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MINUTES OF ST FRANCIS PROPERTY OWNERS COMMITTEE MEETING
Friday 8 May 2020 – SFPO Office

Present:– W Furphy (WF); L Aitken (LA), G Miller (GM), P Pezarro (PLP), D Truter (DT); S **ACTION**
Picton-Turbervill (SPT), C Gray (CG); N Munday; D Harpur (DH)

1 Welcome

2 Apologies

N Dyer (ND)

3 Confirmation of the Previous Minutes

Proposed by NM and seconded by DH.

4 Matters arising from the Previous Minutes of Meeting

5 Finance :

- The financial statements for April were presented by PLP and approved. **PLP**
- The investments account will remain with Stanlib.
- CG and PLP to request electronic investment account statement from the bank. **CG/PLP**
- Clarification of the amounts owing between the Association and the NPC is required.
- Equimetrix have not renewed their contract for the accounting responsibility for the NPC. This responsibility will be filled by Mrs Gail Brooker.
- PLP will assist with contacting the relevant banking personnel to facilitate to **PLP**
necessary changes.

Membership :

Membership fees invoices due for the year 1st October 2020 to 30 September 2021 have been sent out to all residents/property owners on the database, and has had a positive response so far. To date R29 300 has been ringfenced for the Food Relief Fund and will be paid over to the Disaster Volunteer Group account. This will continue to be promoted through our newsletters.

Corporate memberships are to be offered in return for listings on the website for R500 p.a.

Administration :

- A replacement desktop computer has been purchased.
- The revised annual office rental came into effect from 1st April.

Insurance :

PLP is researching insurance for the office contents and is working with the landlord to provide the required information. An asset register is to be compiled. GM will assist with compiling an asset register for the NPC.

PLP

6 Marketing and Communication :

- ZOOM is working well for meetings whilst the office facilities are not available during the COVID-19 lockdown.

6.1. Budget :

This is linked to the subscription renewal figure for the year.

6.2. Database :

- A stronger database needs to be developed which could be shared between all organisations represented on this committee. The database needs to be updated, particularly for Santareme. The latest information from the Municipality needs to be acquired. This should be put on the agenda for the next meeting with the Municipal Manager.

LA/WF

6.3. Website, Social Media and Newsletter:

- Association membership needs to be promoted along with the contribution to the Food Relief Fund which has resulted from the recent renewal drive.
- The website is being updated regularly.
- The frequent newsletters compiled by Craig Jarvis since the COVID-19 have been positively received.

WF/LA

7. Technical

7.1 NPC Projects

- Beach Phase 2 - A proposal has been received from Advisian for additional modelling, to address DEDEAT's concerns on the possible effect of the groynes on the beaches north of the river and on the river mouth. The proposal has been accepted and Advisian are working on their report which is expected within the next 3 to 4 months. An updated EIR will then be prepared followed by another 28 day public participation period.
- Beach Phase 1 : Repairs to certain revetments have now received DEDEAT approval and are underway.
- Spit - Emergency : The Emergency Plan was triggered in early April after a breach on the spit and gazetted shortly afterwards. Swift action followed by KLM and their contractors. A revetment is now being constructed on the most vulnerable areas of the Spit to protect the canals.

GM

GM

Roads:

- Entrance : This project is complete.
- George Road Car Park: This project is complete.
- CCTV Security Cameras : The cameras are working well and are meeting the 98% uptime commitment. DT has proposed that video material access could be improved by taking direct ownership of the equipment rather than renting the equipment from Atlas. His proposal was circulated to the Board members for discussion. No decision has been made as yet.

DT

GM

Sea Vista Pathway : The snags outstanding can only be addressed after the lock down. The landscaping is still outstanding.

7.2 Association Projects :

- **Erf 400 Village Common and Erf 554:** Awaiting DPW decision on transfer of Erf 400 to KLM. Preparation work by KLM on subdivision and rezoning of this land, together with public participation is still work-in-progress at KLM.
- **Interim CBD Improvement and Roads:** Nothing to add.

