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**MINUTES OF ST FRANCIS PROPERTY OWNERS ASSOCIATION COMMITTEE MEETING
Friday 14th May 2021 – SFPO Office / Zoom**

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

1 Welcome

2 Apologies

S Picton-Turbervill (SPT); N Dyer (ND); D Harpur (DH); N Munday (NM)

3 Confirmation of the Previous Minutes

Proposed by DT and seconded by GM

4 Matters arising from the Previous Minutes of Meeting

5 Finance:

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

Membership:

- Response to the Subscription Statements which were sent in March 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 as at end of February. KLM will be approached to supply updated information for the greater St Francis Bay area on a quarterly basis. **LA/WF**
- The email database is now housed within the new website.
- 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. **LA/CJ**
- POPI Act compliance will need to be taken into consideration going forward and a sub-committee has been formed through the Board chaired by Sakkie Burger to investigate requirements. DH will represent the Association on this committee. **DH/LA**
- GM is meeting with the Links to discuss the database system they are using for the membership and whether we can link to this. Their system is POPI compliant. **GM**
- LA will look into the CRM database facility through Sage Online. **LA**



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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/CJ
- LA now maintains the documents on the website. CJ loads and sends our newsletter through this website.
- Committee members are asked to provide comment/recommendations for website improvements as well as suitable content for ongoing newsletters.
- 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.
- More of the 2 minute videos will be recorded and aired to regularly update our members. The Association projects and services will be highlighted. This will be timed to coincide with the NPC EIA announcement. CJ
- A survey to update the aesthetic theme in Santareme and discuss the possible transition of the theme is to be circulated through the newsletter pointing to a more detailed survey on the website for those wishing to participate. The tabulated responses will then assist with the development of the Aesthetic by-laws. The link will be sent out through social media and St Francis Today. CJ presented this on behalf of DH and it was approved by the committee with a suggestion that a map of the area in question be included. A leaflet for distribution in the Spar was suggested. This type of communication to contractors and home owners is important to build awareness. 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
- CJ suggested regular advertisements on the Spar television service to build awareness amongst the broader community and will look into the cost. He will put a proposal together for the next meeting. CJ
- The next newsletter is being prepared for release next week.
- An email from a new property owner, Mr Martin Diessner has been received offering his assistance with web design and development. WF and CJ will arrange to meet with him once he arrives here at the end of May with a view to inviting him to join the Association Committee. WF/CJ

7. Technical

7.1 NPC Projects

- Beach Phase 2 : The documentation for the EIA has been submitted. They now have 107 days to make a decision by 20 August 2021. A 14 day appeal period will follow. CG/GM
- Beach Phase 1: No new discussion. The repairs to main beach revetment have been stalled. This needs to be completed before the start of winter. WF has raised this at the Ward Committee meeting. WF
- 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. GM



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Roads:

- Entrance: Complete.
- George Road Car Park: Complete.
- CCTV Security Cameras: CCTV LPR camera detected a vehicle involved in the recent attack on the Oyster Bay Road which has led to the arrest of a suspect by SAPS. DT/GM
- 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 was also quite a bit of damage on the pathway due to wash away after the heavy rains experienced last week. There is sufficient retention to conduct the essential repairs.. A formal hand over has still to take place to the Kouga Wind Farm Community Trust and the Kouga Municipality. GM
Phase 2 : No new discussion. 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 Development 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 has not yet been received. GM

Association Projects:

7.2

- **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 requested further clarification. DT and WF will take this up at the Ward Committee meeting. GM/DT
WF
- **Interim CBD Improvement and Roads**: No new discussion. 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**: Repair works to facilities and revetments are underway. Mary Crescent and the Harbour Rd "Bruce's car park were significantly damaged after recent heavy rains and repairs are underway. A revetment from main beach facilities along Mary Crescent is needed and WF will take this up at his next meeting with the KLM MM. In the long term a new beach pavilion was proposed as part of the Phakisa submission a few 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. 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. DH/NM/
CG/GM



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- **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 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. **DH/NM**
- **Street Cleaning** : No new discussion. 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. **SPT/DH
WF**
- **Thatch and Property Insurance** : No further discussion..
- **Bush Clearing** : NM reported a quiet month. Several complaints were received from residents, notably relating to plots in Saxe Road. There has been some private clearing activity. There is an interesting 'test-case' involving sale of property that had received a municipal notice to clear not communicated to the buyer. NM approached Fire Department for details with good cooperation with Superintendent and he received documentation within 2 days. He approached Estate Agent responsible for sale (Pam Golding) and the Agent communicated situation to both seller and buyer and brokered a 50:50 settlement of costs. NM met with Eugene Goliath – new Civil Society interface of KLM who is keen to collaborate and is also seeking funding. He understands the need for bush clearing but has a very wide portfolio. They have agreed to align communications. **NM/WF/GM**



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The need for plot clearance certificate for undeveloped stands as a requirement for property transfer has been positioned with positive reception. NM requested information from Fire Department on plots and vacant land cleared using SANTAM funds to position discussions with owners to encourage maintenance and is awaiting response.

- Sewerage: The problems experienced with the poor service received over the holiday 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.. 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. 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. 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. CJ/WF

9 Other Committees

- SFBRHOA: No discussion.
- KJRC: The AGM will be scheduled for May 24th. SFPO NPC participation was requested and approved at this AGM to discuss funding contribution. Participation at 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. SPT
CG/WF
ND
- Santareme: No new discussion. A survey on the aesthetics theme for Santareme is being prepared.. DH
- The Police Sector Forum: 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. DT
- 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. DT
- 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. 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: 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 sponsored the next phase in the development of the Kouga LED strategy and plan. The AGM took Place on May 13th and was well attended with membership growing. The Association contributed R5000.00 towards the funding of this project via the kouga Business Forum and has paid R600 annual membership. It was agreed that the SFPO office will be available for use as a WF/NM



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satellite office for the KBF where local meetings can be held. KBF signage can be erected.

- 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 is providing 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 and website. 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 which has now been placed at the entrance to the town. 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**
- LED Forum : It is believed that significant investment can be attracted if infrastructure is upgraded properly. Funding models are being investigated for consideration by the KLM **WF**

10 General

- 10.1** GM attended a meeting with BUCO to discuss their proposal to buy the advertising on all bus shelters, sensitive to the aesthetics of the town. A proposal for new shelters and waste bins as well as a contribution towards a cycle path and boardwalk developments is being developed to be tabled at a meeting next week. This will also be raised through the Ward Committee. **GM**

- 10.2 Street Vendors** : Municipal by-law enforcement to be requested to enforce Hawkers permit requirements through to the Ward Committee for their agenda. Suitable areas where road side sellers can be accommodated until a formal trader's area can be developed should be identified. This will be included in the Precinct Development Plan through the Ward Committee. **LA/WF/DT/SPT**

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