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## MINUTES OF THE SCCFPA COMMITTEE MEETING

Held on: 3 February 2025 Time: 16:00 Venue: 11 Vlei Avenue, Suiderstrand

NO	ITEM	DISCUSSION/ACTION	RESP
1.	Opening	The chairperson welcomed all present.	Danie
2.	2.1. Attendance	Danie Schutte (Chairperson) Derik Duvenhage (Secretary) Gerrit Posthumus (Fire Prevention Operations Officer) Matilda Bester (Marketing and Comms: Assistant Secretary) Gawie du Toit (Vise Chairperson) Tina du Plessis (Fire Prevention Officer) Willem Nel (new member)	
	2.2. Apologies	Geoff Nichols (Conservation) Anita Joubert Bagshaw (Membership and Community Market) Louis Lourens (Finance) Johan Pienaar	
	2.3. Committee changes	Johan Pienaar nominated and accepted as new Secretary. Louis Lourens resignation noted. Louis prepared to audit financial statements at the end of the financial year. Willem Nel nominated as new Treasurer – not yet accepted. Derik Duvenhage resignation noted	
3.	Approval	Minutes dated 11 November'24 approved.	
4.	External Communication	4.1 External Communication Received. 4.1.1 Non received. 4.2 Communication to External entities. 4.2.1 Nothing formal.	
5.	Standing matters	Portfolio Leaders to address Matters Arising, New Issues and General Feedback: Fire Prevention and Safety, Community Market, Conservation, Finance, Communication and Marketing, Policy and Legal, and Membership <b>Note:</b> The meeting accepted a proposal by the chairperson to focus on actions arising from the Dec'25 AGM notably the challenges around the signs and signage proposed. Please see actions under point 6, Other matters arising. The draft minutes of the AGM was discussed and changes made.	

		The actions from the meeting of 11 Nov. will be dealt with on 25 Feb'25 i.e., at the next meeting.	
5.1	Fire Prevention and Safety	<p><b>5.1.1 General:</b></p> <p>5.1.1.1 Tina and Gerrit provided feedback on the Fire Prevention meeting. Tina will represent the group at SS Association meetings as and when required. Gerrit will assist with the daily operational activities but will not be attending any Association meetings.</p> <p>5.1.1.2 2 Donations received (R2,000 and R2,100) for brandwaentjie support and a 2<sup>nd</sup> fire hose.</p> <p>5.1.1.3 The committee expressed its appreciation for the ongoing support offered by Tina and Gerrit.</p> <p><b>5.1.2 Fire Hydrant Serviceability</b></p> <p>5.1.2.1 Fire hydrants will be tested in Feb'25.</p> <p><b>5.1.3 SAN Parks Evacuation Routes:</b></p> <p>5.1.2.1 Gerrit used the route and confirmed that evacuation routes are well maintained. No further action required.</p> <p><b>5.1.4 Evacuation Plan</b></p> <p>5.1.4.1 Nothing new.</p> <p><b>5.1.5 Speed Bumps and Water Diversion Ditches</b></p> <p>5.1.4.1 Outstanding speed bump in Seemans Drive. Danie to follow up on progress through the Ward Councillor, Dr Eksteen.</p> <p>5.1.4.2 Proposed speed bump in Kamp Street. This was omitted from the plan submitted to and approved by KAM. KAM has been made aware of this but has not responded.</p> <p>5.1.4.3 Water erosion at the new gravel speedbumps. KAM has been made aware of this but has not responded.</p> <p><b>5.1.5 Brand Waentjie</b></p> <p>5.1.5.1 BlueBay storage facility not suitable for the Brand Waentjie.</p> <p>5.1.5.2 The Association confirmed the requirement to find a permanent storage facility and will continue to evaluate proposals and consider cost implications going forward.</p> <p>5.1.5.3 Gerrit to approach KAM with a request to support the potential building of a suitable facility in the parking area.</p> <p>5.1.5.4 Danie to renew the Brandwaentjie licence.</p>	<p>Tina/Gerrit</p> <p>Danie/Derik</p> <p>Danie/ Gerrit</p> <p>Gerrit</p> <p>Danie</p>
	5.2 Community Market	<p>5.2.1 Community Market initiative doing well. There will be a market in December and Anita will communicate the date.</p> <p>5.2.2 There is a need for a "shelter" (protection against the wind and rain) over the longer period. Ongoing.</p>	Anita
	5.3 Finance	<p>5.3.1 Year-end financial statements submitted.</p> <p>5.3.2 Louis and Danie will contact Louise Beeslaar to seek financial statements audit and sign-off.</p> <p>5.3.3 Louis recommended changing the financial year-end to end of December instead of August. This will be tabled at the AGM.</p>	<p>Louis Danie</p> <p>Louis</p>
	5.4 Membership	<p><b>5.4.1</b> Development of a residents welcoming letter (also see "welcoming parcel" under Comms and Marketing) covering SCCFPA goals and Suiderstrand conservation awareness. Estate Agents will be asked to share this information with new/potential residents. Ongoing.</p> <p><b>5.4.2</b> Electronic membership application via the webpage will be discontinued. There is currently no proof of acceptance of the indemnity condition by a new member which poses a risk to members preventing or fighting fires. A pdf document will be</p>	<p>Anita</p> <p>Gerrit</p>

