



Complete Agenda

Democratic Service
Swyddfa'r Cyngor
CAERNARFON
Gwynedd
LL55 1SH

Meeting

PWLLHELI HARBOUR CONSULTATIVE COMMITTEE

Date and Time

6.00 pm, TUESDAY, 19TH MARCH, 2019

Location

Committee Room, Council Offices, Ffordd y Cob, Pwllheli, Gwynedd, LL53 5AA

Contact Point

Bethan Adams

01286 679020

BethanAdams@gwynedd.llyw.cymru

(DISTRIBUTED 12/03/19)

MEMBERSHIP:

Gwynedd Council:

Councillor Dylan Bullard
Councillor Peter Read
Councillor Hefin Underwood

Local Member
Abererch Local Member
Local Member

Co-Opted Members:

Ifor Hughes
Stephen Tudor
David Dewsbury
Wil Partington

Andrew Picken
Councillor Mici Plwm
Alwyn Roberts

Pwllheli and District Boat Owners Association
Representing Pwllheli Sailing Club and Plas Heli
Representing Hafan Berth Holders Association
Representing Pwllheli Maritime Traders
Association
Representing Pwllheli Chamber of Trade
Representing Pwllheli Town Council
Representing Pwllheli Lifeboat Institution

Observers:

Councillor Ioan Thomas
David Williams
Councillor Rob Triggs
Dr John Jones-Morris

Cabinet Member for Economic Development
Aberdyfi Harbour Consultative Committee
Barmouth Harbour Consultative Committee
Porthmadog Harbour Consultative Committee

A G E N D A

1. APOLOGIES

To receive any apologies for absence.

2. DECLARATION OF PERSONAL INTEREST

To receive any declaration of personal interest.

3. URGENT ITEMS

To consider any items which are urgent matters in the opinion of the Chairman.

4. MINUTES

4 - 9

The Chairman will propose that the minutes of the meeting of this committee, held on 16 October 2018, be signed as a true record.

5. UPDATE ON HARBOUR MANAGEMENT MATTERS

10 - 29

- (a) To submit the report of the Maritime and Country Parks Officer.
- (b) To submit the report of the Pwllheli Harbour and Hafan Manager.

6. REVIEW OF HAFAN PWLLHELI AND HARBOUR

To receive a presentation from the Economy and Community Senior Manager.

7. DATE OF THE NEXT MEETING

To note that the next meeting will be held on 15 October 2019.

PWLLHELI HARBOUR CONSULTATIVE COMMITTEE 16/10/18

Present: Councillor Hefin Underwood (Chair)
Councillor Peter Read (Vice-chair)

Bborz Ykowski (Pwllheli Marina Berth Holders' Association), Ifor Hughes (Pwllheli and District Boat Owners Association), Michael Sol Owen (Plas Heli), W. A. Partington (Maritime Traders Association), Councillor Mici Plwm (Pwllheli Town Councillor) and Alwyn Roberts (RNLI).

Also in attendance: Barry Davies (Maritime and Country Parks Officer), Llŷr B. Jones (Economy and Community Senior Manager), Keith Williams (Hafan Pwllheli Deputy Manager) and Bethan Adams (Member Support Officer).

Others invited: Clive Moore (RNLI) for item 10 on the agenda.

Apologies: David Dewsbury (Pwllheli Marina Berth Holders' Association), Stephen Tudor (Pwllheli Sailing Club and Plas Heli) and Councillor Ioan Thomas (Cabinet Member - Economic Development).

1. CHAIR

RESOLVED to re-elect Councillor Hefin Underwood as Chair of this Committee for the year 2018/19.

2. VICE-CHAIR

RESOLVED to re-elect Councillor Peter Read as Vice-chair of this Committee for the year 2018/19.

3. DECLARATION OF PERSONAL INTEREST

No declarations of personal interest were received from any members present.

4. URGENT ITEM

A member noted that he had received complaints regarding plastic coming to the surface at Glandon beach. He explained that he had contacted Natural Resources Wales and that they had noted that this was a matter for the Council. He noted that he had contacted the Maritime and Country Parks Officer some time ago, but that the plastic continued to come to the surface.

