

**SUMMARY OF MINUTES OF THE SAUNDERSFOOT HARBOUR COMMISSIONERS**  
**HELD ON WEDNESDAY 23<sup>rd</sup> JUNE 2021**  
**ONLINE ZOOM MEETING**

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

**IN ATTENDANCE:** M Davies – CEO  
A Thomas – Accountant  
L Bremner – Finance & Administration Officer  
C Mills – Welcome & Heritage Officer

**APOLOGIES**

Commissioner J Codd  
D Richards – Harbour Master

**CHAIRMAN'S REPORT**

The Chair welcomed all present to the meeting and said although he was joining from afar today, he looked forward to being able to meet in the same room again. The Chair advised the commissioners that Commissioner Baker had tendered his resignation.

**DECLARATION OF INTEREST**

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

**CONFIRMATION OF MINUTES**

All present agreed that the minutes represent a true and accurate record of the meeting of 26<sup>th</sup> May 2021.

**MATTERS ARISING**

No matters arising reported.

**HARBOUR OPERATIONS**

The CEO advised the commissioners that the Harbour Master was unable to attend and that he would present the Harbour Operations report.

- **Fishing boats**

All fishing boats are working well and are on summer moorings.

- **W B Griffiths**

All staff are working well with W B Griffiths at present with no reported issues. Additional space has been provided to assist with work and deliveries at Ocean Square.

- **Barriers**

Problem with the automation and further work will be required, the Harbour Master and team are working directly with the installation company.

Looking at options to whether the gates only close when Harbour Team are moving vessels, therefore, allowing public access at all other times.

- **Boat lifting**

The few remaining boats are leaving the harbour.

- **Fishing Wall lifting crane**

Ongoing by Harbour Master

- **Incident 21<sup>st</sup> May 2021**

No further information at present.

- **Car Park Road Markings**

Due to the faded condition of the road markings the roundabout next to the harbour toilet is becoming an ongoing issue as it is continually misused by the public even with signage clarifying the importance of keeping the area clear. Cars are parked within this area blocking vehicles that need to turn and causing a potential hazard for pedestrians.

To alleviate this issue road hazard markings are required within this area. The Dep Harbour Master has contacted West Wales White Lining on the 8th of June (recommended by the WBG team) with a subsequent on-site meeting on 16th June to review the possibility of a checker box near the toilets to improve safety on the roundabout before resurfacing late next year.

Additional markings such as loading bays and road marking will also be done whilst they are on site. Hopefully complete before mid-July.

Further macadam is being sourced for potholes to be refilled as currently, they are filled with stone chippings that quickly disperse.

- **Sea Wall Repair**  
more work is required on the outer harbour wall.

## **COMMERCIAL OPERATIONS**

Carys Mills addressed the commissioners.

All available units have been filled on Ocean Square.

- **Ocean Cabins**  
Ocean Cabins opened last Tuesday and is being managed by Pembrokeshire Property Management Ltd. Feedback has been positive. Bookings have already been taken for well into September.
- **Ocean Square**  
There has been a partial opening of Ocean Square.  
Harold O'Vinegars and Odley's Gelato opened on 28<sup>th</sup> May.  
Salt Rock has completed their fit out in just over a week and opened last week.  
Outer Reef are almost ready to open, they are only waiting for comms.  
Pembrokeshire Pie and Pasty opened last week.  
The lease completed for Little Bee House today and they commence fit out tomorrow.  
Unit 7 – Ocean Jewellery are hoping to complete fit out in the next few days.  
Unit 4&5 has been agreed with a cake and patisserie shop.  
Tenants have been found for all of Ocean Square. Only Unit 16 and the restaurant remain vacant.

## **EVENTS**

Meetings have been held with World Rowing 2022 and a further meeting is to be held next week in relation to cleansing and recycling. A small test event was organised last weekend by Welsh rowing, we are awaiting feedback.

## **PHASE 2**

### **MCOE**

The Harbour risk assessment and evacuation plan has been assessed and modified where required to ensure compliance and best practice.

### **Ocean Square**

The Coal building work is progressing; however, the building is still not completely watertight, and the security fencing screens on the plaza and around the perimeter of the Coal Building will remain as a safety zone until late September. Installation of the tulip canopies will be held back until building works are complete, therefore possible installation in Sep 2021. The German manufacturer will attend to provide training.

### **Schooner.**

WBG are finishing internal cladding and watertight envelope before work commences on the wood cladding. Still programmed for completion by 1st of October.

- Chair suggested that the Schooner will be an iconic addition to the harbour and asked that the commissioners come up with an appropriate name.
- Commissioner W Goldsworthy asked whether the name of the last vessel to offload in the harbour was known as it would be nice to have a historical connection.
- Commissioner T Sangster suggested that local schools could be involved in the decision making process.
- Chair agreed that it would be good to bring in the education sector.

## **FINANCE & GOVERNANCE**

Ann Thomas addressed the meeting.

## **HR**

The harbour team remains down by two full-time seasonal operatives; however, it has not been possible to fill the vacancies as yet.

Scott Ferris has joined the team as part of the heritage/welcome centre.

## **HARBOUR REVISION ORDER**

Commissioner T Sangster addressed the Board.

The HRO has been formally submitted to Matt Edwards.

An email was sent yesterday, and Matt Edwards will confirm and identify the next steps.

## **ADVISORY & STAKEHOLDERS**

Meeting to be held on 6<sup>th</sup> July with advisory board and HRO to be discussed.

- Chair asked Commissioner Sangster if he was happy that the correct process had been used to share with stakeholders.
- Commissioner Sangster replied that nothing had been identified as still to be done.

#### **ANY OTHER BUSINESS**

An incident occurred on 23<sup>rd</sup> June; no injuries were sustained.

Two ambulances on a training run came to the MCoE and one of them drove into a boat on the on the first level of the racking causing substantial damage to the base of the boat's engine. This is the first of such incidents since the racking was installed in 2018, however, the Harbour Master will review any further safety measures to avoid such incidents in the future.

Ambulance Service has accepted responsibility.

#### **DIARY CONFIRMATION**

The Chair proposed the next meeting to be held on 21<sup>st</sup> July 2021 4pm.