

**SUMMARY MINUTES OF THE SAUNDERSFOOT HARBOUR COMMISSIONERS**  
**HELD ON WEDNESDAY 21<sup>ST</sup> APRIL 2021**  
**ONLINE ZOOM MEETING**

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

**IN ATTENDANCE:** M Davies – CEO  
A Thomas – Accountant  
L Bremner – Finance & Administration Officer  
C Mills – Welcome & Heritage Officer  
D Richards – Harbour Master  
Gareth Shannon – Faithful & Gould  
Luke Holloway – Faithful & Gould  
Jamie Lannen – Faithful & Gould

**111. APOLOGIES**

Commissioner J Codd

**112. CHAIRMAN'S REPORT**

The Chair welcomed all present to the online meeting.

**113. F&G PRESENTATION DEVELOPMENT OVERVIEW OF PHASE 2**

Handover for fit out on Ocean Square commenced 26<sup>th</sup> March. Completion of the Plaza scheduled for 28<sup>th</sup> May; however, delays have been experienced as a result of transportation difficulties

Coal House recommenced construction work. The roof is now progressing on existing building, which will hopefully be watertight by May.

Schooner, structural steel has been erected and work has commenced on the lower deck..

Completion is scheduled for August.

There have been procurement problems and materials shortages attributed to COVID.

**114. DECLARATION OF INTEREST**

The Chair asked the Commissioners for any declarations of interest.

- No declarations of interest were reported.

**115. CONFIRMATION OF MINUTES**

All present agreed that the minutes represent a true and accurate record of the meeting of 24<sup>th</sup> March 2021.

**116. MATTERS ARISING**

- a) Minute 103 COMMERCIAL OPERATIONS , CEO confirmed that Saundersfoot Sailing Club details have been passed on to Outer Reef.
- b) Minute 104 PHASE 2 DEVELOPMENTS REVIEW  
Cladding has been repaired on east front of MCOE.
- c) Saundersfoot HRO 2020 Summary Report on Consultation,

**117. HARBOUR OPERATIONS**

The Harbour Master gave his report.

- All fishing boats are presently working well at this time.
- Meeting to be arranged with all operators of fishing boats in the next few weeks
- All staff are working well with W B Griffiths at present with no reported issues.
- All harbour staff are working well with no sickness at present. Interviews for Harbour Operatives to take place on Monday.

- Reports received relating to the condition of the toilet block have been discussed with Danfo. The toilets are in need of updating. This problem is compounded by lack of facilities provided by other outlets in the area resulting in significantly increased use.
- CCTV installations are ongoing.
- Hire of a large digger to work inside the harbour for sand removal.
- Boat launching with the Treharne team to take place over the next few days to assess their needs for the season.
- Railings installation is ongoing
- Boat lifting is continuing, a large number of boats are still to be lifted in.
- CEO raised that he will be writing to PCC, Saundersfoot Community Council, Chamber for Tourism and National Parks with a view to support for further public toilets, as the provision is currently inadequate, with Saundersfoot. Further assistance is required to support these fundamental services. The harbour has invested in additional toilet provision for the heritage centre and accommodation in Phase 2. However, this does not address the volume of visitors to the village and beach each year.
- The Chair proposes a review of the toilets. All present were in favour.

## **118. COMMERCIAL OPERATIONS**

Fit out in the Ocean Square retail units is well underway, Tenants are keen to open as soon as possible. It is estimated that the events plaza will be completed by the end of May, with the units on the plaza being able to trade from this point.

### **1. Marine Centre of Excellence**

Harbour Bites is now open. The chandlery and workshop are not yet operational. Outer Reef have opened the Water Sports Centre to the public following the lifting of covid regulations.

WB Griffiths are currently finishing off the final decorating of the toilets and stores at the rear of the unit, ready for them to fit these out as required.

### **2. Events**

We will be meeting with the World Rowing events team next week on site to discuss logistics for the 2022 event.

### **3. Heritage Centres**

We have sent off our first draft of the proposed content for the Heritage Centre in the Coal Office to our supporting heritage group for their comment and adjustment, before this undergoes further development with Perch & Ponder.

## **119. EVENTS**

The CEO addressed the meeting.

There are limited events planned for 2021 due to uncertainty surrounding COVID restrictions.

Saundersfoot Sailing Club are proposing to stage Coppett weekend, to go ahead at the end of May with between 25 and 30 vessels to take part within the Welsh Government guidance.

## **120. HR**

CEO addressed the commissioners.

Currently, Looking to recruit a full-time skilled Harbour operative with ability to use the machinery + Visitor and Operations Assistant.

## **121. FINANCE & GOVERNANCE**

Ann Thomas addressed the meeting.

Audit to be scheduled for July to sign off by September.

## **122. HARBOUR REVISION ORDER**

Commissioner Sangster addressed the meeting referenced the meeting of the 15<sup>th</sup> April and thanked the commissioners for their contributions

The Chair thanked Commissioner Sangster for all his work on the HRO and thanked the commissioners for their contributions during the meeting on 15<sup>th</sup> April.

## **123. ADVISORY & STAKEHOLDERS**

CEO met with Advisory Committee via Zoom on 14<sup>th</sup> April. CEO, Harbour Master and Commissioner P Baker were present on behalf of the Harbour.

- Provided an update on Phase 2 and the completion dates.
- Provided an update on the HRO that we are awaiting a decision from Welsh Government and that the Harbour will be submitting an overview of the consultation process and proposed amendments discussed with stakeholders to Welsh Government.
- There was comment in regard to the build-up of sand on the starboard side of the harbour exit, however it is hoped that as in previous years it will naturally disperse.
- Discussion about the toilets and the need for further provision resulted in a proposal to take forward to the village strategy working group as this is an increasing issue that needs a rounded approach from the village and stakeholders.

**124. ANY OTHER BUSINESS**

- Commissioner P Baker advised that he has received 2 requests in relation to the beach wheelchair.
- CEO replied that PCC and PCNPA took over last year and took it out of service due to COVID. Providing PCNPA are agreeable it can be put back in action.

**125. DIARY CONFIRMATION**

The Chair proposed the next meeting to be held on 26<sup>th</sup> May 2021 4pm.