



28 Lyme Road South
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**MINUTES OF ST FRANCIS PROPERTY OWNERS ASSOCIATION COMMITTEE MEETING
Friday 4th December 2020 – SFPO Office / Zoom**

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

1 Welcome

2 Apologies
D Truter (DT)

3 Confirmation of the Previous Minutes
Proposed by SPT and seconded by DH

4 Matters arising from the Previous Minutes of Meeting

5 Finance:

- The financial statements for November were presented by PLP and approved. **PLP**

Membership:

The membership number for the current year has risen to 420 to date. Recruitment in December will not take place due to the COVID spike. **PLP/LA**

Administration:

- No discussion.

Insurance:

- CG and DH arranged with Willis Towers to add the Association to the NPC Liability policy. A pro rate fee will be invoiced by the NPC to the Association. **CG/DH**

6 Marketing and Communication: .

6.1. Budget:

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

6.2. Database:

- A stronger database needs to be developed. The database needs to be updated, particularly for Santareme, within the POPI regulations. **LA**

6.3. Website, Social Media and Newsletter:

- Building of membership numbers has been prioritized along with advertising the AGM's and COVID statistics. **LA/CJ**
- The first 6 of the series of 8 x 2 minute videos on the NPC/Association activities have



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now aired and have received good attention.

- The videos are linked to the website.
- A 4-page insert is being planned to go into the print edition of West Wind in December which will include the benefits of Association membership.
- The SFPO website has had to be re-built after the site was hacked. It is now fully functional.
- All AGM documentation is available on the website.
- COVID-19 spike is being given wide coverage in the newsletter which have been stepped up to weekly editions until after the holiday Season.
- LA will check on why the newsletter is not being received by many.

7. Technical

7.1 NPC Projects

- Beach Phase 2 : CES are preparing a new EIA application with sand sourcing report and management programme. Once registration has taken place the 30 day public participation process will commence on around 4th January. Once the process is completed the responses will be taken into the IRT which should be ready by the end of February to be sent to DEDEAT for review and approval. This decision is expected by mid to late June. should be through by mid to late the public Two reports have been received from Advisian as promised. The first for the Long Shore Drift Modeling report and the second for the Estuary Hydrodynamics Report. The Technical Committee have sent a consolidated report through to Advisian as well as CES for their environmental point of view. Their feedback is expected by Tuesday next week. CES will complete a new EIA report with sand sourcing report and management programme. All of these documents will then be made available for review during a further 28 day public participation process in December and January. **CG/GM**
- Beach Phase 1: Repairs to the ablutions and revetment at Main Beach are expected to start next week. But Municipal staff constraints due to the COVID issues may delay this. DH and CG are on stand by to put in place a temporary solution with signage until the work can commence. A plumber's services will be required for the ablutions. The stairway at Aldabarra Run has been repaired.. Repairs to the Peter Crescent beach access stairs and revetment are underway, funded by local property owners. **GM**
- Spit - Emergency: DEDEAT has turned down the request from the Municipality for the use of sand bags to extend the spit revetment. **GM**

Roads:

- Entrance: This project is complete. The 12-month defects liability period ended on 9th October 2020. **GM**
- George Road Car Park: Concrete bollards are to be placed to protect the car park from damage by heavy trucks used for revetment repairs as soon as possible. **GM**
- CCTV Security Cameras: Having access to the system has given DT far more in -depth knowledge of the improvements that need to be made. More analytical cameras will be needed to add depth as upgrades over time in hotspot areas. Certain areas will need more cameras to cover blind spots. There are certain areas of concern with the current hardware which are being addressed before the purchase can be concluded. DT has taken the need for improved monitoring with Atlas and has again been approached by Agri SA to try and formulate a long term solution. DT and WF are meeting with Carl Trahms of Smhart Security on Monday to discuss his proposal for the camera monitoring. **DT**
- Sea Vista Pathway: The construction side of the project has reached practical completion.



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The landscaping work is complete. The final report for Sofisa Philips who represent the Kouga Wind Farm Community Trust will be handed over by December. A formal hand over of the pathway to KLM will take place to transfer the responsibility for ongoing maintenance to KLM.

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. A proposal for the use of this land as a shared infrastructure for a school and church, with sports fields, endangered plant species garden/protection, and additional shared parking facilities is under discussion. DT is in communication with parties representing the church and will feedback on this proposal.
- **Interim CBD Improvement and Roads:** The work that has been carried out by the KLM to rehabilitate sections of St Francis drive and intersections in Tarragona and Lyme Road South forms part of their commitment to supporting the SRA projects. Approximately R4.5 million has been spent by KLM on St Francis Bay's roads.

DT

December 2020 - The ablution facilities at Main Beach : These continue to be vandalised and are not fit for purpose for the life guards and holiday season. KLM agreed to fix the revetment at Main Beach in time for the Christmas holidays. In the long term a new beach pavilion was proposed as part of the Phakisa submission a couple of years ago, a separate submission to DEDEAT for funding also a couple of years ago, and our recent submission to KLM's Spatial Development Framework during the public participation period. A temporary ablution block solution could be "sponsored". Repairs to the ablutions and revetment at Main Beach are expected to start next week. But Municipal staff constraints due to the COVID issues may delay this. DH and CG are on stand by to put in place a temporary solution with signage until the work can commence. A plumber's services will be required for the ablutions.

DH/CG

- Additional areas of focus :

Cell phone Towers/Mast placements and Introduction of Fibre
Bush Clearing and Fire risk control
Property Insurance
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.
Insurance – Liaison with insurance companies on ongoing insuring of St Francis properties

8. Community Issues:

- **COVID-19 Crisis :** Service delivery will be impacted over the holiday Season due to the impact of COVID on Municipal staff. The public will be alerted through the newsletter with request for patience and understanding.