In response to the above, the Maritime and Country Parks Officer noted that materials had been buried on the beach when the harbour was developed and that the plastic was coming to the surface as a result of erosion over the years. He noted his appreciation of the work of individuals who cleaned up the beach. He explained that as a starting point, it was intended to lay material on top of the plastic in order to cover it, and take samples.

The member noted that a contractor would clear the slip as part of the work to improve access to the beach, and that he could assist with this work. In response, the Maritime and Country Parks Officer noted that he would welcome a conversation with the member once a work programme to improve access to the beach had been confirmed.

5. MINUTES

The Chair signed the minutes of the meeting of this Committee held on 20 March 2018, as a true record.

In response to observations from some members, the Maritime and Country Parks Officer explained that the draft minutes of the Committee's meetings were published on the Council's website quite soon after the meeting, but a hard copy of the draft minutes would be sent to Councillor Hefin Underwood along with representatives of the Pwllheli and District Boat Owners Association and the RNLi.

6. UPDATE ON HARBOUR MANAGEMENT MATTERS

The Maritime and Country Parks Officer noted that that he had been absent from the work for a period of five weeks due to an injury, and that he had returned to work the day before the meeting. He explained that the Harbour Manager had drawn up the report and that he apologised that he was unable to be present due to personal commitments. He noted that the Pwllheli Harbour Deputy Manager was present to respond to enquiries.

The Maritime and Country Parks Officer guided the members through the report, drawing attention to the following main points:

- Following a review last year by the Coastguard Agency, the inspectors would revisit the Council in spring 2019. It was suggested that a follow-up review take place on the same date as the meeting of the Porthmadog Harbour Consultative Committee, to which all members of the Gwynedd Harbour Consultative committees would be invited, and at which the inspectors would give a presentation on matters involving the Port Marine Safety Code.
- That the inspectors had commented on the lack of width in the harbour's navigation channel. Improvements would be made within the resources.
- The need to review the location of the navigational aids that were near the sea wall in order to identify the most suitable location.
- In terms of staffing matters, following a review of staff at the Harbour, changes were made to the hours of some posts to be in-keeping with working conditions. Consequently, no staff were present at the beginning of the day or at the end of the day. No complaints had been received thus far.
- Reference was made to a summary of the Harbour and Hafan's budgets and current financial situation up to the end of the second quarter. The estimations given for the Hafan's final budgetary situation, considering the income targets, were positive and the officer was confident that they would be in line with what was noted.
- In relation to the Harbour and Hafan's proposed fees and charges in 2019/20, the service intended to amend the fees in line with the rate of inflation. Confirmation about the rates to be used was awaited. It was noted that a more detailed review of the fees would be held during 2019, taking to account periods of less than a year, such as 3, 6 or 9 months. Any change in the current regime would be in accordance with a financial risk assessment.
- That he was disappointed that the number of berth holders were falling at the Harbour and the Hafan, but that this was in line with the trend at all harbours/ He noted that he was confident that the numbers would increase as a result of the investment made in the dredging work.
- A number of national and international events had been attracted and held at Pwllheli by Plas Heli Cyf. Plas Heli Cyf was congratulated, and it was noted that the service's staff collaborated with the company for the benefit of the community.

The Pwllheli and District Boat Owners Association representative drew attention to the fact that there was very little difference in the total fuel sold at the Hafan in the current financial year, considering the weather. He elaborated that fuel could only be paid for with card at the Hafan, not with cash. The possibility of introducing self-service machines should be investigated.

In response, the Maritime and Country Parks Officer noted that arrangements were in place to install a self-service facility for a petrol pump at the Hafan's Petrol Quay. The diesel pump would continue to be an attendant only service for the time being, due to the legislative requirement for customers to fill in a statement when buying red diesel.

The Plas Heli representative shared a document that showed the Crib Groyne in its original form. He noted the need to extend it substantially in order to divert materials to Abererch beach. The Economy and Community Senior Manager noted that repair work to the Crib Groyne had been included in the Dredging Strategy. He explained that environmental modelling work would need to be completed if it was intended to extend it and, due to the time and costs associated with this, the necessary repair work would be carried out.

