



**Gwasanaeth Democraidd / Democratic Service**  
Swyddfa'r Cyngor / Council Office  
CAERNARFON  
Gwynedd  
LL55 1SH

Cyfarfod / Meeting

**PWYLLGOR YMGYNGHOROL HARBWR ABERDYFI**  
**ABERDYFI CONSULTATIVE HARBOUR COMMITTEE**

Dyddiad ac Amser / Date and Time

**10.30 a.m. DYDD MAWRTH, 24 MEDI 2013**  
**10.30 a.m. TUESDAY, 24 SEPTEMBER 2013**

Lleoliad / Location

**NEUADD DYFI**  
**ABERDYFI**  
**Gwynedd**

Pwynt Cyswllt / Contact Point

**GLYNDA O'BRIEN**  
**01341 424 301**

Dosbarthwyd: 16.09.13

## AELODAETH

Cyng./Cllr. Anne Lloyd Jones Cyng./Cllr. Mike Stevens	Aelodau Tywyn o Gyngor Gwynedd Members of Tywyn of Gwynedd Council
Cyng./Cllr. Dewi Owen	Aelod Aberdyfi o Gyngor Gwynedd Aberdyfi Member of Gwynedd Council
Cyng./Cllr. Megan Reynolds Cyng./Cllr. D. Richardson Cyng./Cllr. Brian Bates	Aelodau Cyngor Cymuned Aberdyfi Members of Aberdyfi Community Council
Mr Huw Evans	Aelod o Gymdeithas Pysgotwyr Bae Ceredigion Member of the Cardigan Bay Fisheries Association
Mr Nick Dawson	Aelod o Outward Bound Wales Member of Outward Bound Wales
Mr W. Bracewell	Aelod o Bartneriaeth Aberdyfi Member of Aberdyfi Partnership
Mr Roger Lawson-Mole	Aelod o Siambr Fasnach Aberdyfi Member of Aberdyfi Chamber of Trade
Cyng./Cllr. D. Williams	Aelod o Bwyllgor Gwelliannau a Hysbysebu Aberdyfi Member of Aberdyfi Advertising & Improvements Committee
Mr J Eddington	Aelod o Glwb Rhwyfo Aberdyfi Member of Aberdyfi Rowing Club
Mr Desmond George	Aelod o Glwb Hwyllo Dyfi Member of the Dyfi Yacht Club
Mr N Willis	Aelod o Glwb Cychod Aberdyfi Member of Aberdyfi Boat Club
<b>Sylwedyddion / Observers:</b>	
Dr J Jones Morris	Pwyllgor Ymgynghorol Harbwr Porthmadog / Porthmadog Consultative Harbour Committee
Y Cyng. / Cllr. Gethin G Williams	Pwyllgor Ymgynghorol Harbwr Abermaw / Barmouth Harbour Consultative Committee
Y Cyng. / Cllr. R J Wright	Pwyllgor Ymgynghorol Harbwr Pwllheli / Pwllheli Consultative Harbour Committee

## **R H A G L E N**

1. **Ethol Cadeirydd**

I ethol Cadeirydd i'r Pwyllgor hwn am y flwyddyn 2013-14.

2. **Ethol Is-gadeirydd**

I ethol Is-gadeirydd i'r Pwyllgor hwn am y flwyddyn 2013-14.

3. **Ymddiheuriadau**

4. **Datgan Cysylltiad Personol**

5. **Cofnodion**

I dderbyn a nodi cofnodion y cyfarfod o'r Pwyllgor Ymgynghorol Harbwr Aberdyfi gynhaliwyd ar y 5 Mawrth 2013.

(Copi'n amgaeedig - Papur Gwyn)

6. **Adroddiad y Swyddog Morwrol**

I dderbyn ac ystyried adroddiad y Swyddog Morwrol, Mr Barry Davies.

(Copi'n amgaeedig - Papur Gwyrdd)

7. **Materion i'w hystyried ar gais aelodau o'r Pwyllgor Ymgynghorol**

I drafod materion ynghylch "cortyn diffodd injan".

8. **Dyddiad Cyfarfod Nesaf**

I nodi y cynhelir cyfarfod nesaf y Pwyllgor Ymgynghorol Harbwr Aberdyfi ar ddydd Mercher, 12 Mawrth 2014.

## A G E N D A

1. **Election of Chairman**

To elect a Chairman for this Committee for the year 2013-14.

2. **Election of Vice-chairman**

To elect a Vice-chairman for this Committee for the year 2013-14.

3. **Apologies**

4. **Declaration of Personal Connection**

5. **Minutes**

To receive and note the minutes of a meeting of the Aberdyfi Harbour Advisory Committee held on the 5 March 2013.

(Copy enclosed - White Paper)

6. **Report by the Maritime Officer**

To receive and consider a report by the Maritime Officer, Mr Barry Davies.

(Copy enclosed - Green Paper)

7. **Matters to be considered at the request of members on the Advisory Committee**

To discuss issues regarding "Killcord" on vessels.

8. **Date of Next Meeting**

To note that the next meeting of the Aberdyfi Harbour Advisory Committee will be held on Wednesday, 12 March 2014.

**Minutes of a meeting of the Aberdyfi Harbour Consultative Committee  
held on 5 March, 2013 at Neuadd Dyfi, Aberdyfi**

**PRESENT:**

**Councillor Dewi Owen - Chairman  
Councillor David Williams - Vice-chairman**

Councillors: Anne Lloyd Jones, Mike Stevens (Gwynedd Council), Megan Reynolds, David C. Richardson (Aberdyfi Community Council), Mr David Williams (Advertising and Improvements Committee), Mr Desmond George, Bob Usher, (Dyfi Yacht Club), Mr W Bracewell (Aberdyfi Partnership), Dr A. Stedman (Aberdyfi Rowing Club), Mr Nigel Willis (Aberdyfi Boat Club), Mr Huw Evans (Cardigan Bay Fisheries Association), Mr Paul Fowles (Aberdyfi Chamber of Trade).

**Officers**

Mr Llŷr Jones	-	Senior Manager Economy and Community
Mr Barry Davies	-	Maritime and Country Parks Officer
Mr Paul Edwards	-	Harbour Master
Glynda O'Brien	-	Members' Support and Scrutiny Officer
Mrs Mererid Watt	-	Translator

**Apologies:** Councillors Gethin Glyn Williams (Gwynedd Council as an observer), Brian Bates (Aberdyfi Community Council), Mr Ken Fitzpatrick (Assistant Maritime Officer - Harbours), Huw Davies (Principal Engineer).

The Maritime and Country Parks Officer reported that Mr Ken Fitzpatrick had hoped to be present at his last meeting of this Consultative Committee, as he would be retiring from the service at the end of August this year. Mr Fitzpatrick had given many years of service to the Council as an Assistant Harbour Master in Porthmadog and Harbour Master in Pwllheli, and later as an Assistant Maritime Officer – Harbours. The service would certainly miss him and good wishes were extended to him on his future retirement.

**1. ELECTION OF CHAIR**

**Resolved: To elect Councillor Dewi Owen as Chairman of this Scrutiny Committee for 2013.**

**2. DECLARATION OF PERSONAL CONNECTION**

The following members declared a personal interest in the matters below:

- (a) Cllr. Megan Reynolds in relation to Item 5 – Maritime Officer's Report and specifically point 5 – Lifeboat Planning Application as she was a governor of the RNLI.
- (b) Mr David Williams in relation to Item 5 – Maritime Officer's Report and specifically point 5 – Lifeboat Planning Application as he was the Operations Manager of the RNLI in Aberdyfi.

