



28 Lyme Road South
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**MINUTES OF ST FRANCIS PROPERTY OWNERS ASSOCIATION COMMITTEE MEETING
Friday 9th April 2021 – SFPO Office / Zoom**

Present: W Furphy (WF); L Aitken (LA), P Pezarro (PLP), C Gray (CG); D Harpur (DH); N Munday (NM); G Miller (GM); N Dyer (ND); D Truter (DT); C Jarvis (CJ) **ACTION**

1 Welcome

2 Apologies

S Picton-Turbervill (SPT)

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 March were presented by PLP and approved. **PLP**

Membership:

- Response to the Subscription Statements which were sent in March has generated very positive response with over 500 memberships paid to date. **PLP/LA**

Administration:

- No discussion.

6 Marketing and Communication: .

6.1. Database:

- The databases have been updated with new details for the demarcated (Village and Canals) area provided by the KLM. KLM will be approached to supply updated information for the greater St Francis Bay area. **LA/WF**
- The email database will be housed within the new website currently being designed.
- SPT has furnished LA with the SFBRHOA database to update and run alongside the SFPO databases. **SPT/LA**
- LA and Craig Jarvis (CJ) are discussing a more effective database technology with DNA to avoid multiple databases, and accommodate multiple uses ie SRA membership, SFPO Association membership and marketing, SFBRHOA, etc for St Francis Bay property owners, residents and businesses. CJ will be arranging a meeting with DNA next week to take this forward. **LA/CJ**

6.2. Website, Social Media and Newsletter:

- The new website has been re-designed and hosted by DNA Online and is now live. A good working relationship has been established.
- LA now maintains the documents on the website. CJ loads and sends our newsletter **CJ/LA**



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through this website.

- Committee members are asked to provide comment/recommendations for website improvements as well as suitable content for ongoing newsletters. LA/CJ
- It was suggested that charitable organisations could be promoted on the website and/or through the website.
- Building up membership numbers continues to be our priority. CJ
- 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 will be recorded and aired to regularly update our members. The Association projects and services will be highlighted.
- A survey to update the aesthetic theme in Santareme and discuss the possible transition of the theme is to be circulated through the newsletter and website. Communication to contractors and home owners is important to build awareness. DH and CJ will meet next week to discuss this further. This type of survey should be encouraged on regular basis to keep guidelines fresh. Aesthetics guidelines and By-laws (when finalised) should be included on the SFPO Website and local architects and contractors encouraged to include the link on their websites. CJ/DH
- The next newsletter is being prepared with positive feedback on the Easter holidays and sporting events. ND suggested including thanks to the Municipal services for the recent road resurfacing, recycling services and wheelie bins etc.

7. Technical

7.1 NPC Projects

- Beach Phase 2 : The EIA public participation period has now closed and all comments have been received and are being processed. Our submission should be presented to DEDEAT by the end of next week, A post construction maintenance and management plan is to form part of the submission. Once the final document is submitted to DEDEAT they have 107 days to make a decision (all being well by end July 2021). CG/GM
- Beach Phase 1: The repairs to main beach revetment have been stalled. This needs to be completed before the start of winter. WF will raise this at the Ward Committee meeting next week. GM
- Spit - Emergency: SFBRHOA and SFPO are monitoring the Spit revetment. SFBRHOA have stopped dredging for the next few months. The river mouth area is very dynamic at this time and the situation will be reassessed in the August-October period. GM
- NPC Company for donations : A second NPC is being set up to accept and manage donations and other funding for NPC projects aside from the SRA Levy. WF

Roads:

- Entrance: Complete. GM
- George Road Car Park: Complete. GM
- CCTV Security Cameras: Crime over the Easter period was low. Cape St Francis experienced an increase and are now liaising with Atlas for a quote for inclusion in the St Francis Bay network. Areas outside of the SRA demarcated area would need to have their own contractual agreement in place with Atlas for this service. The SFBRHOA are funding installation of additional cameras at the small boat harbour. Atlas have submitted a five year proposal for upgrading all the cameras, poles and analytics with no increase in monthly rental. Implementation of upgrades has been DT/GM



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delayed as a result.

