

RESEARCH COMMITTEE ON MINIMUM STANDARDS OF ACCOMMODATION.

MEETING OF MAIN COMMITTEE 28th MAY, 1948.

A G E N D A.

1. (a) Confirmation of Minutes.
(b) Matters arising from the Minutes.
2. Statement by Chairman.
3. Report by Organising Secretary.
4. Consideration of completed Interim Reports of Sub-Committees.
5. Outstanding Reports.
6. Interim Report of Main Committee.
7. Time Table.
8. General.

CONFIDENTIAL.

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MINUTES OF THE THIRD MEETING OF THE RESEARCH COMMITTEE ON MINIMUM STANDARDS OF ACCOMMODATION HELD IN THE BOARD ROOM, COUNCIL FOR SCIENTIFIC AND INDUSTRIAL RESEARCH, SECOND FLOOR, BLOCK ONE, VISAGIE STREET GOVERNMENT BUILDINGS, PRETORIA ON FRIDAY, 28th MAY, 1948 at 9.30 a.m.

PRESENT:

Mr. N.L. Hanson (Chairman)
 Dr. P.J. du Toit
 Mr. J.E. Jennings
 Dr. A.J.A. Roux
 Mr. G.I. Nel
 Mrs. Harold Jones
 Mr. J.W. Swardt
 Mr. A.M. Mehl
 Mr. M.G. Nicolson
 Dr. A.J. van der Spuy
 Maj. J.C. Collings
 Mr. V.T. Schaerer
 Dr. F. Brummer
 Mr. C.L. Scott
 Mr. W.H. Linington
 Dr. P.J. Olckers
 Mr. P.H. Connell (Organising Secretary)

APOLOGIES:

Mr. E.W. Dohse
 Mr. J. Ritchie
 Mr. Rheinhallt-Jones

IN ATTENDANCE:

Mr. J.P.F. Delport.

1/a CONFIRMATION OF MINUTES.

The Minutes of the previous meeting were confirmed and signed by the Chairman.

1/b MATTERS ARISING OUT OF MINUTES.

It was noted that these were covered in the Agenda.

2. STATEMENT BY CHAIRMAN.

The Chairman stated that the last meeting had agreed to a rather rigid time table in terms of which it had been hoped that this meeting of the Main Committee would be in a position to finalise the Interim Reports of the Sub-Committees so that the Interim Report of the Main Committee could be proceeded with and the whole submitted to the National Housing and Planning Commission by the end of June. He was personally of the opinion that it would have been an impossible task for the Committee to conform to this time table. Nevertheless he was pleased to state that substantial progress had been made, so much so that the Committee had in front of them the Interim Reports of the Sub-Committees on Heating, Cooling and Ventilation; Lighting; and Noise, and a draft of the main body of the Interim Report of the Sub-Committee on House Planning and Design. He pointed out that the latter report had not yet been ratified by the Sub-Committee concerned.

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At this stage Mr. Linington entered the meeting and the Chairman welcomed and introduced him to the other members. Continuing, the Chairman voiced his appreciation of the hard work which the very large number of voluntary helpers were doing in assisting with the work of the various Sub-Committees. In all, about 121 people were serving in this widespread organisation. On behalf of the Committee the Chairman also thanked the Council for Scientific and Industrial Research for making available the necessary facilities to enable the Committees to cope with their work. Special thanks were due in addition to the Organising Secretary, Mr. Connell, and to Mr. Jennings, Director of the National Building Research Institute, for the assistance and impetus he gave so freely to the work.

3. REPORT BY ORGANISING SECRETARY.

The Organising Secretary gave the Committee a résumé of the work of all Sub-Committees completed to date and contemplated for the future. Great credit was due to all Sub-Committees and especially to their Chairmen, and although some of them were not yet in a position to submit Interim Reports, it should be recorded that all members were working very hard, and that delays were due mainly to the nature of the work and the difficulty of obtaining reliable information.

In preparing the reports, consideration had been given only to sub-economic housing and all work had been geared to the short-term objective of reporting on the prescribed date. Some Committees had met with unexpected difficulties; the nature of subjects under consideration by some Committees was essentially such that the work could not proceed at the same speed as that of others. In other cases members had only come across vital information at a late stage, much statistical information had only come to light very recently, and indeed some would remain incomplete until the publication of the 1946 census figures.