The members were of the opinion that they were not a prejudicial interest, and they did not withdraw from the meeting during the discussions on those specific items mentioned above.

### **3. MINUTES**

**Submitted:** Minutes of a meeting of the Aberdyfi Harbour Consultative Committee held on 25 September.2012.

**Resolved:** To accept and approve the minutes as correct subject to amending the word 'removed' in the English translation to read 'installed' in the last bullet point in point 6(f) in order that the sentence reads "The fence around the buoy storage area had been installed ..."

#### **3.1 Matters arising from the minutes**

Regarding point 1(ch), the Senior Manager Economy and Community reported that he had investigated the allegations that the Maritime Service had not responded to e-mails and it was fair to note that the e-mails referred to had not been received on the Council's computer system. It was noted that the Maritime Officer had not changed his e-mail address, in response to a query by Mr Richardson.

**Resolved:** To accept and note the above.

### **4. THE MARITIME OFFICER'S REPORT**

**Submitted:** The report of the Maritime and Country Parks Officer, Mr Barry Davies, on activities in Aberdyfi Harbour with specific reference to the following:-

#### **(A) Navigation and Moorings**

##### **(i) Navigation and Moorings**

(a) The Maritime Officer noted that the aids to navigation had received some attention and investment following guidance from Trinity House, however, he could not be certain if they would be on station by Easter. However, new buoys had been invested in and ordered and they were expected to arrive fairly soon. It was noted that the Fairway Buoy would be changed before the end of May and that discussions were on-going with Trinity House regarding its installation.

(b) A Member trusted that visibility and the size of the buoys would be considered when ordering and installing new ones.

(c) In response, an assurance was given that they would be visible and that it was necessary to consider the budget available for this namely £6,500, for the service to buy these, In the past, Trinity House had been responsible for their maintenance, however, following a review the responsibility had been transferred to the local authority. A report was made to Trinity House every three months to confirm that the aids were on station. In accordance with the Harbour Safety Code, a notice was given to mariners if the lanterns did not work.

(ch) It was confirmed, having received permission from Trinity House, that the red bar buoy would be re-positioned by the Harbour Master before Whitsun. The existing buoy would be returned to shore and maintained during the summer months.

(d) The Member noted that the system worked successfully when all the buoys were on station and welcomed the fact that the buoys would be upgraded in May.

**(ii) Beach Zone Markers**

It was reported that the beach zone markers would be on their specific stations by Whitsun.

**(iii) Moorings Maintenance**

(a) It was reported that there had been some difficulties with the moorings contractor last year as following an inspection it was discovered that his boat and vehicles did not comply with the appropriate HSE or Coastguard guidelines. However, following further reports/investigations confirmation and relevant certificates were received that the boat was suitable for purpose and the process of maintenance and installing the moorings would commence. The Service would have a total of 5 moorings with the remainder being private moorings. Assurance was given that the contractor would not install the moorings without instructions for the exact location from the Harbour Master.

(b) Cllr. Richardson noted that 7 days was not sufficient to return the application forms for moorings, especially for those with second homes in Aberdyfi who might not have received a form as they had not been to their second home.

In reponse, whilst accepting the comment of Cllr. Richardson, the Maritime Officer noted that the service was flexible regarding receiving forms back if people were on holiday. It was stressed that individuals should use their main address and not the address of their second home. This was to avoid the difficulties referred to by Cllr. Richardson. It was noted that developments were being undertaken to the service's information technology system to be able to administer the service more effectively in the future and apologies had to be tendered on behalf of the Service that some forms had been sent out with the incorrect boat name, however, this had now been resolved.

**(B) Maritime Statistics**

(a) Reported:

- that 42 mooring forms had been returned to the office which was rather disappointing compared with 96 last year. However, a reduction in number was a trend across the County's Harbours and it was not unusual to receive additional ones in late.
- There were 200 fewer personal watercraft registrations in 2012 and over 300 fewer powerboats and this was possibly due to the weather, the economic climate and the high price of fuel.

**(C) Harbour Budgets**

(a) Members were guided through the current budget targets 2012-13; current expenditure and income to the end of February and the third quarter review drawing attention to the following:

- It was anticipated that there would be an underspend of £10,000 on the staffing budget.
- An underspend of £3,600 was anticipated on the property budget and members were reminded that £11,000 had been transferred under this heading approximately 10 years ago for minor improvements and thus far this had been kept in this budget.
- That a sum of approximately £40,000 of income target had been specified for the Harbour and by the end of December it was envisaged that approximately £28,000 would have

been collected which meant a deficit of approximately £11,000 and by the end of the year it was anticipated that there would be approximately £2,000 in the budget.

- That the Senior Manager Economy and Community had managed following a review of the budget to have lower income targets for the Harbours in 2013-14.
- An investment had to be made to the buoy storage.
- Approximately £140,000 had been invested to clean designated beaches and it was noted that due to the rough weather it was anticipated that the beaches income target would be short of approximately £31,000.
- That it was a very challenging year and a report had been submitted to the Cabinet in order to raise awareness that income was low. A bid had been submitted for revenue funding but unfortunately it had not been successful. However, following discussions with the Finance Department, it was agreed to set realistic and reasonable target levels. It was trusted that this would strengthen the remaining budget and the accounts for next year would be published soon.

(b) Setting the income targets at a more realistic level was welcomed and it was hoped that this would have a huge impact on the budget in future.

(c) Reference was made to the table showing the impact of inflation on the budget and that 1% had been determined for Aberdyfi Harbour in 2013-14 which meant a final target of £41,110. It had been resolved to reduce the launching fee from £12.00 to £10.00 rather than raise it to £15.00, in the hope that this would encourage people to take advantage of launching facilities in Aberdyfi.

(ch) It was confirmed that the Information Technology Unit was currently developing a website for the Service in order to include fees etc on the web. It was trusted that for next year it would be possible to have more effective communication in electronic form between the Service and customers.

#### **(CH) Events**

(a) The Maritime Officer reported that the service had discussed the bathing water quality results with the Environment Agency and it was forecasted that the quality in Aberdyfi would be low, however, it was trusted that the forecast would improve. The water quality at Cemetery Beach had reached a high standard and following regular monitoring and keeping data of how many used this area, it was trusted that Cemetery Beach could be designated for a beach award in 2014.

(b) The Chairman expressed his concern in terms of public safety if users roamed to the river mouth and should not appropriate buoys be set to indicate which sites were safe.

(c) In response, the Maritime Officer noted that for 2014 the profile of the above beach would be submitted suggesting which areas of the beach could be used. It was stressed that land staffing resources would not be available, just the same as on other beaches in the County that had no supervision.

(ch) A Member added that the Beach Award did not take safety into consideration and did not refer to safe areas, but rather looked at the quality of the bathing water and the Lifeboat had responded several times to incidents near Trefeddian.

(d) It was further noted that the cycle path would come close to Cemetery Beach and it might attract more people onto the beach.

(dd) In terms of the quality of bathing water in Tywyn, the success of the Blue Flag was dependent on the average result for four years and due to recent work on the sea wall an application would not be submitted this year as the quality would not reach the required standard. However, a positive application would be submitted for the Urban Yellow Flag for Tywyn.

(e) In response to a request from a local Tywyn Member regarding setting up a Consultative Committee for Tywyn, the Maritime Officer noted that this was not possible and he encouraged the Town Council to refer maritime issues directly to him.

