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MINUTES OF ST FRANCIS PROPERTY OWNERS ASSOCIATION COMMITTEE MEETING

Friday 14th July 2023 – Village Square Board Room / Zoom

ACTION

1. **Present:** W Furphy (WF); L Aitken (LA), D Harpur (DH); N Dyer (ND); D Truter (DT); C Gray (CG)
2. **Welcome**
The Chairman welcomed all.
3. **Apologies**
P Pezarro (PLP); J Viljoen (JV); Craig Northwood (CN); C Jarvis (CJ)
4. **Confirmation of the Previous Minutes**
Proposed by DT and seconded by ND.
5. **Matters arising from the Previous Minutes of Meeting**
None.
6. **Finance:**
 - The financial statements for June were circulated by PLP and approved. **PLP**
 - PLP circulated an updated budget for 2023.
 - This projects a surplus of R95 900 for the year.
 - PLP has moved money into the Money Market account retaining a balance of R50 000.
7. **Marketing and Communication:**
 - 7.1. **Database:**
 - POPI Act Compliance – LA monitors compliance on an ongoing basis.
 - An updated database has been received from the KLM. **LA**
 - 7.2. **Website, Social Media and Newsletter:**
 - Alternating advertisements for the Power and Water Security, SFPO Brochure and Membership are appearing up to 8 x per week in St Francis Today as well as in print in the Wildside Times. This is bringing a lot of traffic onto the website. **LA/CJ**
 - LA maintains the documents on the website. CJ loads and sends our newsletter through this website. Website statistics are available from DNA Online and LA can table these monthly.
 - A refreshed and less passive website is needed so that important and topical documents are more easily accessed including access to What's on in St Francis



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- through St Francis Tourism.
- Building up membership numbers continues to be our priority. CJ has a regular SFPO corner in St Francis Today for the subscriptions drive with a widget directly to the payment facility.
- CJ liaises with the KLM for the Association to extend communications on their behalf. CJ
- Newsletter : The content of the next newsletter will be discussed when CJ returns. This will include reasons for the increase in membership fees and justification, Fan Parks, Car Guarding project and the new tipping "coupon" system. It is proposed that we look at changing the presentation design of our newsletter with the use of graphic design features, including the use of colour and photographs. CJ to investigate and provide costing on his return. CJ
- Info Ads continues to be used to promote membership as well as the Power and Water Security Proposal.
- Leaflet :
 - The booklet has been provided to estate agents for new property owners, inserted into the Wildside Times community magazine, and is available at the SFPO office with copies supplied to participating organisations.
 - The brochure is included as a 16 page flipper e-magazine on our website, as well as on the St Francis Today website. This has proven to be very successful. The electronic version seems to be more popular and effective than the printed version.

7.3 Membership:

- We have received 584 membership subscription payments to-date in the 2022-23 year. ND has approached the Links management regarding boosting membership of Links property owners and they are happy for the SFPO membership to be promoted at the next members' get together which will probably take place in August. LA to set up a meeting to brainstorm relevant points to present to the gathering motivating SFPO membership toward the end of August. Committee members to send points to the Chairman to begin this process. LA ND
- The committee agreed to adjust the membership fees in line with inflation. The membership fee from 1st October 2023 will be R600.00 p.a. with R375.00 p.a. for pensioners. LA
- Membership invoices will be sent out by DNA Online in early October for the 2023-24 year.
- Advertising Membership renewal continues to be advertised in Info Ads, St Francis Today and all other media at CJs' disposal. CJ
- Estate agents are being encouraged to promote membership to new property owners as a means to maintain an accurate database whilst building membership using the brochure.
- CJ is providing a regular advertising corner in St Francis Today for the subscriptions drive with a widget directly to the payment facility. This corner can also be utilized to advertise Association projects. A screen ad has also been created for the four advertising screens in the village. CJ