Sub-Committee 1: Committee to Study Social Trends, Population Needs, Family Structure and Family Economics.

This Sub-Committee had had a particularly difficult task, and was unable to bring out an interim report of very much value at this stage, largely because much of the material was not available.

The work of the Sub-Committee had been divided into three groups: Family Structure, Family Economics and Social Trends, and the first task of the Committee had been to set up the study groups under these headings. Letters had been addressed to the Professors of Sociology of all the principal Universities to enquire whether any work had been carried out under these headings. Unfortunately the results of this enquiry proved negative. During December the heads of the study groups had met to consider in greater detail the information required, and as a result it was decided to seek evidence under the various headings as follows:-

(i) Under Family Economics it was decided to seek information on the minimum cost to a family to support life, (i.e. the "Poverty Datum Line") and to give detailed consideration to the cost of such items as rent, food (on minimum diet), fuel and light, clothing, transport to and from work, and other legitimate overheads such as sickness, schooling, etc; to study family budgeting problems in relation to rent; to study and recommend maximum rentals in relation to income in various income groups, and finally to obtain evidence on the factors effecting the cost of transport.

Although this study group had been unable in the time at its disposal to produce a written report, the Organising Secretary reported the following progress:

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Some evidence on cost of living had been obtained from contacts with the statistician of the S.A. Trades and Labour Council, (Mr. Schuman) who had made an offer to assist the Sub-Committee by personally conducting a sample survey on budgeting problems in the Johannesburg area. Another offer of collaboration had been made by Dr. Ashton, Senior Welfare Officer of the Non-European Department of the Municipality of Johannesburg, who promised the assistance of a member of his staff, Miss Eberhard, in connection with surveys among the Non-European population to be undertaken in Johannesburg in the course of the year. As a result Miss Eberhard had been appointed a permanent member of the Sub-Committee. In addition Dr. Ashton had provided the Sub-Committee with figures taken from previous surveys which, augmented by those contained in the Bus Commission and Fagan Commission Reports, would be of considerable value. The Sub-Committee was thus in touch with opportunities for active work in the field covered by this study-group, and had at its disposal a limited amount of statistical information.

(ii) Under Family Structure and Population Movements it was decided to look for information on the following lines:

- (a) Family structure and distribution of different sized families (all races) at the present time, with forecast for 50 years;
- (b) Growth of population;
- (c) Changes in expectation of life;
- (d) Ageing of population;
- (e) Proportion of population living as families; and
- (f) Proportion of population living in towns, at present and in 50 years.

As a result a paper had been submitted by Dr. Olckers and Dr. Stoker giving certain figures, which were not, however, all complete, as the 1946 census figures had not been given in some cases. The Organising Secretary then summarised the main points contained in the above paper as follows:

According to the evidence concerning trends, it was clear that urban housing needs would continue to grow enormously. The general tendency seems to be that the population is ageing so that by 1960 7% will be over 65, which is double the figure in 1921. Expectation of life was rising and in addition the 1944 census revealed that the number of families were increasing by 10,000 per annum. It was interesting to note that in 1941 the average urban family consisted of 3.6 persons against 4 in rural districts.

The interpretation of the figures so submitted was being kindly undertaken by Dr. Sonnabend. Certain additional 1946 census figures, which it was expected would be available by September, would probably yield important detailed statistics, including statistics on the relation between rent and income. In addition Dr. Ashton had submitted certain figures concerning sizes of families and income levels of Non-Europeans in Johannesburg.

(iii) Under Social Trends slow progress was being made and very little could be reported on this aspect of the work. References to the effects of urbanisation of Natives contained in the Fagan Report would be considered but there appeared to be a definite need for further research. It was submitted that this work should be done by experts and one of the first essentials was to decide how this could best be organised.

The Organising Secretary said that in this connection he was gratified to learn at the last meeting of the Sub-Committee that the Department of Social Welfare intended to appoint a Research Officer to its staff, who would be its permanent representative on the relevant Sub-Committees. Summing up, Mr. Connell said that although the Sub-Committee would probably submit certain figures relating to family budgets and their relation to rents, it seemed that it would have to await the 1946 census figures before the evidence on population needs could be finalised. Further, the Sub-Committee could not report on Social Trends in the broader sense at this stage, unless an outside expert were to be requested to submit a paper on the subject.

The Chairman said that this Sub-Committee lacked expert guidance and it was agreed to recommend that if the work was to continue, every effort should be made to open new resources.

