



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 5th December 2025 at 11h30 – SFPO Office 9 Philippa Place / Zoom

ACTION

Present: C Gray (CG); P Middleton (PM); D Harpur (DH); P Pezarro (PLP); N Dyer (ND); C Carstens (CC); W Furphy (WF); L Aitken (LA)

1. Welcome

The Chairman welcomed all.

2. Apologies

C Jarvis (CJ); Craig Northwood (CN); J Viljoen (JV); D Truter (DT)

3. Confirmation of the Previous Minutes

Proposed by ND and seconded by DH

4. Matters arising from the Previous Minutes of Meeting

None

5. Finance

- The financial statements for November were circulated by PLP and approved.
- The new membership drive commenced on 1st October 2025 and invoices have been sent. The voluntary fees remain unchanged at R600 p.a. or R375 p.a. for pensioners. So far 430 subscriptions have been recorded.
- 565 subscriptions were recorded for the past year (ie 2024-25).
- CC will submit invoices for refund for the grit for the pedestrian pathway to the beach from Philippa Place and for the placing of the last of the street signs.

LA

6. Association Projects

• **Street Signs**

This was our flagship project for the past financial year with a budget of R90 000. The project began rolling out in March and has attracted a lot of positive feedback. SanStone in Humansdorp has manufactured the kerbstones and delivered them to the Municipal yard (SFBRHOA's reserved area). The kerbstones replace all the standing street signs which will be removed by the Municipality. LA is pursuing this action through the Ward Committee. Where kerbstones already existed, replacement Chromadek printed street names were made to replace the old faded ones. To date 165 kerbs have been ordered. The project is now complete with a few spare kerbstones in store. CG and CC will check if any further signage is still needed.

CG/LA/CC



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

Pedestrian Walkway St Francis Drive

The Kouga Business Forum have been getting business sponsorships to complete the pedestrian pathway from Sunset Drive to the CBD. The SFPO Association will contribute R100 000 for this pathway (R6000 per 10 sq.m.). An invoice has just been received for payment. The pathway is increasing pedestrian safety on St Francis Drive. The developers of Grand Comoros are completing the construction of the pathway. The KBF St Francis Committee organised a fundraising event on 1st March and raised R600 000 for the project. The funds pledged have been paid into the St Francis Rotary Club's bank account as they have PBO status for donors. A further contribution from the Association will be considered for 2025-26 year budget. Contributors' logos will be placed every 6 sq.m. on granite blocks to be embedded in the pathway. LA has supplied the required logo to be used for this and placed every 20m. The section between Liege Road and Grand Comore is completed. The stretch from Grand Comore to Sea Glades will be completed before December holidays. A second phase to extend the pathway from Lyme Rd South to Nevil Rd and down to Main Beach has been approved.

CN/PM

- **Santareme Pathway** : The eventual aim is to continue the pathway along St Francis Drive from Nevil Rd through to Otters Landing. Fundraising events for the creation of a pathway from Nevil Road through to Otters Landing is to be explored. Funds raised could also go towards the CCTV Camera needed at the View Point.

JV/CC/DH

- **Pedestrian Walkway Lighting**

A resident has approached the Association to support a crowd funding initiative to install street lighting along the footpath. PM has liaised with the developer of Grand Comoros regarding the cost of installation of the solar lighting he has already done for the section of the pedestrian walkway he had constructed alongside his development. This was raised at the last meeting with the KLM regarding approval process. No further discussion.

PM/WF

- **Sea Vista Pathway :**

It was noted that the story of the Sea Vista pathway will be lost over time and it was suggested that a story board explaining how the pathway came to be created be mounted on a wooden board such as those mounted by FOSTER in their nature areas. A quote for R4995.00 has been received from the carpenter used by FOSTER to construct the board and was approved. The board is to be placed between Kansies and Reservoir Rd in line with the CCTV camera to discourage vandalism. LA to provide CG with wording and size for the signage to be created. LA has requested permission from the Municipality for this to be erected, in memory of past chairman Nigel Aitken who managed the construction of the pathway. This is still outstanding. LA is to go ahead and order the board and will provide CG with size of the signage to be created by Signarama.

