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| 1. | <b>Present:</b><br>William Martinson (WM), Jonathan Stone (JS), David Gibbs (DG), Elwyn Harlech-Jones (EHJ), Yasmin Mayat (YM), Quahnita Samie (QS), Bruce Eitzen (BE)<br>Ex-Officio: Richard Hill (RH)<br>Secretary: Grace Martinson (GVM)  | Action |
| 2. | <b>Apologies:</b><br>Ex-Officio: Gavin McLachlan (GM)  |        |
| 3. | <b>Opening and welcome</b><br>WM welcomed all present. The meeting had been rescheduled from the original date of 27th of June 2024.<br>WM expressed a special welcome to the two new ExCo members, Quahnita Samie taking over Transformation from Dorelle Sapere and Bruce Eitzen focusing on Landscape Heritage. All present were invited to introduce themselves to the new members. <ul style="list-style-type: none"> <li>● William Martinson             <ul style="list-style-type: none"> <li>○ Chair + Finance portfolio</li> <li>○ East London, Architect</li> </ul> </li> <li>● Jonathan Stone             <ul style="list-style-type: none"> <li>○ Vice Chair + Membership portfolio</li> <li>○ Johannesburg, Architect</li> </ul> </li> <li>● Elwyn Harlech-Jones             <ul style="list-style-type: none"> <li>○ Professionalisation portfolio</li> <li>○ Gqeberha, Architect, Construction Project Manager</li> </ul> </li> <li>● Richard Hill             <ul style="list-style-type: none"> <li>○ Professionalisation consultant</li> <li>○ Cape Town; Free-lance environmental consultant, previously with UCT convening the Masters programme Environmental Assessment and Management, 4 years with EAPASA as registrar and got the Environmental Assessment Practitioner designation registered with SAQA and got the association recognised as a professional body.</li> </ul> </li> <li>● David Gibbs             <ul style="list-style-type: none"> <li>○ Liaison with Heritage Authorities and Related Bodies portfolio</li> <li>○ Cape Town, Landscape Architect with UCT.</li> </ul> </li> <li>● Gavin Mc Lachlan             <ul style="list-style-type: none"> <li>○ Ex-officio</li> <li>○ Gqeberha, Architect, retired lecturer from NMMU</li> </ul> </li> <li>● Yasmin Mayat             <ul style="list-style-type: none"> <li>○ Johannesburg, Architect, lecturer at WITS.</li> </ul> </li> <li>● Quahnita Samie             <ul style="list-style-type: none"> <li>○ Transformation Portfolio</li> <li>○ Cape Town, Town Planner, Heritage Practitioner, focusing on Heritage Impact Assessments &amp; Nomination and Declaration of Provincial and National Heritage Sites</li> <li>○ Interest in transformation in the built environment, was Chairperson of SABTACO who are concerned with transformation in the built environment across various sectors.</li> </ul> </li> </ul> |        |

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|    | <ul style="list-style-type: none"> <li>● Bruce Eitzen           <ul style="list-style-type: none"> <li>○ Landscape Heritage portfolio</li> <li>○ Cape Town; Served on APHP ExCo 2007 to 2009, then Chaired by Jonathan Spinks and later by Stephen Townsend.</li> <li>○ Landscape Heritage is not well represented and understood in the community or in the Act and needs advocating.</li> </ul> </li> </ul>  |  |
| 4. | <b>Approval of the minutes</b> of the previous meetings: <ul style="list-style-type: none"> <li>- 11 April 2024</li> <li>- 08 May 2024</li> <li>- Both sets of minutes approved: Proposed: JS, Seconded: EHJ</li> </ul>  |  |
| 5. | <b>Matters arising</b> from the minutes of the previous meeting <ul style="list-style-type: none"> <li>- Noted as per portfolios on the agenda.</li> </ul>   |  |
| 6. | <b>Professionalisation (EHJ/GM/RH)</b> <ul style="list-style-type: none"> <li>● EHJ reminded all that after the 2024 AGM, a special meeting was held attended by RH, EHJ, Andrew Hall, Stephen Townsend, coordinated by GVM. The outcome of the meeting was incorporated into the letter prepared by RH. Points raised at the meeting included:           <ul style="list-style-type: none"> <li>○ What is SAHRA's timeline towards professionalisation?</li> <li>○ Has SAHRA made provision for costs to run the Professionalisation process from the Department of Sport, Arts &amp; Culture?</li> <li>○ It was emphasised that APHP is not aiming to take on the responsibility of the registration authority.</li> <li>○ APHP would appreciate SAHRA's support in getting the PHP designation registration with SAQA.</li> <li>○ The sentiment was that APHP is committed to sharing our expertise as SAHRA develops the regulations around Professionalisation as a statutory designation.