

**Approved Minutes of the Meeting of Heritage Western Cape  
Built Environment and Landscape Permit Committee (BELCom)  
Commenced at 08:30 and held on Wednesday, 12 March 2025 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)  
Ms Karin Dugmore-Strom (KDS)

**Members of Staff:**

Ms Waseefa Dhansay (WD)  
Ms Stephanie Barnardt (SB)  
Mr Olwethu Dlova (OD)  
Ms Nosiphiwo Tafeni (NT)  
Ms Sofia Vy Menell Briel (SVMB)  
Ms Chiara Singh (CSi)  
Mr Ruan Brand (RB)  
Ms Xola Mlwandle (XM)  
Ms Corne Nortje (CN)  
Ms Sneha Jhupsee (SJ)  
Ms Chane Herman (CH)  
Ms Penelope Meyer (PM)  
Mr Austine Vhukeya (AV)

**Visitors:**

Mr Rickus Bosch  
Ms Luis Mira  
Ms Irma Jordaan

Mr Ashley Lillie  
Ms Liana Jansen  
Mr Michael Jay

**Apologies**

Mr Graham Jacobs (GJ)

**Absent**

None

**4. Approval of Agenda**

**4.1 Dated 12 March 2025.**

The Committee approved the agenda dated 12 March 2025, after noting removal from the agenda of items 13.1 and 13.2.

**5. Approval of Minutes of Previous Meetings**

**5.1 BELCom Minutes dated 26 February 2025**

The Committee reviewed the minutes dated 26 February 2025 and resolved to approve them without amendments.

**6. Disclosure of conflict of interest:**

- HB: item 13.4

**7. Confidential Matters**

None

**8. Administrative Matters**

**8.1 Outcome of the Appeals and Tribunal Committees**

PM reported back on the following Appeals matters:

- Portion of Remainder 33 of Farm Nooitgedacht 30 (RE/33/30)
- Proposed Total Demolition on Erf 56314, 64 Newlands Road, Claremont
- Proposed Alterations, Additions and Partial Demolition on Erf 168487, 124 Waterkant Street, Cape Town
- Erf 1061 Remainder, 12 Main Road, Hout Bay

**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.

**8.5 Update on SAHRIS**

WD reported that the Committee will receive login notices to have access to SAHRIS and training sessions will be scheduled for the Committee.

**8.6 Standard BELCom Folder Template**

HvdM requested that all new folders for items with matters arising, to include the date of the next meeting for which they are scheduled, and she will forward recommendations to be circulated to the Committee.

**8.7 HWC Workshop**

It is recommended that a workshop be held to address thatch roof replacement and shade cloth/netting structures in the agricultural cultural landscape. The matter is to be tabled at the next HWC management meeting and the strategy is to be circulated to the Committee for inputs.

**8.8 Erf 87114-RE, 181 Main Road, Muizenberg Train Station, Muizenberg**

WD reported that a meeting between HWC and PRASA had been scheduled for the following week.

## **9. Standing Items**

### **9.1 Report back on Close-Out Reports**

None

### **9.2 Report back on HWC Council Meetings**

Nothing to report.

### **9.3 Discussion of agenda**

Noted

### **9.4 Proposed Site Inspections**

- Proposed Deviation on Erf 775-RE, 469 Main Road, Paarl
- Proposed Additions and Alterations on Erf 65885, 1 Sunningdale, 11 Tennant Street, Kenilworth

### **9.5 Site Inspections Undertaken**

None

## **10. Appointments**

None

## **MATTERS DISCUSSED**

### **11 PROVINCIAL HERITAGE SITES: SECTION 27 PERMIT APPLICATIONS**

#### **11.1 Proposed Additions and Alteration on Erf 501, 8 Long Street, McGregor: MA HM/CAPE WINELANDS/LANGEBERG/MCGREGOR/ERF 501**

**Case No:** HWC23100223KB0116

Ms Stephanie Barnardt introduced the case.

No parties were present for the case.

#### **DISCUSSION:**

Amongst other things, the following was discussed:

- HWC staff members PM & SB paid a visit to the site on 11 March but could not gain access onto the site.
- The proposed building plan is not supported by McGregor Heritage Society.
- It was established that the original cottage was still intact, even though building work had commenced.
- It appears that building work has in the meantime ceased on site, though a formal Stop Works order has yet to be issued.
- The cottage forms part of a group of government subsidised houses built in 1976 that collectively have Provincial Heritage Site status due to their unique approach to

government housing within a village setting. It is important that alterations to the subject site respect the overall character of the form, roofscape and streetscape of these houses.

- Questions regarding levels of awareness of heritage issues among the McGregor community was discussed.