CG/LA

- **Sea Vista Pathway Maintenance** : KLM are responsible for the maintenance. Maintenance of the pathway has been added to the Ward Action List and was raised at the last meeting with KLM.

CG/LA

- **Main Beach, Granny's Pool Amenities and Two Harbour Walkway** : DH will attend the next meeting with Kromme Enviro Trust next week. A consultant is working with Council and KET to find a way to get the necessary approvals for the Granny's Pool concept. DH is pushing through the Ward Councillor to arrange clearing bush along the street to create much needed street parking. We have opened up a discussion with

DH/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

the KLM regarding the possibility of a long lease for a pavilion development through private funding on the present site of the ablutions at Main Beach, which could be an office and revenue source for the SFPO NPC. WF has written a proposal letter to the MM.

- **Erf 53**

WF provided a copy of our written Spatial Development Framework submission, which includes Erf 53 (public open space), to Councillor Ruth. DH is to ensure that this is included in planning for the future, possibly as primary access to Main beach. The SFPO Association is calling for a workshop to discuss this proposal along with the Kouga Business Forum. Erf 53 should be included in an overall EIA for the beach front. St Francis Court HOA are prepared to assist with this project.

DH

- **Erf 400 and Erf 554 Village Common**

We continue to await DPW decision on transfer of Erf 400 to KLM. A community park has been suggested for Erf 554 to include Erf 400 once the transfer from DPW has taken place. The Spatial Development Plan public meeting took place on Monday 13 October at 17h30. WF, LA and DH attended. An Integrated Development Plan also took place on 4th November, WF and DH attended.

- **George Rd Car Park Repair** : No discussion

- **Street Resurfacing Initiative.**

Spray Avenue and Moby Dick Wharf residents volunteered contributing funding to resurface their roads in collaboration with the developer of Grand Comoros. They had approached Scribante who are working in the Kouga area for the next year resurfacing the R330 from Humansdorp to Hankey.

CN

An MOU has been put in place with the KLM.

The work took place and was completed in two days.

This project involves both the SFPO NPC and the SFPO Association. The KLM road resurfacing budget of R200 million has been allocated, and a list of roads in St Francis is available on the KLM website. Works should commence in St Francis in February 2026.

Businesses in First Avenue in the industrial area are contributing to upgrading the road to brick paving standard as soon as possible. They have committed R1 million for this project. This will incorporate the access to Sea Vista Primary School which the KLM are looking to fund. A further R2.5 mil is required. CN is liaising with the Municipality.

- **Tree Planting Project**

Coral trees were chosen for planting along St Francis Drive from Harbour Rd to the Port as they can be grown from stumps pruned from existing trees at no cost. These trees will also help to reduce the amount of ground water which collects along St Francis Drive. Around 170 stumps have been planted so far. A further 120 stumps are planned for planting to the end of St Francis Drive. CC will advertise for more branches to plant when the next pruning season arrives. He will be planting a further 20 branches in the next month. Care is to be taken that these are not planted where they will obstruct CCTV camera line of sight. The project has been extremely well received by St Francis residents who are being encouraged to call the SFPO if they have prunings to contribute. At present no budget is required. The proposed next phase for the project will be St Francis Drive from the Village to the Sunset Drive intersection.

CC

- **Biodiversity Conservation Park** : CC is talking to the Botanical Society of SA about establishing and sponsoring a Biodiversity Conservation park in St Francis. The

CC



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

community garden and open areas such as The Cove, Erf 53, Erf 554 and Sand River Delta could be considered. This would get St Francis on the Flora Tourism map.

- **Traffic Circles** : It was agreed that the Association will look at funding four traffic circles to replace stop streets on St Francis Drive at the intersections of Lyme Rd North, Lyme Road South, Assissi Drive and Taragona Rd. Costs and designs are being investigated by CN. This was discussed at the last meeting with the Municipal Manager. CN contacted EAS regarding their traffic measurement findings which indicated circles are not warranted. However, their survey took place out of the busy season. This could be added to the MOU for street resurfacing in place with KLM. CC will investigate the cost of a small precast concrete island option.

