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## MINUTES OF ST FRANCIS PROPERTY OWNERS ASSOCIATION COMMITTEE MEETING

Friday 3<sup>rd</sup> December, 2021 – SFPO Office / Zoom

**Present:** W Furphy (WF); P Pezarro (PLP,); L Aitken (LA), G Miller (GM); D Harpur (DH); N Munday (NM); C Gray (CG); S Picton-Turbervill (SPT); N Dyer (ND); J Viljoen (JV); C Jarvis (CJ) **ACTION**

### 1 Welcome

Chairman welcomed new committee member, Johan Viljoen to the meeting. Johan will represent Santareme Phase 2 (St Francis on Sea to Otters Landing). Johan also Chairs the Neighbourhood Watch.

### 2 Apologies

D Truter (DT)

### 3 Confirmation of the Previous Minutes

Proposed by DH and seconded by NM

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

### 5 Finance:

- The financial statements for November were presented by PLP ahead of the meeting and approved. **PLP**
- Nigel Aitken has been approached to manage various Association projects. The Committee approved a monthly retainer fee of R2000.00 to be paid to Nigel for his work.

### Membership:

- The new billing cycle is underway. 354 renewals had been received as at the end of November. **LA/PLP**
- A Quicket payment option is now active, as well as the EFT and Payfast options.
- A Statement run will be done at the end of December to those who have not paid as yet.
- Membership renewal is being advertised in Info Ads and through St Francis Today and all other medium at CJs' disposal. **CJ/LA**
- A membership offer is to be proposed to the management of The Links to encourage their residents to join our Association. **WF**
- It was proposed that a campaign be launched through estate agents automatically giving each new buyer their first year's membership for free, as a means to maintain an accurate database whilst building membership. **CJ/LA/WF**

### Administration:

- PLP has created an estimated project budget for the next year **PLP**



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## 6 Marketing and Communication:

### 6.1. Database:

- **POPI Act Compliance** : Compliance with provisions of the Act were implemented by 30 June 2021. **LA**

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

- LA maintains the documents on the website. CJ loads and sends our newsletter through this website. DNA Online are managing the website very smoothly. **LA/CJ**
- Committee members are asked to provide comments/recommendations for website improvements as well as suitable content for ongoing newsletters.
- Building up membership numbers continues to be our priority.
- 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. **CJ**
- Newsletter - the Security update continues to be sent out. The drive for CCTV cameras in Santareme is being given exposure in this medium. CJ will also be focussing on the water shortage in the next few months.
- CJ is promoting the fundraising raffle for the two whole lamb freezer packs with proceeds to the acceleration of the beach restoration project. The draw will be made on 22 December. **LA/CJ**
- LA will look for a suitable opportunity to sell these tickets from the SFPO gazebo along with a subscription renewal drive. Tickets are available on Quicket and LA will circulate the link to all members to promote amongst their friends and relatives. Tickets will also be available from the website. **LA/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.
- DNA have created the online voting system on the website ahead of the AGM.

## 7. Technical

### 7.1 NPC Projects

- Beach Phase 2 : The deadline for the appeal process expired on Monday, 29 November. Deon Pienaar (DP) is following up on this. If this is taken to an appeal panel it could take much longer. The DEDEAT authorisation has been suspended whilst this appeal process is being addressed. DP is confident of a positive outcome. **GM/WF**
- Beach Phase 1: Sand has been brought in to fill the washaway area behind Main Beach from an area where excess sand needed to be moved from a plot on Grand Comore. Work is now underway to protect this with a revetment. Repairs are currently underway on the Ralph Road revetment. **GM**
- Spit - Emergency: The SFBRHOA and SFPO continue to monitor the status of the spit revetment. The KLM appointed PRDW who have now commenced further emergency



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work on the spit which now includes the extension and breakwater of 67 metres. About 42 metres has been created and work on rock amouring is taking place. Works will continue until 15<sup>th</sup> December. Design work has been completed. The contractor was requested to put safety measures in place to stop cars driving on the road to the spit and people walking in the area while works are underway. CN will follow up on this to ensure that this is in place as soon as possible.

**GM/WF**

- NPC Company for donations : A second NPC with PBO status was set up to accept and manage donations and other funding for the Beach Phase 2 project aside from the SRA Levy. The launch of the donation drive has been delayed until the EIA appeal process is finalised. Part of the fundraising exercise is a raffle for two donated butchered sheep to be drawn on December 22nd. This has been registered with the National Lotteries Commission as required. Tickets are being sold for R100 each and are available on Quicket.

**WF**

#### Roads:

- Entrance: Complete.
- George Road Car Park: Complete.
- Arterial Roads : Complete.
- Road Furniture : To be completed after the beach restoration is complete.

**GM**

#### CCTV Security Cameras:

DT's Report - New cameras and analytic upgrade is bearing fruit with report from Calibre of a reduction in house breaking. However there is still the problem of petty theft of copper piping and taps. Kouga SAPS has become involved as the same problem on a far larger scale is occurring in Jeffreys Bay and Humansdorp.

**DT/DH/JV**

The Santareme CCTV is gathering momentum and DT believes this should be up and running in the new year. DH and JV reported discussions are taking place between all the security companies, and other stakeholders to iron out difficulties in operational procedures.

#### Sea Vista Pathway:

Phase 2 – Awaiting a decision from KWFCDT.