Sea Vista Pathway: Phase 1 - The defects liability period closed 21st March. A final inspection has taken place. Some repair work is necessary on sections of concrete. The Engineer's report is still outstanding and he has been requested to place the contractor on terms to fulfill their obligations. There is sufficient retention to conduct the essential repairs. GM is to call a meeting next week. A formal hand over has still to take place to the Kouga Wind Farm Community Trust and the Kouga Municipality.

GM

Phase 2 : GM has amended the proposal previously submitted for Phase 2 of the Pathway project to comply with new documentation. The project includes CCTV cameras for Sea Vista community areas. BICD has been appointed to replace Sofisa Phillips to act on behalf of the Kouga Wind Farm Community Trust. BICD will advise within the next week on whether the account for the Phase 1 funds needs to be kept open or not. A decision on whether the Phase 2 proposal will be accepted to commence in the next financial year is expected within the next 2 weeks.

GM

7.2 Association Projects:

GM/DT

- 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 Erf 400 on the open market for development which is a concern.
- Interim CBD Improvement and Roads:** Further resurfacing of roads including Taragona Rd, Lyme Road South and St Francis Drive from Lyme Road North to Sea Glades Drive intersection has taken place. The problem of poor storm water drainage at the intersection of Lyme Rd North and Link Rd has been outstanding for some years and needs to be properly addressed before this road is re-surfaced. GM will request a site meeting to arrange for these repairs as well as the inclusion of Link Road in the Lyme Rd North re-surface project. CG will attend this meeting. DT will facilitate a discussion with the Golf Course chairman to discuss the drainage from this area onto the course.
- Main Beach Facilities:** 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.
Some rehabilitation of the abluion block has taken place and they are looking much better. Further work is still needed and NM and DH will be communicating this to Ben Rheeder. DH and CG are considering improvements and upgrades to the area as an Association project through sponsorship and donations. DH has recommended applying for permission to landscape the dune behind the facility to improve the area. DH, CG, GM and NM are the project team on this project. A proposal is being discussed with a view to attracting potential sponsors/donors/investors.
- Two Harbours Walk Way :** DH and WF met with the chairman and vice chairman (Warren Manser and Maggie Langlands) of the Kromme Enviro Trust to discuss a collaborative plan to manage the repair work needed to rehabilitate the Two Harbour

WF/DT

GM/DT/CG

DH/NM/
CG/GM

DH/NM



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Walk. The KET will be financing this and the project which should take two weeks is set to commence after the Easter holiday period. Residents bordering the walkway are to be approached to adopt a stretch of the walkway, keeping it trimmed etc. NM will be working with DH on this project going forward.

- **Street Cleaning** : A street cleaner with a bicycle bin was proposed to collect litter along the main roads of the town. Community service men seeking employment could be targeted for employment. WF to raise the subject of Municipal street cleaners at the next meeting with the KLM MM.

WF

- 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
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:

- A candidate needs to be identified to take on the responsibility of monitoring community issues such as illegal hawkers and infrastructure problems and reporting them to the relevant authorities. This person does not necessarily need to be a committee member.
- COVID-19 Crisis : No discussion
- Storm Water Drains: Nothing to add.
- Transfer Station / Recycling Depot: It is well staffed and functions reasonably smoothly.
- Illegal Dumping and Plot Clearing: No discussion.
- Planning and Certificates of Occupation:
WF, SPT and DH had a virtual meeting with the MM and presented the proposal for an Occupation Certificate amnesty. This proposal was developed together with Mike Morrison and Lois Fox. The MM is discussing it with his officials and will revert.
- Thatch and Property Insurance : No further discussion..
- Bush Clearing : NM reported a very quiet month. Eskom Servitude and the need for Municipality to enforce its own bylaws. The MM is aware of the servitude issue of “chopping and dropping” and is frustrated by it but no clear steps are in place to address what appears to be a widespread issue. NM will provide details for WF to take to next meeting with MM. The Sunset Drive to Billy’s Beach area which was cleared is now in need of clearing of re-growth. A cut and spray solution is recommended before the next fire season. The owner of this land is to be requested to carry out this maintenance on his property.
The KLM plans for a bio-processing plant at Humansdorp dump site that will use future bush cuttings has been approved. It might be a long wait before it’s operational, however, and it doesn’t address the issue of transporting the cuttings (which has been the excuse given to date). NM has raised the issue again with Ben Rheeder.
- Sewerage: The problems experienced with the poor service received over the holiday

SPT/DH
WF

NM/WF/GM

season were addressed by WF with the KLM MM. Further problems have been reported with pump stations on the canals. GM will provide details for WF to take to the next Ward Committee meeting. DH has looked into the reported sewerage leak near the walkway which has now been addressed. This is a problem with the septic tanks. The SFPO will be prioritising the provision of water born sewerage as soon as possible.