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8. Technical

8.1 NPC Projects

- Beach Phase 2 : The SFPO NPC is awaiting the outcome of the Appeal against the court ruling against the SRA. WF
- Spit – Emergency : The SFBRHOA and SFPO continue to monitor the status of the Spit revetment. CN
- CCTV Security Cameras:
All cameras have been upgraded with Lithium batteries so loadshedding will no longer affect performance. DT reports no further down time. DT

8.2 Association Projects:

- **Precinct Plan for St Francis** : A Consultant was appointed to prepare a new precinct plan for the St Francis Bay CBD area. The public participation meeting for this project took place on 17th February. This was a constructive meeting and an opportunity to manage ideas such as the rezoning of Erf 53 as part of the overall plan for Main Beach development and the beach restoration programme, as well as areas such as Granny's Pool, and erfs 400 and 554 for sporting and recreation development. No further feedback available. DH/WF
- **Erf 400 Village Common**: Continue to await DPW decision on transfer of Erf 400 to KLM. The KLM have confirmed that they are not considering any plans to rezone this Erf. There is currently no safe park area for public recreation and there is a growing need for such a facility. Erf 400 is ideally situated for this use and should be considered for rezoning from Education to Public Open Space possibly leased and managed by the SFPO. CG will investigate how to go about this. This could possibly be a joint initiative between the SFPO and the Kromme Enviro Trust. WF/CG
- **Erf 554**: 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 a couple of years ago. Rezoning of Erf 554 is currently in the hands of a consultant and has been prioritised. A possible alternative site for the church has been identified for investigation. WF/DT/CG
- **Ann Avenue Stairs**: These are now the responsibility of the Municipality, these have been badly damaged by heavy seas. The positioning of these stairs needs to be reconsidered. CG will investigate the cost of a long term steel staircase and viewing platform and whether this could be adopted as an SFPO project. CG
- **Granny's Pool Development & Two Harbour Walkway**: This area is a feature for visitors and is under-equipped to cope with current numbers. DH is in discussions with Kromme Enviro Trust with a view to working in tandem on any new development. Environmental approval for the retaining wall and steps is being sought from the KLM. DH is awaiting a meeting with Maggie Langlands for further discussion. DH
- **Erf 53** : Public open space bordering St Francis Courts, the old hotel site, and Ann Avenue. CG
- **Entrance Gardens and Traffic Circle** : The bus shelter is in need of re-coating, CG will get a quote to do this, and if reasonable WF/CG will make the decision to go ahead. CG



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will investigate the possibility of paving the traffic circle to reduce the problems with potholes and wear and tear. This is the responsibility of the Province but the Municipality do conduct repairs as required. The cost of this project could potentially be shared between the SFPO and the Links.

- **Pump House Parking** : More provision for parking in this popular area needs to be investigated. CN
- **Power and Water Security Proposal.** The Power and Water security proposal was sent out to members in March 2023, and we have had good feedback. Through the KBF we understand residents of Jeffreys Bay are making use of this document as well. The aim is to encourage property owners, particularly those that do not live in St Francis Bay permanently, to reduce dependency on Eskom and municipal water, given the problems experienced with power outages during the busy season and the continued severe drought. Guidance was sought from local experts and will make use of all reputable local suppliers and installers. Responses so far appear to have been made directly to service providers. The document is also available on the Home page of our website and is marketed through Info Ads, St Francis Today and social media as well. The KLM is working towards updating its Policy to allow for power to be bought from ratepayers with the necessary upgrade to infrastructure to enable this. An IPP could be established in due course and this to be added to the agenda for the next meeting with the MM. WF/CJ
- **CBD Car Guard Project** : During load shedding the entire CBD area is in pitch darkness and is a problem for the restaurants operating in this area. Informal car guards are taking advantage of this situation and accosting members of the public. DT and WF are working on a project to formalise the car guards in this area with GAD, a new Sea Vista security company which they are mentoring to ensure that this is kept under control. A quotation for a solar back up system for the street lights in the CBD will be tabled at the next Ward Committee meeting. WF/DT

A trial run for the car guard project for a function at St Francis Brewery was a great success. DT will continue to canvas support from local businesses to contribute to the cost of permanent official car guards. The guards' bibs will state "Supported by CPF and SFPO". DT hopes to roll the project out before the Calamari Festival in September.