</li> </ul> </li> <li>● RH highlighted the key points in summary:           <ul style="list-style-type: none"> <li>○ In the last quarter of 2023, an in-person meeting was requested to which Natasha Higgitt responded and then Ben Masinga, that a meeting would take place between SAHRA and APHP. We are still waiting for the meeting to take place.</li> <li>○ This letter is to be sent to the Chairperson of the SAHRA Board and the CEO.</li> <li>○ The letter points out that APHP has been engaging with SAQA since November 2021 when RH and APHP ExCo members attended a 3 hour virtual session on what it takes to become a designated professional body, in order to submit the application to SAQA. In order to submit the application to SAQA, we needed and have prepared, and which members approved at the 2022 AGM, a set of Core Competencies, an RPL Policy and CPD policy (which will be attached to the letter). APHP then submitted the application to SAQA through EAPASA. In their single response to the application, SAQA requested evidence of APHPs consultation with SAHRA and ASAPA. RH then prepared and submitted a 50 page summary of consultation with SAHRA dating back to 2011 (also to be attached to the letter).</li> <li>○ In September 2023, Natasha Higgitt informed EAPASA that SAHRA did not support the SAQA registration of the non-statutory PHP designation because they intend to provide a Statutory basis under the NHRA.</li> </ul> </li> </ul> |  |

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|  | <ul style="list-style-type: none"> <li>○ The letter then notes that the meeting which APHP would like to have with SAHRA has not yet materialised.</li> <li>○ The letter also notes that we are keen to hear about SAHRA's programme for finalising the regulatory framework and we ask for information about their timeline, including the schedule for gazetting draft regulations for professionalisation under the NHRA. We have also asked whether SAHRA has made provision for the associated costs.</li> <li>○ The last two bullet points of the letter, 3rd and 4th, can appear contradictory. Point 3 states that APHP does not see itself as the body attempting to take on the responsibility of Professionalisation (because when ASAPA was consulted, it was noted that it is a costly process especially where membership is below 300), thus EAPASA was asked to submit the application on our behalf. Point 4 states that APHP would like to advance the non-statutory designation in the meantime.</li> <li>○ RH noted that if APHP does take forward the non-statutory designation, working with ASAPA may be an option. Alternatively APHP could still take on the non-statutory registration with SAQA (if supported by SAHRA) directly, the criteria of physical office, human resources, registration as an NPO, audited AFS from the last three years, Annual Reports, a website and the development of a Transformation Policy are all achievable.</li> <li>○ BE queried how long a registration with SAQA lasts, noting that EAPASA's registration is about to expire. RH responded that the SAQA registration lasts for 5 years, EAPASA's will expire in December 2024.</li> <li>○ BE queried the reason that SAHRA prevented the PHP registration with SAQA. RH responded that SAHRA said that EAPASA was not a statutory authority under the NHRA and that they wanted a statutory or compulsory registration for PHPs rather than a market based instrument which is voluntary. APHP were not engaging directly with SAQA but via EAPASA. Thus when SAHRA went back to EAPASA, EAPASA pulled the application from SAQA at SAHRA's request saying they were not allowed to make the application any longer. Months later APHP is still trying to engage with SAHRA and get a sense of their timeline.</li> <li>○ BE queried what the advantage would be of a SAQA registration and what the expense would be, stating that SAHRA should be left to take 5-10 years setting up the statutory process without APHP doing a voluntary PHP registration (for such a small organisation). RH responded that a non-statutory SAQA recognition is a voluntary instrument that allows professionals to say that they have credibility in putting out their services to society, subject to a Malpractice Policy and Code of Practice and can be taken to task if they fail to uphold the Code. The cost of the application to SAQA is approximately R5000, plus an annual fee (to be advised) which has been decreased by SAQA for smaller bodies. Office, accounting, website etc. costs exist within APHP already. RH noted however, that Dr Sithole stated that they were told to drop the PHP application, but once SAHRA supports the process, would not mind applying again.</li> <li>○ QS stated support of Professionalisation and that feedback from SAHRA is that transformation is an issue in their lack of approval of a non-statutory registration and the possible confusion it could cause within the broader process; and the perception of exclusion. SAHRA has a team to deal specifically with professionalisation. Most individuals in the industry are in support of professionalisation. RH noted that the reason APHP applied to SAQA via</li> </ul> |  |
