

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.

February 2023_V1

www.westerncape.gov.za/cas

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Heritage Western Cape

MEETING OF HERITAGE WESTERN CAPE'S APPEALS COMMITTEE DATE:

THURSDAY, 7TH MAY 2026

TIME: 9:00

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						
1	Opening					
2	Attendance					
3	Apologies					
4	Acceptance of the Code of Conduct					
4.1	Declaration for members to re-affirm their commitment to the Code of Conduct					
5	Approval of the agenda					
5.1	Dated 7 th May 2026.					
6	Approval of the previous minutes					
6.1	Dated 6 th February 2026.					
7	Disclosure of conflict of interest					
7.1	Recusals					
8	Confidential Matters					
8.1	None					
9	Appointments					
9.1	None					
10	Administrative Matters					
10.1	Report back on Appeals, Tribunals. PM					
11	Standing Items					
11.1	Report back on Council Meetings. MA/RI					
11.2	Site Inspections Undertaken & Report.					
11.2.1	Stofbergfontein Site Inspection: Item 20.1					
11.3.	Proposed Site Inspection					
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
13.1	N/A	Hotagterklip Heritage Terrain, R319 Main Road, Struisbaai.	HM/OVERBERG/CAPE AGULHAS /HOTAGTERKLIP HERITAGE TERRAIN	Cecilene Muller	S27 Documentation	Matter Arising
13.2	N/A	Erven 18228, 15349, Haardekraaltjie Cemetery, Stellenbosch University, Parow.	HM / CITY OF CAPE TOWN METROPOLITAN / PAROW/ ERVEN 18228 & 15349	Cecilene Muller	S27 Documentation	Matter Arising
13.3	N/A	Gilray Scout Camp, 1 Victoria Road, corner Klip and Victoria Road, Grassy Park.	HM / CITY OF CAPE TOWN METROPOLITAN /GRASSY PARK/ VICTORIA ROAD	Cecilene Muller	S27 Documentation	New Matter
13.4	N/A	Baboon Point Buffer Zone, Elands Bay.	HM/ BERGRIVER/ELANDS BAY/BABOON POINT	Cecilene Muller	S29 Documentation	Matter Arising
13.5	N/A	Delville Wood War Memorial	HM/CENTRA/BREEDE VALLEY/TOUWSRIVER/DELVILLE WOOD MEMORIAL	Jonathan Windvogel	S27 Documentation	New Matter
13.6	N/A	Jubilee Hall	HM/CENTRA/BREEDE VALLEY/TOUWSRIVER/JUBILEE HALL	Jonathan Windvogel	S27 Documentation	New Matter
13.7	N/A	Recreational Hall	HM/BREEDE VALLEY/TOUWSRIVER/RECREATIONAL HALL	Jonathan Windvogel	S27 Documentation	New Matter
13.8	N/A	Adderley Street Flower Market, Cape Town.	HM / CITY OF CAPE TOWN METROPOLITAN /CAPE TOWN CBD/ ADDERLEY STREET	Cecilene Muller	S27 Documentation	New Matter
13.9	N/A	Durbanville Race Course, Bowlers Avenue, Durbanville	HM / CITY OF CAPE TOWN METROPOLITAN /DURBANVILLE	Cecilene Muller	S29 Documentation	New Matter
14	Provincial Heritage Site plaque replacement					
Item	Case No	Subject	Reference	Case Officer	Documents to be tabled	Matter
15	Sections 27, 28, 29, 30 & 31 Formal Protections					
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					
17.1	N/A	Proposed Maitland Exemption	HM/CAPE TOWN METRO/MAITLAND/MAITLAND EXEMPTION	Jonathan Windvogel	Updated Exemption Report	Matter Arising
18	Conservation Body Registration					
Item	Case No	Subject	Reference	Case Officer	Documents to be tabled	Matter
18.1	N/A	GORINGHAIQUA GORINGHAICONA GORACHOQUA KHOENA ROYAL KINGDOM, OUDE MOULEN ECO VILLAGE, PINELANDS.	HM/CAPE TOWN METRO/PINELANDS/OUDE MOULEN ECO VILLAGE	Cecilene Muller	S25 Application Documentation	New Matter
19	Amendment of conservation body boundaries					
Item	Case No	Subject	Reference	Case Officer	Documents to be tabled	Matter
20	Survey/s					
20.1	N/A	Stofbergfontein Survey Report	HM/WEST COAST/SALDANHA BAY/STOFBERGSPONTEIN	Jonathan Windvogel	Site Inspection Report and previous submission	Matter Arising
21	OTHER					
Item	Case No	Subject		Case Officer	Documents to be tabled	Matter
24	ADOPTION OF DECISIONS AND RESOLUTIONS		Formal adoption of decisions and resolutions taken at the meeting			
25	DATE OF NEXT MEETING		04-Jun-26			
26	CLOSURE					