Major Collings said at this stage that it would be a gross error to confine the work to sub-economic housing in view of the fact that it was one of the objects of his Commission to reduce the scope of subsidised housing. If this was not done, a state of affairs would result in which a very small portion of the population would have to pay for the houses of the masses. He felt that the Committee should concentrate on "low cost housing" which would include economic as well as subsidised housing. The Organising Secretary replied that although the term "Sub-Economic" had been introduced in the instructions to Sub-Committees issued at the last meeting, it had never been applied strictly in that sense. For example, the question of subsidies had never entered into the discussions.

Mrs. Harold Jones asked whether the Committee was doing research with a view to reducing the cost of houses, because in her opinion she felt that it was of more immediate importance to do research of this type than, for instance, to discover methods of measuring heat-flow through walls. The Chairman replied that this Committee had not been empowered to deal specifically with the cost of buildings, its function being to study minimum standards of accommodation from a scientific point of view and to furnish a report on this subject to the National Housing and Planning Commission. He felt that the question of costs would not enter the scope of the Committee's work until after the Interim Report had been completed. Mrs. Jones then asked that it be minuted that although she felt the Committee was doing excellent work on the scientific side she was dissatisfied in that nothing was being done on the subject of building costs.

Mr. Nel suggested that the Committee should not overstress the aspect of minimum standards but should rather aim at establishing desirable minimum standards. In practice the National Housing and Planning Commission would build according to this desirable standard whilst private enterprise would tend to aim to the same standard. He felt that, whether or not the financial aspect was considered at this stage, it would eventually be of cardinal importance. He felt that in its deliberations up to the present the Committee had evolved a minimum standard of dwelling which would probably not prove very popular. His personal experience as a member of the Alexandra Health Committee was that the standards set by that committee were higher than those set by the Research Committee on Minimum Standards of Accommodation. He felt strongly, therefore, that a desirable standard should be set and that the question of its incorporation in housing schemes should be left to the discretion of local authorities. The practical aspects would be a matter for the National Housing and Planning Commission to consider.

Major Collings said that although the National Housing and Planning Commission had set a minimum standard, its work was already exceeding that standard. In the same way it was proposed to set a maximum standard, purely to prevent waste. The primary object of asking the National Building Research Institute for this investigation was to stop the building of slums, and sub-standard housing. For this purpose it was necessary to lay down a minimum permissible standard. This the Research Committees had sought to do.

Extension of Time Table.

Mr. Jennings said that a year ago the Commission had circularised certain interim minimum standards, which would remain in force until the end of June this year. He wished to know, however, whether it would be possible to extend the operative period of these standards. Major Collings replied that no difficulty would be experienced in extending the period for a further two months. He felt, however, that if some firm recommendations could be made at this stage on the design of the house itself a very important step would have been reached. If the Committee could succeed in finalising the Interim Report by the end of August he would feel personally that a very good job of work had been achieved.

Mr. Scott felt that the Committee should review its immediate objectives. The work done so far indicated that certain quite positive facts could be extracted and reported upon whilst others required further study. In considering the Interim Report the Committee should decide what information could be abstracted immediately - the rest should then be considered as long term investigation for the ultimate report. He felt strongly that a large part of the interim report could be based simply on common sense, and that it would not be worth while postponing the Interim Report for the long term studies mentioned. Mrs. Jones supported Mr. Scott's views and said that on reading some of the reports circulated, she had been able to extract many correct and useful recommendations.

The Chairman said that the Committee would definitely require an extension of time for the proper writing up of the reports. Regarding Major Collings's suggestion that the report of Sub-Committee 4 be submitted as early as possible, he felt that to carry out that task alone would take a considerable time. He suggested therefore, that the following procedure be adopted, namely that the Main Committee should meet again some time in August after members had had an opportunity of reviewing the reports of all the Sub-Committees. The Main Committee should then prepare a full report embodying, in digestible form, the work of the eight sub-committees. The separate reports would be attached in full as appendices to the Main Committee's Report. This was agreed.

Agreed that application be made to the National Housing and Planning Commission to extend the date of submission of the Interim Report of the Committee to August 31st, 1948.

The progress of the work of Sub-Committee 1 was noted with appreciation and it was felt that this Committee should be given every encouragement to proceed with its task. It was felt that the figures referred to would be valuable, and that the Sub-Committee would, in fact, be in a position to produce an interim report, even if an attenuated one, by the end of August.

