

MINUTES OF THE SAUNDERSFOOT HARBOUR COMMISSIONERS
HELD ON WEDNESDAY 24th MARCH 2021
ONLINE ZOOM MEETING

PRESENT: Commissioner P Evans - Chair
Commissioner T Sangster – Vice Chair
Commissioner P Baker
Commissioner A Evans
Commissioner D McDermott
Commissioner Wendy Goldsworthy

IN ATTENDANCE: M Davies – CEO
A Thomas – Accountant
L Bremner – Finance & Administration Officer
C Mills – Welcome & Heritage Officer
D Richards – Harbour Master

97. APOLOGIES

Commissioner J Codd
Commissioner P Parker

98. CHAIRMAN'S REPORT

The Chair welcomed all present to the online meeting. Revenue is starting to be affected by Covid.

The first tenants in Ocean Square are looking at commencement of fit out at the end of the week or beginning of next, which will allow the public and others confidence that the economy is going to grow.

99. CONFLICT OF INTEREST

The Chair asked the Commissioners for any declarations of conflict of interest.

100. CONFIRMATION OF MINUTES

All present agreed that the minutes represent a true and accurate record of the meeting of 24th February 2021.

101. MATTERS ARISING

- a) Minute 91 HARBOUR REVISION ORDER to be discussed as agenda item 9.
- b) Minute 96 ACTIONS PENDING

102. HARBOUR OPERATIONS

The Harbour Master gave his report.

- All fishing boats are working well.
- WB Griffiths are working well at both sites.
- The public toilets are to be reopened from Saturday as restrictions are easing and Danfo have been asked to undertake a thorough clean ahead of the reopening.
- The CCTV installations are progressing, and automatic barriers are to be installed at the boatyard in the next few weeks.
- Sand removal work has been completed and the inner harbour channel is in a better position for the forthcoming season. Daily sluicing will take place to maintain the channel.
- The outer moorings will be reinstated during the next few weeks. However, 3 mooring blocks have been lost and will have to be replaced.
 - Commissioner W Goldsmith suggested that she would provide contact details for a diving club in Pembroke Haven Yacht Club that may be able to help locate the chains.
- Installation of the harbour railings is underway and is scheduled to be completed within a few months.
- There are 3 days planned next week for boat lifting. The next lifts are scheduled in 2 weeks after the Easter break.
 - The Chair asked if there will be a policy of tolerance for mooring holders in relation to the logistics for those from further way.
 - Harbour Master agreed that he would work with mooring holders, but manpower was a restriction. However, May dates will be increased.

- The Chair asked for any other comments

103. COMMERCIAL OPERATIONS

- The keys have been handed over to the water sports facility today. Outer Reef will provide a wide variety of water activities. Outer Reef are also taking units 8 & 9 Ocean Square for their retail side
- Ocean Square will open up limited access for tenants to fit out from Friday.
- Next week a meeting is planned with a beauty company.
- Pembrokeshire Property Management will be taking on the Ocean Cabins.
- We have hired out both MCOE meeting rooms to the RNLI and Outer Reef.

104. PHASE 2 DEVELOPMENTS REVIEW

CEO addressed the Commissioners.

- MCOE
 - WBG have confirmed that the rainwater intrusion area has been located and contractors will be on site on 6th April to resolve the issues. CEO has kept the tenants affected up to
- Ocean Square
 - Tenant fit outs commencing on Friday 26th March.
 - Not expecting completion date for the plaza until mid May. The tulip umbrella are causing some hold ups and the CEO is having a meeting with WB Griffiths tomorrow to suggest they collect from the supplier.
 - Roadway paving and tree completion around the plaza to commence in the next 2 weeks.
 - Hoarding should be coming down in the next week or so.
- Coal Building
 - Still waiting for a definitive date as 12th August has not been properly confirmed. On receipt of a definitive date the CEO will tender out to Sell 2 Wales for the accommodation fit out.
- Schooner
 - All metalwork has been put up. A few additional challenges with regard to design of internal staircases that have now been amended to be placed on the outside, however, cladded to upper rail of deck to prevent access to the vessel out of normal hours.
 - Completion is due in August; however, it is likely that this may be pushed back due to delays over the past month and some new steelwork.

105. HARBOUR REVISION ORDER

Commissioner Sangster provided an update of the next steps in relation to the HRO.

- A draft report has been produced on the consultation process as a basis for the report sent to Matt Edwards in January.
- Commissioner Sangster had a discussion with Matt Edwards yesterday.
- The next step will be to have a full board discussion followed by an agreement on the final application for Welsh Government requesting a decision.
- Commissioner Sangster requested a focus meeting with all Commissioners on this topic to agree how to go forward.
- The Chair asked for any comments and thanked Commissioner Sangster for all his work and efforts in relation to the HRO.

106. FINANCE & GOVERNANCE

Ann Thomas addressed the meeting.

107. ADVISORY & STAKEHOLDERS

CEO to meet with Advisory Committee in mid April.

108. ANY OTHER BUSINESS

- The Harbour Master is looking for seasonal staff. Advertising during the next month for 3 seasonal workers.
- There are 2 lifting barriers to be installed on the road access to MCOE during April, as part of Phase 2 costs.
- A further meeting is to be held with regard to the 2021 World Rowing Event.
- Copit week may go ahead subject to relaxation of COVID guidelines.

- Commissioner P Baker thanked the harbour team for the respect shown during the funerals in the community.

109. DIARY CONFIRMATION

The Chair proposed the next meeting to be held on 21st April 2021 4pm.