The Maritime Traders Association representative noted that the channel was shallow and much narrower compared to its original form. He added that it was difficult to bring boats in and out near his business, especially when the tide flowed across.

In response to a comment that there was no light on a scaffold tube post at the harbour entrance, the Maritime and Country Parks Officer noted that it was intended to make an application to Trinity House to remove the mark.

A member asked when the Service would be able to keep a portion of the budget rather than transferring it to the Council's central funds. The Maritime and Country Parks Officer noted that in the next financial year, there would be a reduction in the Hafan's target income but this was only temporary.

Pwllheli and District Boat Owners Association representative noted that he understood that a condition was in place where the pontoons in Plas Heli would only be used when the Hafan was full or when events were held at Plas Heli. In response, the Maritime and Country Parks Officer noted the need, ideally, to support activities in the harbour as a whole.

The representative noted that he was supportive of Plas Heli, but not at the expense of local tax payers. In response, the Economy and Community Senior Manager noted that Plas Heli Cyf was required to submit proposed fees to the Council. He noted that Plas Heli extended the range of facilities available in Pwllheli. Plas Heli pontoons could not be compared with the moorings and facilities in the Hafan.

In response to an observation by the representative in terms of using Council land for caravans and charging for parking in the car park when an event is taking place in Plas Heli, the Economy and Community Senior Manager noted that events brought economic benefit to the area and that accommodation provision was required for the events. He explained that there were occasional arrangements between the Council and Plas Heli Cyf in terms of using the land in question as a caravan site when an event was held. He noted that the car park was under the control of Plas Heli Cyf, and that it was appropriate for them to charge a parking fee.

The Plas Heli representative noted that it had been quite a good season for Plas Heli, with various events. He explained that Plas Heli was run by volunteers and that Plas Heli Cyf had a turnover of approximately £0.5m per annum. He noted that Plas Heli was important to Pwllheli as it attracted a large number of visitors and competitors, bringing benefit to the local economy.

The Pwllheli and District Boat Owners Association representative noted that he welcomed the fact that visitors were attracted to the area because of Plas Heli, but it was important that the company stood on its own two feet. He referred to information he had received from the Council under a freedom of information request about the number of grants Plas Heli Cyf had received. In response, the Economy and Community Senior Manager noted that

the grants were contributions to hold events, and that there was one specific plan in the Council's Strategic Plan for holding major events in the County.

The Pwllheli and District Boat Owners Association representative noted that fishing boats were moored on Plas Heli pontoons where they should not be, and the need to look at a reduction in external harbour fees for local people in order to ensure use of the moorings. In response, the Maritime and Country Parks Officer noted that he would discuss the fishing boats matter with Plas Heli Cyf, and that the possible reduction in external harbour fees for local people could be considered as part of the review of fees in 2019/20.

RESOLVED to note and accept the report.

7. HARBOUR SAFETY

Members were given the opportunity to note any matters in relation to harbour safety.

The Pwllheli and District Boat Owners Association representative referred to an incident where three boats got into trouble halfway up the channel. He noted that he had assisted them and that it had taken half an hour to move them. He explained that he had photographs of the incident that he could share with the service. He suggested that it would be sensible to inform mariners that they should not come into the channel an hour or two before the tide turned until the dredging work had been completed.

In response, the Maritime and Country Parks Officer noted his gratitude to the representative for assisting the mariners. He reminded the members that a system had been set up at the previous meeting to record incidents where boats had struck the seabed by filling a form that was available at the Hafan office. He noted that he encouraged individuals to inform the Hafan office of any such incidents.

The Pwllheli Marina Berth Holders' Association representative noted that the almanac noted that there was 24 hour access to the channel. He noted that such incidents gave Pwllheli a bad reputation.

The Maritime and Country Parks Officer noted that he would contact Reeds and McMillans to note in the almanac that visitors should contact the Hafan office, but the almanac for 2019 might already have been published. In response to an observation by a member, the Maritime and Country Parks Officer noted that the Hafan's VHF radio was open 24/7, although there were times where a staff member was not present at the office.