At this stage the meeting adjourned for tea.

Sub-Committee 2: Legislation.

The task which this Sub-Committee had set itself was to study Union Acts of Parliament and other relevant legislation related to Minimum Standards of Accommodation in dwellings; to study Local Authority Bye-Laws, and to study overseas legislation relating to housing standards. Of these, the first two tasks had been substantially completed whilst little progress had been made with the third, although a certain amount of information was coming in.

A. UNION ACTS AND OTHER RELEVANT REGULATIONS.

A comparative chart had been compiled showing the clauses in the different Acts relating to various aspects of minimum housing standards. The legislation considered included the following:-

Public Health Act,
Natal Public Health Acts,
Slums Act,
Housing Act & Housing (Emergency Powers) Act,
Natives (Urban Areas Consolidation) Act,
Mines, Works and Machinery Regulations,
Various Native Labour Regulations.

The Organising Secretary stated that many inconsistencies were revealed as well as considerable lack of clarity in the wording. A cardinal point which needed clarification was the basic figure on which all minimum space standards in sleeping rooms should be based (i.e. the minimum free air space per person in sleeping rooms). This figure varied in the different acts and the Sub-Committee had been unable to discover the origin of any of the figures given. Not even the

physiological or other basis on which they were originally framed, probably some time during the 19th Century, appeared to be known. It appeared, therefore, that here was a case for fundamental research to establish a correct figure or range of figures applicable to the various conditions met with in South Africa.

B. LOCAL AUTHORITY BUILDING REGULATIONS.

A similar comparative chart showing the regulations referring to minimum standards of accommodation of a representative series of local authorities had been drawn up. This series included towns from all Provinces, the P.W.D. Model Bye-Laws, and in addition, the selection was made to include both large and small towns. Perusal of the latter chart revealed a family likeness running through all the regulations, but with many small differences in detail.

C. GENERAL CONCLUSIONS.

The Organising Secretary stated that an interim report was in the course of preparation, which would point out the inconsistencies and complexity of the basic legislation and the lack of clarity in its definitions and wording. He anticipated that the main recommendations would be

- (i) A new Bill to define and lay down the basic minimum standards of housing accommodation and to render obsolete all previous legislation on the subject. It was suggested that this Bill should be delayed to allow it to incorporate a National Building Code which would form the basis for the simplification and co-ordination of Local Authority Bye-Laws.
- (ii) A recommendation that the interim standards agreed upon by the Commission should be made known immediately, and any organisation or local authority should be at liberty to adopt them pending eventual legislation on housing standards.

To the report would be attached in full the two schedules referred to, as it was thought that these would be valuable to housing authorities in their present form.

It would not be possible to submit any evidence in the Interim Report on the subject of overseas legislation but it would be recommended that this be studied in a similar manner, and that the Organising Secretary, during his forthcoming visit to Europe, should bear the needs of this study in mind.

In general, however, much useful ground had been covered and it was anticipated that a report could be produced by July.

Mr. Nicolson, Chairman of this Sub-Committee, stated that the bulk of the work had been done by the Organising Secretary and his staff, who had furnished the Sub-Committee with the necessary abstracts for consideration from time to time; credit was also due to Dr. Meaker who had done a vast amount of work.

Mr. Connell drew the attention of the Committee to the smallness of this Sub-Committee and pointed out that it was difficult at times to get a quorum. He suggested that more members should be co-opted especially on the legal side. It was agreed that the Sub-Committee should remain unaltered until the completion of the Interim Report and that if its findings were found to be of value, it should be allowed to expand.

Sub-Committee 3: Committee to Survey the Attitudes of Occupants towards Housing.

This Committee had been convened to study the reactions of tenants to their dwellings, including tenants of all races and economic levels, with a view to providing designers with authentic information on the needs of the various classes of household, and the adequacy both of their dwellings and housing environment. The methods adopted were twofold. Questionnaires were prepared, of the type to be filled in by the Institute's Staff, and these were applied to European householders by means of house-to-house visits. On the other hand more direct evidence was being taken in respect of Native needs through the medium of a Joint Advisory Committee on which both Europeans and Natives were represented.

A List of Headings under which information was required was under review by the Joint Committee and would be circulated subsequently to Location Managers and Superintendents elsewhere in the Union.