8. Community Issues :

- Storm Water Drains : Nothing to add.
- Transfer Station / Recycling Depot : This facility continues to function well.
- Illegal Dumping and Plot Clearing: No discussion.
- Planning : Alderman Rheeder is the Councillor responsible for Planning and is re-assessing all Municipal properties, public open space and servitudes.
- Bush Clearing : NM reported that there has been no progress on the website update. A draft has been sent to Craig Jarvis. Six bush clearing service providers have been authorised by the KLM to return to work. A schedule for notices is being prepared for Santareme along with the Fire Department. Service provider listings are to be offered in return for the purchase of an Association Corporate Membership of R500 p.a. This will also be extended to all business listings. **NM**
- Sewerage : WF has highlighted the serious need for improved service with the KLM. KLM are keen to reduce the cost of the honey sucker service by migrating to water borne sewerage but their financial focus needs to be on eradicating the bucket system. A pilot for a street by street initiative in future is proposed. **WF**
- Water infrastructure : The Association continues to put pressure on KLM to replace failing water infrastructure. **WF**
- Roads : The paving of roads is being undertaken by certain groups of residents and could be used as pilots for other residents to pursue.

9 Other Committees

- SFBRHOA : Their employees have returned to work and will continue as normal. **SPT**
- KJRC : No discussion. **ND**
- Santareme: DH had a very positive response from his committee including Neighbourhood Watch on the idea of drone surveillance in the absence of CCTV for Santareme - particularly for prevention of poaching and other criminal activity coming on foot through the bush. Santareme could be a test area for the drone project. **DH**
- The Police Sector Forum : The next meeting will only take place towards the end of next month. **DT**
- DVG : They have been instrumental in establishing and managing the food distribution system for the COVID 19 Food Relief Fund, in partnership with Rotary and the United Church.
- Ward Committee : DT is to join WF to represent the SFPO Association on this forum.
- Sea Vista : KLM are awaiting the transfer of land from DPW for area west of the township, which we understand will be this year.
- Cape St Francis : No discussion.
- St Francis Business Forum : No discussion.
- Levy Relief Programme : Applications continue to be processed.
- Aesthetics Committee : No discussion.
- Tourism : No discussion.

10 General

10.1 The COVID-19 Food Relief Program is being supported through the SFPO Association, managed through the DVG, Rotary and the St Francis United Church. Further funding will be needed to take the project beyond May. 3,780 Food parcels have been supplied to date, along with provisions for 4 soup kitchens. R1.46 million in funds has been raised. A vote of thanks was given to the organisers for all the hard work.

10.2. Drone Surveillance Proposal :

The proposal is to test a drone surveillance capability that provides a mobile eye in the sky to complement existing security resources i.e. the CCTV camera system (fixed eyes on the ground), and Neighbourhood Watch (mobile eyes on the ground). This will be particularly useful for increasing the security of all of St Francis Bay, but especially Santareme which does not have the same level of CCTV coverage on the ground that the Village and canals have. The drone will also be useful to DVG to provide aerial support in the event of a fire or other disaster. The purchase of the drone would not be funded through the SRA, but instead through the SFPO Association and the DVG for around R90 000. Donations will be sought from the Santareme community in particular who would stand to benefit most. The committee were asked to review the proposal and forward comment to WF. DT added that Atlas security have indicated that provided proof can be given that the drone will be utilised for crime prevention/deterrence, there would be little conflict in terms of the POPI Act. Atlas however are still exploring whether footage could be used for convictions. The primary concerns raised include invasion of private property space, and compliance with drone flying/operation legislation. The proposal will be discussed with other organisations to determine the best organisational home for this drone surveillance service.

Next Meeting Friday 5 June 2020 – 11 a.m. – SFPO office