WF/DH/GM

- Water infrastructure: The Association continues to put pressure on KLM to replace failing water infrastructure. KLM has issued tenders 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. Road re-surfacing of the main arterial roads will continue as part of a three year plan by KLM. The KLM have resurfaced Lyme Road South, St Francis Drive from Lyme Rd North to Sea Glades Drive as well as Taragona Road.
- Water : Kouga Dam is running very low and may reach Day Zero by 1st July. SFPO Association should be doing more to raise awareness. Letting agents in particular should be requested to heighten awareness amongst visitors to the town. CJ will tackle this in newsletters. WF to raise the projects which are out to tender at the Ward Committee meeting.

WF

CJ/WF

9 Other Committees

- SFBRHOA: No discussion.
- KJRC: The AGM will be scheduled for latest mid May. SFPO NPC participation was requested and approved at this AGM to discuss funding contribution. CG will follow up with River Tides and request participation at their AGM. Some adjustments are required on the MOA. Boats with damaging wake are beginning to be problematic and this may need to come under review.
- Santareme: Aesthetic transgressions have been reported to the Planning Department and are under discussion with Aesthetics committee. Petty crime incidents again highlighted the need for CCTV cameras. DT will supply information on cameras to DH.
- The Police Sector Forum: The first Community Police Forum meeting has taken place and will now become more proactive. Atlas security will be represented at these meetings. The process of publishing the success rate of the CCTV is under discussion with SAPS given that the publishing of crime statistics is illegal in RSA.
- DVG: David Truter controlled 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.
- Ward Committee: WF and DT continue to represent SFPO on this committee. Lorraine Maree and Trevor Wright are both standing to replace Alderman Ben Rheeder as Ward Councillor before the next election. Shena Ruth is standing as PR Councillor. The next meeting is set for 14th April.
- 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: Da Gama Road has been re-surfaced. The CSF Civics are talking to Atlas Security with a view to CCTV Installation.
- St Francis Business Forum: the Kouga Business Forum are sponsoring the next phase in the development of the Kouga LED strategy and plan. WF is assisting them. Infrastructure development is key to attracting investment. A week of presentations is taking place next week followed by a week of training. The Association will contribute R5000.00 towards the

SPT

**CG/WF
ND**

DH/DT

DT

DT

DT/WF

DT

WF/NM



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funding of this project via the Kouga Business Forum.

- Levy Relief Programme: KLM have now also put rates relief for pensioners in place. Applications are still being assessed. **DT**
- Aesthetics Committee: The committee under chairmanship of Mike Morrison is assisting KLM Planning Department to establish by-laws to control aesthetics and transgressions. The end of May is deadline set for this. LA will provide administrative assistance to the committee over the next two to three months. Problems arise when new property owners use architects from outside of the town who are not aware of the building and aesthetics criteria for our area. A survey to update the aesthetic theme in Santareme will be circulated through the newsletter. DH will stand for nomination to sit on the aesthetics committee. **DH/
LA/WF**
- Tourism: The Association approved funding of R4740.00 for new "Welcome" signage designed by Tourism to be placed at the entrance to the town. This is now in place. WF and LA met with the new chairman of Tourism, Dee Cranswick and their Admin Manager, Hantie van der Westhuizen to discuss the management of the signage in the village with the Chairman of St Francis Tourism, as we understand that they are having difficulties enforcing the by-laws on signage. By-Law enforcement should rest with the Municipal Law Enforcement and control should be influenced by the Association through the Police Sector Forum chaired by DT. **WF/LA/DT**

10 General

- 10.1 Vodacom are looking to running fibre optic cabling into the greater St Francis area. Telkom are already doing so. The Vodacom service should be available to residents within the next three months. There is no further feedback on cellphone towers and the need for Wifi towers may fall away once fiber is online. **GM**

11. Next Meeting Friday 14th May 2021 – 11 a.m. – SFPO office/Zoom