Appointments

None

MATTERS DISCUSSED

11 PROVINCIAL HERITAGE SITES: SECTION 27 PERMIT APPLICATIONS

**11.1 Proposed Additions on Erf 497, 19 Cavalcade Road, Green Point: NM
HM / CAPE TOWN METROPOLITAN / GREEN POINT / ERF 497**

Case No: 26961CN0106

HELD OVER:

The Committee resolved to undertake a site inspection on Monday, 2 March 2026 at 11:00.
(HvdM, GJ, SJ and KDS).

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12. STRUCTURES OLDER THAN 60 YEARS: SECTION 34 PERMIT FOR TOTAL DEMOLITION

12.1 None

**13 STRUCTURES OLDER THAN 60 YEARS: SECTION 34 PERMIT FOR PARTIAL
DEMOLITION/ALTERATIONS**

13.1 None

14 HERITAGE AREAS: SECTION 31 CONSENT APPLICATIONS

14.1 None

15 PROVINCIAL PROTECTION: SECTION 29 PERMIT

15.1 None

16 PROVINCIAL PROTECTION: SECTION 28 REFUSAL

16.1 None

17 HERITAGE REGISTER: SECTION 30 PROCESS

17.1 None

18 PUBLIC MONUMENTS & MEMORIALS: SECTION 37 PROCESS

18.1 None

19 REQUESTS FOR OPINION/ADVICE

19.1 None

20 CONSERVATION MANAGEMENT PLAN

20.1 None

21. NON-COMPLIANCE

21.1 None

22. OTHER

22.1 None

23. ADOPTION OF RESOLUTIONS AND DECISIONS

The Committee resolved to adopt the resolutions and decisions as minuted.

24. CLOSURE

The meeting closed at 11:15

25. DATE OF NEXT MEETING:

13 March 2026

MINUTES APPROVED AND SIGNED BY:

CHAIRPERSON _____

DATE _____

SECRETARY _____

DATE _____