(f) Another member noted that it was important to make requests to coastal Town /Community Councils for financial contributions towards Beach Award fees in order that they could plan their precept beforehand for these contributions.

(ff) It was reported that consultation on the Dog Exclusion Order had been successful and from the 1<sup>st</sup> of April onwards officers could fine the owners of dogs seen on parts of beaches that prohibited dogs.

(g) The Member stated his disappointment with the Order's wording which contradicted Assembly Government guidance and the Council Cabinet had not received the required evidence to approve this. It was understood that the Chief Executive would be investigating the matter further.

#### **(D) General Matters**

(i) Promenade and Penhelyg Shelter – it was noted that these had not been maintained in the recent past, however, the Service had received a small grant to invest in Penhelyg shelter.

(ii) Harbour Workshop Safety Fencing – there had been local objection to put up the fence, however, this work had to continue.

(iii) Ladders – the Harbour Master noted that he had worked closely with the Assistant Maritime Officer- Harbours over the winter months on a work programme to maintain the ladders for this season. They would monitor the quality of the ladders regularly. A Member stated that he had lengths of timber (x2) which would be useful for the ladders if the Harbour Master was interested in using this.

(iv) Quay Wall – Following a discussion with the Principal Engineer, the Maritime Officer noted that the Unit continued to monitor erosion that had by now slowed down a little, and was investigating sources of funding for the work.

The Senior Manager Economy and Community added that it had been a matter for discussion for over two years now. A meeting was held with the Community Council in October and concerns were highlighted locally. The importance of the quay wall was recognised and the range of activities that stemmed from it. It was understood that a bid submitted to the full Council at its meeting on 26 February 2013 had been approved in the sum of £125,000 to prepare a detailed report and to receive statutory consents to implement the scheme. It was hoped that a meeting could be held in the next few weeks to make initial arrangements for the work to the quay wall.

The Chairman was pleased to receive the above information and it was a way forward following lengthy and protracted discussions.

The need to ensure in any planning application submitted for any scheme to the quay wall, that consideration was given to the fact that the quay was Victorian and any appropriate organisations in Aberdyfi should be contacted to give their input on the design at the appropriate time. In addition to attracting a grant, that it should be ensured that the Harbour walls included flood prevention work.

In response, the Senior Manager Economy and Community confirmed that as risks had been highlighted over the last six months that it was now possible to consider the work as part of a flood prevention scheme. It was proposed to target European sources for funding bearing in mind the amount of the work that had to be undertaken.

(v) Picnic Island Bridge – the bridge had to be closed to complete the work on the railway by Network Rail. An inspection of the condition of the bridge was undertaken annually and if it was possible to find money for its maintenance the service was willing to shoulder the cost.

(vi) Lifeboat Planning Application – Reference was made to the proposed plans attached to the agenda to extend the Lifeboat station and it was confirmed that the Property Unit had extended the lease of the property and land to the Lifeboat. The application had been submitted to Snowdonia National Park and the only comment made by the Maritime Service was the possibility that the floor, due to the levels, could fill with water on high tide. From the point of view of the service, it was stressed that if the responsibility for the maintenance of the land was the responsibility of the Lifeboat, it was asked if it was possible to place concrete in the front rather than tarmacadam.

Mr Desmond George noted that there was no objection in principle to the plan, attention was drawn to the following points that were a matter of concern:

1. Launching the boat would be less effective as a result of having to hook the boat up every time and turning around in a larger sized circle
2. That current safety issues would be more complicated due to excess activities on the small slipway which was disintegrating due to age and heavy use by the track vehicle
3. Reduce the footprint of the open space and as a result this would make it difficult for current users (Dyfi Yacht Club, Rowing Club and the Outward Bound) to operate effectively
4. Would present more danger and increase the risk of injury to the public

It was confirmed that the Community Council supported the scheme as it was very important for Aberdyfi, and in response to the above observations, it was noted that it was necessary to make the best use of the available space.

The Yacht Club supported the application especially with widening the road and facilitating the entrance.

In response, Cllr. David Williams explained that it was not possible to consider expanding the footprint of the scheme and they had been restricted due to the need to have a new lifeboat that was much bigger than the existing and therefore did not fit into the station. The gap between the Yacht Club and the Lifeboat building could not be closed due to the restrictions to the movements of other users and it had to be retained to an appropriate size. When the station was built there were restrictions on the height due to local objections from residents because of loss of views. It was emphasised that the Lifeboat had tried to consider the best possible plan for their needs as well as to ensure that the proposed scheme did not conflict with other nearby users. Whilst accepting the observations made by individuals, the situation had existed since 1963 and the method of operation would be no different bearing in mind that 80% of the

launches occurred down the slipway. The following points in favour of the application were added:

- That the RNLI could afford it
- That the best possible use would be made of the land available
- A suitable building was required to operate a modern boat
- In terms of the point raised that the tarmacadam should be renewed, it was not the Lifeboat that was responsible for the holes in the tarmacadam and that it was general traffic that was responsible for this. This had to be discussed further with the Maritime Officer.
- It was trusted that the work could be completed and operational by October/start of next winter.

(vii) Sand Movement 2013 – it was confirmed that sand would not be moved this year as the level of the beach had reduced.

(viii) Slipway Maintenance – it was noted that the Harbour Master inspected the slipways every fortnight and the only slipway that was required to be maintained was the one located in Church Bay.

Mr Richardson noted that the surface of the Cliffside slipway had broken up and had deep holes. It was further noted that the railings had become loose on the old Lifeboat slipway. The Maritime Officer stressed that all the slipways were inspected by the Harbour Master every fortnight and that any defects on the slipway should be maintained in order that there was no danger. This meant that there should be no seaweed or algae growth on the slipway.

The Maritime Officer noted that he would remind the Harbour Master that it was necessary to investigate and deal with the above issues.

(ix) Concern was expressed that a wall on top of May Bank slipway was falling into a site where dinghies were kept. It was understood that the wall was the private property of the owner of 1 Rhes Penhelyg and the Maritime Officer confirmed that they would write to him to draw his attention to the dangers of the wall and remind him of his responsibilities.

(x) Disposal and Safety of Pyrotechnics – Concern was expressed that the owners of pleasure boats left pyrotechnics outside the Harbour Master's office and during the last few weeks £2,500 had been paid for their disposal. A scheme for disposal at a legal site was considered in order to conform with the regulations. In the meantime, in order to ensure safety it was confirmed that the procedure would be for flares to be returned to the Harbour Master's office.

#### **(DD) Staffing Arrangements**

Interviews would take place for the post of Assistant Harbour Officer on the 20<sup>th</sup> March and seasonal staff would be appointed for Tywyn in June.

#### **(E) Maintenance Work Programme**

A summary was received by the Harbour Master of his work programme for maintenance in Spring. It was noted that attention would be given to:

- Moorings
- System for the storage of tenders together with keeping a current register

- Maintenance of ladders

**5. MATTERS RAISED BY THE CONSULTATIVE COMMITTEE MEMBERS**

- (a) Concern was expressed regarding the condition of the concrete that linked with the tarmacadam outside the Lifeboat Station
- (b) Condition of the railings on the bridge over the Roman path
- (c) That coastal path signs had disappeared from the lamp posts

In response, the Maritime Officer gave an assurance that the above would be dealt with and that the Harbour Master would complete an initial assessment of the bridges as a matter of urgency and enquiries would be made with the Coastal Officer regarding the path signs.

In response to a general query regarding flying banners, the Maritime Officer noted that planning consent was not required to fly national flags.