**FURTHER REQUIREMENTS:**

1. The further requirements as per BELCom meeting dated 13 December 2024 have not been met as follows:
  - a. The Committee requires revised proposals informed by heritage indicators addressing, amongst others, overall scale, form, massing, orientation and the relationship with the existing streetscape.
  - b. These are to be prepared by a suitably qualified architect with heritage expertise.
  - c. The revised proposal is to include all elevations, sections, plans and site plan.
  - d. The revised proposal and heritage indicators are to be distributed to I&AP's for the 30 days consultation period prior to resubmission to HWC.
2. The further requirements as per BELCom meeting dated 7 February 2025 have not been met as follows:
  - a. The Langeberg Municipality together with HWC to conduct a site inspection and report back to the next BELCom meeting scheduled 26 February 2025 regarding the unauthorised work that has already taken place. A stop works order to be issued by HWC in terms of the NHRA.
3. HWC attempted a site inspection on 11 March 2025 and attempted to issue the stop works order, however, it could not be issued due to the absence of the owner.
4. The Committee requires the previous further requirements to be submitted within 60 days of receipt of these further requirements.

**SB**

**11.2 Proposed Deviation on Erf 775-RE, 469 Main Road, Paarl: NM  
HM / CAPE WINELANDS / DRAKENSTEIN / PAARL / REMAINING EXTENT OF ERF 775**

**Case No:** HWC25020518CN0212

**HELD OVER:**

The Committee resolved to undertake a site inspection Tuesday, 1 April 2025 at 11:00 am.

**CN**

**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 Proposed Additions and Alteration on Erf 232, 134 Beach Road, Gordons Bay: MA HM/CAPE TOWN METROPOLITAN/GORDONS BAY/ERF 232**

**Case No:** HWC24022305SB0319

**HELD OVER:**

The item has been withdrawn from the agenda at the request of the applicant.

**SB**

**13.2 Proposed Additions and Alterations on Erf 118, 117 High Level Road, Green Point: NM HM/CAPE TOWN METROPOLITAN/GREEN POINT/ERF 118**

**Case No:** HWC24111109XM01115

**HELD OVER:**

The item was removed the agenda.

**XM**

**13.3 Proposed Additions and Alterations - Deviation on Erf 912-RE, 55 Long Street, Montagu: NM HM/BOLAND/ BREEDE RIVER/ MONTAGU/ ERF 912-RE**

**Case No:** HWC24102508XM0123

Ms Xola Mlwandle introduced the case.

Ms Liana Jansen (applicant) and Ms Irma Jordaan (Montagu Heritage Association) were present and took part in the discussions.

**DISCUSSION:**

Amongst other things, the following was discussed:

- The subject site contains a house and barn dating from the mid-19<sup>th</sup> c and which is graded IIIB (proposed PHS, no gazette entry found so far).
- HWC had issued a permit for minor works on 20 May 2024.
- There has been significant deviation from the permitted and approved plans.
- A Stop Works order was issued by the local building inspector.
- Montagu Heritage Association raised objections to the unauthorised work.
- A revised plan with proposed mitigation was submitted, however the drawings lack certain information.

**FURTHER REQUIREMENTS:**

1. The applicant to provide a motivation in terms of regulation 4(3) of the regulations to the NHRA dated 29 August 2003 published under PN 298 why the permit dated 20 May 2024 should not be revoked.
2. To include an updated site plan and elevations that show the entire heritage resource and the proposed mitigations together.
3. The drawings to distinguish unauthorised work that has already been constructed from work that is still to be completed.

**XM**

**13.4 Proposed Additions and Alterations on Erf 65885, 1 Sunningdale, 11 Tennant Street, Kenilworth: NM  
HM/CAPE TOWN METROPOLITAN/ KENILWORTH/ ERF 65885**

**Case No:** HWC25021323XM0214

HB recused herself and joined the applicant. The Committee nominated HvdM to chair this item.

The Committee concluded deliberations in Camera.

Ms Xola Mlwandle introduced the case.

Ms Heidi Boise (heritage architect), Mr Michael Jay (representing the owner) and Mr Luis Mira (architect) were present and took part in the discussions.

**DISCUSSION:**

Amongst other things, the following was discussed:

- The subject building is a Herbert Baker designed villa dating from the late 19<sup>th</sup> c.
- The site is graded IIIB and not in an HPOZ.
- Unauthorised work has taken place including an extension to the kitchen, extension of a terrace, new aluminium doors in the east façade, and replacement of two corner panels of the original timber (teak?) glazed veranda enclosure with glazed aluminium structures.
- Previously approved drawings are by Studio Lucca 2003, the current application consists of As Built drawings by Mira Architects.
- Evidence of the appearance of the villa prior to the unauthorised alterations (other than what is shown on the 2003 approved plan) was requested.

**FURTHER REQUIREMENTS:**

1. HWC cannot condone unauthorised work.
2. The Committee has resolved to undertake a site inspection on Tuesday, 1 April 2025 at 13:00pm.
3. The applicant is requested to obtain comment from the local conservation body (if any) and the Herbert Baker Society. A 30 day period in which to comment must be allowed.

**XM**

**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

**22. ADOPTION OF RESOLUTIONS AND DECISIONS**

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

**23. CLOSURE**

The meeting closed at 12:35

**24 DATE OF NEXT MEETING:**

16 April 2025

**MINUTES APPROVED AND SIGNED BY:**

**CHAIRPERSON** \_\_\_\_\_

**DATE** \_\_\_\_\_

**SECRETARY** \_\_\_\_\_

**DATE** \_\_\_\_\_