CG/CN/CC

7. NPC Projects

- **Long Term Coastal Protection Solution (LTCPS)**

WF/CN

- NG6 is now complete except for the amouring of the top which is underway. WBHO will close on 10th December for the December shutdown and will place a chain across the road on the spit to stop vehicle access. Keys for padlock will be held by WBHO, Calibre Security and SFPO office in case emergency access is required. WBHO have commenced construction of NG5 and will progress as far as possible before the December 10th shut down. The Municipality have been asked to ensure appropriate signage is placed at the groynes ahead of the festive season, warning the public that if they walk on the groynes or fish off these, they do so at their own risk as they are deemed to be unsafe. We intend to organise a round of public participation in next year to assist with allocating areas for particular recreational use such as swimming/bathing, surfing and fishing. CN has asked the KLM to ensure that access to the site over the Season will be reinstated so that the public can access the spit and walk on to the beach at NG6. Access for Emergency vehicles needs to be provided in the longer term. The NSRI will be asked to place pink rescue buoys along the spit in case of emergency.
- **Dredging Operations** The dredger build is completed and launch will take place at the Kromme River Bridge next week. The road from the R330 to the launch site has been improved by the KLM for this purpose. All the required piping has been delivered, and the assembly and placement of these pipes are nearing completion. Dredging of the Kromme has been completed at the S-bend using 2 Riparian dredgers.
- **ECO** : Dylan Anderson is responsible for reporting to DEDEAT on compliance to their conditions and monitoring is ongoing with relevant testing taking place. Construction will be halted over the December holiday season and all efforts will be made to ensure the public can safely make use of the beach and Spit.
- Communications on the project roll out are being sent out regularly, including details of haulage routes. These are being very well received.

DT/CN

CN

- **Roads** - The KLM have received a R200m loan for their road resealing project in Kouga which has been launched. The allocation has been decided now that EAS have completed the assessment of all the roads. There are four Phases – of which St Francis is second and will commence early next year. Harbour Road was prioritised with a proper storm water drainage plan and works have been completed.

CN/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

DH has raised the maintenance of verges along the R330 with the Ward Councillor and LA will maintain this on the Ward Action list.

DH/LA

- **CCTV Security Cameras**

All are functioning well.

DT is to request Ward funds through the Ward Committee to finance the erection of a CCTV camera at the walkway to Cape St Francis on St Francis Drive as there have been crime incidents reported.

DT

8. Marketing and Communication

8.1 Database

- Databases for the SRA Demarcated area is supplied by KLM quarterly. The number of rateable properties in this area has increased because of the new developments. These databases do not include Santareme and other St Francis areas. JV will promote membership on his Future of Santareme WhatsApp group and assist to build the database.

LA/JV/PM

8.2 Website, Social Media and Newsletter

- The newsletters will focus on LTCPS news going forward. The newsletter was sent this week with links for the AGM notices and vote forms.
- The Info Ads page has been redesigned to feature Association projects to boost interest in membership. We have booked our full page in each of the four holiday season issues.
- We have placed a full page advertisement for membership in the annual St Francis Tourism What's On Guide.
- CJ has prepared a communication strategy for the LTCPS which is underway. Communications include the design of four billboards at Shore Rd, Main Beach, Ann Avenue, and Aldabara Run which have been erected.

LA/CJ

LA

CJ

8.3 Membership

- The new membership renewal invoice run went out in early October with a second run in the last week of November. To-date 430 payments have been recorded. We received 565 membership subscription payments for the 2024-25 year as at end of July.
- The revenue is allowing us to invest in larger and more meaningful community projects and services. It also lends representational weight for our Association in our dealings with the Municipality.
- The Body Corporate membership rate of R300 per unit for complexes comprising more than 10 units has been accepted by the residents of Cordoba One and Two.

LA

9. Community Issues

- **KLM Focus:** KLM have listed roads, waste water treatment and solar energy as their focus over the next two years ie 2024-2026.
- **Precinct Plan:** Further consultation has still to take place. A new consultant has been appointed.