**6. DATE OF NEXT MEETING**

It was noted that the next meeting of this Consultative Committee would take place on 24 September 2013.

**Resolved To accept and note the above.**

**CHAIRMAN**

***Pwyllgor Ymgynghorol Harbwr  
Aberdyfi  
Harbour Consultative Committee***

*24 Medi / September 2013*

*Uned Morwrol a Pharciau Gwledig – Crynodeb o'r eitemau i'w trafod.*

*Maritime and Country Parks Unit – Summary of items for discussion.*

***1. Pwyllgorau Ymgynghorol Harbyrau / Harbour Consultative Committees***

- Cylch Gorchwyl Pwyllgor Ymgynghorol Harbwr Aberdyfi 2014 / Aberdyfi Harbour Consultative Committee Terms of Reference 2014
- Cynrychiolaeth Pwyllgor Ymgynghorol Harbwr Aberdyfi 2014/ Aberdyfi Harbour Consultative Committee Representatives 2014
- Materion Agenda Pwyllgorau Ymgynghorol Harbyrau / Agenda Items for Harbour Consultative Committees

***2. Cod Diogelwch Harbyrau / Port Marine Safety Code***

- Cod Diogelwch Harbyrau 2012 / 2012 Port Marine Safety Code (copi wedi ei bostio- copy posted)
- Cod Diogelwch Harbyrau Gwynedd / Gwynedd Harbours Port Marine Safety Code (copi wedi ei bostio- copy posted)

***3. Mordwyo ac Angorfeydd  
Navigation and Moorings***

- Rheoliadau a Cofrestru Badau Dŵr Personol a Cwch Pŵer / Personal Watercraft and Powerboat Regulations and Registration
- Cymhorthion Mordwyo / Aids to Navigation
- Bwiau Parth Traethau / Beach Zone Markers
- Cynnal a Chadw Angorfeydd / Mooring Maintenance
- Archwiliadau Tŷ'r Drindod / Trinity House Inspections

***4. Ystadegau Morwrol  
Maritime Unit Statistics***

- Ystadegau Angorfeydd Harbwr / Harbour Mooring Statistics
- Ystadegau Harbyrau Eraill / Other Harbour Statistics
- Ystadegau Cyffredinol / General Statistics

**5. *Cyllidebau Harbyrau***  
***Harbour Budgets***

- Cyllidebau Terfynnol 2012/13 Final Account
- Targedau Cyllideb Cyfredol 2013/14 Current Budget Targets
- Gwariant ac Incwm Cyfredol at Diwedd Awst / Current Expenditure and Income to end of August
- Ymgynghoriad Ffioedd Angorfeydd 2014 Fees and Charges Consultation

**6. *Digwyddiadau***  
***Events***

- Gwobr Traeth / Beach Award
- Ansawdd Dŵr Ymdrochi / Bathing Water Quality
- Gorchymun Rheolaeth Cŵn / Dog Control Order

**7. *Goddefiadau a Gwelliannau***  
***Concessions and Improvements***

- Llyfr Cyfeirydd 'Cruising Anglesey' Guide
- Marchnata - Hysbyseb 'PBO' Advertisement-Marketing
- Craen Pysgota Lanfa Harbwr / Fishermen's Derrick on Jetty
- Ysgolion Harbwr / Harbour Ladders
- Wal y Cei / Quay Wall
- Pont Ynys Picnic / Picnic Island Footbridge

**8. *Diogelwch Offer Morol / Marine Equipment Security***

- Cynllun Gwarchod Morol / Marine Watch Scheme  
(Swyddog Morwrol Harbyrau / Maritime Officer Harbours)

**9. *Staff Harbwr / Harbour Staff***

- Trefniadau Gaeaf 2013/14 - Winter Arrangements 2013/14  
(Harbwr Feistr / Harbourmaster)
- Rhaglen Waith Cynnal a Chadw Gaeaf / Winter Maintenance Works Programme  
(Harbwr Feistr / Harbourmaster)



4.3 For the avoidance of doubt, rule 10(5) or 10(6) of the Council's Procedural Rules (chairing more than one committee; term of office of the chair) do not apply to the Committee.

## **5. Quorum and Voting**

5.1 Every member of the Committee will have a vote on any matter appearing before the committee.

5.2 The bodies or organisations that represent the interests of the users of the harbour are permitted to send a substitute or delegate to the meetings in the absence of the standing member, and the substitute or delegate will have a vote in the same manner as the standing member.

5.3 A quorum for meetings of the Committee will be a quarter of the members with voting rights, which will include at least one county councillor.

5.4 Observers from each of the other three harbour consultative committees will be permitted to attend the meetings, but they will not have a vote on any matter appearing before the Committee.

## **6. Frequency of Meetings**

6.1 The Committee will normally convene twice a year.

6.2 The Chair will have the right to call an extraordinary meeting of the Committee if he/she is of the opinion that a discussion is needed on any matter between the ordinary meetings of the Committee.

## **7. Terms of Reference**

7.1 The function of the Committee will be to consider and advise the Cabinet on matters relating to the management, safety and development of the harbour.

7.2 The Committee will also consider and advise the Cabinet on any other related matter that is referred to it by the Cabinet for consideration from time to time.

7.3 The Cabinet will have a duty to consult with the Committee on any matter which, in the view of the Cabinet, is likely to significantly affect the management, safety or development of the harbour; and the Cabinet will have a duty to consider any advice given to it by the Committee but will not be obliged to act in accordance with the advice given.

## **8. Order of the meetings**

Subject to any provision to the contrary in this Constitution, the Committee's activities will be managed by the Council's procedural rules.

## **REPORT TO THE CABINET**

17 September 2013

**Cabinet Member:** Cllr John Wynn Jones

**Subject:** Marine Safety Code

**Contact officer:** Llyr Jones, Senior Economy and Community Manager

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### **Decision sought**

That the Cabinet updates operational arrangements and accountability for the management duties of the County's harbours in accordance with the Marine Safety Code, including undertaking the functions of 'Duty Holder'.

That a standard constitution is adopted by the current Harbour Consultative Committees, as part of the new arrangements.

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### **Local member's views**

Not a local matter.

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### **Introduction**

In 2012, central government's Department for Transport published a document, 'Port Marine Safety Code', which updated guidelines that were published originally in 2000.

The Code applies to all harbour authorities in the United Kingdom, and establishes the principle of setting a national standard for port marine safety to promote the safety of those who use or work in ports, ships, passengers and the environment. A copy of the Marine Safety Code is included as Appendix 1.

Gwynedd Council is a statutory Harbour Authority, in accordance with the definition of the Code, for Aberdyfi, Barmouth, Porthmadog and Pwllheli harbours. In addition, Porthmadog Harbour has been designated as a Competent Harbour Authority under the Pilotage Act 1987, although this has no bearing on compliance with the Code.

The Safety Code is intended for all Harbour Authorities that have duties and powers in relation to marine safety. Compliance with the Code is not optional, and Harbour Authorities are expected to work to achieve the agreed standard in their operations.

The Code also refers to specific duties, and the Council's arrangements need to be confirmed in light of changes to its constitution last year.

### **Reasons for recommending the decision**

To ensure that the Council's arrangements comply with the requirements of the Port Marine Safety Code.

### **Relevant considerations**

Brief consideration is given to the main aspects of the Code below:

#### a) Accountability for Marine Safety

The guidelines on accountability are based on the following principles:

- That a Duty Holder, on behalf of the harbour authority, is accountable for managing operations within the harbour
- Harbour authorities should make a published commitment to comply with the Code
- The Code provides the national standard against which the policies, procedures and the performance of harbour authorities can be measured
- Executive and operational responsibilities should be clearly defined
- A 'Designated Person' must be appointed to provide independent quality assurance of the marine safety systems.