9. Community Issues:

- The regular meetings between the Chairman and the Municipal officials continue. WF
- General Valuation Roll 2023-2027 : This was made available for scrutiny and is based on fair market value as at 1 July 2022. There are many inconsistencies which is a concern. Property owners had until 14th April to submit objections. Many of those who objected have now received responses and some valuations have been adjusted. The KLM is expected to reduce their cent in the Rand rate by 25%. The SRA levy accruals will increase accordingly. Final calculations can only be made once the cent in the Rand rate is confirmed. WF
- Planning and Certificates of Occupation: There is concern over the number of new developments and the impact on infrastructure, electricity and water supply. A new Director for Planning at the KLM still needs to be appointed following the resignation of the incumbent. Mayoral Councillor Shena Ruth has been given responsibility for Planning, Development and Tourism.
- Plot Clearing : Plot clearing continues around the town to help reduce risk of fire. The



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Kromme Enviro Trust are offering environmental advice on how best to go about plot clearing.

- Sewerage: The problems experienced with the poor service being received continue to be raised by residents. The Association will send a letter to the Municipal Manager and Ward Councilor requesting urgent action to improve the sewerage collection service which is impacting both the standard of living of residents in St Francis and the tourism economy of our town. DH has requested that more pressure be placed on the Municipality to work towards water borne sewerage. WF

A proposal will be made to the Municipal Manager at the next meeting for the service to be scrapped in favour of moving to private service providers. LA will prepare a letter to be tabled at the meeting. LA
- Water infrastructure: The Association continues to put pressure on KLM to replace failing water infrastructure. The Dams in the Kouga area, controlled by the Nelson Mandela Bay Metro, remain low. St Francis boreholes are being used to supplement the water supply by 70%. Water purifying plants have been installed in Jeffreys Bay, Humansdorp and St Francis to filter borehole water for consumption. CJ continues to publicise the water shortage in newsletters. WF/CJ
- Roads: Due to the increase in the price of tar, road re-surfacing will be restricted to St Francis Drive and Triton Avenue for the 2022-3 financial year which have been completed. The priority for Kouga Municipality will be Humansdorp. Grand Comore to the small boat harbour should follow in the 2023-4 financial year after which we will lobby for Sunset, Canal and Sea Glades roads. Some roads could be paved opening up the possibility of sourcing funding from Kouga Wind Farm for job creation and skills development. WF/JV
- Storm Water drains : Cleaning drains around the town and in particular in Santareme and Sea Vista is ongoing. Recent flooding in the village has highlighted the need for improved drainage. KLM are working on plans to alleviate the worst areas particularly in the Village CBD.
- Main Beach : No discussion.



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10. Other Committees

- SFBRHOA: Because of the bad silting of the river and the changing course of the river and the river mouth, erosion is taking place and more water is channelling through the canals systems with resulting complications particularly at the Cove and the Pump House. Because of the new development at the Quays, many moorings will be lost and additional moorings are being identified. CN
- KJRC: Extremely low tides were experienced making boating quite dangerous on the Kromme. The KJRC are monitoring this and communicating warnings to the boating community. ND/CN
- Santareme: The CCTV project organised by a group of Santareme property owners, through Calibre Security, has been implemented and is progressing well. There have been very few incidents reported as a result. The service is being very well received by residents and there is increased interest from residents to participate. A team have begun working on the next phase to erect an additional 12 CCTV cameras. Sewerage leaks onto the walkway is an ongoing issue which needs to be addressed. There has been a marked increase in property/housing development in Santareme, and an update on Aesthetics should be investigated with a more modern set of aesthetic guidelines. JV and DH are working on this. The SFPO is active on the Future of Santareme Whatsapp group improving communication. The areas of most concern for Santareme property owners and residents are: Sewerage, Aesthetics, Roads, Security, Delays in Planning approvals, and Certificate of Occupation difficulties. DH/JV/DT
- St Francis-on-Sea and Port : No discussion. JV
- Community Policing Forum: The next CPF meeting will take place in the first week of August. DT
- DVG: No discussion.
- Ward Committee: LA and DT represent the CPF and SFPO on this committee. Meetings are scheduled for the first Wednesday of each month. Provision of water and how it is to be managed is the top priority for the KLM and our Ward Councillor. Our Councillor continues to appeal to us all to report service delivery problems through official channels so that these are officially recorded. The more reports that are recorded (potholes, roaming animals, blocked drains, etc), the more resources are allocated. A new Ward Assistant has now been appointed. LA/DT

