



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
St Francis Bay
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**MINUTES OF ST FRANCIS PROPERTY OWNERS ASSOCIATION COMMITTEE MEETING
Friday 8th January 2021 – SFPO Office / Zoom**

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

1 Welcome

2 Apologies

D Truter (DT); N Dyer (ND)

3 Confirmation of the Previous Minutes

Proposed by SPT and seconded by NM

4 Matters arising from the Previous Minutes of Meeting

Certificates of Occupation – the result of the meeting on the 13th was not minuted. DH and WF are to have a follow up meeting once the Planning Department committed to coming back after checking into the matter again. The minutes are to reflect that Kobus Marais is to revert. LA to arrange meeting for WF, DH, SPT with the Municipal Manager, Kobus Marais (Planning) to discuss.

**LA
SPT/DH/WF**

5 Finance:

- The financial statements for December were presented by PLP and approved. A Cash Flow forecast for the year was also presented.

PLP

Membership:

The membership number for the current year has risen to 434 to date. Recruitment in December did not take place due to the COVID spike.

PLP/LA

Administration:

- No discussion.

Insurance:

- The Association has been added to the NPC Liability policy. A pro rata annual fee has been 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:

- The database needs to be updated, particularly for Santareme, within the POPI regulations.

LA



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6.3. Website, Social Media and Newsletter:

- Building of membership numbers has been prioritized along with advertising the COVID statistics.
- The series of 8 x 2 minute videos on the NPC/Association activities have now aired and have received good attention. More of these type of videos are planned for the first quarter of the new year.
- The SFPO website has had to be re-built after the site was hacked. It is now functional. We do need a stable environment and we have asked DNA Online to give us a proposal to host and maintain the website, as they provide this service to a large number of organisations. They are also our IT service providers.
- Committee members are asked to provide comment/recommendations for website improvements as well as suitable content for ongoing newsletters.
- The mass mailing of the newsletters has been taken over by CJ and delivery rate has improved.
- COVID-19 spike will continue to be given wide coverage.
- Communication on social media has been very effective over the past year. The newsletters and videos have been well received with views numbering in the hundreds registered

LA/
CJ

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.
- Beach Phase 1: Some repairs to the ablutions and revetment at Main Beach took place in December, but Municipal staff constraints due to the COVID issues did delay progress. The stairway at Aldabarra Run has been repaired, kindly sponsored by Jules Wentzel. The Peter Crescent beach access stairs and revetment repairs have been completed, funded by some of the Peter Crescent property owners.
- Spit - Emergency: DEDEAT has turned down the request from the Municipality for the use of sand bags to extend the spit revetment.

CG/GM

GM

GM

Roads:

- Entrance: This project is complete. The 12-month defects liability period ended on 9th October 2020.
- George Road Car Park: Concrete bollards have been placed to protect the car park from damage by heavy trucks used for revetment repairs.
- CCTV Security Cameras: Having access to the system has given DT a more in-depth understanding of the improvements that can be made. Issues with the analytics have been highlighted to be addressed. 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 up 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 met with Carl Trahms of Smhart Security to discuss his proposal for the camera monitoring.

GM

GM

DT



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- **Sea Vista Pathway:** The construction side of the project has reached practical completion. The landscaping work is complete. A formal hand over of the pathway to KLM will take place to transfer the responsibility for ongoing maintenance to KLM once the COVID crisis eases.

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 give feedback on this proposal. The DPW has reportedly advertised this Erf on the open market which is a concern.

DT

- **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.

- **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 was also submitted a couple of years ago, and our recent submission to KLM's Spatial Development Framework during the public participation period. The KLM will be asked to formally adopt this proposal.

GM
DH/CG

Some repairs to the ablutions and revetment at Main Beach did take place. But Municipal staff constraints due to the COVID issues delayed completion of this work. DH and CG are considering improvements and upgrades to the area as an Association project through sponsorship and donations.

- **Two Harbours Walk Way :** the importance of this facility was highlighted during the COVID restricted December Season. Improvements to make this more accessible to everyone are to be investigated through sponsors and donations. Currently this is a Kromme Enviro Trust project but they do not have the financial means to properly maintain or improve it. DH will approach the KET and the Rotary Club to propose a collaboration on this project.

DH/LA/GM

- 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



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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 was impacted over the Holiday Season due to the impact of COVID on Municipal staff. Refuse and sewerage collection issues were experienced, however these were mainly due to problems with truck breakdowns rather than COVID.
- Storm Water Drains: Nothing to add.
- Transfer Station / Recycling Depot: This facility was very busy over the Season. It was well staffed and and functioned reasonably smoothly.
- 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.

**SPT/DH
WF**

As previously noted, a meeting will be requested with the KLM MM and planning department to be attend by WF, SPT and DH regarding the situation with 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 this has been very quiet. The Fire Department has requested planning assistance (initial direction given). This will be taken up again within the next two weeks.

**NM
DH/CG**

NM

Very little physical clearing activity by the Fire Department, particularly as the Working On Fire team isolated for much of the time owing to COVID. Fire Risk of Eskom Servitude (Lyme Road North) was escalated to Ben Rheeder and the Fire Chief instructed to address issue.

The KLM have issued many notices to individuals to clear their property bu these are not as yet being enforced.

- Sewerage: The problems experienced with the poor service received over the holiday Season will be addressed by WF with the KLM MM with a view to resolving these issues ahead of the next season. The SFPO will be prioritising the provision of water born sewerage as soon as possible. CG proposed an improved truck tracking system to improve the KLM management. GM is aware that the Link App can be utilised to assist the process.

WF/GM/CG

- 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.

WF

- Roads: The paving of roads is being undertaken by certain groups of residents and could



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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.

WF/GM

9 Other Committees

- **SFBRHOA:** A slight increase in boat licences issued in December was recorded with a swing towards jet boats and higher horse powered motors noted. Canal policing activities will continue daily until at least next week. Very few incidents recorded this year. **SPT**
- **KJRC:** No discussion. **ND**
- **Santareme:** Aesthetic transgressions have been reporting to the Planning Department. Petty crime incidents again highlighted the need for CCTV cameras. **DH**
- **The Police Sector Forum:** The CPF AGM was postponed due to recent spike in COVID. DT and WF met with the SAPS Captain on the COVID restrictions imposed and how these were to be policed to try and mitigate the effect on the holiday season. **DT**
- **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/WF**
- **Sea Vista:** KLM are awaiting the transfer of land from DPW for the area west of the township, which we understood would be this year. It appears that this land has now been transferred to the Housing Development Agency instead of the KLM.
- **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. 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**
- **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 : This was successfully held on 21st December at 15h00 via Zoom Webinar with You Tube live stream.

11. Next Meeting Friday 12th February 2021 – 11 a.m. – SFPO office/Zoom