During the year, the work had concentrated on the development of a suitable form of questionnaire and its initial testing in the field. Most of the work had been done by Miss Hanekom, but another sociologist had now been appointed and the work was proceeding well. Two Sub-Economic estates, namely, Proclamation Hill and Danville, had been covered and the results were being analysed. However, it was expected that some little time would elapse before conclusions as to the validity of the questionnaires could be drawn.

Considerable evidence was forthcoming from the Joint Advisory Committee and much of it endorsed the general conclusions embodied in the reports of the Sub-Committees on House Planning and Estate Planning. Some difficulty had been experienced in obtaining a clear picture of the needs of the average urban Native householder, particularly those of the labourer class, chiefly because the need varies so much in accordance with the degree of familiarity and identification with urban life possessed by the householders, as well as in accordance with their education and economic status. The Committee was still working on the headings, which it was expected to finalise after another two meetings.

An interim report was in preparation outlining in detail the progress made in the two fields, and making suggestions as to further action, e.g. the further development of field surveys, tying-in with surveys by local authorities and other agencies, and finally the question of making of a direct approach to the public. The development of the work would necessarily take an enormous amount of time, and could not be started until after the presentation of the interim report. To the interim report would be attached the questionnaires, the list of headings on Native housing needs, and any other documents or illustrations necessary. In this form it was expected that the report would be ready during July. It was pointed out that the work of this Sub-Committee had occupied most of the staff of the Architectural Division of the National Building Research Institute during the past year.

Sub-Committee 4: Estate Planning.

Although there had not been time to table its report, the work of this Sub-Committee had been virtually completed for the purpose of the Interim Report. The only outstanding items were those requiring further detailed study, in particular those relating to overall density in housing estates, the relation of schools to dwellings and the size of the residential unit under South African conditions. Though tentative recommendations could be given in respect of these factors, it was considered that more study was needed before reliable minimum standards could be laid down. Tentative standards could be laid down in the meantime but these would have to be revised periodically. The work of the Sub-Committee had been divided into eight sections, namely -

Township development in relation to town planning.
 Building Sites.
 Streets and Access Ways.
 Services.
 Open Spaces.
 Non-Residential Buildings.
 Architectural Aspects.
 Economic Factors.

Papers have been submitted for all these excepting the last heading, which had received consideration, however, under each of the other heads. The paper on Services was still incomplete, as it depended on returns from local authorities, only a few of which had come in.

The Organising Secretary stated that an Interim Report could be submitted based on the agreed findings of the Sub-Committee arising out of its consideration of the papers referred to. The report would probably lay down two sets of minimum standards, which would not differ in principle so much as in the manner in which they were expressed. These two sets refer to statutory housing schemes on the one hand (i.e. schemes which are proclaimed by the Commission or other housing authority and which are controlled from start to finish) and on the other hand to Townships where plots are offered for sale and where the type of building development is not known. In this connection a special meeting of the Sub-Committee had been held during the period under review, at which the Chairmen of the four Townships Boards, and the Surveyor-General of the Transvaal had been present by invitation. This meeting was of some importance, as it was the first occasion on which the Chairmen of the four Boards had appeared together to discuss the planning of housing estates.

The report of this sub-committee would form a natural counterpart of that of sub-committee 9. Taken together, they would present a far more comprehensive and at the same time a simpler exposition of minimum housing standards than had ever before been available to housing architects and housing authorities in this country. The Organising Secretary felt that even at this interim stage the two reports would provide a firm basis for the future of South Africa's housing standards. The material gathered was in a suitable form for casting in the report of the Estate Planning Sub-Committee, and it was expected that this could be completed within two months.

At this stage the Committee passed a unanimous vote of appreciation for the assistance rendered by the Chairmen of the Townships Boards and the Surveyor General of the Transvaal.

Major Collings said that the work of this Committee was particularly difficult. In the first Public Health Act minimum standards had been laid down which were later applied as standards, but had proved totally inadequate with the development of new methods of building. In certain cases no provision was made for any sort of standards, this aspect being left to the discretion of the individual architect. He wished to thank the Organising Secretary and other members of this Sub-Committee for their excellent work. The Chairman said that this report would no doubt have great influence, but he did not anticipate that it would lay down rigid rules.