The Code insists that every harbour authority holds itself accountable for discharging its duties and powers in line with the standards set. It also notes that the board members of every authority should accept responsibility for ensuring that the authority discharges its duties and powers to such standards. Duties and powers in relation to the safety of marine activity in any harbour have been entrusted to statutory authorities. The board members, collectively and individually, are responsible for the proper implementation of their authority's statutory duties.

The role of the Duty Holder includes:

- Strategic oversight and direction for the harbour's activities, including marine safety
- Responsibility for developing policies, plans, systems and procedures
- Ensuring that assessments and reviews are undertaken
- Ensuring that the harbour authority enforces regulations, and establishes appropriate financial arrangements

Harbour authorities are entitled to appoint a Harbour Master and to authorise pilots and may properly entrust the operation of the harbour to such professional people; but they cannot transfer their responsibility. Board members cannot delegate their accountability because they do not have particular skills. They must maintain strategic oversight and direction of all aspects of the harbour's operation.

It is fundamental to an effective safety management system that every harbour authority prescribes 'Designated Person' duties to provide independent assurance to the 'Duty Holder' that the safety management system is working effectively, and to examine the authority's compliance with the Code.

It is recommended that the Council adopts the following arrangements:

	<b>Functions of the Code</b>	<b>Proposed Arrangements</b>
i	'Duty Holder'	Council Cabinet
ii	'Designated Person'	Independent Harbour Authority (to be appointed by the Department)
iii	'Chief Officer'	Maritime Service Manager
iv	'Harbour Master'	Harbour Masters that have been appointed within the Maritime Service

It is anticipated that an annual report would be submitted to the Cabinet.

#### b) Documents

Following the publication of the guidelines originally in 2000, the Council commissioned work to assist with preparing the Gwynedd

Harbours Marine Safety Code Plan. Documents were also produced for Aberdyfi, Barmouth, Porthmadog and Pwllheli Harbours. The Victoria Dock Safety Code is contained within the 'Caernarfon Harbour Safety Code'.

The Council, through a written statement in every harbour, confirms that the Safety Code has been prepared, and that individuals who are interested in the Harbour's work are invited to inspect it.

c) Harbour Committees

The Code notes the need for harbour authorities to ensure appropriate consultation arrangements with parties that are involved in or are likely to be affected by systems or procedures to be adopted.

At present, there is an individual Consultative Committee for Aberdyfi, Barmouth, Porthmadog and Pwllheli harbours. The constitution of Porthmadog Harbour Consultative Committee is statutory (incorporated in the Porthmadog Harbour Order 1998), but there does not appear to be a formal constitution for the other committees. Consequently, it is considered that there is an opportunity to update current arrangements by adopting a standard constitution, thereby confirming the purpose and specific fields of work in accordance with the Code. A standard constitution is included as Appendix 2, aimed at reconciling the arrangements of the current Harbour Consultative Committees.

The current Committees meet twice a year. It is recommended that this arrangement continues, and that information about these meetings is incorporated into the annual report to be presented to the Cabinet.

**Next steps and timetable**

It is recommended that the proposed arrangements are adopted and become operational immediately.

## **Views of the statutory officers**

### **Chief Executive:**

"The proposals to tidy arrangements and establish standard procedures for all the harbours are indeed very welcomed and I recommend them."

### **Monitoring Officer:**

"I have had the opportunity of discussing the requirements of the Safety Code with the department and I support the recommendations in the report. In addition, the new constitution for the Consultative Committees was discussed at a meeting of the committee chairs. As these committees report to the Cabinet it is appropriate that the Cabinet agrees their constitution and I am satisfied that the proposals meet the legislative requirements."

### **Head of Finance Department:**

"The Economy and Community Department have confirmed that there are no physical budgetary implications on this report, and that they can take appropriate actions (ensuring 'independent designated person') within their existing resources".

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## **Appendices**

Appendix 1: Marine Safety Code Document (2012)

Appendix 2: Standard Constitution of Gwynedd's Harbour Consultative Committees

## Power Vessel Regulations for Gwynedd harbours and coast



1. Every Powerboat or Personal Watercraft user that uses / crosses Gwynedd Council owned, or managed coastal areas, must register the craft with Gwynedd Council. Craft less than 10hp also need to register.
  - 1.1 To obtain registration, a fee shall be paid, and the owner shall confirm valid insurance to a minimum insurance cover of £3 million Third Party.
  - 1.2 The appropriate registration permits must be displayed in a visible position on the port and starboard side of the craft above the waterline - other registration numbers will not be accepted. Craft not displaying the registration permits will not be authorised to launch.
  - 1.3 Access for Powerboats or Personal Watercraft will not be allowed to any of the Council's harbours or beaches if the owner has not registered with Gwynedd Council or if the registration has been withdrawn.
  - 1.4 Launching fees will be payable at all designated launching areas.
2. **Age Requirements:**
  - 2.1 Must be at least 18 years of age to operate a Powerboat or Personal Watercraft.
  - 2.2 Be aged 15 to 17, and possess a R.Y.A. Certificate of Competence for Personal Watercraft, or the RYA Powerboat Level Two Award. The RYA certificate must be available for inspection at all times.
  - 2.3 Be aged 12 to 14, and possess a R.Y.A. Personal Watercraft Certificate of Competence or the RYA Powerboat Level Two Award and operate under direct adult supervision. The definition of "supervision" is such that the adult, as defined in 2.1 above, is present **on board the craft**. The RYA certificate must be available for inspection at all times.
  - 2.4 Under 12 yrs - not permitted to operate a Powerboat or a Personal Watercraft.
3. **Speed Restrictions:**
  - 3.1 A wakeless speed shall be maintained within **50 metres** of another Personal Watercraft, boat, dock, swimmer, skier, angler, fishing equipment, or shoreline.
  - 3.2 Gwynedd Council speed restrictions must be complied with in all designated areas. Where there is no specified speed limit, the maximum speed is **4 KNOTS** within 100 metres of the coastline (from the low water mark) and within all harbours.
  - 3.3 Power craft are not permitted within the Craft Exclusion Zones.
  - 3.4 Power driven vessels are prohibited from entering any beach safety zone unless using a designated launch area at the specified speed limit.
4. Boating under the influence of alcohol, or drugs is illegal.
5. **It is an offence to disturb wildlife.** Vessels navigating coastal waters shall not disturb dolphins, porpoises, sharks or other wildlife.
6. Vehicles are brought onto the launching areas at the owner's own risk and the requirements and directions of Gwynedd Council officers must be adhered to at all times.
7. Navigation of power driven vessels in a responsible manner and with due regard to good seamanship is a requirement. **International Regulations for the Prevention of Collisions at Sea** shall be strictly adhered to at all times.
8. The helmsman of the vessel shall ensure that the approved '**Killcord**' is secured to the engine and is secured in accordance with the manufacturers recommendations. No craft should be under way or making way unless the '**Killcord**' is properly secured. The information symbol indicating that a '**Killcord**' be used correctly at all times **shall be** permanently displayed on the console, or a prominent part of the craft at all times.
9. Water skiing without an independent observer will not be permitted. The towing of inflatable equipment is not permitted within harbour areas, craft exclusion zones, or within 100 metres of the coastline. A minimum of two people shall be onboard towing vessel at all times.
10. Any vessel displaying imitation permits will be reported to the Police immediately.