The Pwllheli and District Berth Holders' Association representative suggested that staff should be present at the office for the two hours near tide and high tide.

The Pwllheli and District Berth Holders' Association representative drew attention to the fact that individuals were still speeding boats and jet skis in the area near the former office, especially between 5pm and 6pm. In response, the Maritime and Country Parks Officer noted his wish for anyone who witnessed individuals speeding to make a note of the boat's registration number and present it to the office soon after the incident. He added that the CCTV provision had been improved and with all users registering and signing a statement, prosecution steps could be taken against individuals breaking the speeding rules.

In response to a further observation by the Pwllheli and District Boat Owners Association representative, the Maritime and Country Parks Officer noted that as a result of the incredible weather during the summer, a substantial number of people had used the harbours, meaning an increase in officers' workload in regards to managing boats and collecting litter.

RESOLVED to note the information.

8. HARBOUR DREDGING PROGRAMME

A report was submitted by the Economy and Community Senior Manager, who gave an update on the harbour dredging programme. It was explained that the attendance of an officer from Gwynedd Consultancy was expected at the meeting to elaborate on the programme; unfortunately, however, the officer was not in attendance. He distributed a sheet that detailed the work and noted the timetable.

In response to an observation by a member regarding depositing the materials removed from the harbour basin directly on Abererch beach, the Economy and Community Senior Manager explained that there was too much mud in the material removed from the basin. In line with the suggestion made at the previous meeting, he added that it was intended to pump the sand from the channel over the sea wall. He noted that doing so would minimise the problem of sediments to be disposed of, and would likely reduce costs. He noted that if the pumping work was successful, consideration could be given to options to widen and deepen the channel.

The Pwllheli and District Boat Owners Association representative noted a concern about the health and safety risk deriving from pumping the sand to Abererch beach. In response, the Economy and Community Senior Manager noted that to reduce the risk, it was intended to complete the pumping work during the winter, and install buoys in the area.

The Plas Heli representative noted that the erosion to the coast in the Carreg y Defaid area, started where the sea wall ended, and adding to it would minimise the dredging work at the Harbour entrance. He suggested that the matter should be discussed with Natural Resources Wales and Gwynedd Consultancy. He noted that the only option was to reinforce and extend the Crib Groyne.

The Economy and Community Senior Manager explained that there was a need to be pragmatic and complete the urgent work as further developments would mean environmental work that would extend the timetable.

The Maritime Traders Association representative noted that he welcomed the fact that the work was being completed, and consideration should be given to sending the work programme to former users of Holyhead Harbour.

A member noted that the work programme was the best advertisement to attract more users to Pwllheli.

RESOLVED to note and accept the report.

9. PROPOSED PLANS FOR A NEW LIFEBOAT STATION

The background and context of the presentation was set by the RNLI representative. He noted that the new building would enable the Lifeboat to launch directly into the water. He informed the Committee that a planning application had been submitted for the new station.

Clive Moore (RNLI) was welcomed to the meeting. He gave a presentation to the members, and showed the plans. He explained that Pwllheli had been selected by the RNLI to receive a new boat, and due to the size of the boat, a new building would be necessary. He noted that it was not possible to have a building that was in-keeping with the requirements on the existing site. He explained that discussions were being held with the Council in terms of locating the new building on land near Plas Heli, and that the discussions were moving forward.

Members were given an opportunity to ask questions, he responded to the questions and noted the following main points:

- That the existing building was on lease to the RNLI by the Council, and the building would be transferred back to the Council. The building was not listed.
- In terms of the height of the new building, it would be slightly lower than the Plas Heli building.
- There would be a concrete strip up to where the dune was level.
- The building would be purpose-built to this end, with training facilities as part of the building.
- In terms of the timetable, it was intended to begin the work in May 2019, and it would take a year to build. Members of the Committee would be invited to visit the new building.

Members noted their support of the proposal, and welcomed the investment that would benefit Plas Heli and the Hafan.

The Committee noted their thanks for the presentation.

RESOLVED to note the information.

