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MINUTES OF ST FRANCIS PROPERTY OWNERS ASSOCIATION COMMITTEE MEETING

Friday 10 November 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); D Truter (DT); Craig Northwood (CN); J Viljoen (JV)
2. **Welcome**
The Chairman welcomed all.
3. **Apologies**
D Harpur (DH); C Jarvis (CJ)
4. **Confirmation of the Previous Minutes**
Proposed by PLP and seconded by CN.
5. **Matters arising from the Previous Minutes of Meeting**
None.
6. **Finance:**
 - The financial statements for October 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.
 - LA will request another database update from the KLM. **LA**
 - 7.2. **Website, Social Media and Newsletter:**
 - The November newsletter has been sent and Craig Jarvis reported that there was a much improved delivery rate with fewer bounce backs now that the database has been updated. However the read rate remains low at around 1 in 5 recipients opening the document. **LA/CJ**
 - The SFPO Brochure and Membership renewal are appearing regularly in St Francis Today as well as in print in the Wildside Times. This is bringing a lot of traffic onto the website. The membership renewal also runs in the Info-Ads.
 - The website statistics reflect a steady number of visitors using the site as a result of these advertisements. DNA Online requested approval for a once off cost of \$240 to upgrade the website software to a more secure platform. Transfer and design work **LA**



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- will be at no charge. This was approved.
- 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.
- 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. CJ
- Info Ads continues to be used to promote membership.
- 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.

7.3 Membership:

- We received 419 membership subscription payments for the 2023-24 year as at end of October. LA
- On 23rd October DH gave a short presentation to motivate Links residents to support the Association. LA will provide a monthly feedback on the number of Links subscribers. DH/LA
- The membership fee from 1st October 2023 is R600.00 p.a. with R375.00 p.a. for pensioners. LA
- LA will provide regular feedback on subscription numbers. LA
- LA will track to reflect new members, renewals and by areas.
- Advertising Membership renewal continues to be advertised in Info Ads, St Francis Today and all other media at CJs' disposal. 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

8. Technical

8.1 NPC Projects

- Long Term Coastal Protection Solution : The SFPO NPC is awaiting the outcome of the Appeal against the court ruling against the SRA. The court date has been set for 13th November 2023 with judgement expected early in 2024. WF
- Spit – Emergency : The SFBRHOA and SFPO continue to monitor the status of the Spit revetment. The spit did breach during the recent storms but overall the revetment held up reasonably well. The breaches have been repaired and work continues on Main Beach. Storm damage is being addressed by the KLM who have applied for disaster funding from Province. CN



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- CCTV Security Cameras:

All cameras have been upgraded with Lithium batteries. The cameras are all functioning well. DT reports no further down time. The new Calibre management are very proactive. The three cameras which were damaged in the storm at Aldabara Run, Main Beach and at the Pump house have now been re-commissioned.

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 erf 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 public 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 and has established that the land is owned by the Province. 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. No further feedback.

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 (554 & 400) 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. No further feedback.

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 towards funding for the retaining wall and steps needed once the KLM has approved this. The walkway was badly damaged in the recent storm and funds are being diverted for repairs. DH to provide feedback.

DH

- **Erf 53 :** Public open space bordering St Francis Courts, old hotel site, and Ann Avenue.

- **Pump House Parking :** More provision for parking in this popular area is being investigated. The SFBRHOA are looking at upgrading the river side of Shore Road to

CG/CN



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create additional parking during the holiday season. The area will be under particular pressure for the annual Flash Float event. The Association will consider contributing R15 000.00 towards this solution. CN will provide the proposal.

WF/CJ

- **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. 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.
- **Car Guards Project :** Law Enforcement have names of four suitable local people to become car guards for the CBD to be equipped and funded by Law Enforcement and monitored by 22 Eaterie and Calibre. The proposed cashless reward system will not be going ahead at this stage. DT
- **Solar Lighting Project :** A solar back up system for street lights in the CBD proposed by DT is now in place. A total of eight have now been installed by the KLM. Six of these were funded by the Association and the remaining two funded by a donation from the Rotary Club through the CPF. A sticker will be placed on each to state that lights are sponsored by SFPO and CPF. The Municipality is going out to tender to replace all the street lights to solar lights in the future. DT
Solar lights for the Sea Vista Pathway was recommended through the Ward Committee to be financed with Ward funds to curb opportunistic crime.
- **Beach Patrols :** DT has established that Boots on the Ground will be conducting patrols in Season controlled by the KLM Law Enforcement officer who will be based in St Francis for the Season. They will employ 8 patrollers from 1st December until 31st January. Therefore additional beach patrols will not be required. The Traffic department will also have a dedicated vehicle based in St Francis. DT
- **Cycle paths :** A donation of R20 000 was agreed towards the cycle route which was washed away during the recent storms. JV
- **Additional Cameras :** JV suggested an additional CCTV camera to be placed at Shark Point where there is currently a poaching problem and a problem with petty crime. The Association agreed to allocate R45 000 for the cameras and pole at this point. JV will provide a formal proposal. Additional CCTV cameras around the CBD are to be considered. JV/DT

