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**ST FRANCIS PROPERTY OWNERS ASSOCIATION  
MINUTES OF THE ANNUAL GENERAL MEETING HELD ON  
THURSDAY 20TH DECEMBER 2018 AT 16H00**

**PRESENT: Committee Members & 67 Members**

**Committee**

W Furphy (WF), Chairman  
C Gray (CG), V Chairman  
S Picton-Turbervill – SFBRHOA Chairman  
D Truter – CCTV  
D Harpur – Santareme Sub-Committee  
N L Aitken – Community Matters  
G Miller – Projects Manager  
L Aitken – Admin Manager

**Apologies :**

P Pezarro, Treasurer  
N Dyer – KJRC

**Guests :**

B Rheeder – Ward Councillor  
C du Plessis – KLM Municipal Manager

**AGENDA**

**ANNUAL GENERAL MEETING ON 20 DECEMBER 2018**

- Welcome / Attendance Register
- Apologies
- Confirmation of Minutes of AGM December 18, 2017
- Chairman's Report
- Association's Projects
- Financial Report – Consideration and Approval of Annual Financial Statements
- General Items

**1 Welcome**

WF welcomed and thanked all for coming, reminding all to sign the Attendance Register.

**2 Apologies**

N Dyer, P Pezarro

### **3 Approval of the Minutes of the AGM held on 18 December 2017**

- Taken as read

### **4. Chairman's Report**

#### **4.1. Municipal Matters**

- o Improved working relationship with KM : A more cooperative relationship has been established with the KLM. The quality of leadership in the municipality has much improved and progress is being made towards improved service for our town. The Chairman welcomed the Municipal Manager, Charl du Plessis who was in attendance.
- o KLM's Link App for reporting & tracking problems – a reporting centre linked to the KLM Call Centre has been created to fast track reporting for property owners for services such as sewerage removal, water leaks etc. and has been working very well.
- o Water Crisis – WF appealed to everyone to use water sparingly as the situation is serious. R150 million has been allocated to the Kouga region for drought relief projects such as boreholes to supplement the water supply.

#### **4.2 SFPO Community Projects**

These projects are funded through membership subscriptions and funding secured from third parties, and not through the SRA Levy. These include :

- Village Common (Erf 400 & 554). A Temporary parking area on part of the common has been created to alleviate the congestion at the Spar centre. An application has been put in for formal use of this area for parking. The transfer of Erf 400 to the Municipality has not yet taken place.
- Temporary Recycling Depot : This in the Municipal yard. The SFPO have employed two local men to manage the site for the holiday season
- Anne Avenue Car Park, Revetment and Beach access : The revetments have been repaired and the stairs put back in place for the holiday season
- George Road Car Park : This has been widened and surfaced with gravel for parking access to the beach
- Main Beach Revetment Repair and Car Park : This has been repaired
- Ablution restoration : Repairs to ablutions at Main Beach, Granny's Pool and Aldabara Run have been completed. The Pump House on Shore Road has been converted to a public ablution by the SFBRHOA
- Erf 53: The Public Open space near the old hotel site – paths have been cleared for beach access
- Sea Vista Pathway : This is the primary pedestrian access route between Sea Vista township and the CBD, used mostly by Sea Vista residents. It has become a crime hot spot. Funding for the upgrade of this pedestrian pathway including paving, lighting and CCTV monitoring has been approved by the Kouga Wind Farm Community Trust and will commence in January 2019

#### **NPC Projects in brief :**

- Beach & Spit Phase 1 : This phase is now complete.
- River, Beach & Spit Phase 2 : EOH have been appointed to complete the EIA required for the long term river/spit/beach solution (Phase 2).
- Roads : The design by EASPE for the upgrade of the traffic circle and entrance to St Francis is ready to go out to tender in January. St Francis Links are considering their participation. We will also consult the local taxi association. A preliminary design for the CBD Upgrade and theme has been prepared by Kirsten Thompson of :nhabit.
- CCTV : These are operational and recording. There are 42 poles with 141 cameras. 7 of these poles are outside the SRA demarcated area. The SFPO Santareme committee, led by David Harpur, is focussing on a suitable security solution for the Santareme area (including Santareme, St Francis-on-Sea, the Port and Otters Landing). Security in Santareme needs to look at both CCTV cameras as well as essential bush clearing.

