



9 Philippa Place
St Francis Bay
6312

Tel: 042 294 0594
eMail: info@sfpo.co.za
Website: www.stfrancispropertyowners.co.za

PO Box 18
St Francis Bay
6312

MINUTES OF ST FRANCIS PROPERTY OWNERS ASSOCIATION COMMITTEE MEETING

Friday 4th August 2023 – Village Square Board Room / Zoom

ACTION

1. **Present:** W Furphy (WF); L Aitken (LA), N Dyer (ND); C Gray (CG); P Pezarro (PLP); J Viljoen (JV); C Jarvis (CJ)
2. **Welcome**
The Chairman welcomed all.
3. **Apologies**
Craig Northwood (CN); D Harpur (DH); D Truter (DT)
4. **Confirmation of the Previous Minutes**
Proposed by WF and seconded by CG.
5. **Matters arising from the Previous Minutes of Meeting**
None.
6. **Finance:**
 - The financial statements for July were circulated by PLP and approved. **PLP**
 - PLP circulated an updated budget for 2023.
 - This projects a surplus of R97 800 for the year.
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 and the updated SFPO database has been sent to Craig Jarvis for newsletter circulation. **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**
 - The website statistics reflect a steady number of visitors using the site as a result of these advertisements.
 - 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



9 Philippa Place
St Francis Bay
6312

Tel: 042 294 0594
eMail: info@sfpo.co.za
Website: www.stfrancispropertyowners.co.za

PO Box 18
St Francis Bay
6312

documents are more easily accessed including access to What's on in St Francis 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
 - Social media continues to be monitored by CJ.
 - CJ liaises with the KLM for the Association to extend communications on their behalf.
 - 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 St Francis Tourism's new tipping "coupon" cashless reward system. CJ
- 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.
- 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. Payments received from 1st July will be rolled forward for the 2023-24 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 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. LA
- 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



9 Philippa Place
St Francis Bay
6312

Tel: 042 294 0594
eMail: info@sfpo.co.za
Website: www.stfrancispropertyowners.co.za

PO Box 18
St Francis Bay
6312

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. Cape St Francis Civics Committee are looking to change their CCTV service providers and will be liaising with DT for advice. 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 is working through National Public Works to establish how to go about this. This could possibly be a joint initiative between the SFPO and the Kromme Enviro Trust. LA raised this at the Ward Committee meeting and the idea was supported. Preserving this area as parkland would assist the storm water drainage management in the CBD. 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. An alternative site for the church has since been found. WF/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. A design for a timber staircase has been provided to the Municipality but CG is of the opinion that a steel staircase would be longer lasting and require less maintenance. 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 DH



9 Philippa Place
St Francis Bay
6312

Tel: 042 294 0594
eMail: info@sfpo.co.za
Website: www.stfrancispropertyowners.co.za

PO Box 18
St Francis Bay
6312

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.

- **Erf 53** : Public open space bordering St Francis Courts, t old hotel site, and Ann Avenue.
- **Entrance Gardens and Traffic Circle** : The timber work on the bus shelter has been re-coated. CG will send LA an invoice for the Association to refund him for R2600 for labour and materials.

CG

CG has looked into the possibility of paving the traffic circle to reduce the problems with potholes and wear and tear. The Provincial Roads engineer has indicated that he would be happy for this to happen provided adequate provision can be made for heavy trucks turning in the circle. CN spoke to the original designer of the circle who will give us an estimate for the upgrade of the traffic circle and once we have costs, the Links will be approached to see if they will contribute.

CN

- **Pump House Parking** : More provision for parking in this popular area needs to be investigated.
- **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.

WF/CJ

- **CBD Car Guard Project** : During loadshedding 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 Security (a Sea Vista security company which they are mentoring). 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.

WF/DT

A solar back up system for four street lights in the CBD was proposed by DT at R4000.00 each. The Association Committee agreed to fund these. A sticker will be placed on each to state that lights are sponsored by SFPO. The Municipality have agreed to install these at no cost.

