



28 Lyme Road South
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MINUTES OF ST FRANCIS PROPERTY OWNERS ASSOCIATION COMMITTEE MEETING Friday 8th October 2021 – SFPO Office / Zoom

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

1 Welcome

2 Apologies

D Truter (DT); N Munday (NM); C Jarvis (CJ); S Picton-Turbervill (SPT)

3 Confirmation of the Previous Minutes

Proposed by PLP and seconded by CG

4 Matters arising from the Previous Minutes of Meeting

5 Finance:

- The financial statements for September were presented by PLP ahead of the meeting and approved. **PLP**
- PLP will now prepare the Annual Financial Statements in preparation for the AGM.

Membership:

- LA has received an updated demarcated area database from the KLM and the Sage system customer accounts is now updated. The new billing cycle is underway. 111 renewals had been received as at the end of September, before the renewal invoices were sent. **LA/PLP**
A Quicket payment option is now active, as well as the EFT and Payfast options.

Administration:

- The rental for the new office at 9 Phillipa Place will be split equally between the Association and the NPC at R2250.00 each per month inclusive from 1st November 2021. The lease is for a period of 2 years. The deposit of R7500 has been paid.
- PLP proposed changing the accounting package to Sage Business Cloud Accounting with effect from the new financial year (1st October 2021). The Committee supported this proposal.

6 Marketing and Communication:

6.1. Database:

- **POPI Act Compliance** : Compliance with provisions of the Act were implemented by 30 June 2021. **LA**
- **POPI Training** : The Committee decided against undertaking the POPI Training modules offered by Simon Sayer of the SFBRHOA, as they believe they have studied the policy and are fully conversant with it.
- A hand out document /communication plan for December is to be discussed with Craig Jarvis, highlighting the water shortage, progress on beach restoration, security and membership of Association **LA/CJ**



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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. CJ
- CJ has been in communication with the KLM who are keen for the Association to extend communications on their behalf. Links to pertinent notices on the KLM website can be placed on our website. CJ
- More of the 2 minute videos will be recorded and aired to regularly update our members. The Association projects and services will be highlighted.
- Newsletter - the Security update attracted a lot of attention on social media. The latest newsletter went out this morning. We have published 4 security updates so far. CJ
- 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. CJ
- CJ is now publishing St Francis Today.
- CJ is communicating with DNA on the voting system through our website ahead of the AGM.

7. Technical

7.1 NPC Projects

- Beach Phase 2 : Following receipt of DEDEAT's authorisation, the 20 day Appeal Period expired on 15th September 2021. One appeal has been received and a response has been prepared. KLM submitted the response to DEDEAT this morning (10/10/2021). GM/WF
- 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/ Ralph Road and Mary Crescent. GM
- Spit - Emergency: The SFBRHOA and SFPO continue to monitor the status of the spit revetment. The KLM have appointed PRDW to undertake further emergency work on the spit which now includes the extension of the breakwater by 67 metres. Design work has been completed. The SFBRHOA's dredging is being delayed in Ski Canal until the breakwater project works have been scheduled. WF and DP will discuss expected timing with the MM at their next meeting. GM/WF
- 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.
- Arterial Roads : Complete. GM
- Road Furniture : To be completed after the beach restoration is complete.



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CCTV Security Cameras:

The report received from DT as follows :

Installation and commissioning of all new poles and cameras has been completed. The new analytic features are proving themselves with Calibre call outs having quadrupled in the first month from 102 in August to 442 by the 27th September. The analytics will be fine-tuned over the next few months to ensure optimal results without unnecessary call outs. A new SOP has been drafted to allow cooperation between the 3 main security companies. Calibre remains the first responder to camera alerts but if required an alert can be sent to the others to respond. This will also allow direct access between the responders and Atlas during "live" responses. All POPI requirements will be met and the responders all have to sign the relevant documents before being allowed access to this group.

DT/GM

Regular meetings are being held with residents in Santareme to have a CCTV network in the Esmeralda area. This would be from Porta Cervo to Romazini including Sardinia. Atlas/Calibre have quoted with the monitoring being done at Atlas while the invoicing will be done through Calibre. There is a quote from Smhart being considered as well. Final presentations being done on 14/10/2021.

Several meetings have been held with Dave Phelan who heads up the KM CCTV infrastructure initiative. His main priority for now is to place LPR cameras to surround key areas and establish a control centre. DT has requested that they place additional LPR cameras along the R330 at the Glen farm, Paradise beach road junction, near St Francis College entrance and Oyster Bay road. This is very much a fledgling project at present but DT believes will grow in future so needs to be closely watched to ensure that St Francis benefits from this project.

Sea Vista Pathway:

Phase 1 – Now complete and the final payments to the contractor have been approved. The handover of finance reports to Kouga Wind Farm Community Development Trust (KWFCDT) for sign off has taken place. This bank account has been closed.