Mr. Linington said that it would have a profound influence on the Townships Boards and would probably be used by them, although he agreed that it was impossible to lay down rigid rules. Major Collings said that very interesting discussions had taken place between the members of the various Townships Boards and he felt that the good which resulted was by no means confined to the report of the Sub-Committee.

Mr. Nel said that the Townships Board in the Cape concerned itself mainly with the sub-division of land for European and Coloured dwellings, and he felt

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that the attention of Sub-Committee 2 should be drawn to this question and the relation between any proposed legislation and the Provincial Administration. He considered that there should be some direction of attention to the regional and town planning aspects of land subdivision. This was agreed.

Sub-Committees 5 and 7: Ventilation, Heating and Cooling.

The combined report of these Sub-Committees was tabled.

Sub-Committee 6: Natural and Artificial Lighting.

The report of this Sub-Committee was tabled.

Sub-Committee 8: Noise.

The report of this Sub-Committee was tabled.

Sub-Committee 9: House Planning and Design.

This had been one of the busiest Committees, and one whose task was a very difficult one. Its report could be considered one of the key reports since it embodied the results of the deliberations of all the other Sub-Committees. Its work in connection with the Interim Report was almost completed and a draft of that Report was tabled at the meeting. It was emphasised that this was in no sense a complete document, as were the reports of Sub-Committees 5 & 7, 6 and 8, but consisted of a draft only of the main body of the text. This had still to be ratified by the Sub-Committee, and therefore the possibility existed that minor changes might still be made, particularly in view of the fact that some valuable comments, which had still to be considered by the Sub-Committee, had been received from Mr. Linington. The purpose of tabling the draft report was merely to invite members to read through it and send in criticisms as soon as possible, so that they could be dealt with in the final draft at the same time as any amendments required by the Sub-Committee.

The report covered the following points:-

1. General: The Complexity of the South African housing problem. Distinct geographical and climatic differences. Two main classes of low-cost housing: (a) "European" type, (b) "Native" type.
2. Minimum Standards, general: Proposal to adopt one minimum irrespective of race or category of housing.
Criterion: Standards to promote healthy, decent, family life within an adequate social framework.
3. Types of dwellings. Ranging from the detached house to flats, with all types in between. Discussion of advantages and disadvantages of each.
4. Size of dwellings in relation to size of families. Proportionate distribution of dwellings of different sizes - Recommendations. Number of persons per dwelling.
5. Standards of space. Sizes of Rooms. Sub-division of living space. Details of various rooms.
6. Standards of furniture and fittings. in relation to space standards.
7. Services and Installations

Sanitation.
Water supply and hot water.
Heat services.
Bathroom, W.C.,
Sinks, cookers & heating appliances.

8. Standards of Planning. General observations.
9. Standards of Comfort. Not easy to lay down hard and fast rules. Certain additional recommendations related to those of Sub-Committees 5 and 7, 6 and 8.
10. Structure and Finish. Reference to - (although outside terms of reference, this is discussed briefly).
11. Design standards. Importance of good design.

GENERAL CONCLUSIONS.

The study had revealed a lack of scientific criteria on which to assess design standards, but in this connection work in progress in the National Building Research Institute on the analysis and assessment of plans, both on the drawing board and by the use of models had indicated the possibility of the evolution of an objective method of checking and comparison which might profitably be applied in future to "type" plans, and even to individual designs. It would be recommended that this work should continue, that it should receive official recognition and support, and that an organisation should be built up to provide an analytical service. This service should be made available to all house designers.

The Sub-Committee felt furthermore that all housing work, and especially low-cost work, should be carried out by trained architects in collaboration with trained town planners. This would be an important step towards promoting better standards and better types of housing.

Agreed that members should study the draft report and communicate their views in writing to the Organising Secretary. In consequence the draft report was not dealt with in detail at the meeting.

The Chairman thanked the Organising Secretary for his report.

Mr. Connell finally paid tribute to the enthusiasm of his many assistants and said that there was no sign of flagging despite the hard and sometimes disappointing work of the Committees. He also thanked the Director of the National Building Research Institute for his support and friendly encouragement, which had made the difficult task of the Chairmen and himself very much easier and more pleasant than it would otherwise have been.

4. CONSIDERATION OF COMPLETED INTERIM REPORTS.

The Chairman said that since all members had been circularised with the reports, no purpose would be served by considering each report in detail, and this was agreed.

4/a Heating and Cooling Sub-Committee.

