



Hi

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**MINUTES OF ST FRANCIS PROPERTY OWNERS COMMITTEE MEETING
Friday 5 June 2020 – SFPO Office**

Present: W Furphy (WF); L Aitken (LA), G Miller (GM), P Pezaro (PLP), D Truter (DT); S Picton-Turbervill (SPT), D Harpur (DH); N Dyer (ND) **ACTION**

1 Welcome

2 Apologies

C Gray (CG); N Munday (NM)

3 Confirmation of the Previous Minutes

Proposed by DH and seconded by PLP.

4 Matters arising from the Previous Minutes of Meeting

5 Finance:

- The financial statements for May were presented by PLP and approved. **PLP**
- The investments account will remain with Stanlib and PLP is liaising with them for an electronic banking facility.
- PLP has created an Asset Register attached with his report. The recently acquired gazebo and banners are to be included on this.
- Clarification of the amounts owing between the Association and the NPC is required. PLP is to discuss this with Gail Brooker. **PLP**

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 a further R17 770.00 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.

Unpaid invoices will be sent out again at the end of September to attract subscriptions from those that have chosen not to contribute to the Food Relief Fund through the early subscription offer. LA is to supply PLP with a breakdown of the payments received through Payfast. **LA**
LA will provide members with a list of payments received.

Administration:

- A replacement desktop computer has been purchased.
- The back up service with DNA Online is no longer required. The issue to be decided is how to archive the back-up data and for what period of time.

WF/LA

Insurance:

PLP is researching insurance for the office contents through PSG and is waiting for the landlord to provide the required information. An asset register has now been compiled. LA will follow up with the landlord.
DH and PLP will liaise on this and DH will approach Terry Smith, local insurance broker for a comparison.

**PLP/DH
LA**

6 Marketing and Communication:

- ZOOM is working well for meetings whilst the office facilities are not available during the COVID-19 lockdown. An annual Zoom licence which would allow meetings to continue beyond the 45 minute limit is to be explored. WF will forward an email to LA from Zoom with details.
- Craig Jarvis's communications and newsletter on NPC matters have been very effective and well received. He will be asked to assist with promoting Association's services and responsibilities, in particular the water crisis and the Certificate of Occupation. Bush Clearing continues to be well promoted. The completion of the pathway is to receive focus with possible video/drone coverage.

LA/WF

LA/WF

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.

WF/LA

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 needs to be updated regularly. LA to address with Colin Watt as soon as COVID restrictions allow.
- The frequent newsletters compiled by Craig Jarvis since the COVID-19 have been positively received and will be utilised for Association news as well.

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 northern side of the river mouth. The proposal has been accepted and Advisian are working on their report which is expected within the next 2 to

GM

3 months. Quotations for the survey of the estuary have been requested from nine survey organisations with seven responses received and submitted to Advisian for consideration. 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. **GM**
- Spit - Emergency: The Emergency Plan was triggered in early April after a breach on the spit and gazetted shortly afterwards. An emergency buttress designed by PRDW is being constructed funded by the KLM. This repair work will buy time for the NPC to accumulate the necessary funding to begin the long term solution over the next three years. **GM**

Roads:

- Entrance: This project is complete.
- George Road Car Park: Some undermining and erosion took place during recent storms and some repair work has been done. The KLM will effect more permanent repairs. **GM**
- CCTV Security Cameras: The cameras are working well and are meeting the 98% uptime commitment. Cell phone recognition could possibly be added to our system and is being considered. 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. **GM**
DT
- Sea Vista Pathway: The construction side of the project has reached practical completion. The snags outstanding can only be addressed after the lock down. The landscaping work has been awarded to local landscaping company, Roots. Landscaping is expected to be completed by the end of June with official hand over in mid-July. **GM**

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 Erf 554, 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. A list of Municipal properties has been prepared for discussion with the Municipal Manager as potential saleable to provide capital for urgently needed capital projects in St Francis Bay. **WF**
- Certificates of Occupation: WF will discuss the confusion around obtaining Certificates of Occupation at his next meeting with the Municipal Manager. LA will invite residents needing help resolving their issue and establish a register so that these can be addressed with the KLM through the regular newsletter, estates agents and other associations. **WF/LA**
- Bush Clearing: The KLM will be stepping up notices to people to clear overgrown lots. 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 **WF**

for a street by street initiative in future is proposed. Pump infrastructure is failing regularly and WF will address this with the Municipal Manager.

- Water infrastructure: The Association continues to put pressure on KLM to replace failing water infrastructure. The water crisis brought about through the drought is of high importance. WF will highlight this with the Municipal Manager. **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.
- Rates Concessions: WF will establish what concessions from Municipal rates if any will be provided to tourism and hospitality business owners. This was due to be discussed at the Council meeting on 29 May. **WF**

9 Other Committees

- SFBRHOA: SPT asked that the problem of the sewerage pumps be discussed by WF with the Municipal Manager. **SPT**
- KJRC: WF will ask Craig Jarvis to call ND re communication on river issues. The KJRC have met with the Municipal Manager mainly on admin and finance matters. Nomvelo Siwelo has been tasked by the Municipal Manager to be the official liaison person between the KLM and KJRC. ND recorded his thanks. A new Finance officer has been appointed for both the SFBRHOA and the KJRC. **ND**
- Santareme: DH had a 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. Neighbourhood Watch patrols will re-commence soon. DT is to establish whether the CPF AGM has taken place. **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: WF will raise the subject of the water crisis and plans to address this. Clarity on the processing of Occupational Certificates is to be requested. There is a great deal of confusion around this and estate agents and property owners alike have requested assistance in understanding this process. **WF**
- Sea Vista: KLM are awaiting the transfer of land from DPW for area west of the township, which we understand will be this year. The KLM have been given control of the land so they can stop land invasion. When the transfer takes place, a more conventional housing project can be commenced.
- Cape St Francis: No discussion.
- St Francis Business Forum: No discussion.
- Levy Relief Programme: Applications continue to be processed.
- Aesthetics Committee: WF to establish if aluminium roofing has been approved by KLM as yet. **WF**
- 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. Now many people have gone back to work, focus will be on provisioning the established soup kitchens.

10.2. Drone Surveillance Proposal:

DT reports Agri SA are not using drones for security as they are concerned about contravening

the POPI Act. They utilise drones for reaction only at this stage.

It appears patrols using drones are not legal and we should focus on using these for reaction only. Clarity on the legislation is being sought.

This would need to be a commercial operation with registered pilots. Professional pilots have been consulted. The regulations controlling the industry are to be clarified to ensure that any action is compliant.

Next Meeting Friday 10 July 2020 – 11 a.m. – SFPO office