#### 4.3 SFPO SRA Matters

- Legal Challenge : The Concerned Residents Association (CRA) served legal papers in October on the Kouga Municipality, SFPO Association and SFPO NPC. The Municipality has responded by the deadline given. The SFPO Association and NPC did not oppose. The Municipality awaits the CRA's response (which had not been submitted by the deadline set by the CRA themselves).
- Levy Relief Fund : This has been established for those that cannot afford to pay the SRA levy. David Truter advised that 3 applications have been received to date. The application process is an established means test system and is completely private and confidential. Donations to the fund were invited and anyone interested can ask Admin Manager Lyn Aitken for the relevant details.

#### 5 Treasurer's Report

##### ST FRANCIS PROPERTY OWNERS ASSOCIATION STATEMENT OF INCOME AND EXPENDITURE FOR THE PERIOD 01 OCTOBER 2017 TO 30 SEPTEMBER 2018

	<u>2018</u>	<u>2017</u>
<b>INCOME</b>		
Membership subscriptions	261 249	192 304
Other Income		
Donations	-	1 115
Interest	21 653	23 884
Sundry	<u>8 650</u>	<u>6 599</u>
Total Income	<u>291 552</u>	<u>223 902</u>
	<u>2018</u>	<u>2017</u>
<b>EXPENSES</b>		
Accounting fees	21 060	19 440
Advertising and promotions	17 019	24 156
Bank charges	4 578	4 181
Community projects	15 770	27 784
Consulting fees	-	990
Donations	-	1 600
Minor assets	5 273	10 956
Office and general	26 278	25 465
Rent and communications	58 031	44 225
Salaries, wages and staff costs	<u>55 642</u>	<u>81 215</u>
<b>TOTAL</b>	<b>203 651</b>	<b>251 047</b>
<b>SURPLUS (LOSS) FOR PERIOD</b>	<b>87 901</b>	<b><u>(27 145)</u></b>
	<u>2018</u>	<u>2017</u>
<b>ASSETS</b>		
<b>Non-Current Assets</b>		
Property, plant and equipment	2	2
<b>Current Assets</b>		
Receivables	-	33 341
Bank	142 693	62 602
Stanlib Money Market	307 637	285 984
Petty cash	54	730
<b>Total Assets</b>	<b><u>450 384</u></b>	<b><u>382 659</u></b>

<b>FUNDS AND LIABILITIES</b>	<u>2018</u>	<u>2017</u>
Funds		
Accumulated Fund	133 645	85 744
Contingency Fund	250 000	250 000
	-----	-----
Total Funds	383 645	35 744
Current Liabilities		
Subscriptions paid in advance	48 110	15 515
Payables	18 629	31 400
	-----	-----
Total Liabilities	66 739	46 915
Total Funds and Liabilities	450 384	382 659

- In the current year, subscription payments have come in very well so far and the improved response to our appeals is very encouraging.
- WF appealed for annual membership payments to be made in order to form a stronger Association. He also appealed to the meeting to encourage friends and neighbours to join the Association to build the membership numbers to help build reserves for community projects. The subscription year which runs concurrently with the SFPO Financial year from 1<sup>st</sup> October thru 30 September.
- The Financial Statements are available for scrutiny on our website or hard copy from our office.

The 2018 Annual Financial Statements were accepted.

- Proposed by Gert Voster
- Seconded by Peter Mountford

## **6 Introduction of SFPO Committee Members**

### **Committee Members Elected for period Dec 2017 – Dec 2019**

- Elected members : Wayne Furphy, Chris Gray, Nigel Aitken, Simon Picton-Turbervill (SFBRHOA), Norman Dyer (KJRC), David Truter, Paul Pezarro (Treasurer)
- Louis Van der Merwe has stood down.
- David Harpur has joined to represent Santareme
- Employee of Association : Lyn Aitken (Admin Manager part-time)

### **NPC (SRA)**

- Directors : Wayne Furphy, Chris Gray, Gert Vorster, Peter Mountford, Mick Scheckter, Deon Pienaar, Craig Northwood
- Technical Committee : Chris Gray, Deon Pienaar, Craig Northwood, Greg Miller
- Employees : Greg Miller (Project Manager), Lyn Aitken (Admin Manager part-time)

## **7 General Items - Questions and Comments from the Floor**

Question : Regarding the Legal Challenge : What costs are likely to be incurred and what do the CRA hope to achieve?