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

- **Sewerage:** There were problems with sewerage spills during the Season and these are ongoing - better management is called for. The Association has called for an audit of the sewerage system through the Ward Committee. The pump station on the canals near the Quays is problematic, and the Municipal Manager has given assurance that this will be properly functional in time for the completion of the Quays and December season.
- **Water infrastructure:** The SFPO Association continues to put pressure on KLM to replace failing water infrastructure with emphasis on Canal and Shore Roads. We understand water restrictors are to be installed to help manage the situation. The frequent outages are unacceptable and the cost to the Municipality needs to be questioned. A letter has been handed to the Municipal Manager demanding urgent resolution. We were assured that this is being prioritised and that new pressure reduction valves have now been received and will be installed next week. CN/WF
- **Roads:** We were told that the tender process for the resurfacing of the R330 from Humansdorp to Cape St Francis is on the Provincial Roads list for 2025/26. CN
- **Storm Water drains:** JV has requested that this is on the agenda for meetings with the KLM. A storm water master plan is needed for the area from Santareme to the Port. JV

10. Other Committees

- **SFBRHOA:** Preparations are underway for the holiday season. The AGM is on 15th December at 13h00 at the Links. CN
- **KJRC:** The chairman of the KJRC is being kept abreast of progress with the LTCPS project plan. Preparations are being made for holiday season with signage and placing of buoys clearly marking the boating channels and swimming areas taking place this week. LA will print copies for the Spar and Tourism office. ND
The KJRC annual welcome letter went out with our newsletter and St Francis Today Dredging has commenced up the Kromme River as planned. A safe and secure parking site for the large dredger is to be identified this week by DT and David Hurr, Chair of KJRC. PM will discuss security measures with DT for the dredger to ensure the dredger and all the equipment on it are protected from theft or vandalism.
- **Santareme:** JV and DH represent the interest of Santareme (term we use for Santareme, St Francis-on-Sea, Port and Otters Landing) property owners on the SFPO Association. Their main focus is centred around: JV/DH/CC
 - the problem of dune erosion
 - CCTV Camera Phase 1 contract expired at the end of November and DH and his team are renegotiating costs and replacement of cameras with Calibre for the next three years. They are trying to attract more Santareme residents to commit to paying for the cameras
 - Good progress has been made on the roads and storm water drainage planning. Allocation has been decided now that EAS have completed the assessment of all the roads and has been released

Some traffic signs have been vandalised in Santareme which DH has attended to.
- **Community Policing Forum:** The next CPF meeting took place on 19 November to discuss safety and security measures for the December season. Representatives of Billy's Beach and Flash Float were in attendance. Boots on the Ground will be deployed at all the beaches and CBD during December. DT/PM/CC



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

- **DVG:** No discussion.
- **Ward Committee:** DT and LA attend these meetings. The last meeting for this year was on 4th December. DT/LA
The Ward fund has been increased to R200 000 p.a.
- **Environmental Monitoring Committee :** This Committee will meet again on 10th December 2025. This was prescribed by DEDEAT for environmental compliance of the Long Term Coastal Protection Scheme (LTCPS) by the appointed ECO, Dylan Anderson, with oversight from the EO which is Ted Avis of CES. Serving on this are representatives from The Municipality, DEDEAT, Kromme Enviro Trust, SFPO, Riparians HOA, Kromme Joint River Committee, and Kouga Business Forum. Clint Carstens represents the SFPO on this committee along with David Harpur. CN/LA/CC/DH
- **Sea Vista:** No discussion
- **Sea Vista Ratepayers Association:** No discussion
- **Cape St Francis:** No discussion.
- **Kouga Business Forum St Francis Branch:** No discussion
- **Aesthetics Committee:** The last meeting for the year will be on 9 December.
- **Kromme Enviro Trust:** No discussion.
- **St Francis Tourism:** Welcome info packs will be handed out to incoming visitors at the traffic circle on R330 on 16 December.

11. General

- **AGM :** The date is set for 15th December at 15h30 at The Links. This is an election year for the Committee. All 9 members of the Committee have confirmed they will be standing for re-election. DH and LA have reviewed documentation and voting forms have been loaded on the website and sent out. WF has prepared the presentation. A quorum of 20 people present is required. DH/LA

12. Next Meeting Friday 16th January 2026 – 11h00 a.m. – SFPO Office/Zoom