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|           | <p>EAPASA (which is transformed) was because of the perception of exclusion and the transformation issue. However there would need to be a Heritage Committee under EAPASA to process applications, composed of experienced and respected heritage professionals. For that reason it may be better for APHP not to take forward the non-statutory route to professionalisation.</p> <ul style="list-style-type: none"> <li>○ The letter will be amended around intent (transformation and the broader industry), bullet point 4 deleted and then emailed to SAHRA supported by EHJ, JS, BE, WM, QS, DG, YM.</li> </ul>   | <p>RH,<br/>QS</p>   |
| <p>7.</p> | <p><b>Transformation - QS</b></p> <ul style="list-style-type: none"> <li>● QS requested to see the Transformation Policy from RH that can be developed and presented to SAHRA at a later stage.</li> <li>● QS noted that pushing an increase in numbers of people of colour does not encourage joining, people want to see a shift in the institution first. Thus the shift in perception is a move towards Professionalisation.</li> <li>● QS noted that officials only see joining APHP necessary if one is trying to get work in the industry, versus what APHP can offer in terms of professional growth. Often officials do not have the insight to scrutinise applications, APHP could spearhead workshops or engagements (with specific language) that support the officials and encourage their joining - increasing inclusivity and creating awareness.</li> <li>● QS said that she is involved with SAPIWC (South African Planning Institute, Western Cape) which is having a talk about heritage and planning. In a similar situation APHP could soft-launch in conjunction with a talk like this. Working with other organisations on heritage issues can strengthen the relationship between APHP, SAHRA and UNESCO.</li> <li>● QS shared that a key focus would be to adjust the perception of APHP in the broader industry by looking at talks, events, the creation of space to share knowledge; and including officials in the membership.</li> <li>● QS reminded ExCo that when APHP (then AHAP) was launched at SAHRA, all were encouraged to join, regardless of whether an official, interested party, researcher or practitioner; however the membership appears to have shifted to practitioners only. It would be good to return to a more open membership.</li> </ul> | <p>RH</p> <p>QS</p> |
| <p>8.</p> | <p><b>Finances - WM</b></p> <ul style="list-style-type: none"> <li>● The trial balace was still in preparation. The latest bank account statement was therefore presented, showing a balance of R 71 696.00 as at 04 July 2024.</li> <li>● Members were paying their annual subscriptions, unpaid invoices would be sent out again to remind members to pay.</li> <li>● <i>Post Meeting Note: Trial Balance dd 4 July 2024 added to Minutes</i></li> </ul>   |                     |

| <b>Trial Balance</b>     |                                  |                   |                      |                       |             |
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| <b>APHP</b>              |                                  |                   |                      |                       |             |
| <b>As at 4 July 2024</b> |                                  |                   |                      |                       |             |
| ACCOUNT CODE             | ACCOUNT                          | ACCOUNT TYPE      | DEBIT - YEAR TO DATE | CREDIT - YEAR TO DATE | 31 MAR 2024 |
| 200                      | Revenue_Member_Professional      | Revenue           |                      | 97,138.13             | (78,730.75) |
| 220                      | Revenue_Member_Candidate         | Revenue           |                      | -                     | (10,320.00) |