**THE OWNER / USERS LAUNCHING PERMIT WILL BE WITHDRAWN WITH IMMEDIATE EFFECT IF THE NAVIGATOR OF THE CRAFT FAILS TO COMPLY WITH ANY OF THE ABOVE REGULATIONS.**



# VESSEL REGISTRATION FORM - 2013/14 SEASON

Type of vessel to be registered: Personal Watercraft (Jet Ski)  Powerboat   
 Customer: New  Existing  Current Registration Number: \_\_\_\_\_  
 Is the number still displayed on the vessel? Yes  No , Reason: \_\_\_\_\_

## OWNER'S DETAILS (please use capital letters)

First name: \_\_\_\_\_ Surname: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_ Post Code: \_\_\_\_\_  
 Tel No: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

## DETAILS OF REGISTERED VESSEL

Vessel type: \_\_\_\_\_ Vessel name: \_\_\_\_\_  
 Main colour: \_\_\_\_\_ Name of beach/ harbour generally used: \_\_\_\_\_

## REQUIREMENT

I agree to abide by the rules and regulations laid down by Gwynedd Council and certify that the vessel is insured for a minimum sum of £3 million third party.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### NOTE:-

- Please make cheques, for postal applications, payable to **GWYNEDD COUNCIL** and return with this completed form to the attention of:- **MARITIME UNIT, GWYNEDD COUNCIL, EMBANKMENT ROAD, PWLLHELI, GWYNEDD, LL53 5AA.** In person application are not accepted here but can register at any of the harbour offices or during the summer season at the main beaches.
- **Allow up to 14 days for the application to be processed.**
- **DO NOT** remove the large registration numbers. Smaller re-validation numbers will be provided and will need to be positioned in the appropriate area on the larger permanent registration number.
- Anyone found with imitation permits will be reported to the Police immediately.

### FOR OFFICE USE ONLY

Type: Registration only  Annual launching  PW  PC   
 Permanent vessel no: \_\_\_\_\_ Reg. / Launching no: \_\_\_\_\_ Receipt no: \_\_\_\_\_  
 Total: £ \_\_\_\_\_ Cash Cheque Further details: \_\_\_\_\_  
 Processed by: \_\_\_\_\_ Issued at: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Print name)

### Data Protection Act

Gwynedd Council is the data controller for the purposes of the above Act. The information provided on this form will be used for harbour data purposes. It can be disclosed to other departments within the Council and other relevant agencies in accordance with the Council's registration under the Act.

**- INCOMPLETE OR ILLEGIBLE FORMS WILL NOT BE PROCESSED -**

**Cymhorthion Mordwyo Harbwr Aberdyfi – Medi 2013**

**Aberdyfi Lateral Navigation Buoys – September 2013**

<b><i>Rhif y Cymhorthydd Aid to Navigation</i></b>	<b>Lleoliad Location</b>	<b>Golau/Llusern Light Sequence</b>
Traethell Rh 1 Bar No 1	52 <sup>0</sup> 31.991'N 004 <sup>0</sup> 04.763'W	FLG5s
Traethell Rh 2 Bar No 2	52 <sup>0</sup> 32.035'N 004 <sup>0</sup> 04.834'W	FLR5s
Tafod y De Rh3 South Spit No 3	52 <sup>0</sup> 32.174'N 004 <sup>0</sup> 04.323'W	QF (G)
Rh 5 No 5	52 <sup>0</sup> 32.194'N 004 <sup>0</sup> 04.038'W	FLG4s
Rh 7 No 7	52 <sup>0</sup> 32.252'N 004 <sup>0</sup> 03.463'W	FLG1s
Rh 9 No 9	52 <sup>0</sup> 32.336'N 004 <sup>0</sup> 03.191'W	FLG6s
Rh 11 No 11	52 <sup>0</sup> 32.480'N 004 <sup>0</sup> 02.857'W	DIM LLUSERN UNLIT
Bwi Tramwyo Fairway Buoy	52 <sup>0</sup> 32.000'N 004 <sup>0</sup> 05.560'W	Iso 4s

# Financial Report 2012-2013

## DG55 - Harbwr Aberdyfi Harbour



			Expenditure	
Account	Discription	Budget	Income	Remainder
0130	<b>Total Staff Costs</b>	50,757	41,460.72	-9,296.28
			Expenditure	
Account	Discription	Budget	Income	Remainder
1200	<b>Total Property Costs</b>	17,890	12,168.77	-5,721.23
			Expenditure	
Account	Discription	Budget	Income	Remainder
2100	<b>Total Boat Costs</b>	720	445.49	-274.51
			Expenditure	
Account	Discription	Budget	Income	Remainder
3100	<b>Total Goods and Services</b>	8,490	8,892.01	402.01
			Expenditure	
Account	Discription	Budget	Income	Remainder
6328	<b>Total Central Charges</b>	0	40.87	40.87
<b>Total Expenditure</b>		<b>77,858</b>	<b>63,007.86</b>	<b>-14,849.14</b>
			Expenditure	
Account	Discription	Budget	Income	Remainder
7983	<b>Total Income</b>	-40,700	-30,846.01	9,853.99
<b>Total Costs Overall Under Maritime Management</b>		<b>37,157</b>	<b>32,161.85</b>	<b>-4,995.15</b>

<b>Maritime and Country Parks</b>					
<b>DG54-ABERMAW</b>		<b>End August 2013</b>			
<b>GROUP</b>	<b>ACCNT</b>	<b>DESCRIPTION</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>OVER/(UNDER)</b>
Agency/Third Party	5716	External Contractor	0	304	304
Capital Costs	6801	Depreciation	1,230	0	(1,230)
Property	1000	General Maintenance	<b>13,050</b>	<b>520</b>	<b>(12,530)</b>
Goods and Services	3100	Tools and Equipment	<b>6,160</b>	<b>6,080</b>	<b>(80)</b>
Staff	0130	All Harbour Staff Costs	<b>47,800</b>	<b>17,886</b>	<b>(29,914)</b>
Income	7890	Tide Tables	(1,900)	(718)	1,182
	7960	Sale of Equipment	0	(1,982)	(1,982)
	7983	Diesel sales	(1,410)	(1,230)	180
	7994	Electricity recharges	(50)	(2)	49
	8069	Registration of PWC	0	(280)	(280)
	8231	Annual Moorings	(20,180)	(17,573)	2,607
	8232	Visitor Moorings	(1,230)	(119)	1,111
	8233	Harbour Dues	(2,460)	(3,291)	(831)
	8234	Launching Powerboat	(3,980)	(268)	3,712
	8235	Winter Fees/Storage	(2,540)	32	2,572
	8237	Launching PWC	0	(125)	(125)
	8690	Rents	(5,150)	(4,628)	522