Answer : Mick Scheckter responded. The SFPO and NPC will not incur costs. Only the Municipality or the CRA will incur costs. The CRA are applying for an order to set aside the legislation in terms of the SRA as they say it is faulty and unfair. This legal challenge will not hold us back. If the SRA should be set aside the CCTV project contract might be at risk. The SFPO will do everything it can to resolve this amicably. We do not want to see the Municipality wasting their money on this sort of challenge.

- 8 There being no further business WF closed the meeting by thanking all for attending. He invited everyone to remain for the Open meeting following on.

**SFPO NPC OPEN MEETING  
THURSDAY 20TH DECEMBER 2018 AT 17H30**

**AGENDA**

- Welcome
- KLM Municipal Manager's Address
- SRA Projects
- Financial Status

**1. Municipal Manager's Address**

Chairman Wayne Furphy welcomed Mr Charl du Plessis, Municipal Manager of the Kouga Municipality who covered the following in his address :

- Upgrade of SFB Sewerage Treatment Plant which is currently underway. A R50 million rand spend funded by Government.
- R150m Water Infrastructure grant to be used mainly for drilling of new boreholes and improving infrastructure throughout Kouga
- KLM assistance with SFB's infrastructure restoration :
  - CCTV – KLM will provide the necessary electricity at no charge
  - Roads
  - River, Spit and Beach
    - Phase 1 – PRDW quote & Government funding application
    - Emergency repairs to Spit
- Sea Vista
  - Public Works land for housing (shacks)
  - Illegal land invasions. The KLM have been unable to act against illegal land invasions but are meeting with relevant parties to negotiate a solution
  - Eradication of bucket toilets remains a priority
- Santareme theming re-think.
- Phakisa submission (Ocean Economy)
- DEDEAT funding
- KLM internal improvements
  - New management capability – appointments are being made to fill vacant positions
  - ICT transformation – Upgrades and improvements are a priority for the next year and will be very costly
  - Government grant funding strategy – research is ongoing for projects suited for funding to ensure the KLM is ready to take advantage of these funds in time of need.
- Kouga economic development
  - Tourism
  - Energy (green) – The changing environment between the next 5 to 10 years with new technology requires a new policy which is being researched.
  - Education/schooling : The demand for good schools in the region is increasing in line with the geographic shift to coastal towns.
  - Technology : fibre optic network is currently being rolled out
  - Construction : residential, commercial and industrial. There is a definite geographic shift to coastal towns with close to R1 billion in building plan submissions anticipated for the next year.
- German and Canadian twinning partnerships funded by their governments – The German climate partnership in particular has the potential for the greatest impact to the region in terms of technology, renewable energy, and waste management.

Question : Emlyn and Liz Horne asked for more information on the Santareme theming re- think.

Answer : David Harpur expanded on this subject. Workshops and discussions are underway to establish building and aesthetic guidelines going forward. Communication on such meetings will be stepped up. The value of the properties in Santareme could be negatively impacted if this is not effectively addressed. Methods of getting plots cleared need to be agreed with the Municipality. This is essential for both security and prevention of bush fires.

Comment : Liezl Clause representing the Disaster Volunteer Group commended the Municipality, the municipal manager and the mayor for their swift action during the recent fire crisis. Other departments including the Department of Home Affairs were also swift to take action. Going into January The Links will be engaging with the Municipality to investigate the steps needed to ensure that the clearing of vacant stands takes place to limit the disastrous effect of these runaway fires, throughout greater St Francis. The meeting gave a vote of thanks to the KLM.

## **2. CCTV Project.**

SFPO Committee member David Truter introduced the project to the meeting. The introduction of the CCTV surveillance cameras has been broadly welcomed by the community and the installation of 42 poles with 141 cameras, 7 of which are outside the SRA demarcated area, is now almost completed and connection to the Atlas Security control room (the monitoring company appointed) is in progress. Additional cameras can be installed at street levels if residents wish to do so at their own cost.

All concerned agencies including SAPS, Calibre, Smhart, G4S and Neighbourhood Watch are fully briefed on SOPs. (Standard Operating Procedures). Every pole is numbered for ease of identification in the event of an incident which needs to be reported.

