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**MINUTES OF ST FRANCIS PROPERTY OWNERS ASSOCIATION COMMITTEE MEETING  
Friday 11 June 2021 – SFPO Office / Zoom**

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

**1 Welcome**

**2 Apologies**

D Harpur (DH); C Jarvis (CJ)

**3 Confirmation of the Previous Minutes**

Proposed by NM and seconded by GM

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

**5 Finance:**

- The financial statements for May were presented by PLP and approved. **PLP**  
DT is to provide clarity of SRA Levy Relief Fund payments.

**Membership:**

- No discussion

**Administration:**

- No discussion.

**6 Marketing and Communication: .**

**6.1. Database:**

- POPI Act Compliance** : Compliance with provisions of the Act is due by 30 June 2021. The SFBRHOA, KJRC and SFPO have jointly engaged a company for this purpose. Simon Sayer of SFBRHOA will revert with details to be actioned. LA will be appointed as the Information Officer for both the NPC and Association before 30<sup>th</sup> June. In addition, as a minimum before 30<sup>th</sup> June, training needs to be completed and the SFPO NPC Directors must adopt a Resolution to accept the responsibility of applying the requirements of the POPI Act. Our members need to be informed on what their personal information will be used for and given assurance that this information will not be sold or shared. A sub-committee has been formed to examine the implementation. On that Committee are Peter Mountford, Simon Picton-Turbervill (SFBRHOA), Simon Sayer (SFBRHOA), Sakkie Burger (chair), Gail Brooker, Lyn Aitken and Greg Miller, plus David Harpou representing the SFPO Association. **LA/WF**  
**DH**
- LA will look into the CRM database facility through Sage Online. **LA**

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

- The new website has been re-designed and hosted by DNA Online and is now live. A **LA/CJ**



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- good working relationship has been established.
- 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.
- 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 is planned for September this year.
- The survey to update the aesthetic theme in Santareme and discuss the possible transition of the theme was circulated through the newsletter pointing to a more detailed survey on the website for those wishing to participate, as well in Info Ads. Good response was received and a repeat will be circulated in the next newsletter. The tabulated responses will assist with the development of the Aesthetic By-laws. This type of communication to contractors and home owners is important to build awareness. This type of survey should be encouraged on a 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. DH/LA
- The next newsletter is being prepared for release next week. LA/CJ

## 7. Technical

### 7.1 NPC Projects

- Beach Phase 2 : The EIA application is with DEDEAT. CG/GM
- Beach Phase 1: Main Beach revetment concerns have been raised with KLM Director. GM
- Spit - Emergency: SFBRHOA and SFPO are monitoring the Spit revetment. Repair works to the revetment will take place within the KLM new financial year from 1 July. 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. Ski Canal is currently closed to the river mouth at low tide and it was suggested the KJRC should allow jet skis to traverse from the Cove entrance in the short term. GM/SPT/ND
- NPC Company for donations : A second NPC with PBO status has been set up to accept and manage donations and other funding for NPC projects aside from the SRA Levy. WF

#### Roads:

- Entrance: Complete.
- George Road Car Park: Complete.
- CCTV Security Cameras: Four arrests were made this month following an increase in incidents and since this, the incidents have decreased significantly. The Prosectutor in Humansdorp thanked the SFPO for the CCTV project installation as the evidence produced is of great assistance to her. There were over 800 analytic activations and nearly 40 LPR activations. The analytics upgrade will be taking place commencing next week. DT/GM
- Sea Vista Pathway: Phase 1 – No new discussion. The defects liability period closed 21<sup>st</sup> 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 some damage on the GM



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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.

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

## 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.

GM/DT  
WF

- **Interim CBD Improvement and Roads:** Consultants are busy working on the spatial development plan for Jeffreys Bay and Humansdorp following the Spatial Development Framework submissions. Once completed they will progress to St Francis Bay which will take into account our submissions.

WF

- **Main Beach Facilities: No new discussion.** Repair works to facilities and revetments are underway. Mary Crescent and the Harbour Road 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/NM/  
CG/GM

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 Walk. The KET is financing this and the project has commenced. DH provided photographs of developments which have been circulated to the committee.