	9597	Pension Credits	(1,410)	0	1,410
<b>Income</b>		Sum:	<b>(40,310)</b>	<b>(30,184)</b>	<b>10,126</b>
<b>Transportation</b>	2100	Transport Costs	<b>880</b>	<b>0</b>	<b>(880)</b>
		Sum:	<b>28,810</b>	<b>(5,394)</b>	<b>(34,204)</b>
<b>DG55-ABERDYFI</b>		<b>End August 2013</b>			
<b>GROUP</b>	<b>ACCNT</b>	<b>DESCRIPTION</b>	<b>BUDGET</b>	<b>EXPENDITURE</b>	<b>OVER/(UNDER)</b>
<b>Capital Costs</b>	6801	Depreciation	2,550	0	(2,550)
<b>Property</b>	1000	Maintenance	<b>22,610</b>	<b>3,595</b>	<b>(19,015)</b>
<b>Goods and Services</b>	3130	Tools and Equipment	<b>2,460</b>	<b>10,482</b>	<b>8,022</b>
<b>Staff</b>		Staff Costs	<b>51,950</b>	<b>19,475</b>	<b>(32,475)</b>
<b>Income</b>	8061	Registration of Powerboat	0	(133)	(133)
	8231	Annual Moorings	(10,740)	(14,033)	(3,293)
	8232	Visitor Moorings	(2,310)	(205)	2,105
	8233	Harbour Dues	(3,430)	(2,580)	850
	8234	Launching Powerboat	(7,900)	(742)	7,158
	8235	Winter Fees	(860)	0	860
	8237	Launching PWC	0	(318)	(318)

	8690	Rents	(870)	(2,443)	(1,573)
	9597	Pension Credits	(2,130)	0	2,130
		Sum:	<b>(28,240)</b>	<b>(20,454)</b>	<b>7,786</b>
<b>Transportation</b>	2100	Transport Costs	<b>730</b>	<b>6</b>	<b>(724)</b>
		Sum:	<b>52,060</b>	<b>13,104</b>	<b>(38,956)</b>

# Budget Report 2012-2013

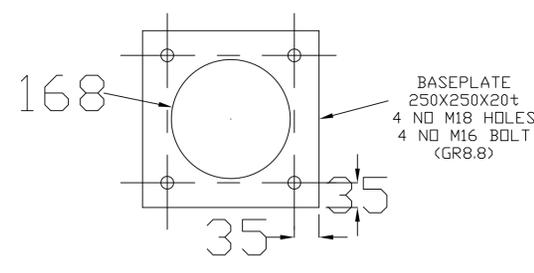
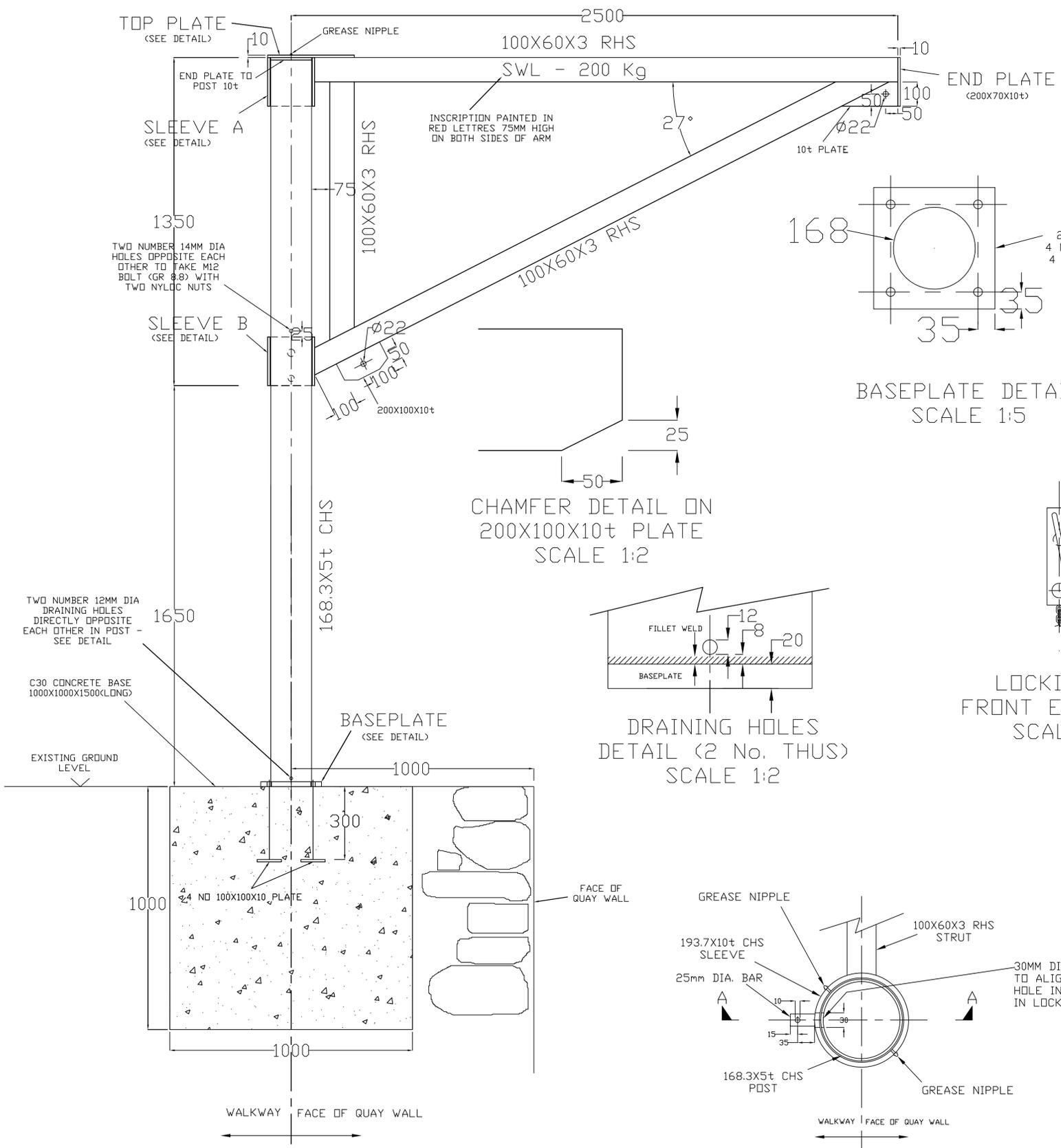
## DG55 - Harbwr Abermaw Harbour



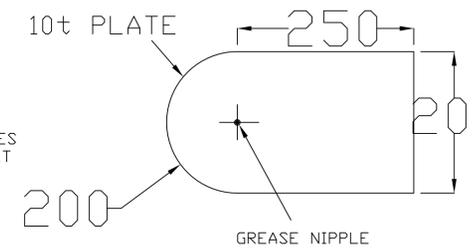
			Expenditure	
Account	Discription	Budget	Income	Remainder
0130	<b>Total Staff Costs</b>	46,723	38,177.19	-8,545.81
			Expenditure	
Account	Discription	Budget	Income	Remainder
1200	<b>Total Property Costs</b>	5,260	17,141.93	11,881.93
			Expenditure	
Account	Discription	Budget	Income	Remainder
2100	<b>Total Boat Running Cost</b>	870	197.60	-627.40
			Expenditure	
Account	Discription	Budget	Income	Remainder
3100	<b>Total Goods and Services Costs</b>	10,150	12,784.04	2,634.04
			Expenditure	
Account	Discription	Budget	Income	Remainder
6328	<b>Total Third Party Costs</b>	0	285.00	285.00
<b>Total Expenditure</b>		<b>63,003</b>	<b>68,585.76</b>	<b>5,582.76</b>
			Expenditure	
Account	Discription	Budget	Income	Remainder
7983	<b>Total Incwm</b>	<b>-48,360</b>	<b>-36,326.38</b>	<b>12,033.62</b>
<b>Total Costs Overall Under Maritime Management</b>		<b>14,643</b>	<b>32,259.38</b>	<b>17,616.38</b>

