

SUMMARY OF MINUTES OF THE SAUNDERSFOOT HARBOUR COMMISSIONERS
HELD ON WEDNESDAY 20TH OCTOBER 2021
ONLINE ZOOM MEETING

PRESENT:

Commissioner P Evans - Chair
Commissioner T Sangster – Vice Chair
Commissioner D McDermott
Commissioner P Parker
Commissioner J Codd
Commissioner A Evans
Commissioner W Goldsworthy

IN ATTENDANCE:

M Davies – CEO
L Bremner – Finance & Administration Officer
C Mills – Facilities & Communications Manager
D Richards – Harbour Master

APOLOGIES:

Ann Thomas - Accountant

190. CHAIRMAN'S REPORT

The Chair welcomed all attendees to the meeting. He announced that sadly Tony Phillips a former commissioner had passed away and reminded all that flags would be at half-mast next Friday as the funeral passes through the harbour.

191. DECLARATION OF INTEREST

The Chair asked the commissioners for any declarations of interest.
No declarations of interest were expressed.

192. CONFIRMATION OF MINUTES

All present agreed that the minutes represent a true and accurate record of the meeting of 29th September 2021.

193. MATTERS ARISING

- Commissioner A Evans mentioned the recent rockfall and said that he would provide contact details

194. HARBOUR OPERATIONS

The Harbour Master reported to the Commissioners.

- All fishing boats are presently working well with no reported issues. All boats will be moored on their winter wall moorings from November 1st.
- All staff are working well with W B Griffiths.
- The application for a marine licence is progressing and the sample plan has been received from NRW. The next step is to complete sample analysis for testing. The results will be notified to NRW, and the next steps determined accordingly. Permission will either allow sand removal by road or to deposit the sand and silt onto the front beach area.
- Autumn boat lifting is underway, this has all gone well and should be completed by mid-November.
- An incident occurred at the weekend before last involving the crabbing area. The Harbour Team were onsite in less than a minute and recovered both individuals in under 10 minutes.
- The application for the fishing wall hydraulic crane has been completed and sent to the funding officer. Currently awaiting the outcome.

195. COMMERCIAL OPERATIONS

Carys Mills addressed the Commissioners

- **Ocean Square**
 - A brownie company has taken the tenancy for Units 4&5.
 - The beauty bar will take Unit 11.
 - There are 2 remaining units yet to be leased Units 10 and 16 both have had significant interest.

- **Facilities**
- There are 2 new members of staff

- **Heritage Centres**

Perch & Ponder are scheduled to visit on 11th November. Fit out is planned for early next year.

- **Southampton Boat Show**

Boards and brochures that were planned for last year had been used for this year's Southampton Boat Show, promoting Ocean Square, Ocean Cabins and the Harbour.

196. EVENTS

The CEO addressed the Commissioners.

- World Sprint Rowing 7th Oct – 16th Oct 2022
Event organisation progressing well with regular meetings between the harbour / British and Welsh rowing / PCC / National Parks / Welsh Government.
 - Site layout
 - Waste recycling
 - Volunteers
 - Marketing
- Christmas Lights
CEO requested a meeting with representatives of the Community Council and Chamber of Tourism on the 11th of October to discuss what plans were in place for decorating the village.
The CEO offered to coordinate with all present to identify a lights installations company as Wyn who has installed for the past 8 years as now moved on.
Meeting held with ETTS who currently install Haverfordwest Lights and Narberth came to site on Friday 15th. Plans of previous lights installations have now been forwarded to ETTS and it's hoped that we will receive a competitive cost by end of the week.

197. PHASE 2

Ocean Square

- Tending via Sell 2 Wales for construction of internals for the accommodation in the Coal Building.
- Landscaping around peripheral has been delayed due to poor weather.
- Looking at solar lights for the tulip umbrellas and covers are on the way from Germany. Having the covers adapted so that the solar lights can recharge even with the covers on. Excited to see the tulips arrive on site in early November.

Schooner

There is still a significant amount left to complete. The weather equally has hampered progress of the last few weeks

- External stairs.
- External wood cladding.
- Internal fit out.
- Treatment of all wood surfaces.

Car Park Resurfacing

- Subject to planning consent the CEO would like to incorporate the strip of land that houses the concrete planters as the new layout will lessen vehicle capacity due to size of new standardised spaces unless incorporating additional space.

Marine Advisory Group

- Meeting held with Peter Davies and Commissioner McDermott and CEO on then 12th October to review new opportunities for Harbour to be part of the Marine Action and Advisory Group and specifically the Blue Recovery strategy which is a strategy that Welsh Government Visit Wales contributes to.

198. FINANCE & GOVERNANCE

- The CEO addressed the Commissioners

199. HR

The overall draft staffing strategy has almost been completed, and the CEO will get the draft to commissioners before the next meeting in November.

200. HARBOUR REVISION ORDER

Commissioner T Sangster reported that he is still waiting for a response from Welsh Government.

201. ADVISORY & STAKEHOLDERS

A meeting of the Advisory Committee, CEO and Harbour Team took place on 6th October with a tour of the new areas and a range of operational issues were discussed and the expectation of all facilities to be fully operational by the 1st March, which was well received. Sluice strategy discussed and accepted as a positive way forward. Harbour Advisory have nominated Councillor Philip Baker to the Harbour Advisory Committee.

202. ANY OTHER BUSINESS

203. DIARY CONFIRMATION

The Chair proposed the 24th November 2021 at 4pm, all agreed.