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**MINUTES OF ST FRANCIS PROPERTY OWNERS ASSOCIATION COMMITTEE MEETING
Friday 13th August 2021 – SFPO Office / Zoom**

Present: W Furphy (WF); L Aitken (LA), G Miller (GM); D Truter (DT); N Dyer (ND); C Jarvis (CJ) **ACTION**

1 Welcome

2 Apologies

N Munday (NM); D Harpur (DH); S Picton-Turbervill (SPT); P Pezarro (PLP), C Gray (CG)

3 Confirmation of the Previous Minutes

Proposed by DT and seconded by ND

4 Matters arising from the Previous Minutes of Meeting

5 Finance:

- The financial statements for July were presented by PLP ahead of the meeting and approved. **PLP**

Membership:

- The proposal that a subscription/donation service offered through Quicket be implemented will go ahead. DNA Online have confirmed that this is a very cost effective offer and that they can assist with setting it up. This would need to be marketed through our newsletter and social media. Quicket will automatically remind subscribers that pay their subscriptions through their service when subscriptions fall due. Renewal invoices are to be sent in mid September ahead of 1st October renewal date. LA will establish with Quicket whether they can initiate invoices in compliance with POPI Act protocols. **LA/PLP**

Administration:

- No discussion.

6 Marketing and Communication:

6.1. Database:

- Database integrity is an ongoing challenge. An update for the demarcated area is overdue from the KLM. LA will draft a letter to the MM appealing for their full database for St Francis with an undertaking to protect the information as required by the POPI Act. Estate agents will be asked how they collect their database information. **LA**
- Membership could also be promoted through the KBF who are also looking to boost their membership.
- **POPI Act Compliance** : Compliance with provisions of the Act were implemented by 30 June 2021.
 - All documentation is available on the website
 - Committee members have been trained
 - The Information Officer (LA) registered
 - The Association Committee adopted a Resolution accept the responsibility of applying the requirements of the POPI Act on 29 June 2021



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6.2. Website, Social Media and Newsletter:

- LA maintains the documents on the website. CJ loads and sends our newsletter through this website. **LA/CJ**
- 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. **CJ**
- Newsletters have covered the Notices regarding the POPI Act compliance. The Aesthetics survey on Santareme has been raised on Facebook groups and more surveys have been received. CJ will liaise with DH with a view to giving further exposure in the next newsletter including comment for debate from a few champions in the Santareme area. **CJ/DH**
- CJ has access to the advertising flat screens in Spar and Kouga Print for advertising. Association projects and membership can be promoted on this medium. Reminders for boat licence renewals could also be promoted. These screens will also be erected in the Tourism offices. Unlimited use would be in the region of R3000.00 per annum. This would provide a further channel of communication in addition to the email newsletters, social media and print copy of Info Ads. **CJ**

7. Technical

7.1 NPC Projects

- Beach Phase 2 : The EIA application is with DEDEAT and a decision is awaited on August 20th followed by a 20 day appeal period. **CG/GM**
- Beach Phase 1: There is some ongoing work by KLM. Work at Main beach is now completed. Significant works to revetment repairs have been budgeted for in the KLM's new financial year including Ann Avenue and Ralph Road. **GM**
- Spit - Emergency: The 80m extension to the spit revetment is to go ahead and PRDW has been appointed. We await news on when this will go ahead. Some dredging is taking place in the mean time. **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 the Beach Phase 2 project aside from the SRA Levy. **WF**

Roads:

- Entrance: Complete.
- George Road Car Park: Complete.
- CCTV Security Cameras: The upgrade of the CCTV system with an extra 15 poles and 50 cameras with full analytics on the outer and inner ring around the town will be completed by 1st September. **DT/GM**
We now have dedicated controllers at Atlas. In addition, a local monitoring facility is also being provided to monitor the camera system performance.
Ralph Rd residents have raised funding for an additional pole and camera to monitor Ralph Lane, Ralph Rd, Liege and Saxe Rds.
- Sea Vista Pathway: Phase 1 – No new discussion. Final retentions have been paid out. A formal hand over has still to take place to the Kouga Wind Farm Community Trust and the Kouga Municipality. **GM**



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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. 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. Rezoning is currently in the hands of a consultant.

**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:** Repair works to facilities and revetments have been completed. Whilst some work was done to restore the ablution facility this has not been productive and they have again been vandalised. CG proposes the use of vandal proof self contained containers on a seasonal basis would be the ideal interim solution. CG was asked to source costings for such a solution and further information for review by the committee.