Linked to this is the cashless reward system comprising R5.00 coupons which can be redeemed at the Spar. These coupons can be used to tip the car guards or any other person giving service such as petrol attends. The Asssocation will contribute R2000 to the printing of these booklets. Calibre Security are also contributing R2000 for the printing.

- **KBF Fan Parks** : The KBF idea of the Rugby World Cup Fan Club events and venues in October will be promoted by both the KBF (who will target corporates) and the SFPO Association's social media and database via the newsletter with a link through to the ticket provider.

WF



9 Philippa Place
St Francis Bay
6312

Tel: 042 294 0594
eMail: info@sfpo.co.za
Website: www.stfrancispropertyowners.co.za

PO Box 18
St Francis Bay
6312

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. 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 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 has sent 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 residents being given the choice of either (1) paying the KLM levy and requesting KLM's honeysucker service or (2) not paying the the KLM sewerage levy and instead paying private service providers to empty their conservancy tank(s). A letter has been sent to the MM copied to our Ward Councilor highlighting the urgent need for improved service.
- 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 has been restricted to St Francis Drive and Triton Avenue for the 2022-3 financial year which have been completed. 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.



9 Philippa Place
St Francis Bay
6312

Tel: 042 294 0594
eMail: info@sfpo.co.za
Website: www.stfrancispropertyowners.co.za

PO Box 18
St Francis Bay
6312

10. Other Committees

- SFBRHOA: No discussion CN
- KJRC: River Licence fees were increased with an erroneous surcharge which is now being addressed with refunds to be sent to those who have already paid. ND
- 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. There is now a move to establish a Santareme Committee specifically to address their areas of concern which are Sewerage, Aesthetics, Roads, Security, Delays in Planning approvals, and Certificate of Occupation difficulties. DH/JV/DT
 JV attended the DA Feedback meeting and found that whilst the short term prognosis is not good, the medium to long term future is very positive. Hence he is pushing for the Santareme community to take more responsibility for their own future.
- St Francis-on-Sea and Port : JV will approach the POA to discuss participation in the Sanatreme committee.. JV
- Community Policing Forum: No discussion 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. Councillor Maree has been moved from Infrastructure to Finance on the Mayoral Committee. LA/DT
 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. 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. LA has raised the lack of provision for storm water drainage in Santareme and this is now on the Ward action list. LA will request minutes of the last Ward Feedback meeting.
- 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: As noted CSF Civics are considering an alternative CCTV service provider.
- Kouga Business Forum St Francis Branch: WF
 The Fan Park event at various St Francis venues proposed through the KBF for the Rugby World Cup will be promoted by the SFPO through our database and media platforms. This has been well received by local venues and will be marketed by the KBF and SFPO. The Fan Park concept could be rolled-out for any large sporting event. The KBF held their gala awards dinner in April and sold 350 tickets in three days



9 Philippa Place
St Francis Bay
6312

Tel: 042 294 0594
eMail: info@sfpo.co.za
Website: www.stfrancispropertyowners.co.za

PO Box 18
St Francis Bay
6312

indicating a healthy interest in supporting the forum by local businesses.

A Corporate Day/Corporate tickets 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: 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 continues to provide administration support. LA/JV/DH/CJ
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. DH
 - 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. Coverage of events should be included in our newsletters where possible. Tourism are building a stronger profile through Social media and other media options. WF/DT
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 agreed to pay R2000 towards the printing of 1500 booklets in return for which their logo indicating their support will be included.
 - 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.

11. **General**

12. **Next Meeting Friday 8th September 2023 – 11 a.m. – SFPO Office/Zoom**



9 Philippa Place
St Francis Bay
6312

Tel: 042 294 0594

eMail: info@sfpo.co.za

Website: www.stfrancispropertyowners.co.za

PO Box 18
St Francis Bay
6312