GM

Phase 2 – Awaiting a decision from KWFCDT.

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.
- **Main Beach Facilities:** The facilities have been vandalised again and the condition of this facility is unacceptable. WF will take this up at the meeting with the MM. The facility needs to be operational and in acceptable condition ahead of the December holiday season. DH, WF, CG and GM will meet at the ablution block on Monday 11 October at 11 a.m. ahead of WF's meeting with the MM to discuss whether this should be taken on as an Association project in partnership with local sponsors such as Buco. We submitted an application for replacing the existing ablution block with a multi-purpose Pavillion to the national Oceans & Coasts department in DEDEAT. DEDEAT approved the funding application. KLM have reported that DEDEAT 's funding granted a few years ago of R10 million hwas withdrawn because of the pressure on budgets due to the COVID pandemic, but has recently been advised that it has been reinstated. We need to follow up through KLM.
- **Two Harbours Walk Way :** The Kromme Enviro Trust have conducted repair work to sections of the walkway which were storm damaged. DH will discuss signage with them.

WF

**DH/WF
CG/GM**

DH



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- **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.
- **Link Road drainage** : This has been done as an Association project to protect the integrity of the newly resurfaced Lyme Rd North along Link Road. The Golf course have agreed to allow drainage through onto the course and will manage that section of the project. It will be maintained by the KLM.

GM

8. Community Issues:

- The regular monthly meetings between the Chairman and the Muncipal 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 : Ongoing.
- 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 service.
- Bush Clearing : NM reported very limited activity on the bush-clearing front for the last month:
A few requests from committee members for a list of clearing contractor names.
Spoke with Hamish van der Merwe who has recently moved to St Francis and is keen to set-up a clearing service. He has strong forestry experience.
Expecting feedback from Babalwa @ Dept of Forestry on way forward and next steps post-workshop held at end of August.
- Ralph Road Pathway : This public amenity is now complete, and allows people to traverse between Ralph Road and George Road, where walking along the beach or along the top of revetments is not possible. The Association paid for the development of this pathway with support of the Ralph Road property owners.
- 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, and ensure sufficient honey suckers are servicing the town.
- 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 publicise the water shortage in newsletters.
- Roads: Pothole filling is taking place.
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 has been completed. Depending on budget review early next year, Grand Comore to the small boat harbour will be undertaken.
- Storm Water drains : KLM has begun giving attention to cleaning drains around the town

**SPT/DH
WF**

NM/GM

GM/DT/WF

WF

**CJ/
WF**

GM

and this needs to be highlighted in communications. The improvement of the drainage at the Link Rd intersection with Lyme Road North has gone ahead as an Association project. **GM**

- SA Post Office Closure – The Post Office has been closed and the post boxes are no longer serviced. Clarity on where box holders can collect post is to be sought from the Humansdorp Post Office. It is understood that the post office boxes will be reinstated in St Francis at some stage. Consolidation is to be discussed with Seeff who managed the Private Bag collections. **CG**

9 Other Committees

- SFBRHOA: No new discussion. **SPT/GM**
- KJRC: The opening of the ski canal is a concern for the KJRC with Jetskis having to traverse up the river to access the river mouth. Once the EIA appeal period is finalised, a meeting should be arranged between the NPC and the KJRC and a public presentation organised over December period if COVID restrictions allow. **ND**
- Santareme: DH reported that there is now an active group of Santareme residents working on security improvements for their sector. A meeting is planned for next week. This will also present an opportunity to collect property owners' data to update our database. This group of people are keen to introduce CCTV Cameras to protect Santareme. **DH**
- Community Policing Forum: CPF meetings have been held monthly with growing support from local organisations. Areas of concern are : SAPS - major staffing issue. Understaffed to such an extent that they are frequently unable to do call outs at night. Staff lacking in basic communication training thereby creating issues with residents wishing to open a case. Municipal law enforcement not willing to attend to bylaw issues in SFB. These issues are being taken up through the correct channels. **DT/CJ**
- DVG: No discussion
- Ward Committee: WF and DT continue to represent SFPO on this committee. The committee is suspended until after the election. Alderman Ben Rheeder is standing down after the election and the new candidate is Lorraine Maree. New street signs on concrete poles are being erected around the town, funded through the Ward 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 is now in hands of the the Eastern Cape Public Works. **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.
- Kouga Business Forum St Francis Branch: The SFPO office will be available for use as a satellite office for the St Francis Branch where local meetings can be held. A local Branch committee has been formed. 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. **WF**
Kouga Business Forum are keen to begin promoting the satellite office in St Francis.
- Levy Relief Programme: No new discussion.
- Aesthetics Committee: LA continues to provide administration work.
- St Francis Tourism: No further discussion.
- 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.



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10 General

- AGM : The date for the AGM has been set for Tuesday 7th December at 16h00. This will be a virtual AGM.
- Office Move : This is set to take place on 20th October.

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