Mr Mark Momsen of Intersec, the company contracted to undertake the installation in partnership with Atlas Security and Calibre Security, then gave a presentation on the scope of the project and took questions.

Question : A resident on Tom Brown Boulevard asked whether a camera could be placed at the public open space footpath access to the beach as there have been many incidences of break-ins on their street.

Answer : Although the land in question is Municipal land the camera will need to be privately funded. Plans are in place to expand the project into Santareme. David Harpur and the Santareme sub-committee are investigating ways in which the Santareme community can fund cameras for their part of town.

The installation of CCTV in Santareme must take place in tandem with plot clearing if it is to be effective.

Question : What is the cost of a camera and pole for a street?

Answer : The cost of a camera and pole is approximately R180 000.00 which includes the equipment, installation, data storage, data transmission, 5 years of monitoring and local response to incidents by Calibre..

## **3 Roads**

SFPO Director Deon Pienaar gave a summary of the preliminary design by EAS which included Lyme Roads South and North and St Francis Drive from Lyme Rd North to Nevil Rd and Assissi Drive up to the filling station. The first phase will be the upgrade of the entrance at the traffic circle to be followed by upgrades of the intersections and the CBD. The detailed design for the entrance upgrade has now been done and the work will commence in January with anticipated completion in April.

He introduced urban designer Kirsten Thompson of Inhabit Architectural Services to go through a presentation on the master plan for the CBD taking into account aesthetics, provision of pedestrian walkways/cycle paths, parking, connectivity, and traffic flow.

## **4 Phase 2 : River, Spit and Beach**

Deon Pienaar gave a summary of the progress to date. Advisian (formerly Worley Parsons) were appointed to complete solution design in 2017. The Preliminary Design was completed in April 2018, and the detailed design is awaiting completion of the required EIA.

Coastal Engineering consultants, EOH CES were appointed to complete the EIA in November 2018 and work is currently underway. Part of their brief is to identify sand sources for beach nourishment. The work should be completed within 12 months so construction can begin in early 2020 in planned phases as funding becomes available.

He introduced Greg Shaw, Principal Consultant for CES who introduced the organization and gave the meeting a detailed presentation on the scope of the project. The full presentation is to be loaded onto the website. Their task is to get approval for the entire project from DEDEAT through the EIA after the public participation process. They will be meeting with DEDEAT early in the new year.

Question : Hilton Thorpe – which DEDEAT department will make the final decision – national or provincial ?

Answer : CES believe it will be a provincial decision.

Question : Hilton Thorpe - Have you given thought to the use of permeable groynes rather than solid groynes?

Answer : It was suggested that the answers can be read in the Advisian report which is on the website.

Comment : Nigel Aitken – Source of sand from Sand River questionable as this is now declared as an official nature reserve.

Comment : Nigel Aitken – DEDEAT have committed in the past to sand being sourced from dredging in the Kromme.

Answer : This is why an EIA is required to ensure that decisions and approvals are adhered to.

## 5 SFPO NCP Financial Status

All Financial Reports are available on the website.

We are six months into the process and will be upgrading our financial reporting as it becomes more complex.

Revenue To-Date

- |  |                 |
|--|-----------------|
| • SRA Levy received from KLM (July- Nov) | = R 3.6m        |
| • Donations balance                      | = R 1.8m        |
| • Total Revenue to-Date                  | = <u>R 5.4m</u> |

Expenditure : Committed

- |                                 |           |
|---------------------------------|-----------|
| • CCTV : Monthly rental         | R 111k/pm |
| 5 year contract                 | R 6.66m   |
| • EOH for the EIA :             | R 0.46m   |
| • Advisian for Phase 2 Design : | R 1.3 m   |
| • Overheads to-date (4 months)  | R 0.24 m  |

Total Expenditure Committed : R 8.66 m

- **Cash Balance As at 19/12/2018 : R5,106,810.05**

Comment : Peter Macintosh - On the overheads which are often criticised, it is understood that the project manager raised R20 million for one project alone proving his worth as an overhead.

He proposed a vote of thanks for the chairman and the SFPO team for all their efforts.

6. The Chairman thanked all our guests for their contribution. He then closed the meeting and thanked all for their support and attendance.