Staff problems continue to plague the administration at the Municipality. Problems were experienced with billing and lengthy delays are taking place in the Planning Department. There is no longer an accounts staff member in St Francis Bay office. Ward Councillor Maree is trying to address the problem.
- Sea Vista: There is a plan for housing development but details are unclear at this stage. Progress will be monitored through the Ward Committee, Ward 1 Councillor and our PR Councillor Shena Ruth. We are told that the land has been transferred to the HDA. WF
- Cape St Francis: No further input from the CSF Civics noted.
- Kouga Business Forum St Francis Branch: WF was approached through the KBF to assist Jeffreys Bay residents to set up a Residents Association. He arranged a workshop for these people to guide them through the process of establishing their own Association. WF

A Fan Park event at various St Francis venues has been proposed through the KBF for the Rugby World Cup. This is being well received by local venues and will be marketed by



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the KBF and SFPO. The KBF aims to promote this to other towns in Kouga as well. The Fan Park concept could roll-out for any large sporting event.

A Corporate Day is being considered by the organisers of Wine on Water at the suggestion of the KBF.

The SFPO office is used as a satellite office for the St Francis Branch of the KBF. The local Branch Committee meets monthly and there are now 14 active members representing St Francis. It is currently focussing on three primary activities:

- Membership : building membership of the KBF in the SF business community. A new website has been developed.
 - Focus on events – supporting a number of big events, which will provide a boost to the local economy.
 - Providing mentoring to start up and small Sea Vista businesses.
- Levy Relief Programme: There are no further applications.
 - Aesthetics Committee: This Committee met with the developers of Erf 2301 (Service Station) regarding plans for that area with a view to ensuring the proposal fits with the Guidelines for St Francis. The developers will consider the possibility of extending the Sea Vista footpath down the side of this erf to Assissi Drive. DT
Problems experienced with plans by-passing this Committee are being actively addressed by Ward Councillors and the Committee. Councillors Maree and Ruth continue to investigate the legal issues surrounding the enforcement of guidelines. LA/JV/DH/CJ
LA continues to provide administration support.
JV and DH have been asked by the Committee to survey the Santareme community as to what changes they would like to see included in the revised Aesthetics Guidelines. A workshop to discuss this was proposed and DH will discuss with CJ how best to publicise this.
 - Kromme Enviro Trust : DH is in discussions with the KET regarding planning of development of Granny's Pool and Two Harbour Walkway.
 - St Francis Tourism: A full calendar of events is planned through the year. Upcoming events include The Mzansi Challenge, Expedition Africa as well as some big cycling and mountain biking events. Events are very important to the economy of our region. DH
Coverage of events should be included in our newsletters where possible. Tourism are building a stronger profile through Social media and other media options.
The SFPO Association has been asked to assist the funding of printing a "Tip" booklet which is a St Francis Tourism initiative. These are R5.00 vouchers which can be redeemed at the Spar for either cash or goods. These can be used for car guards, petrol attendants or anyone assisting members of the public who wish to reward service in greater St Francis. The Association will be asked to pay R2000 towards the printing of 1500 booklets in return for which their logo indicating their support will be included. The Committee agreed to support this with the R2000 requested.. SF/DT
 - 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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11. **General**

12. **Next Meeting Friday 4th August 2023 – 11 a.m. – SFPO Office/Zoom**
Apologies : Norman Dyer