

SUMMARY OF MINUTES OF THE SAUNDERSFOOT HARBOUR COMMISSIONERS
HELD ON WEDNESDAY 26 JANUARY 2022
ONLINE ZOOM MEETING

PRESENT:

Commissioner T Sangster – Vice Chair
Commissioner D McDermott
Commissioner P Parker
Commissioner A Evans

IN ATTENDANCE:

M Davies – CEO
L Bremner – Finance & Administration Officer
C Mills – Facilities & Communications Manager
J Cray – Interim Harbour Master

APOLOGIES:

Commissioner P Evans – Chair
Commissioner W Goldsworthy
Commissioner J Codd
Ann Thomas – Accountant

220. CHAIRMAN'S REPORT

Commissioner Sangster chaired the meeting and wished everyone a Happy New Year. He conveyed to the meeting that Commissioner P Evans had suggested that it is time to start to look at redefining the strategy, as the current strategy came to a close at the end of 2021

221. DECLARATION OF INTEREST

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

222. CONFIRMATION OF MINUTES

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

223. MATTERS ARISING

The Vice-Chair asked the commissioners for any matters arising.

- Point 211 Commissioner Sangster updated the commissioners regarding the discussion around the Tall Ship Johanna Lucretia and the application by the Tall Ships Wales Trust to the Enhancing Pembrokeshire Fund had been made and recommendation for approval is to go to cabinet and should be approved by 14th February.

224. HARBOUR OPERATIONS

John Cray reported to the Commissioners.

- All fishing boats are presently working well with no reported issues
- All staff are working well with W B Griffiths at present Harbour staff
- The harbour staff have been working hard finishing the boat lifting operation and carrying out maintenance over the past few months this includes power washing walkways, reconditioning of harbour benches, replacement of chains in the harbour.
 - Commissioner Sangster asked how the harbour team were managing.
 - John Cray said that the team were managing well and stepping up when necessary but that staff numbers are at a critical level.
- Harbour dredging
The Interim Harbour Master is continuing the work David started, the harbour has a sample plan from NRW, and the Interim Harbour Master has found a certified Laboratory to carry out the sample analysis and is in discussions with NRW as to the specific analysis required as the sample plan did not indicate the exact tests required. The work is being carried out as part of a five-year dredging plan to start in 2023.
- CEO commented that it has been a challenge getting marine consent approval and it is unlikely consent will be received in time for this year, although John Cray is working towards getting it.
- John Cray added that also due to Covid NRW are not using their own laboratories which is causing further issues locating an appropriate laboratory.

- Boat lifting to commence the 2022 boat lifting operation around the end of March into early April. The harbour team are looking to trial different ways to deflect the flow of the sluice over the coming weeks, and to see the effect this has on the build-up of sand at the harbour entrance. Pembrokeshire Engineering are currently carrying out a repair to the second sluice gate, this has caused the team a delay in starting this trial, but the team will make a start as soon as both gates are fully operational.
- A review has been carried out of how we operate the harbour dry boat racking system for the coming season
- Harbour Staff are planning to continue erecting the new railings around the west wall with the intention of finishing the area directly in front of the marine centre of excellence first and then progress further on towards the sluice wall.
- The stone mason has been on site regularly over the past two months working on the back harbour wall, he is now halfway along the wall working towards the lighthouse with the harbour team assisting wherever possible. The repairs are expected to last and should not need to be revisited again for at least the next five years.

225. COMMERCIAL OPERATIONS

Carys Mills addressed the Commissioners.

Ocean Square

- We are currently in discussions with a marine clothing company to take over the tenancy for Unit 16 in the Coal Office and hope to update on this in the coming weeks.

Marine Centre of Excellence

- Harbour Bites Café continues to do well, and we are looking into extending their outdoor seating area on the opposite side of the road, to the right of the loading bay, to keep up with demand.

226. EVENTS

Carys Mills addressed the Commissioners.

World Rowing will be conducting a site meeting in early February to further discuss the event in October. There is still some work to be done on the marine side.

The preliminary arrangements are being made for this year's Harbour Festival, which has been scheduled for early July.

The Tall Ships Trust Wales is looking to arrange a visit from the tall ship Johanna Lucretia on the weekend of 25th June at anchor in the bay, with the ability for groups to go out and visit her at anchor, and sail training voyages for teenagers and young adults. This will be at the same time as the British Rowing Coastal Championship which will see over 400 competitors in Saundersfoot.

227. PHASE 2

Over the past 8 weeks, WBG has had COVID related issues with both their own team and sub-contractors this has resulted in delays to the build and handover.

Coal Building/ Ocean Square

Almost complete apart from walkways and sensory garden reinstalment. Expected the first week of February with Tulip canopies commission around the same time and training for the team.

Schooner

Internal works were completed at the end of this week with some delays on completing the external stair well and cladding which is expected to be complete mid-February.

MCoE

Remedial work on the cladding is currently underway which has a two-week repair schedule, cost covered by WBG.

Tender for Accommodation fit out Sell 2 Wales

27th January with 11 companies have requested documents and aware that three have confirmed they will be tendering.

Car Park

Support funding for car park resurfacing not currently available therefore as the repairs are beyond the scope of the Harbour Team a contracted a road repair company to undertake the worst repairs.

228. FINANCE & GOVERNANCE

Lisa Bremner addressed the meeting.

229. HR

The CEO addressed the meeting.

Readvertising the post of Facilities Officer as no appropriate candidate was found

230. HARBOUR REVISION ORDER

Commissioner Sangster addressed the commissioners.

Further Welsh Government questions have been received and working on a response. Questions relate to different parts of what we are looking for in our HRO.

- General powers over various approaches to the harbour. RYA position previously was that we can't have control over approaches, our point is that we want to ensure safety in our harbour limits which can be improved by advising people of what to expect within the harbour limits so that they can prepare themselves to do so.
- Compliance with guidance for trust ports in terms of terms of office and remuneration and power to reappoint existing commissioners. All commissioners are now beyond our total term under existing governing arrangements.
- An integrated impact assessment may be required. This is the first time this has been indicated and is not part of the HRO process.

If any commissioner would like to view the response it can be shared.

Hopefully the next step will be to have a meeting.

231. ADVISORY & STAKEHOLDERS

CEO addressed the meeting.

Meeting to be arranged in February, however, on-site meetings have been held to discuss new car parking layouts.

232. ANY OTHER BUSINESS

233. DIARY CONFIRMATION

Dates would be forwarded to commissioners for 2022 the CEO proposed last Wednesday in the month as this would give sufficient time to complete the end month financial accounts for submission to the board 7 days before the board meeting

234. ACTIONS PENDING

1. CEO to complete new staffing structure and forward to commissioners early February.