



28 Lyme Road South  
St Francis Bay  
6312

Tel: 042 294 0594  
eMail: info@sfpo.co.za  
Website: www.stfrancispropertyowners.co.za

PO Box 18  
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**MINUTES OF ST FRANCIS PROPERTY OWNERS ASSOCIATION COMMITTEE MEETING  
Friday 7<sup>th</sup> August 2020 – SFPO Office**

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

**1 Welcome**

**2 Apologies**  
N Dyer (ND).

**3 Confirmation of the Previous Minutes**  
Proposed by NM and seconded by CG.

**4 Matters arising from the Previous Minutes of Meeting**

**5 Finance:**

- The financial statements for July were presented by PLP and approved. **PLP**
- The investments account will remain with Stanlib and PLP has arranged for an electronic banking facility. CG will confirm whether he has been able to gain access.

**Membership:**

A total of R52 670.00 has been donated to the Food Relief fund held by the DVG derived from the early membership renewal drive from 215 individuals which is no longer in effect. A total of 222 members have now signed for early renewal. **PLP/LA**

**Administration:**

- The lease on the office space at 115 St Francis Drive was not renewed and vacated on 31<sup>st</sup> July. LA and GM will continue to work from home during August.
- A new premises has now been secured with effect from 1<sup>st</sup> September 2020 at 28 Lyme Road South for R4000.00 per month inclusive of electricity, water and security plus a deposit of R4000.00. The premises will be sub-let from the Aitkens who are the primary tenants of this address.
- The Internet/WI-FI of 8Mbps will be installed by TCS. **LA**
- The rental will be paid through the Association account. The SFPO Association and NPC will split the office rental and office costs and the Admin Manager's salary.



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- Equally. CG to investigate whether to invoice the Association or the NPC, depending on the treatment of VAT. PLP and Gail Brooker will meet to put this process in place. **CG PLP**
- LA will prepare a sub-let lease agreement for CG to review.
- LA will provide Delworths with the NPC banking details for the refund of the deposit on the premises at 115 St Francis Drive. **LA**
- LA will arrange signage for the new office.

**Insurance:**

- CG is liaising with DH on appropriate insurance including public liability.
- The old office computer is to be removed from the Asset register. The gas heater and the fridge are to be kept on the asset register. **CG/DH**

**6 Marketing and Communication:**

- A 12 month ZOOM licence has been purchased to allow for unlimited meeting time.

**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. **LA**

**6.3. Website, Social Media and Newsletter:**

- The Association membership early renewal drive to contribute to the Food Relief program has now ended. Building of membership numbers is to be prioritized. **LA**
- A series of videos on the Association activities beginning with introduction to the new premises, the Association committee members and their portfolios is to be discussed with Craig Jarvis. Association projects and achievements will receive more media attention. **LA/WF**
- The Association represents the community's interests in the following focus areas:
- Communications : Cell phone Towers/ Mast placements, Bush Clearing and Fire risk control, Recycling, roll-out of Wheelybins for refuse collection, Roads resurfacing and storm water drainage, Planning and Certificates of Occupation, Aesthetics, improvement to Water infrastructure and Sewerage, Beach Access, Community Safety – Buzzer, Spatial Development Framework – Land usage, Energy Policy.
- The website continues to be updated regularly. **LA**
- Craig Jarvis' communications and newsletter on NPC matters continues to be very well received. Regular articles have appeared in local media as well as a series of videos with WF discussing NPC projects. He will be asked to assist with promoting the Association's services and responsibilities. **LA/WF**
- A video on the roles of the SFBRHOA, KJRC and SFPO was suggested.



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## 7. Technical

### 7.1 NPC Projects

- Beach Phase 2 - AAN – an international survey group have conducted a survey of the estuary, the result of which should be available in early August. Advisian will include this in their modelling and their report should be ready by mid-September. Following receipt of Advisian's report CES will update the EIR, which will be made available for review during a further 28 day public participation period. No work will take place on the Spit which may risk the approval of the EIA by Dedeat. GM
- Beach Phase 1: The stairway at Aldabarra Run has been damaged. There has also been damage at Main beach and Ralph Road which have been reported to the KLM. Repairs to the Peter Crescent beach access stairs and revetment are being discussed between residents and the KLM. GM
- 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 by KLM's contractors to protect the most vulnerable areas of the Spit. KLM reacted very swiftly to a second and more serious breach with their contractor during the recent high seas. The entire revetment should be completed during August. The SFBRHOA have been actively dredging to open the channel into the Kromme River once the Equinox tides have past. GM

