

**Approved Minutes of the Meeting of Heritage Western Cape  
Built Environment and Landscape Permit Committee (BELCom)  
Commenced at 08:30 and held on Wednesday, 23 July 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 Sphiwo Mavumengwana (SM)  
Mr Shawn Johnston (SJ)  
Ms Karin Dugmore-Strom (KDS)  
Mr Graham Jacobs (GJ)

**Members of Staff:**

Ms Waseefa Dhansay (WD)  
Ms Stephanie Barnardt (SB)  
Ms Colette Scheermeyer (CSc)  
Ms Aneeqah Brown (AB)  
Emily-Jane Vowles (EJV)  
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 Nuraan Vallie (NV)  
Ms Nosiphiwo Tafeni (NT)  
Ms Sofia Vy Menell Briel (SVMB)  
Ms Yusrah Hoosain (YH)

**Visitors:**

Mr Brian Stokes  
Ms Berendine Irrgang  
Mr Kabols le Riche  
Mr Richard Summers  
Ms Vicki Shardlow

Mr Arc Gert  
Mr Celine Oates  
Ms Sue Steenkamp  
Mr Kobus van Wyk  
Dr Okkie Stander

**Apologies**

Ms Penelope Meyer (PM)

**Absent**

None

**4. Approval of Agenda**

**4.1 Dated 23 July 2025.**

The Committee approved the agenda dated 23 July 2025.

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

### **5.1 BELCom Minutes dated 25 June 2025**

The Committee reviewed the minutes dated 25 June 2025 and resolved to approve them with minor amendments.

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

None

## **7. Confidential Matters**

None

## **8. Administrative Matters**

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

WD reported back on the following Appeals matters:

- Proposed Additions and Alterations on Erf 1397, Bonne Esperance Boutique Guest House, 19 Van Riebeeck Street, Stellenbosch, BELCom Matter:
- Proposed A&A, PHS, Erf 775-RE, 469 Main Road, Paarl, BELCom Matter

### **.2 Report back on Stop Works Orders and Charges:**

- RE-18, 91 Long Street, McGregor
- Erf 232, 134B Beach Road, Gordons Bay

### **.2 Formal Protection of Buildings refused for Demolition**

Nothing to report.

### **.3 Compulsory Repair Orders follow up**

- Palace Barracks, Simons Town
- Muizenberg Train Station
- Block House, near the Old Tannery, Wellington

## **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**

- Deviation Application on Erf 3035, 51 Bryant Street, Bo-Kaap
- Development Application on Erf 2152, The Bailey, 91 Bree Street, Cape Town

**9.5 Site Inspections Undertaken**  
None

**10. Appointments**  
None

## **MATTERS DISCUSSED**

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

#### **11.1 Proposed Alterations and Additions on Portion 1 (Witplaats) of the Farm Vrolykheid No. 177, Prince Albert: MA HM / CENTRAL KAROO / PRINCE ALBERT / PPORTION 1 OF THE FARM VROLYKHEID NO. 177**

**Case No:** HWC25031701SVB0328

Ms Sofia Briel introduced the case.

Mr Brian Stokes (architect & landscape architect) was present and took part in the discussions. Dr Okert Stander (heritage consultant) was present as observer.

#### **DISCUSSION:**

Amongst other things, the following was discussed:

1. The Committee reviewed the submitted documentation and acknowledges the quality and thoroughness of the heritage report.
2. It is noted, however, that various unauthorised and inappropriate alterations and additions were undertaken by the previous owner over an extended period. These cumulative and unsympathetic changes have had a significant negative impact on the integrity and authenticity of the historic homestead and its associated cultural landscape.
3. The current proposal submitted by the new owner includes a scope of work aimed at restoring, rehabilitating, and making alterations to the historic buildings, many of which have become substantially degraded. While the Committee supports the principle of well-informed and sensitive restoration, concerns remain regarding the adequacy of the proposed methodologies, the level of detail provided, and the professional oversight of the works.
4. Given the early 19th-century origins and provincial heritage status of the site, the Committee emphasises the importance of carefully considered and professionally guided conservation interventions. In this context, the appointment of a suitably qualified and experienced monitoring heritage consultant is considered critical to the successful execution of the proposed work.
5. The appointment of the historian goes some way to fulfilling the requirements, but certain architectural specifications, for instance, the plaster mix, is not in line with the specification currently accepted by HWC. The Committee requires that the historian is to appoint, as a sub-consultant and mentor, an architectural specialist, to be available online to assist. This sub-consultant is to have the following skills and experience which the Committee notes was not evident in the CV and the report submitted:
  - a. Long standing knowledge and understanding of traditional building construction