| 230                      | Revenue_Member_Associate         | Revenue           |                      | 3,840.00              | (3,800.00)  |
| 250                      | Revenue_Application              | Revenue           |                      | 1,000.00              | (3,400.00)  |
| 251                      | Revenue-Other                    | Revenue           |                      | -                     | (1,930.00)  |
| 270                      | Interest Income                  | Revenue           |                      | 28.95                 | (276.09)    |
| 310                      | Expenses-Other (revenue)         | Direct Costs      |                      | -                     | 2,295.00    |
| 404                      | Bank Fees                        | Expense           | 8.50                 |                       | 323.40      |
| 412                      | Consulting & Accounting          | Expense           |                      | -                     | 3,197.00    |
| 413                      | Consulting - Professionalisation | Expense           | 8,100.00             |                       | 24,600.00   |
| 453                      | Website Expense                  | Expense           |                      | -                     | 660.00      |
| 477                      | Secretary_Admin & Bookkeeping    | Expense           | 16,562.49            |                       | 63,672.11   |
| 489                      | Telephone & Internet & Zoom      | Expense           | 3,585.04             |                       | 3,270.00    |
|                          | APHP Standard Bank 73573779      | Bank              | 71,696.33            |                       | 47,892.11   |
| 610                      | Accounts Receivable              | Current Asset     | 43,389.00            |                       | (3.00)      |
| 800                      | Accounts Payable                 | Current Liability |                      | -                     | (5,520.83)  |
| 850                      | Suspense                         | Current Liability | 100.00               |                       | -           |
| 880                      | Revenue_Received in Advance      | Current Liability |                      | 83.00                 | (1,017.00)  |
| 960                      | Retained Earnings                | Equity            |                      | 41,351.28             | (40,911.95) |
| <b>Total</b>             |                                  |                   | <b>143,441.36</b>    | <b>143,441.36</b>     | <b>-</b>    |

  

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| 9. | <p><b>Membership - JS</b></p> <ul style="list-style-type: none"> <li>● Current APHP membership numbers:                             <ul style="list-style-type: none"> <li>○ Professional: 85</li> <li>○ Candidate: 22</li> <li>○ Associate: 9</li> </ul> </li> <li>● JS noted:                             <ul style="list-style-type: none"> <li>○ The membership database remains under development.</li> <li>○ The POPI Act Form needs to be reconciled and those outstanding emailed again.</li> <li>○ Membership categories need to be developed. One way of broadening the membership is to add to the categories thus making it inclusive. Understanding our current members and analysing the skillbase will further support an expansion of the categories.</li> </ul> </li> </ul> | <p>GVM</p> <p>GVM</p> |
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| 10. | <p><b>Liaison with Heritage Authorities and Related Bodies – DG</b></p> <ul style="list-style-type: none"> <li>• DG said that in his capacity as Chair of the Impact Assessment Committee of HWC he had received the quarterly report and there were issues with satisfactory minute taking and it is apparent that support and development of those working in administrative roles in PHAs is needed and that is something APHP could facilitate should we broaden our categories - an upskilling of those working in heritage management.</li> </ul>   |     |