#### Roads:

- Entrance: This project is complete. The 12-month defects liability period is in effect. This comes to an end on 9th October 2020. EAS must provide the list of defects and advise when this will be provided. Landscaping repairs have been completed. Pam Golding have undertaken to assist with maintaining the garden, and the site has been handed over to the KLM for grass cutting. GM
- George Road Car Park: The gabion baskets are becoming hazardous for people trying to access the beach. A remedy is being discussed. GM
- Road Resurfacing – KLM : The work that has been carried out by the KLM to upgrade sections of St Francis Drive and intersections in Tarragona and Lyme Road South forms part of their commitment to supporting the SRA projects. A letter of thanks is to be sent to the Municipal Manager and his management team for their contribution to these improvements as well as their commitment to the emergency repairs to the Spit. GM/WF
- CCTV Security Cameras: The cameras are working well and are meeting the 98% uptime commitment. Significant maintenance work is currently underway and the LPR cameras have been replaced. GM
- Sea Vista Pathway: The construction side of the project has reached practical completion. The snags outstanding can only be addressed after the lockdown. The landscaping work is substantially complete and the rubbish bins will be installed shortly. A formal hand over of the pathway to KLM will take place to transfer the responsibility for ongoing maintenance to KLM. A second phase extension to this pathway is in the planning stages and a proposal will be presented to the Kouga Wind Farm for funding consideration next week. A third phase would include a formal taxi rank and informal trading area around the current God's Acre precinct. GM



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## 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. The St Francis College and the St Francis United Church are working together to put together a proposal for the use of this land as a shared infrastructure, with sports fields, endangered plant species garden/protection, and additional shared parking facilities. **WF**

- **Interim CBD Improvement and Roads:** Nothing to add.

- Additional areas of focus :

Cell phone Towers/ Mast placements and Introduction of Fibre  
Bush Clearing and Fire risk control  
Recycling – Coming roll-out of Wheelybins for refuse collection  
Roads resurfacing and storm water drainage  
Planning, Certificates of Occupation, Aesthetics and Signage  
Improvement to Water infrastructure and Sewerage  
Beach Access  
Community Safety – Buzzer  
Spatial Development Framework – Land usage  
Energy – Draft policy of solar energy. GM to forward the policy to the committee.

## 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 and Certificates of Occupation: 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 presented to the Municipal Manager as potentially saleable to provide capital for urgently needed capital projects in St Francis Bay. LA to arrange a meeting with KLM Municipal Manager including Mr Marais from Planning to discuss problems which have been highlighted with the planning process and issue of Certificates of Occupation. WF and DH to attend for the SFPO. DH will liaise with SPT on issues to be discussed. A task team was recommended to resolve issues with the KLM. **WF/DH**
- Thatch Insurance : Clarity is needed on whether new home owners will be able to get insurance on thatched roof homes. **CG/DH**
- Bush Clearing: Still very quiet on all fronts. There was no Fire Risk Reduction meeting. A meeting was held with Fire Chief (Dewald) and Fire Officer (Hennie) to revisit Eskom servitude. There was commitment by Fire Department to clear and chip, plus clear further **NM**



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to extend firebreak. Chipping has commenced but is weather dependent. Limited funds available and the Santam funds are confirmed exhausted. There is increasing demand on Municipality, including Cape St Francis nature areas managed by FOSTER (Richard Cowling). They have had to redraft notices and policy and hence no legal action has been taken for non-compliance. KLM are tendering for bush-clearing services and have made an agreement with wind farm to sell them chippings. NM also spoke with Christo Herselman of FPA. Will meet with him on his next visit to SFB.

- 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. The spend on sewerage upgrade has been delayed to allow the Spit repairs to take precedence. Pump infrastructure is failing regularly and WF addressed this with the Municipal Manager to be resolved before December. **WF**
- 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. The KLM has now gone to tender to replace some of the aging 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.
- Spatial Development Framework: GM will share a link highlighting proposed increased densification in certain areas for discussion. **WF/GM**

## 9 Other Committees

- SFBRHOA: Dredging onto the spit continues. SPT has written an information letter for those querying the 29% increase in Riparian levy to raise funds for spit protection project. **SPT**
- KJRC: No Discussion. **ND**
- Santareme: There appears to be a growing interest in Santareme properties. Security in that sector remains a concern. **DH**
- The Police Sector Forum: The Body has not yet met as a body. SAPS are happy with the camera usage. A meeting is taking place today with CPF, DT, WF, GM, SAPS, NHW and local security companies (Calibre, SMHART, G4S) to discuss monitoring by local security companies going forward. A trial for the Buzzer App (summarised as a cell phone panic button) is being set up for next week. This will be at no cost for 4-6 weeks. This could be offered to Association members as an added benefit for their annual membership. Complaints have been received about the taxi traffic build up at the entrance circle. DT will take this up with Municipal Law Enforcement. **DT/WF/GM**
- DVG: David Truter is controlling the Food Relief Funds donated to the DVG, St Francis United Church and Rotary Club of St Francis. He will arrange for a summary of the status of the fund for release to the media later this month. **DT**
- Ward Committee: No discussion. **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. Some road re-surfacing has also taken place in Sea Vista.



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- Cape St Francis: No discussion.
- St Francis Business Forum: No discussion.
- Levy Relief Programme: KLM have now also put rates relief for pensioners in place.
- Aesthetics Committee: A Draft Aesthetics Policy has been advertised for comment by the KLM. GM to circulate the links to members.
- Tourism: No discussion.

DT

GM/WF

## 10 General

**Cell Phone Masts** : Notices have been sent to a number of property owners proposing sites for erection of towers and masts. An appeal for SFPO intervention has been received. Ward Councillor Rheeder will be asked to facilitate an urgent meeting between SFPO and the relevant land use representatives from the KLM to discuss this.

LA/WF/GM

**Next Meeting Friday 11<sup>th</sup> September 2020 – 11 a.m. – SFPO office**