

SUMMARY OF MINUTES OF THE SAUNDERSFOOT HARBOUR COMMISSIONERS MEETING
HELD ON WEDNESDAY 26TH OCTOBER 2022

PRESENT:

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

IN ATTENDANCE:

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

APOLOGIES:

Commissioner J Codd
Commissioner D McDermott
A Thomas – Accountant

334. CHAIRMAN'S REPORT

The Chair remarked that the Royal visit was an excellent day for the Harbour and thanked the Board for their support with the visit and thanked the Harbour and Management team for organising the day so well.

Commissioner Sangster and the Chair attended the BPA Conference, Aberdeen to represent the Harbour. Commissioner Sangster remarked that the Chair gave an excellent presentation. The Harbour was described as an exemplar of a small port operation.

335. DECLARATION OF INTEREST

Declaration by The Chair of a personal interest in Activity Wales to be discussed within the Events section of the meeting. Commissioner Sangster to chair in place of Commissioner P Evans during the Events discussion.

336. CONFIRMATION OF MINUTES

All present agreed that the minutes represent a true and accurate record of the meeting of 28th September 2022.

337. MATTERS ARISING

The Chair asked the commissioners for any matters arising. No matters arising were expressed.

338. HARBOUR OPERATIONS

John Cray addressed the Commissioners

Harbour Toilets

Danfo have been in this week to conduct a deep clean. Also, in discussions to change the cleaning schedule to clean in the evening rather than morning to ensure drying of the floor overnight.

Fishing Boat

Active fishing boats are doing well, although catch is down but this is to be expected at this time of year.

Sluice

Being used regularly. Due to recent easterlies channel on beach may need some attention.

Harbour Team

The team have been busy throughout October with the World Rowing event and are about to commence the boat lifting.

Car Park Enforcement

Britannia Parking Enforcement is now active.

Dry Boat Racking

Completed for the season. Intend increasing numbers next season as it went better than expected this season.

Boat Lift

Due to commence at end of month and hoping majority of boats will have been lifted by mid-November.

Marine Licence

Progressing, sediment sampling underway.

Crane Project

Acceptance for funding received. Looking for quotes.

339. COMMERCIAL OPERATIONS

Carys Mills addressed the Commissioners.

Tenancies

- Units on Ocean Square continue to do well, and we are continuing to see interest in retail units to let.
- There has been some interest come through for the coffee shop in the Coastal Schooner, and applications will be reviewed shortly.
- We have put interested parties in touch with the tenant of the Café in MCOE.

Ocean Cabins

- The first-floor bedrooms on Ocean Square have now been completed and are upscaled from those of the MCOE. We are awaiting the final certifications so that these can be opened to the public ASAP.

Heritage Centres

- The Coastal Schooner fit out by Perch & Ponder has now been completed. We will be meeting with the Heritage Group shortly to discuss how we can add to the exhibit prior to opening.
- Perch & Ponder are due to return over the next couple of months to complete the fit out of the Welcome & Heritage Centre and start on the Storm Centre.

340. EVENTS

Carys continued to address the Commissioners

- World Rowing Coastal Championships & Beach Sprint Finals went well with lots of positive feedback from business, residents, competitors and spectators. The Harbour has been praised by the World Rowing organisers and President, accolades which will stand the Harbour in good stead for hosting future sporting events.
- We have been approached by British and Welsh Rowing about holding two Beach Sprints competitions off Saundersfoot in May & September 2023.
- HRH Princess Royal visited Saundersfoot Harbour on 14 October and unveiled the name of the Coastal Schooner as Free Spirit, Ysbryd Rhydd.
- This Monday and Tuesday, the masts of the Coastal Schooner have been lit up purple to mark World Polio Day. This has been successful and will likely occur more regularly through the year for various events and occasions. We will look at how we can improve on this equipment.
- Preparations are underway for the Big 'Double' Bang this Friday.
- Our Premises License has been completed and will be submitted shortly. If accepted, this will allow us to hold events anywhere on the Harbour.

CEO addressed the Commissioners.

Commissioner Sangster chaired and Commissioner P Evans took no part in the discussion as mentioned in 335. Declaration of Interest.

CEO has been in communication with Pembrokeshire County Council and Event Team with regards to the impact on the Harbour and its tenants by scheduling the Iron Man for Sunday September 3rd next year, which is the last weekend of the school summer holiday. Unfortunately, this will have an impact on the Harbour car park, effectively closing for a good part of the day and will inevitably impact on the village's commercial businesses.

PCC has proposed further marshals to allow cars to enter the car park but in reality the speed of the bikes crossing the roundabout does not make this a very viable option and it would be expected that people will simply stay away from the village on Sunday's race day.

This has now affected Saundersfoot Triathlon as they have requested Saturday the 2nd of September. However, the CEO has informed Activity Wales that operationally closing a sizable area of the carpark is not practical within the school holidays as this will require part closure on the afternoon of Thursday the 31st of August, Friday 1st September and a good part of Saturday 2nd September.

Over the past two weeks, the CEO has been endeavouring to review other options and has proposed some alternative weekend dates later in September.

Activity Wales has requested that their request for staging the TRI event on the 2nd of September be brought to the attention of the Board of Commissioners for review

- Commissioner Sangster summarised that the consensus of the Board of Commissioners is to offer a later date to Activity Wales for the Triathlon.

341. PHASE 2

The CEO addressed the meeting.

Car Park

All documents are now complete for submission to Sell 2 Wales on Thursday 27th with a closing date of Friday 25th November.

The new surface will incorporate a complete remodelling of vehicle and pedestrian flow to ensure safety and efficiency as there will be a reduction of overall space due to the increased size of the parking bays to conform with industry standards.

The tender is for the complete car park resurface, however, as a backup plan the site has also been split into 4 zones in the event budget exceeds Welsh Government's financial support. Therefore, without having to waste further time to retender the Harbour can prioritise zones.

MCOE

Still awaiting planning approval for accommodation at the MCOE.

Ocean Square.

Tulip canopies - meeting next week with WBG to review options as the supplier are not responding to WBG correspondences to come to the site to repair damaged canopies.

342. FINANCE & GOVERNANCE

Lisa Bremner addressed the meeting.

Financial Statements for year ended 31 March 2022 presentation to be held until November meeting.

Fees and charges 2023: - based on RPI, as is the normal practise, an increase of 12.6%.

343. HR

The CEO addressed the meeting.

344. HARBOUR REVISION ORDER

Commissioner Sangster addressed the commissioners

Commissioner Sangster and CEO meet with Welsh Government officials with a view to clarifying current progress of the HRO application, Welsh Government confirmed that they are still going to contact stakeholders directly before progressing any further.

345. ADVISORY & STAKEHOLDERS

CEO addressed the commissioners

Topics discussed included:

The harbour channel.

Shale unsettled and deposited on beach

Concrete blocks being used to retain the sand to assist with sluicing.

Congratulated the harbour on WR2022 event and acknowledged the contribution of the volunteers.

No correspondence received in relation to HRO

346. ANY OTHER BUSINESS

347. DIARY CONFIRMATION
30th November 2022

348. ACTIONS PENDING