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- Storm Water Drains: Nothing to add.
- Transfer Station / Recycling Depot: This facility continues to function well. There will be additional staff over the December Season.
- 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.
The Planning Department has provided WF with guidelines on requirements for issue of Certificates of Occupation which have been circulated. Compliance will be enforced. Going forward all building plans are to be submitted electronically. A planning meeting took place on November 13th. SPT provided DH and WF with suggestions to table on Occupation Certificates which are presenting problems with property values and sales.
- Thatch and Property Insurance : NM has made no further progress on thatch insurance. Clarity is needed on whether new homeowners will be able to get insurance on thatched roof homes. NM to meet with local insurance agents to discuss.
DH and CG will also discuss the broader issue of insurance companies withdrawing from insuring St Francis property due to rising sea levels, fire threat etc.
- Bush Clearing: NM's reported as follows : **Some progress made**: Based on interaction with Fire Department, 80 hours of bossie-kapper use has been secured. Also, one of the new chippers. The Fire Department has requested planning assistance (initial direction given). Still no comprehensive plan from Trevor Wright so SFPO will develop one and align with Trevor. Very little physical clearing activity by the Fire Department.
Working On Fire team isolated owing to COVID. Fire Risk of Eskom Servitude (Lyme Road North) escalated to Ben Rheeder. Fire Chief instructed to address issue. KLM senior staff subsequently isolated owing to COVID. Mayor's plan for fireworks displays cancelled and tender withdrawn.
Still no progress on Chris Gray's wasps that attack Port Jackson. NM is yet to pursue this with Richard Cowling.
- 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 first eradicating the bucket system in Kouga. The impact of COVID on honey sucker team service delivery is of concern for the December Season and a letter will be sent to the MM highlighting the urgency. GM will prepare alternative suggestions to be sent to the Director of Infrastructure.
- 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 water pipe infrastructure.
- 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: The Association has engaged the KLM formally on this. A response has been prepared and submitted. These include a proposal for the use of Erf 400 and 552 for the church, school, sports fields and indigenous garden. After discussions with the KLM, a moratorium of 2-3 months has been placed on the application for 4G/5G Towers in residential area, with alternative non-residential sites being identified by KLM. The Municipal Manager has instructed the Planning Department to review all proposed placements of these towers and produce a plan for these placements.

SPT/DH
WF

NM
DH/CG

NM

WF

WF/GM



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9 Other Committees

- SFBRHOA: Price lists and regulations are being published in the Info Ads. The KJRC logo is to be included. The NSRI are also advertising on safety regulations. They are placing a jetski at the small boat harbour and a lifeguard at the estuary over the Season. The by-laws on jetskis will be enforced. **SPT**
- KJRC: The price list and regulations are being published in the SF Chronicle. ND's interview on the KJRC was set out with the newsletter of 3 December. Payment from KLM is still outstanding as at end November. A private resident has made his jet ski available to the KJRC to patrol the river. ND has suggested that SFBRHOA may also be able to supplement their patrols with this. Three boats will be patrolling the river over the Season. **ND**
- Santareme: DH and WF attended the KLM Town Planning meeting on 13th November to follow up on progress with the aesthetics by-law. **DH**
- The Police Sector Forum: The CPF AGM was postponed due to recent spike in COVID.
- DVG: David Truter is controlling the Food Relief Funds donated to the DVG, St Francis United Church and Rotary Club of St Francis. Four soup kitchens continue to be supplied from these funds. **DT**
- Ward Committee: WF and DT continue to represent SFPO on this committee. **DT**
- Sea Vista: KLM are awaiting the transfer of land from DPW for the 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. Two streets have been resurfaced in Sea Vista.
- Cape St Francis: No discussion.
- St Francis Business Forum: Kouga Business Forum have asked if St Francis Bay would participate in the development of an LED. WF and NM are looking this opportunity and compiling a proposal. WF attended The Local Economic Development strategy steering committee meeting who have put forward Prof who is recognised by National Treasury to prepare the LED for the KLM. The KLM are supportive but cannot fund it. It has been suggested that his fee of R450 000 be funded through an appeal to KBF members and the broader business community. So far around R200 000 has been pledged. WF proposed that the NPC/Association make a pledge of R5000.00 and challenge St Francis businesses to follow suit. The meeting agreed that the Association should lobby local businesses to support the initiative. **WF/NM**
- the first meeting today.
- Levy Relief Programme: KLM have now also put rates relief for pensioners in place.
- Aesthetics Committee: A Draft Aesthetics Policy was advertised for comment by the KLM. Letters in support have been provided by both the NPC and Association. Transgressions in Santareme should be reported to the KLM Planning Dept and Aesthetics committee through Ward Councillor Ben Rheeder and copied to DH. **DH**
- Tourism: No discussion.

10 General

AGM : The date for the AGM has been set for 21st November at 15h00 until 16h00. Due to the rise in COVID-19 statistics, a Zoom Webinar format has been decided upon.

- Preference is for a Zoom-based webinar that is broadcast view YouTube.
- Anyone with a link can view the YouTube version online.
- Need to ensure quorum via adequate number of invited Zoom participants.
- Webinar to be managed from SFPO Offices...
- Need to encourage questions to be submitted at least a week in advance.
- Might consider a small office team to field emailed questions from viewers.



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- Importance of a few trial runs BEFORE the 21st December.
- Liaise with Craig to agree materials.
- Advertise AGM basic instructions, process and link(s) on website, Facebook, St Francis today and Spar (poster).

11. **Next Meeting Friday 8th January 2021 – 11 a.m. – SFPO office/Zoom**