9. Community Issues:

- The regular meetings between the Chairman and the Municipal officials continue. The question of whether the municipal car parks, ablution facilities etc are insured is to be raised at the next meeting. 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 WF



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Director for Planning at the KLM needs to be appointed following the resignation of the incumbent. Mayoral Councillor Shena Ruth has been given responsibility for Planning and Development.

- 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.

WF/CG

It was suggested that a proposal should be made to the Municipal Manager 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 this letter.

- Water infrastructure: The Association continues to put pressure on KLM to replace failing water infrastructure. Water purifying plants have been installed in Jeffreys Bay, Humansdorp and St Francis to filter borehole water for consumption.

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. The dune lake behind Santareme is extensive and is being monitored in case it bursts its banks again.

DH

- Main Beach : The revetments from Main Beach to Ralph Road were all damaged in the recent storm. The ablutions and lifeguard room were also damaged in the recent storm and funding is being sought for repairs to be conducted before the holiday season.

WF/CN



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10. **Other Committees**

- SFBRHOA: Storm damaged areas and all public open spaces are being prepared for the holiday season. CN
- KJRC: Refunds for the permit overcharges have been made. A safe bathing area from the pump house across to river mouth is up for review and a meeting will be held in early December once movement at the river mouth has been determined. A no wake zone across the mouth to the pink house will be included. An updated river map and notice will be sent to all boat owners and in the media. The KJRC AGM is scheduled for 1st December. ND
- Santareme: The CCTV project organised by a group of Santareme property owners, through Calibre Security is performing well. There have been very few incidents reported as a result. Further cameras are under consideration. DH/JV/DT
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.
- St Francis-on-Sea and Port : JV will approach the POA to discuss participation in the Santareme 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. The last meeting took place on October 25th. Chris Marais who is a very experienced former policeman has joined Calibre Security and is attending the CPF meetings. DT anticipates he will add a lot of value. The KPI for the station reveals that staffing is the main contributors to the lack of performance. There is a potential problem in Sea Vista with a vigilante group and DT will be attempting meeting with them to address their concerns. 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. The last meeting was dedicated to a review of the IDP with the new IDP manager and her team. This is first time the Ward Committee have been given the opportunity to meet with the IDP team and provided a platform to work towards much needed corrections. 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.
- 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.
- Cape St Francis: CSF Civics are considering an alternative CCTV service provider.
- Kouga Business Forum St Francis Branch:
A meeting was held with the new chairman of the St Francis Tourism committee to



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discuss working together in the future.

The St Francis branch is growing with 15 members now registered.

KBF have been given an allocation of 200 tickets for Wine on Water 2024 to be offered to their premium members for Friday 1st March.

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 Committee 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 has been one further request and documents have been provided.
- 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. The committee met with the new Planning Manager and Shena Ruth along with Bruce Brooker and Mike Morrison because of their past lengthy involvement with the Aesthetics Committee to resolve the problems with the processes and rethink the existing guidelines. A timeline is in place and the Aesthetics Committee should be properly formalised by July next year.
- Kromme Enviro Trust : DH is in discussions with the KET regarding planning of development of Granny's Pool and Two Harbour Walkway. The walkway was extensively damaged in the recent storm and the KET are appealing for donations to fund repairwork.
- St Francis Tourism: The new committee has been elected and Dionne Collett is the new chairman. She met with the KBF recently to discuss working together in the future. A full calendar of events is planned through the year. 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.
- Sea Vista Ratepayers Association : WF has been approached by a group of people to establish their own Association. DT has also met with this group with regard to safety and security for Sea Vista and establishing their own Neighbourhood Watch.

DT

JA/JV/DH/CJ

DH

LA

WF/DT

11. General

AGM : The AGM will take place at the Links at 16h00 on 20th December. This is an election year



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for the Association. DH and LA have prepared the documentation and timeline. There will be a call for nominations for two vacant seats. Nominations must be received before 8th December. Thought is to be given to the presentation for the AGM.

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