## **7.2**

### **Association Projects:**

- **Precinct Plan for St Francis** : Consultants have been appointed to prepare a new precinct plan for St Francis and the CBD in particular and any required rezoning. This is an opportunity to manage ideas such as the rezoning of Erf 53 as part of the overall plan for Main Beach development and beach restoration programme as well as areas such as Granny's Pool for sporting and recreation development.
- **Erf 400 Village Common and Erf 554**: Continue await 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 was submitted some time ago. Rezoning of erf 554 is currently in the hands of a consultant.
- **Main Beach Facilities**: The facilities are in the process of being refurbished by the KLM. The facility needs to be operational and in acceptable condition ahead of the December



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holiday season. DH has worked with Nigel Aitken to liaise with the Municipality and ensure remedial works are undertaken before the December holidays. Works have been poorly managed and DH will contact the new Ward Councillor, Lorraine Maree, in this regard as she is responsible for oversight on Infrastructure. A new Director of Infrastructure has still to be appointed at the KLM. LA to circulate Lorraine Maree's contact details to the Committee.

**DH/NLA**

We submitted an application for replacing the existing ablution block with a multi-purpose Pavilion 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 was 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.

**WF**

- **Two Harbours Walk Way** : Quite a substantial amount of work has been completed by the Kromme Enviro Trust but funds have now run dry. These are repairs to current infrastructure. Further planning is underway.
- **Entrance Circle** : The Association agreed to share the cost of repainting the pedestrian crossings at the entrance circle with St Francis Links.
- **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.

**DH**

**GM**

#### 8. **Community Issues:**

- The regular monthly meetings between the Chairman and the Municipal officials have continued in virtual format. The hearing for the application by the CRA against the KLM took place on 2 December 2021. Judgement is not expected before end of January and the KLM will provide feedback in due course.
- 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 was 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. It remains difficult to get thatch insurance in St Francis. However, Outsurance are willing to insure thatch.
- 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. A private service is now available over the Season which will provide supplementary service for those who choose to pay the extra for a quicker service. This service has a permit to operate from the Municipality.

**WF**

**SPT/DH  
WF**

**NM/GM**

**GM/DT/WF**

**WF**



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- 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. **CJ/ WF**  
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. **GM**  
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 Tarragona Road. Lyme Road North has been completed. Depending on budget review early next year, Grand Comore to the small boat harbour will be undertaken. Road markings have been refreshed on Lyme Roads North and South, St Francis Drive and the CBD.  
The new street names mounted on concrete poles are in the process of being mounted.
- Storm Water drains : KLM has begun giving attention to cleaning drains around the town 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. **CG**

## 9 Other Committees

- SFBRHOA: SPT is standing down as chairman at the AGM of 17 December. He will remain on the Committee and represent the SFBRHOA on the SFPO Committee until someone else is appointed. Dredging will continue around the pump house as required. **SPT/GM**
- KJRC: David Hurr is now chairman. ND will remain on the committee until further notice. **ND**
- Santareme: DH reported that there is now an active group of Santareme residents working on security improvements for their sector. This will also present an opportunity to collect property owners' data to update our database. This group of people are working on introducing CCTV Cameras to protect Santareme. There has been a lot of interest. Calibre Security have been selected as service provider and will be doing the invoicing. CJ will drive awareness through the security updates, newsletter and St Francis Today. **DH/JV/CJ**
- Community Policing Forum: SAPS - The main concern at the moment is the lack of resources at our local SAPS with the loss of detectives. A Captain from Humansdorp SAPS is here at the moment to help and evaluate. DT has made contact with the Mossel Bay CPF Chairman and will hopefully visit them and their SAPS commander for a discussion shortly. **DT/JV**
- DVG: No discussion
- Ward Committee: This Committee will need to be re-constituted now that the Municipal elections have taken place. WF and DT currently represent SFPO on this committee. Lorraine Maree is the new Ward Councillor for Ward 12 and will constitute a new committee. **DT/WF**
- Sea Vista: The new Ward Councillor for Ward 1 is a lady called Nozuko Ntshota of the ANC who we understand is well respected in the community. KLM are waiting for the transfer of land from DPW in the Eastern Cape for the area west of the township, which we understood would be this year. **WF**



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- 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. Public/Private partnership for Infrastructure development funding is being explored. **WF**
- Levy Relief Programme: A second person has now qualified for Levy Relief and DT is working with him to assist with a payment plan to cover arrears incurred. **DT**
- Aesthetics Committee: This committee will also need to be re-constituted since the Municipal elections. LA continues to provide administration support. The current chairman will step down at the end of this year and new committee members are to be nominated. CG will be asked if he will volunteer for this committee. **LA/CG**
- St Francis Tourism: DH attended the AGM last week. New members are being called for. There is a strong focus on water shortage and communicating this message to all in the tourism industry. COVID protocols are to be strictly observed over the coming Season. **DH**
- 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**

- AGM : The date for the AGM has been set for Tuesday 7<sup>th</sup> December at 16h00. This will be a virtual AGM. This is an election year for the Committee. An online voting and registration system has been created for the website. Voting forms were SMS'ed to paid up members ahead of the meeting. Advertising has appeared in The Chronicle and St Francis Today. The standing committee will be Wayne Furphy, Chris Gray, Norman Dyer, Simon Picton-Turbervill, David Harpur, Johan Viljoen and David Truter. **ALL**
- Nick Munday is standing down and was thanked for his participation and contribution over the past two years.

**11. Next Meeting Friday 14<sup>th</sup> January 2022 – 11 a.m. – SFPO office/Zoom**