

**SUMMARY OF MINUTES OF THE SAUNDERSFOOT HARBOUR COMMISSIONERS**  
**HELD ON WEDNESDAY 24<sup>th</sup> NOVEMBER 2021**  
**ONLINE ZOOM MEETING**

**PRESENT:**

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

**IN ATTENDANCE:**

M Davies – CEO  
L Bremner – Finance & Administration Officer

**APOLOGIES:**

Ann Thomas – Accountant  
Commissioner P Parker  
Commissioner J Codd

**205. CHAIRMAN'S REPORT**

The Chair welcomed all attendees to the meeting and explained that the developments continue to be ongoing. He noted that it had been difficult and time consuming for SHC management, and that progress was currently 3 to 4 weeks behind schedule. Covid has again had an effect on the harbour in terms of manpower similarly the WB Griffiths team. Due to the delays, accommodation in the Coal Office would be later than planned and budgets are likely to be affected.

Harbour Master (David Richards) is leaving the harbour and the Chair thanked him for his contribution and wished him well with the new challenges that he intends to explore.

**206. DECLARATION OF INTEREST**

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

**207. CONFIRMATION OF MINUTES**

All present agreed that the minutes represent a true and accurate record of the meeting of 20<sup>th</sup> October 2021.

**208. MATTERS ARISING**

The Chair asked the commissioners for any matters arising. No matters arising were expressed.

**209. HARBOUR OPERATIONS**

The CEO reported to the Commissioners.

- All boats are now out of the harbour
- There has been a further small rockfall over the past few weeks which ABCAS have cleared as well as the removal of further hazards on the harbour.
- Port Marine Safety Code compliance letter was delayed, however, has now been registered.
- The Deputy Harbour Master (John Cray) will step up to support the CEO until the post has been advertised and filled.
- The erection of a catch fence around the perimeter of the road and behind the MCOE is now a priority as further falls will stop normal harbour operations

**210. COMMERCIAL OPERATIONS**

The CEO addressed the Commissioners

**Ocean Square**

- Sell 2 Wales Tender was published on October 28<sup>th</sup> for the fit-out of the 14-bedroom units, closing date on Tue 30<sup>th</sup> Nov.

**Marine Centre of Excellence**

- The café and other units in the MCOE are now looking into designs for feather flags to line the harbour wall walkway.

#### **Ocean Cabins**

- As expected, bookings for Ocean Cabins have reduced over the winter period. We have trialled a double bed in one of the rooms, which is proving to be markedly more popular

#### **Heritage Centres**

- The contracted interpretation fitout company Perch and Ponder met with the team on the 11<sup>th</sup> Nov to review the site locations for the three exhibitions, view the spaces and measure up. They are now adapting their designs to fit the draft exhibition content. It is hoped that fit-out will commence early next year for completion by the Easter holidays.

#### **Signage**

- We are now working on information and wayfinding sign designs for around the harbour and the new car park layout.

#### **Christmas**

- Christmas lights are being installed around the village and Ocean Square, and spurs will soon be installed in the MCOE. Rope lights have been purchased for the Coastal Schooner.
- The Christmas tree, kindly donated by the Hean Castle Estate again this year, will be delivered on 1<sup>st</sup> December, ready to go up that week.
- Saundersfoot Connect has organised a Choirs for Good workshop on 18 December in the Regency Hall and will be singing Christmas carols on the National Events Deck 16:45 – 17:45.

### **211. EVENTS**

The CEO addressed the Commissioners.

- World Rowing attended the site 15<sup>th</sup> Nov to discuss the updated event site plans, and to conduct a community engagement evening at the Regency Hall, which was received positively.
- Tall ships Wales representative Paula Holt met with both CEO and Commissioner Sangster on the 3rd Nov to discuss the opportunity to collaborate on future projects with regards to the Harbour Schooner and proposed that the tall ship Johanna Lucretia visit Saundersfoot in the summer whilst it was in Pembrokeshire.
- New Year's Eve - CEO has been looking at a light system for a countdown.

### **212. PHASE 2**

#### **Coal Building Plaza**

- Work is progressing in the Coal Building with flooring to be completed by end of the month and handover 10 Dec.
- New wall erected on quadrant completed.
- The external walkway around the development completes for the 17th of Dec.
- Completion of Plaza and installation of the tulips for the 17th of Dec.

#### **Schooner**

- Some issues with regards to the external staircase doors and internal finishes, with the expectation of build finished on the 13th of Dec, with the remainder of the finishes by 22nd Dec dependent on the weather as these are external works, which require dry weather such as the decking oiling on the top deck.

#### **Car Park**

- A strategy was forwarded to Welsh Government on 8th Nov with the request of support to develop the harbour carpark in line with Welsh Government activity transport strategy and was well received.
- There will inevitably be a reduction in car park spaces due to increase in bay sizes, as our current dimensions are significantly smaller than what is currently recommended, however, it is proposed to incorporate areas of the frontage of the harbour without impeding the promenade into the car park footprint.
- Equally, there is a pedestrian strategy that will ensure improved safety for access around the harbour's new visitor attractions.

### **213. FINANCE & GOVERNANCE**

Lisa Bremner addressed the meeting.

### **214. HR**

**215. HARBOUR REVISION ORDER**

Commissioner Sangster addressed the commissioners.  
experiencing difficulty in progressing HRO

**216. ADVISORY & STAKEHOLDERS**

- CEO addressed the meeting.
- There has been no advisory meeting
- There has been a meeting with World Rowing.
- The Advisory Committee have been formally asked that Phil Baker be the representative for PCC.

**217. ANY OTHER BUSINESS**

- Commissioner McDermott raised a question that emanated from Saundersfoot Connect about the village clock.
- CEO replied that we still have them, but they are quite basic and dated.
- CEO suggested that the harbour could donate the old clocks if commissioners are happy to do so.

**218. DIARY CONFIRMATION**

**219. ACTIONS PENDING**