



9 Philippa Place  
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## MINUTES OF ST FRANCIS PROPERTY OWNERS ASSOCIATION COMMITTEE MEETING

Friday 8 September 2023 – SFPO Office 9 Philippa Place / Zoom

### ACTION

1. **Present:** W Furphy (WF); L Aitken (LA), N Dyer (ND); C Gray (CG); P Pezarro (PLP); J Viljoen (JV); D Harpur (DH); D Truter (DT)
2. **Welcome**  
The Chairman welcomed all.
3. **Apologies**  
Craig Northwood (CN); C Jarvis (CJ)
4. **Confirmation of the Previous Minutes**  
Proposed by PLP and seconded by ND.
5. **Matters arising from the Previous Minutes of Meeting**  
None.
6. **Finance:**
  - The financial statements for August were circulated by PLP and approved. **PLP**
  - It was agreed that we should provide a reserve of R100 000 for projects in the 2024 budget.
7. **Marketing and Communication:**
  - 7.1. **Database:**
    - POPI Act Compliance – LA monitors compliance on an ongoing basis.
    - The database has been updated sent to Craig Jarvis for newsletter circulation. **LA**
  - 7.2. **Website, Social Media and Newsletter:**
    - The September newsletter is due for release next week and will be focused on membership subscription renewal. 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. **LA/CJ**
    - 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.
    - 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



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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 through St Francis Tourism. CJ
- 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.
- 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 received 584 membership subscription payments for the 2022-23 year. Payments received from 1<sup>st</sup> 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. LA/ND
- The membership fee from 1<sup>st</sup> October 2023 will be R600.00 p.a. with R375.00 p.a. for pensioners.
- Membership invoices will be sent out by DNA Online in early October for the 2023-24 year.
- LA will track to reflect new members, renewals and areas. LA
- Advertising Membership renewal continues to be advertised in Info Ads, St Francis Today and all other media at CJs' disposal. LA
- 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
- 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. The KLM have applied for funding from the National Climate Change fund in the meantime. 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. The cameras are all functioning well. 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 17<sup>th</sup> 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. A copy of the title deeds is needed to establish exactly who owns the land. CG will consult Nevil Hulett regarding this. This could possibly be a joint initiative between the SFPO and the Kromme Enviro Trust. 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 reported the cost of a long term steel staircase would be around R70 000.00. A suggestion would be to place a staircase around the corner of the revetment onto Main Beach. 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 proposed contributing DH



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towards funding for the retaining wall and steps needed once the KLM has approved this.. DH is awaiting a meeting with Maggie Langlands for further discussion.

- **Erf 53** : Public open space bordering St Francis Courts, old hotel site, and Ann Avenue.
- **Entrance Gardens and Traffic Circle** : 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. Cost estimates received are prohibitive. CG has asked Greg Miller to use a drone to establish the square meterage to establish whether a viable alternative can be found. An alternative to paving could be to slurry or re-tarr. The Links will be approached to see if they will contribute to the costs. The Municipality will be asked if they would be prepared to contribute manpower and equipment for this. CG/CN
- **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 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
- **Car Guards Project** : Calibre have made an arrangement with the SF Breweries and 22 Eaterie to provide this service. Calibre have agreed with SAPS that they may remove anyone harassing the public. This will be in place ahead of the Calamari Festival. WF/DT
- **Solar Lighting Project** : A solar back up system for street lights in the CBD was proposed by DT at R21 160 for eight lights. The Association Committee agreed to fund R16 000 toward these. A sticker will be placed on each to state that lights are sponsored by SFPO and CPF. The Municipality have agreed to install these at no cost. The Municipality is going out to tender to replace all the street lights to solar lights in the future. Solar lights for the Sea Vista Pathway will be recommended through the Ward Committee to be financed with Ward funds to curb opportunistic crime. CG will check with Greg Milelr that the lights are working. DT  
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 Association 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
- **Beach Patrols** : DT will establish whether Boots on the Ground will be conducting these patrols in Season. If not, the committee will consider providing this service again this year. DT



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## 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. 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 : A moratorium has been placed on plot clearing until environmental concerns can be addressed. 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/CG  
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). CG will draft a follow up letter.
- 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.



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## 10. Other Committees

- SFBRHOA: No discussion
- KJRC: River Licence fees were increased with an erroneous surcharge which has been addressed with refunds being made to those who have already paid. Alternative racks for Paddling Club are needed due to the development at the Quays. Some Municipal land which were identified for rezoning could be made use of for this if the KLM will allow. This will be raised at the next meeting with MM. CN  
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. 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 last Ward Committee meeting and submitted a list of concerns to be addressed. The Ward Councillor committed to respond within the next week.
- St Francis-on-Sea and Port : JV will approach the POA to discuss participation in the Sanatreme committee. JV
- Community Policing Forum: There is a big push to get an inspection done on our police station in order to improve the management of the station. 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. Councilor 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.
- 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. A group from Sea Vista have approached the SFPO for advice on setting up their own ratepayers association. WF
- Cape St Francis: As noted CSF Civics are considering an alternative CCTV service provider.
- Kouga Business Forum St Francis Branch:  
The Fan Park event at various St Francis venues proposed through the KBF for the



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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 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:

WF

- 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. DT  
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. JA/JV/DH/CJ
- 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: The AGM is planned for 14 September when a new committee will be elected. LA will ask the elected chairman to join the St Francis branch of KBF. 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. DH  
LA  
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.
- 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**

**AGM** : It was agreed that a meeting will be planned at the Links in mid December. This is an election year for the Association. LA will book a date with the Links.

12. **Next Meeting Friday 6<sup>th</sup> October 2023 – 11 a.m. – SFPO Office/Zoom**