| 11. | <p><b>Landscape Heritage - BE</b></p> <p>BE presented on the need to transform heritage to fully recognise landscape heritage in the Act and in the Profession (preliminary notes for members of the APHP ExCo):</p> <ol style="list-style-type: none"> <li>1. NHRA's incomplete and partial language regarding landscape heritage, notably trees, plants and spaces, horticultural, arboricultural, silvicultural and urbicultural heritage; mostly architectural, archaeological, palaeontological, culture but not cultural/cultivated.</li> <li>2. Lack of skills of heritage practitioners relating to trees and landscapes, not "cultural landscapes" but all aspects of landscape of which the cultivated landscape is implied but not actually appreciated.</li> <li>3. Lack of mapping of landscape heritage assets, notably, trees, spaces, parks, places, in heritage registers and heritage mapping projects.</li> <li>4. Insufficient attention focussed on landscape heritage in a field dominated by architects and archaeologists and historians who know very little, if anything, about landscapes.</li> <li>5. Lack of recognition of landscape heritage in heritage and planning applications which are focussed on buildings and town planning, while densification is destroying landscape heritage in urban areas; equally insufficient concern of heritage for large scale landscapes in agriculture, forestry, horticulture, infrastructure, roadscares, energy planning, etc.</li> <li>6. Massive conflict between biodiversity stalwarts and cultural heritage tree species like gums, pines, etc threatening the oldest cultivated landscapes and prime heritage tree specimens that rank as Grade II at least.</li> <li>7. Lack of a grading scheme specifically covering trees and landscapes that can be used to grade the vast landscape heritage estate that is thousands of times bigger and more valuable than all the historic buildings put together.</li> <li>8. Huge academic effort that goes into the identification of archaeological resources and architectural resources that is nowhere remotely equalled in landscape heritage nor is anyone worrying about it because it should be another ministry, agriculture, forestry, etc but there is zero recognition at the national level of horticulture with all Parks Departments being Local municipalities with little, if any, comprehension of heritage and planning.</li> <li>9. In summary, it is essential that the NHRA and Heritage Planning deals with Landscape Heritage as Heritage and not leave it up to National Departments/Acts for Agriculture, Forestry, Energy, Public Works, and Local Parks Departments to manage and conserve.</li> </ol> |     |
| 12. | <p><b>Any other business:</b></p> <ul style="list-style-type: none"> <li>• Sustainability in the Built Environment 2025 - no further information.</li> <li>• YouTube - no further progress</li> <li>• ExCo Associates &amp; Candidates as observers as per Constitution 8.3       <ul style="list-style-type: none"> <li>○ Held over.</li> </ul> </li> <li>• Cindy Postlethwayte's request: Rudewaan Arendse's CV emailed to APHP members.       <ul style="list-style-type: none"> <li>○ ExCo decided to invite Rudewaan to join APHP, however sharing the CV to all members would be unfair practice.</li> </ul> </li> </ul>  | GVM |

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|     | <ul style="list-style-type: none"> <li>○ WM will email Rudewaan's CV to James Ball, requesting that he considers noting him in the newsletter.</li> <li>● Current Courses available. Compilation of database, summary and evaluation. Proposal of a separate portfolio to administer.           <ul style="list-style-type: none"> <li>○ JS said that ExCo should approach each department of tertiary institutions clarifying what courses they offer in the field of heritage so that we can have a database of courses and APHP can be a repository of knowledge around the courses in terms of quality, duration and content.</li> </ul> </li> <li>● Event: Digital Symposium (GM proposal circulated)           <ul style="list-style-type: none"> <li>○ ExCo supports GM's Virtual Symposium Proposal - JS proposed, EHJ seconded. Members will be emailed for proposals by the 1st August.</li> <li>○ JS noted that YM + JS are charged with finding a Jhb speaker. JS suggested finding a Jhb City official responsible for the bad state of the city to speak about the challenges that have caused the current situation.</li> <li>○ YM spoke to Brian McKechnie who appeared to be interested in speaking at the event.</li> <li>○ QS noted that the Western Cape Property Developers have been successful in getting government officials to attend their conferences to talk about issues and processes.</li> <li>○ Invite heritage officials to attend.</li> </ul> </li> </ul> | <p>GVM</p> <p>JS<br/>YM</p> <p>QS</p> |
| 12. | <b>Date of next meeting:</b><br>Thursday 25th July 2024 @ 16h00.   |                                       |
| 13. | <b>Closure</b><br>The meeting closed at 17h56  |                                       |