**DH/NM/
CG/GM**

In the longer 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. KLM have reported that DEDEAT funding granted a few years ago of R10 million has been reinstated.

- **Two Harbours Walk Way** : No discussion.
- **Street Cleaning** : A property owner has offered to pay a team of four men who currently collect litter along the coast line to do further work and projects for the SFPO around the town. This offer was accepted with thanks. LA will follow up with further details before project planning takes place.

DH/NM

LA

8. Community Issues:

- The regular monthly meetings between the Chairman and the Municipal officials have continued in virtual format.
- 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 : The increase in numbers in the region is of concern.
- 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:
No further progress. Kouga homeowners have been granted a further six months until end of December 2021 to apply for amnesty from fines and penalties for incomplete or incorrect building plans. The Association will continue to press KLM to improve the

**SPT/DH
WF**



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service.

- Bush Clearing : No discussion. NM/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 continue to be raised by concerned residents. SFPO will 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. Kouga Dam is running very low and may reach Day Zero soon. CJ continues to tackle this in newsletters. WF to raise the projects which are out to tender at the Ward Committee meeting. CJ/
WF
- Roads: Pothole filling is taking place. GM will be conducting a survey of all streets to prioritise road repairs and maintenance. 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. Lyme Road North was now been completed. Depending on budget review early next year, Grand Comore to the small boat harbour will be undertaken. GM
- Storm Water drains : KLM has begun giving attention to cleaning drains around the town and this needs to be highlighted in communications. GM/CJ

9 Other Committees

- SFBRHOA: No new discussion. SPT/GM
- KJRC: The DEDEAT decision is eagerly awaited by the KJRC. ND
- Santareme: The survey on the aesthetics theme for Santareme had some 50 responses, mostly supporting the current theme and ideas. The next step is to issue a more detailed questionnaire to those who agreed to participate. Aesthetics planning for Santareme remains the most pressing issue in this sector. DH's responses have been fed back to the Aesthetics Committee for inclusion in revised guidelines. DH
- Community Policing Forum: DT reported as follows : illegal signage is to be addressed to Law enforcement, dogs on leash signs erected soon, unauthorised carguards and loiterers to be addressed by KLM, roaming livestock will soon be addressed as a new pound has been promised for St Francis. The home invasion perpetrators have not yet been apprehended. Copper pipes and taps continue to be stolen – advice to all is to replace these with with plastic fittings going forward. The stolen vehicle reported has now been recovered with assistance of CCTV. CCTV have been used to recover a stolen bike and some arrests made. Action will be taken against gangs of children who are “bake beaning” houses. Security should be a regular feature in the newsletter and the press. DT/CJ
- DVG: No discussion GM/WF
- Ward Committee: WF and DT continue to represent SFPO on this committee. DT has raised the problems of removing illegal signage, car guards and hawkers through this forum. DT/WF



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- 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 may instead be transferred to the Housing Development Agency instead of the KLM. WF
It has been suggested to the Kouga Wind Farm Community Development Trust that they consider installing solar panels in Sea Vista to provide power to the township and to feed into the grid. They have now gone ahead with this idea in Oyster Bay.
- Cape St Francis: No further input from the CSF Civics noted.
- St Francis Business Forum: The SFPO office will be available for use as a satellite office for the KBF where local meetings can be held. A local Branch committee is to be formed. WF
KBF signage will 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.
Kouga Business Forum are keen to begin promoting the satellite office in St Francis. WF is soon to host a meeting of a local committee of business people with the idea of driving membership and to begin focusing on what St Francis needs from the IDIS investment should it become available.
- Levy Relief Programme: One person is still receiving relief and DT is awaiting the renewal application. DT
- Aesthetics Committee: LA continues to provide administration work. LA
- St Francis Tourism: St Francis Bay came second in this year's The Kwela Dorp van die Jaar competition.
- Thyspunt Alliance : Regarding the National Nuclear Regulator's call for public comment/objection on Eskom's application for a Nuclear Installation Site Licence (NISL) for the Thyspunt site, the Association will monitor progress against the proposed Thyspunt nuclear site and how it might affect St Francis.

10 **General**
Nothing further.

11. **Next Meeting Friday 10th September 2021 – 11 a.m. – SFPO office/Zoom**