

**SUMMARY OF MINUTES OF THE SAUNDERSFOOT HARBOUR COMMISSIONERS**  
**HELD ON WEDNESDAY 23<sup>rd</sup> FEBRUARY 2022**  
**ONLINE ZOOM MEETING**

**PRESENT:**

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

**IN ATTENDANCE:**

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

**APOLOGIES:**

Commissioner D McDermott  
Commissioner J Codd

**235. CHAIRMAN'S REPORT**

The Chair welcomed all attendees to the meeting and thanked Commissioner Sangster for chairing the previous meeting held on 26<sup>th</sup> January 2022.

**236. DECLARATION OF INTEREST**

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

**237. CONFIRMATION OF MINUTES**

All present agreed that the minutes represent a true and accurate record of the meeting of 26<sup>th</sup> January 2022.

**238. MATTERS ARISING**

The Chair asked the commissioners for any matters arising.

- Commissioner A Sangster confirmed that the County Council had granted the funding application put forward by Tall Ships Wales Trust.

**239. HARBOUR OPERATIONS**

John Cray reported to the Commissioners.

**Fishing boats**

All fishing boats are presently working well with no reported issues.

**W B Griffiths**

All staff are working well with W B Griffiths at present with no reported issues on site.

**Harbour Staff**

The harbour staff have been continuing to complete maintenance around the harbour including sanding down, wood staining, and re-painting many of the harbour benches, power washing walkways and communal areas.

**Weather**

The harbour sustained no damage during the last period of bad weather, the harbour team spent time prior to the weather front arriving preparing by moving anything that was likely to become a projectile and clearing away anything that could have been washed into the harbour during the high tides, and finally the storm boards were put in place on the Glen Beach slipway, this was done as a precaution in case the wind direction changed, we didn't want to be caught out if it went around easterly.

- CEO said that the team had done well with the process of tying down. Even though it did not turn easterly the storm had resulted in some damage on the harbour, blowing three ridge tiles off the old harbour office and causing damage to two of the tenant's vans. John had been at the harbour on his day off at 6am, reassuring the fishing boats

- **Sluice Operations**

The sluice gates are now fully operational again after the completion of the recent repairs. The motors have been re-calibrated and are working well at present. The team have started trials with the concrete blocks but due to the recent weather conditions the trials had to be postponed until the next suitable tides early in March.

- The Chair asked if the trials had been successful.
- John Cray confirmed that it did work for the period of time that it was trialled but that adjustments were needed in places.

**Dry Boat Racking**

Letters have been drafted and will be sent out to racking customers along with the revised terms and conditions of the Saundersfoot Harbour dry boat racking operation for the customers to sign and return, the aim is to have these sent out by the end of the week.

**Sand Relocation**

TRJ are booked to come in Monday 14<sup>th</sup> March for a few days with a large 360 excavator and a dumper truck so the build-up of sand on the back row moorings can be relocated within the harbour.

**Stone Mason**

The stone mason has been on site regularly and is working well, with the harbour team assisting wherever they can.

**Flag Officer**

Interim harbour master has been in contact with the Flag Officer (Mr Richard Joseph) to gain an update on progress with crane funding application, the funding application is still with Welsh government at present.

**240. COMMERCIAL OPERATIONS**

Carys Mills addressed the Commissioners.

**Ocean Square**

The lease for Unit 10 has now been completed, and we aim to conduct key handover early next week.

**Marine Centre of Excellence**

Fairwinds Chandlery has transferred premises to Unit 16 on Ocean Square, and will be focusing on the marine clothing element of their business,

Outer Reef Water Sports Centre has taken up the Chandlery Unit in order to expand on their current water sports activities and will continue to offer a chandlery in the site.

**Heritage Centres**

We are in the final design stage with Perch & Ponder for the fit out of the heritage centres.

**241. EVENTS**

CEO addressed the Commissioners.

- 1) World Rowing, work is ongoing and should have a detailed list of countries competing within the next few months. Need to concentrate attention on how Saundersfoot is presented.
- 2) Also have British Rowing, Johanna Lucretia and Harbour Festival.
- 3) Getting together with Chamber for Tourism to discuss Christmas 2022

**242. PHASE 2**

The CEO addressed the meeting.

**MCOE**

- All of the re-cladding has been complete, and no apparent leaks seen during the storm of last week.

**Ocean Square and the Coal Building**

- Power has been installed to all of the Tulip canopies and works well with 70 second to erect.
- Building regs inspection on Friday with Handover and training expected Wednesday / Thursday.
- Tender for the accommodation fitout awarded to WBG On Thursday the 17<sup>th</sup> of Feb as detailed in CEO report to the commissioners on Friday the 12<sup>th</sup> of Feb. WBG have already commenced the purchase of material with delivery commencing the following week.

**Schooner**

- Internal works completed apart from a door that needs to be changed leading out onto the external staircase as its incorrectly hung and currently impedes the emergency exit.
- The upper deck has been prepared for sanding and varnishing however we need a week of decent weather.
- External lights and cameras are being fitted this week and the external staircase will be completed in the next 10 days.
- Final exterior black weather coat paint is being applied to the schooner over the following 7 days.

**243. FINANCE & GOVERNANCE**

Ann Thomas addressed the meeting.

**244. HR**

The CEO addressed the meeting.

**245. HARBOUR REVISION ORDER**

Commissioner Sangster addressed the commissioners.

Awaiting Welsh Government lawyers to review the submissions, however it is hoped this to be undertaken imminently

**246. ADVISORY & STAKEHOLDERS**

- The CEO stated that there was progress being made with the sensory garden

**247. ANY OTHER BUSINESS**

**248. DIARY CONFIRMATION**

All commissioners agreed to the dates proposed.

**249. ACTIONS PENDING**