10. REVIEW OF PWLLHELI HAFAN AND HARBOUR

A presentation was given by the Economy and Community Senior Manager, in which he gave an update on the management model review for the Harbour and the Hafan. Members were reminded that a presentation was given at the previous meeting, on 20 March 2018, on the first step of the review. An update was given on step one, the short-list of possible management models, along with the next steps. It was noted that it was intended to complete step two, where detailed work would be held to assess the options noted in the short-list and develop an outlined business case by the end of March 2019. It was explained that there was a programme in place to respond to the feedback received during the discussions with stakeholders. The intention to send everyone who participated in the discussions a letter to give an update by the end of the month was noted.

In response to an enquiry by the RNLI representative in relation to the Glandon area, the Economy and Community Senior Manager noted that the former Sailing Club was on lease to Plas Heli Cyf and that an application was made to Visit Wales to improve the car park surface.

The Plas Heli representative noted that Plas Heli Cyf was looking at options to develop a bunkhouse in the former Sailing Club building, but the development would depend on substantial grants. In response to a question, he noted that the proposal would be viable with grants and there was not enough accommodation available in the area.

In response to an enquiry, the Economy and Community Senior Manager noted that a developer had been appointed in regards to a hotel development in Cae Ceffyl, and that they were in discussions with a national company. He elaborated that Cae Ceffyl had been proposed as a site in terms of the Visit Wales hotels' campaign.

RESOLVED to note the information.

11. NEXT MEETING

It was noted that the next meeting would be held on 19 March, 2019.

The meeting commenced at 6.00pm and concluded at 8.25pm.

CHAIRMAN

Agenda Item 5

MEETING	Pwllheli Harbour Consultative Committee
DATE	19 March 2019
TITLE	Update on Harbour Management Matters
AUTHOR	Maritime and Country Parks Officer

1. Introduction

- 1.1 At a meeting of the Consultative Committee held on 17 October 2017 a report was submitted confirming the Harbour Consultative Committee's Terms of Reference. The constitution (copy attached) confirms the Membership Structure of the Consultative Committees and departure from the constitution is unavoidable.
- 1.2 It was agreed that the Committee's main function would be to consider, discuss and advise on matters relating to the management, safety and development of the Harbour and for officers to receive Members' observations on matters relating to Pwllheli Harbour in its entirety.
- 1.3 In 2014, the Council's Cabinet resolved to support the Consultative Committees and it was confirmed that the Pwllheli, Aberdyfi, and Barmouth Harbour Committees would consist of:
 -
 - Up to 4 Local Members from Gwynedd Council
 - The Gwynedd Council Cabinet Member who holds the Harbour Authority portfolio
 - One Member of the Town/Community Council
 - Up to seven other members to represent the various interests of harbour users

The Council recently corresponded with every harbour organisation representative named above, reminding them of the need for organisations to nominate a representative for the coming year, and send a copy of the constitution and minutes of the annual meeting of the relevant groups. It will be essential for the information to be submitted to the Council where relevant.

The list of current Members is noted on the agenda.

2 Port Marine Safety Code

- 2.1 The Consultative Committees asked that an item on the Safety Code be a standing item on the agenda of every meeting of the Consultative Committees. As a reminder, in November 2016, the Government's Department for Transport published revisions to the Port Marine Safety Code. Copies of the new code have been circulated to all Members of the Consultative Committees and copies can also be obtained on the MCA's website. The Maritime and Country Parks Service reviews the Safety Code for Gwynedd municipal harbours regularly to ensure that all safety systems in our harbours comply with the requirements of the code and our customers' expectations and to Health and Safety requirements.
- 2.2 The Government's Department for Transport has reviewed and published 'A Guide to Good Practice on Port Marine Operations' which is linked to the Marine Safety Code and a copy of this document is available to Members upon request to the Maritime and Country Parks service.