Dr. Roux said that owing to the fact that he had adhered very rigidly to the time table laid down, he had not done full justice to the last part of the report, but now that the Committee was asking for extension of time, he would probably be in a position to make the report more complete.

Mr. Jennings felt that a very important recommendation had been made regarding the provision of ceilings. Although this would add to the cost of the buildings, this addition would be offset to some extent by the reduction of the

ceiling/.....

ceiling height proposed.

Mr. Scott suggested that the question of communal cooking for Natives might be considered by the Sub-Committee, and submitted a memorandum on the subject. It was agreed that the Sub-Committee concerned should go into this and make any changes necessary in its Report.

4/b Sub-Committee on Natural and Artificial Lighting.

In reply to a question from Mr. Nel, it was stated that the figures used were based on surveys made at Onderstepoort and Groot Drakenstein. It was admitted that these might be slightly inaccurate, but this would probably be checked at a later stage in the proposed National Building Research Institute Recording Station.

Dr. Roux pointed out that the report did not deal with windows placed off-centre in the walls, and it was agreed that the Sub-Committee be requested to report on this aspect.

The question of ventilation provision in windows in so far as this serves the dual purpose of providing for lighting, was discussed at some length. Various conflicting suggestions were made, such as that of providing night ventilation above windows, closeable shutters and airbricks, etc. Ultimately the meeting was in agreement with Dr. Roux's views that permanent ventilation for the minimum requirement should be provided, in such a manner that it could not be tampered with. Additional controlled means of Ventilation should then be provided to assist for more comfort under hot summer conditions.

At this stage the meeting adjourned for lunch and met again at 2.15 p.m. Major Collings and Mr. Schaerer arrived during the latter half of the afternoon's discussions.

4/c Sub-Committee on Noise.

The Committee noted that this report was largely based upon the report "Sound Insulation and Acoustics" by the Acoustics Committee of the Building Research Board of the Department of Scientific and Industrial Research (Great Britain) with some additional recommendations.

5. OUTSTANDING REPORTS.

This item had been covered by the Organising Secretary in his statement.

6. INTERIM REPORT OF MAIN COMMITTEE.

6/a It was agreed that a draft report be commenced before all the reports of the sub-committees were finalised; that it should be a short but at the same time self-contained statement and not a mere reference to the reports of the various sub-committees. The reports of the sub-committees in full, would be appended to the main-committee's report.

6/b Mr. Jennings suggested that an Editorial sub-committee consisting of certain members of the Main Committee be appointed to undertake the actual drafting of the report and this was agreed.

Mr. Scott said that according to his experience he felt it was advisable to divide the report in three sections namely:

- (a) A very brief section containing only firm recommendations;
- (b) A section or sections containing the bulk of the work done, i.e. the research on which the recommendations are based;
- (c) A section outlining those matters which clearly require further research.

He felt that this was the only way in which the committee would be able to promote action. The Committee agreed to Mr. Scott's proposals and he was requested to serve on the Editorial Committee. He accepted, with the qualification that he be excused at a later stage for a period of approximately three weeks when he would be fully occupied with certain private commitments.

The question was raised as to whether the Interim Report would be published by the National Building Research Institute and distributed to the public. Mr. Jennings replied that in the first instance the report would be submitted to the National Housing and Planning Commission, whose property it would become. Should the Commission accept the recommendations, the National Building Research Institute would probably publish and distribute the report in association with the Commission. The Committee agreed with Mr. Jennings' views on this matter.

6/b/1 Members of Editorial Committee.

The following members were appointed:

Dr. Roux, Mr. Connell, Mr. Scott and Mr. Dohse, and in addition it was agreed that the Chairmen of the various sub-committees be co-opted to assist the editorial Committee and that they be requested to appoint alternates.

Although the membership of the Editorial Sub-Committee was restricted to the above it was agreed that it be empowered to correspond at its discretion with any person, for comments on or assistance in any aspect of its work.

7. TIME TABLE.

Agreed that the draft Interim Report, as emanating from the Editorial Sub-Committee be circularised to members of the Main Committee not later than the beginning of August and that the Main Committee meet at approximately the middle of August to consider the draft.

8. GENERAL.

Inspection of National Building Research Institute Test Room.

Members were invited to inspect Dr. Roux's test room immediately after the meeting.

The Chairman thanked all present for their attendance and closed the meeting at 3.15 p.m.

Confirmed,

CHAIRMAN.

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