

**SUMMARY OF MINUTES OF THE SAUNDERSFOOT HARBOUR COMMISSIONERS MEETING  
HELD ON WEDNESDAY 29<sup>th</sup> MARCH 2023**

**PRESENT:**

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

**IN ATTENDANCE:**

M Davies – CEO  
L Bremner – Finance & Admin Officer  
C Mills – Facilities & Communications Manager

**APOLOGIES:**

A Thomas – Accountant  
J Cray - Harbour Manager

**394. CHAIRMAN'S REPORT**

The Chair welcomed the commissioners to the meeting.

**395. DECLARATION OF INTEREST**

The Chair asked for any declarations of interest in relation to the agenda. None were declared.

**396. CONFIRMATION OF MINUTES**

All present agreed that the minutes represent a true and accurate record of the meeting of 22<sup>nd</sup> February 2023.

**397. MATTERS ARISING**

**398. HARBOUR OPERATIONS**

CEO addressed the Commissioners.

1. **Fishing Boats**

All active fishing vessels are operating well at present.

2. **Sluicing**

The reconditioned sluice motor has now been refitted and is operational, EC Rewinds are due to come to site this coming week to fully calibrate the unit to optimise its performance and operational reliability.

3. **Sand Repositioning Works**

TRJ have had a 36 tonne excavator and 14 tonne dumper on site last week repositioning the sand build-up at the entrance of the harbour and on the first three rows of centre moorings, the sand was positioned in several areas within the harbour basin, mainly the large holes that form along the walls at the harbour mouth. The sluice has been instrumental with instating a new channel on the beach and will be used regularly to maintain the levels as best we can.

4. **Carpark Resurfacing works.**

GD Harries are now on site working on zone 1B, progress has appeared slow however a lot of the civils work has been completed within this zone (drainage, interceptors etc). The

two pay and display machines have been re-sited so they can still be used during the works and will suit the new layout once complete. Moving forward the CEO and Harbour Manager will meet with the GD Harries team weekly to ensure the time scale for the works is met.

5. **Harbour Staff**

The Harbour Team have been working with GD Harries to remove and reposition benches, pay and display machines and bins from within the works area, throughout Easter staff will be on hand to direct cars within the carpark area.

6. **Tree Works**

Yan Hider has been on site regularly, he is clearing the dead trees and growth from behind the toilet block first and then proceeding to work along the cliff area in stages, the aim is to clear the lower level to enable a catch area for the growth higher up to be cut and dropped into so as to not disrupt the road access prior to its removal.

7. **Boat Lifting**

The boat lifting operation is due to start during April, with the first planned lift for commercial vessels on the 4<sup>th</sup> of April and then further lifts after the Easter holidays.

8. **Crane**

The EMFF grant funding application is still ongoing, the harbour manager is seeking an extension to the project end date in order to give time for the additional works quotes to be approved by Welsh Government.

**399. COMMERCIAL OPERATIONS**

Carys Mills addressed the commissioners.

**MCOE**

- MamGu Welshcakes will soon be operating from Unit 20 (café) in MCOE.

**Ocean Cabins**

- Floor 2 on Ocean Square will be open and taking bookings in time for the Easter holidays.
- Weekend bookings are filling up for the next couple of months.

**Coal Office & Welcome Centre**

- Perch & Ponder are currently on site finishing the fit out of the Coal Office and Schooner.
- We are working with the Colour from the Mines project to showcase their paint on the back wall of the Welcome Centre. Following this installation, we will be fitting the gift shop furniture and commence ordering stock.
- I will be advertising for Welcome & Heritage Centre staff by the end of the week.

**Coastal Schooner**

- WBG have found the source of water ingress in the Coastal Schooner, resealed, and have just finished recladding areas within the coffee shop affected by water staining.
- I am in the process of following up interest in the Schooner coffee shop.

**400. EVENTS**

Carys Mills continued to address the Commissioners.

- We have just returned from exhibiting at the British Tourism & Travel Show 2023. We have gained a number of contacts with other organisations which we can work with in the future.
- Events this year still stand at:
  - Charity stalls throughout the summer season.
  - Welsh Beach Sprint Finals 13-14 May
  - Coppet Week 50<sup>th</sup> Anniversary 27 May – 4 June

- Choirs for Good (Saundersfest) 7 July
- Saundersfoot Triathlon 2 September
- Home International Beach Sprints Regatta 9-10 September
  
- The Chair commended Carys for her efforts at the British Tourism & Travel Show.

#### **401. HARBOUR BINS**

The CEO attended a meeting with other PCC Councillors from Amroth, Tenby and Saundersfoot and the Senior Waste Management Team from PCC on the 9th of March. The officers from PCC highlighted the issues of the increased amount of waste collected in the region and the CEO confirmed that the harbour was facing similar issues.

It was recognised by all who attended that there appears to be an increasing amount of waste.

Equally, there was recognition of increased amounts of takeaway wrappers which now places an increased burden on public seating areas in the county such as the harbour in Saundersfoot and Tenby were recognised as prime locations for increased waste.

The CEO is keen to progress this discussion with the food outlets within Saundersfoot and therefore will be contacting all takeaway businesses within the village to discuss ways to balance the burden on the Harbour.

#### **402. PHASE 2**

The CEO addressed the meeting.

##### **Tulip Canopies.**

WBG are on site tomorrow with a view to repairing the Tulips and getting them back in action,

##### **Car Park resurfacing**

Weather hampering progress; however, GD Harries informs the CEO that they are still on course for completion end of April or early May subject to the weather improving.

##### **EV car charging tenders**

CEO has received 5 tenders.

##### **Rock Fall**

Underwriters still debating on the survey cost; CEO has discussed the issue with NRW and PCC.

#### **403. FINANCE & GOVERNANCE**

Lisa Bremner addressed the meeting.

#### **404. HR**

The CEO addressed the meeting.

##### **CEO advert.**

Closing date 21st of April advertised.

#### **405. HARBOUR REVISION ORDER**

Commissioner Sangster briefed the Board on the progress of the HRO.

#### **406. ADVISORY & STAKEHOLDERS**

CEO addressed the meeting.

Harbour Advisory met on the 7th of March at the Harbour.

Chair John Griffith asked the group for a new nomination for the Chair as he has been in place since the conception of the Advisory Group.

Phil Baker was nominated and accepted the position.

The meeting continued with questions raised on the following:

- Rockfall
- Dredging of the harbour
- Depth of harbour
- Car park resurfacing
- Completion of final stages of Phase 2 development
  - Forthcoming events
- HRO

It was proposed by the CEO that the Harbour meet again with the advisory as they propose with all other stakeholders to discuss their outstanding objections to see if there was any common ground between both parties.

The Advisory Group would discuss between themselves and respond accordingly.

**407. ANY OTHER BUSINESS**

CEO met with PCC Chief Executive Will Bramble and Councillors David Simson and Chris Williams to see how the harbour was progressing with the final stages of its phase 2 development. All were suitably impressed and congratulated the Commissioners and Harbour team.

**408. DIARY CONFIRMATION**

26<sup>th</sup> April 2023

**409. ACTIONS PENDING**