		<p>used that can be manually or electronically signed and submitted.</p> <p><b>5.4.3</b> The banking details will be added to the Membership Application form</p> <p><b>5.4.4</b> All signed membership forms to be forwarded to Gerrit</p>	<p>Matilda</p> <p>Gerrit</p>
	5.5 Comms and Marketing	<p>5.5.1 A “New Residents welcoming parcel” to be introduced and proposals submitted to the committee. <b>Ongoing</b></p> <p>5.5.2 <b>Suiderstrand Signs and Signage</b> – KAM approval obtained. Proposals with costs discussed by the committee and approved in principle. Decided:</p> <ul style="list-style-type: none"> <li>• Matilda to make changes to the designs as agreed</li> <li>• Gawie to review the wording of “our pledge”.</li> <li>• All changes to be submitted to Danie by 15/11.</li> <li>• Danie and Matilda to approach Roland for assistance with implementation.</li> </ul> <p>5.5.3 Matilda to investigate opportunities to use KAM monthly accounts system for general communication to members/ community. Ongoing.</p> <p>5.5.4 Members of the Association are requested to always cc <a href="mailto:Suiderstrand.association@gmail.com">Suiderstrand.association@gmail.com</a> when communicating with external bodies/individuals. All enquiries should also reference the official email address.</p>	<p>Matilda/ Anita</p> <p>Matilda Gawie</p> <p>Danie/ Matilda</p> <p>Matilda</p> <p>All</p>
	5.6 Conservation	<p>5.6.1 <b>Environmental Management Plan</b> - introduced by Anita. Anita to identify and link up with the KAM Environmental Officer. Draft Environmental Management Plan (document) circulated to committee members. <b>Ongoing</b></p> <p>5.6.2 <b>Conservancies</b>. The concept of a conservancy could apply to Suiderstrand. Anita is mandated to research the concept, share information with the committee and approach key stakeholders, e.g., landowners in and around Suiderstrand.</p> <p>5.6.3 <b>Beach conservation</b>. Beach cleaning will be scheduled for December.</p>	<p>Anita</p> <p>Anita</p> <p>Matilda</p>
6.	General/ Other Matters Arising	<p>6.1 Facebook page for the SCCFPA now in place. Well done! Committee members invited to visit.</p> <p>6.2 Improving the Association pages on the Suiderstrand.co.za website. Changes submitted to Sam. <b>Done.</b></p> <p>6.3 “Sold” signage removal from stands. Matilda to discuss with Estate Agent(s), i.e., confirm 2x months advertising limit and advise the committee on appropriate actions to reduce littering.</p> <p>6.4 The SCCFPA will use Google Drive as a repository for SCCFPA documents. Gerrit will provide individual Google Drive training as required by committee members.</p> <p>6.5 Suiderstrand Association T-Shirts approved for interested Committee members. This will be for everyone’s own account.</p> <p><b>6.6 Actions agreed wrt Signs and Signage</b></p> <p>6.6.1 Emergency Board to be replaced removing additional WhatsApp group</p> <p>6.6.2 Spelling mistake and Drs telephone numbers to be changed on the fridge magnets.</p> <p>6.6.3 6 options for new signs to be tested with the community</p> <ul style="list-style-type: none"> <li>• Indigenous garden at the entrance (y/n)</li> <li>• Board at the entrance (2x options: Replace with ONLY Suiderstrand or leave as is.</li> <li>• Distance board at the Lighthouse (y/n)</li> <li>• Association Pledge simplified (y/n)</li> <li>• Rules (y/n)</li> </ul>	<p>Matilda</p> <p>Gerrit/ Derik</p> <p>Matilda</p> <p>Gerrit</p> <p>Matilda</p>

		<ul style="list-style-type: none"> <li>Indigenous animal information boards (y/n)</li> </ul>	
7.	Next Meeting	25 February 2025 at 16h, 11 Vleilaan. There will be snacks after the meeting.....	All
8.	Meeting adjourned	The meeting adjourned at 17:45	

#### CONFIRMATION OF MINUTES

Chairperson: Danie Schutte

#### MINUTES PREPARED BY:

Secretary: Derik Duvenhage

SIGNATURE

DATE

SIGNATURE