- and appropriate physical interventions for early 19th-century historic fabric.
- b. Application of internationally recognised conservation principles, such as those set out in the Burra and Riga Charters.
  - c. Experience in preparing technical specifications that ensure material and structural compatibility between historic and new elements.
  - d. Professional judgement in determining when heritage fabric should be retained and repaired, as opposed to being replaced.
  - e. In addition, the consultant's scope of work and monitoring responsibilities are not clearly defined in the submission. It is essential that the consultant's role including their level of involvement, whether on-site or off-site, frequency of engagement, and reporting obligations is clearly articulated to ensure adequate heritage oversight throughout the project.
  - f. For the reasons outlined above, the Committee is unable to support the sole appointment of the proposed consultant for the heritage specification and monitoring at this stage and requires the submission of additional information and documentation as detailed below.

**FURTHER REQUIREMENTS:**

The Committee requests the following before the application can proceed:

1. Revised proposals including a comprehensive preservation and conservation methodology, technical specifications, and detailed drawings of all proposed interventions to the historic homestead, water feature, and surrounding landscape.
2. A site plan indicating the extent of the proposed development area (in square metres) to accurately assess the scope and impact of the intervention.
3. Appointment of a suitably qualified heritage consultant with demonstrable experience in:
  - a. Traditional building construction and early 19th-century materials.
  - b. Conservation principles informed by international charters (e.g. Burra and Riga Charters).
  - c. Preparation of detailed specifications to ensure physical and material compatibility.
  - d. Assessing when repair and retention are appropriate over replacement.
4. Submission of the mentor's CV, clearly outlining:
  - a. Relevant built heritage experience.
  - b. Role in the project (lead or support).
  - c. Frequency of site visits and whether their involvement is on-site or off-site.
  - d. Nature of site inspections, reporting, and follow-up actions.
5. Due to the remote location of this site the proposed heritage monitoring process can be facilitated by the historian assisted by the mentor. A schedule of timing and content of monitoring reports is to be submitted to HWC during the course of the works. Monitoring is to include reporting provided remotely by the mentor and a series of site inspections.
6. A letter of appointment signed by both the applicant and the selected consultant, confirming the consultant's scope of work and oversight responsibilities.

**SMBR**

**11.2 Farm 744-Re, Marquee, Vergelegen Estate, Lourensford Road, Somerset West: MA  
HM / CAPE TOWN METROPOLITAN / SOMERSET WEST / FARM 744-RE**

**Case No:** HWC24092613SJ0927

Ms Sneha Jhupsee introduced the case.

Mr Richard Summers (Chairperson of the Vergelegen and Heritage Oversight Committee) was present and took part in the discussions.

**DISCUSSION:**

Amongst other things, the following was discussed:

- Mr Summers reported that consultants David Gibbs and Bernie Oberholzer have been appointed to undertake an assessment of the Vergelegen landscape to inform the proposed policy document which is required to set out parameters for future management of temporary structures.
- It was noted that such a policy could be a helpful element to add to conservation management plans of other similar estates.

**COMMENT:**

The requirements of the BELCom RoD dated 4 March 2025 are still pending. The Committee approved the request made by the applicant for extension of time:

1. The temporary structure may remain for a further six months from the date of written notification of this decision to be extended from September 2025 to October 2025.
2. A policy which deals with potential sites for this and other temporary structures to guide, inter alia, future placement, definitions, materiality and number of structures at any one time and which analyses the impact on heritage resources to be drafted and submitted by the HOC to HWC for approval within 3 months of the date of written notification of this decision to be extended from June 2025 to September 2025.

**SJ**

**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 Deviation Application on Erf 3035, 51 Bryant Street, Bo-Kaap: NM HM / CAPE TOWN METROPOLITAN / BO-KAAP / ERF 3035**

**Case No:** HWC25062412SJ0625

**HELD OVER:**

The Committee resolved to undertake a site inspection on Tuesday, 29 July 2025 at 11:00 (GJ, HvdM, HB, SJ and KDS).

**SJ**

**13.2 Development Application on Erf 2152, The Bailey, 91 Bree Street, Cape Town: NM HM / CAPE TOWN METROPOLITAN / CENTRAL CITY / ERF 2152**

**Case No:** HWC25070108SJ0702

**HELD OVER:**

The Committee resolved to undertake a site inspection Tuesday, 29 July 2025 at 12:00 (GJ, HvdM, HB, SJ and KDS).

**SJ**

**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 11:15

**24 DATE OF NEXT MEETING:**

22 August 2025

**MINUTES APPROVED AND SIGNED BY:**

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

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

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

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