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



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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:

- The regular monthly meetings between the Chairman and the Municipal officials have not been possible due to the COVID-19 infection rate at the municipality and the fact that staff have been working from home.
- 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 running properly.
- 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. Some private clearing is taking place. There is some controversy over the extent of clearing giving rise to issues of aesthetics, endangered/indigenous plants, etc. The position of the SFPO needs to be clearly defined and NM and GM will meet next week to formulate this position to ensure that it aligns with the KLM policy and by-laws. Interaction with the Fire Department has improved. Eskom has committed to clearing under power lines. NM requested information from the Fire Department on plots and vacant land cleared using SANTAM funds to position discussions with owners to encourage maintenance and has received this information. **NM/WF/GM**
- Ralph Road Pathway : This public amenity is now required for people to traverse to the beach where walking along the top of revetments is no longer possible along Ralph Road. Security will be included in the plan within reason. Bollards are proposed to replace the present gate. Much illegal dumping is taking place and hopefully this will be less of an issue going forward. The entrance will be neatened up and the pathway widened making the area safer and more user friendly. This feature will also form a fire break for the area. The proposed cost will be approximately R11 000 which has been approved in principal by the Association. **GM/DT/WF**
- Sewerage: The problems experienced with the poor service received over the holiday season were addressed by WF with the KLM MM. GM will provide details for WF to take to the next Ward Committee meeting. The SFPO will be continue urging KLM to prioritise the provision of water born sewerage. **WF**
- 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 1<sup>st</sup> July. SFPO



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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**

**9 Other Committees**

- **SFBRHOA:** The collapsing retaining wall has been reported for urgent attention. Further problems have been reported with pump stations on the canals and the public continue to complain of poor service. SPT highlighted that pollution problems in the canals will happen again if urgent action is not taken. This matter will be put on the agenda for the next meeting with the MM. **SPT**
- **KJRC:** The AGM took place on May 24<sup>th</sup> and SFPO participation took place with Deon Pienaar giving a presentation on the long term coastal protection plan. ND has continued frustration with working with DEDEAT to resolve long outstanding issues on the Kromme River. KLM will be training two environmental officers to address the lack of action from DEDEAT which will be of great assistance. ND has stood down as chairman of the KJRC. David Hurr is in the process of taking over. SFPO will be advised when a committee member is appointed as Representative on the SFPO committee. **ND**
- **Santareme:** The survey on the aesthetics theme for Santareme has been published in the newsletter and Info Ads with good response so far. It will be repeated in the next newsletter. **DH**
- **The Police Sector Forum:** Crime stats are not allowed to be published and DT has taken the matter up with the Brigadier. DT has been requested by SAPS Captain to sit in on all SAPS disciplinary hearings in St Francis. **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. The Association will be working with the appointed councillor to ensure concerns of greater St Francis are addressed in their manifesto. **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 further input from the CSF Civics noted.
- **St Francis Business Forum:** It was agreed that the SFPO office will be available for use as a satellite office for the KBF where local meetings can be held. KBF signage can be erected. Following the 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. 10 different industry sectors were identified to be represented. Any suggestions in this regard are to be forwarded to WF. **WF**
- **Levy Relief Programme:** KLM have now also put rates relief for pensioners in place. **DT**
- **Aesthetics Committee:** No new discussion. 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 was deadline set for this with no further feedback. LA is providing administrative assistance to the committee over the next two to three months. **DH/LA/WF**
- **Tourism:** No new discussion. 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, as we understand that they are having difficulties enforcing the by-laws on signage. By-Law enforcement should rest with the





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Municipal Law Enforcement with the assistance of the Police Sector Forum chaired by DT.

## 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. This will also be raised through the Ward Committee. **GM**
- 10.2 **Erf 399.** The application for Rezoning from Residential 1 to Business Zone 2 for the proposed development on this Erf of a 6 bed Boutique Hotel has been advertised for objection. The committee had no objection.
- 10.3 **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. The informal car guards are also becoming a problem to be highlighted with Municipal Law Enforcement. **WF/DT**
11. **Next Meeting Friday 9<sup>th</sup> July 2021 – 11 a.m. – SFPO office/Zoom**