**NOTES**

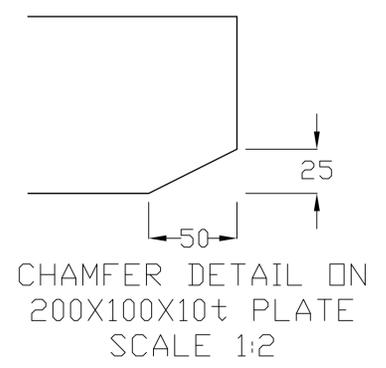
1. All dimensions are in millimeters
2. Grade of steel S275
3. All welds to be 6mm fillet full profile
4. All steel to be cleaned to Sa2 standard
5. All steel to be hot-dip galvanised to B.S.729 - thickness 140µm
6. All bolts to be hot-dip galvanised. Stainless steel may be used but must be isolated from being in contact with all galvanised steel.
7. For location of derricks refer to Drg No. ED/2058/2



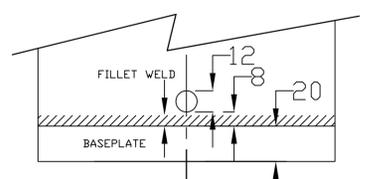
BASEPLATE DETAIL  
SCALE 1:5



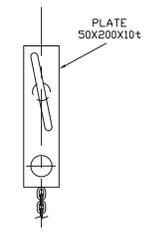
TOP PLATE DETAIL  
SCALE 1:5



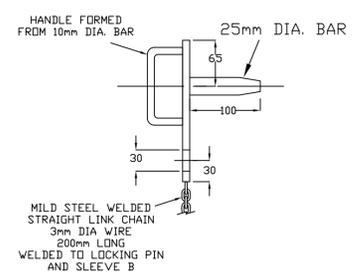
CHAMFER DETAIL ON  
200X100X10t PLATE  
SCALE 1:2



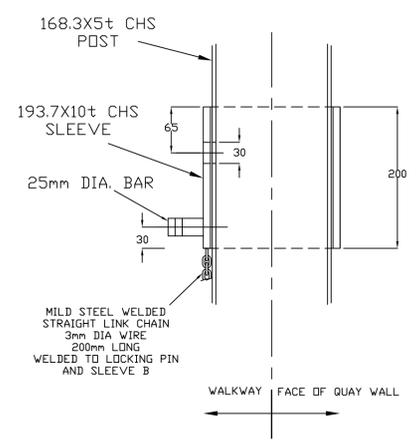
DRAINING HOLES  
DETAIL (2 No. THUS)  
SCALE 1:2



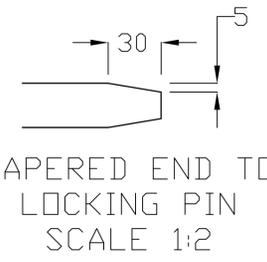
LOCKING PIN  
FRONT ELEVATION  
SCALE 1:5



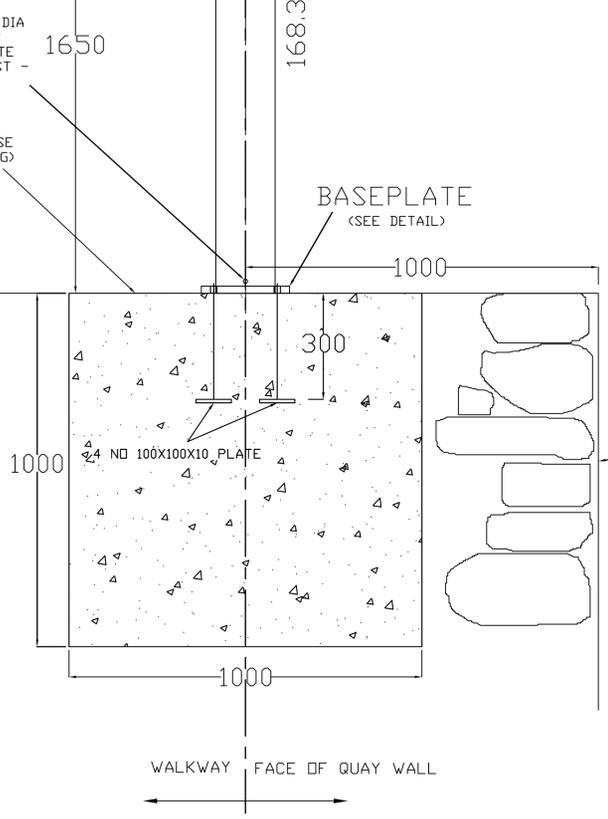
LOCKING PIN  
SIDE ELEVATION  
SCALE 1:5



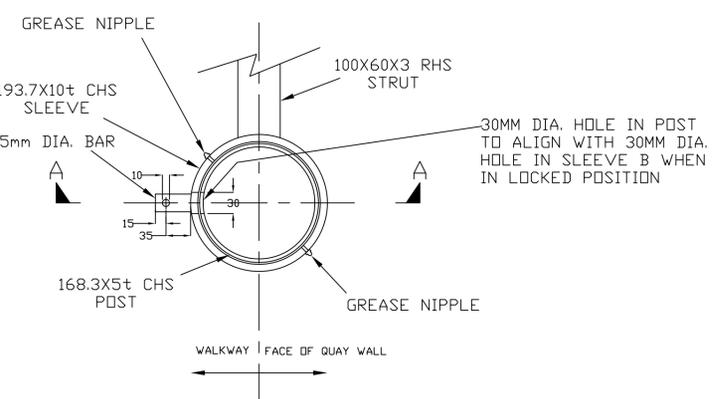
SLEEVE B DETAIL  
SECTION A-A  
SCALE 1:5



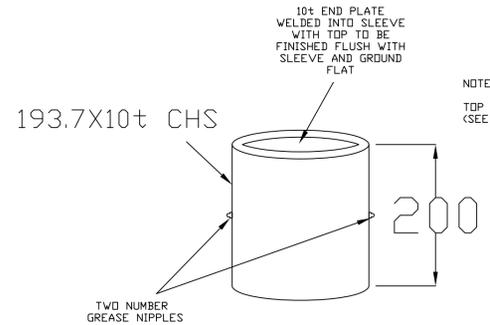
TAPERED END TO  
LOCKING PIN  
SCALE 1:2



DERRICK ELEVATION  
SCALE 1:10



SLEEVE B DETAIL  
TOP VIEW  
(LOCKED POSITION)  
SCALE 1:5



SLEEVE A DETAIL  
SCALE 1:5

- NOTE:**
- A) IN LOCKED POSITION 30MM DIA. HOLE IN 168.3 X 5t CHS POST TO LINE UP WITH 30MM DIA. HOLE IN SLEEVE B.
  - B) DERRICK MUST BE LOCKED WITH MAST ARM PARALLEL TO QUAY WALL.
  - C) HOLE IN 168.3 X 5t CHS POST TO BE POSITIONED AWAY FROM FACE OF QUAY WALL.

Revised	Amendments	Initials	Date
T	ISSUED FOR TENDER		
<p>Cyngor Sir <b>Ceredigion</b> County Council Prifffyrdd, Eiddo a Gwaith. Highways, Property and Works.</p> <p>CEREDIGION FISHING PORT FACILITIES DERRICK DETAILS</p>			
Scales :		Drawing No.	
AS SHOWN		ED/2058/1	
Made by	Checked	Approved	
JMH			06-06
<p>How F. Morgan, B.Sc., C.Eng., MICE. Cyfarwyddwr Prifffyrdd, Eiddo a Gwaith Director of Highways, Property and Works Neuadd y Siar County Hall, Hod y Farchnad/Market Street, Aberafon, SA46 6AT</p>			