- 2.3 Between 19 and 21 September 2017, and more recently on 5 and 6 March 2019, a thorough inspection was carried out by the Coastguard Agency's Chief Inspectors on the current safety arrangements and systems of Gwynedd municipal harbours in order to ensure compliance with the Port Marine Safety Code. The visit was a follow-up of the September 2017 visit as, during the previous visit, some elements of the Code required further attention.
- 2.4 The Auditor's verbal opinion was that the Council complied with the requirements in a professional and organised way. It was noted that the Council could introduce minor improvements to some elements. A copy of the written report would be published once the Inspectors have released their report. During the inspection the Inspectors visited the harbours of Aberdyfi, Porthmadog and Pwllheli. It was confirmed that the Inspectors would not revisit Gwynedd harbours in the near future unless the Council invited them, or in a serious case which justified higher inspections.
- 2.5 The Inspectors attended a meeting of the Porthmadog Harbour Consultative Committee, to which representatives from the Aberdyfi, Barmouth, and Pwllheli Consultative Committees were invited. One member of Barmouth Harbour and one member of Pwllheli Harbour were in attendance. The presentation given by the Inspectors would allow Members to receive information from the Inspectors about the main issues of the Safety Code and the expectation on the Council to comply with the Safety Code.
- 2.6 It is emphasised that no improvement notice was issued relating to serious safety issues or shortcomings at the harbour. They noted that there was an opportunity to tidy-up the area around Aberdyfi harbour quay as effects and ropes had been left on the quay in a way that could pose a risk. No observations were submitted on safety standards in Pwllheli or Porthmadog. An observation was submitted regarding the lack of width and depth to the navigation channel in Pwllheli harbour.
- 2.7 Although the Port Marine Safety Code is regularly reviewed by the service, it is necessary to remind Members of the Consultative Committees of their duty to submit any observations on the suitability of the Safety Code and to receive observations on the work arrangements of the harbours so that the Code can be reviewed to ensure that it is relevant to harbour operations, the propriety of the location of navigation aids, general safety and the day-to-day work of the harbour.
- 2.8 No issue or cause of concern had been submitted for the attention of the service from Members of the Harbour Committee in 2018 associated with the Harbour's statutory responsibilities and duties.

3 Financial Matters

- 3.2 A summary of the Harbour and Hafan's budgets and current financial situation up to the end of the February 2019 period would be presented at the meeting.
- 3.3 During this period, it was necessary to commit financial resources for the following: -
- Dredging elements
 - Maintenance of Navigation Aids and Beacons
 - Maintenance of Council moorings
 - Disposing of Flares

- Oil Pollution Training for Members
- Maintenance of CCTV system

4 Fees and Charges 2019/2020

4.1 The prospective figures spreadsheet for Pwllheli Harbour and Hafan is attached. The Boat and Personal Water Craft launching fees for 2019 spreadsheet is also attached. Inflation for Harbours for 2019/20 is anticipated to be at 3.52% with inflation for Hafan at 3.07%. Inflation for the Outer Harbour would be 3.65%.

4.2 In order to meet with the budget challenge and the service's income target it was recommended that Pwllheli Harbour and Hafan fees be increased by 3% on average for the 2019/20 financial year. There would be no increase in the berthing fees of the Outer Harbour. This means that the Hafan's income target would increase by £38,980 with the outer harbour's target income increasing by £1,870 for 2019/20.

4.3 The Maritime and Country Parks inflation increase for 2018/19 is as follows: -

- Beaches - 4.23%
- Hafan - 3.07%
- Harbours - 3.52%
- Victoria Dock - 2.70%
- Parc Padarn - 4.6%
- Parc Glynllifon - 5.07%

5 Events

5.2 A verbal report on Plas Heli's main events during 2018 by a representative from the Plas Heli/Pwllheli Sailing Club was welcomed.

6 Dredging

6.1 **Crib Breakwater** - work continues on preparing detailed designs for the Crib Groyne. It is anticipated that detailed plans will be completed by mid March 2019. The initial estimated costs submitted anticipate that the costs of renovating the groyne would be approximately £200K. The necessary work to submit a Marine Licence has been completed and the application submitted to Natural Resources Wales. The outcome of the application is expected before June 2019. The consultative period is four months. It was vital that the Council submit an application for a Marine Licence as the footprint of the groyne extends beyond the existing groin. Once the detailed plans have been completed the Council will advertise the work and will invite tenders by qualified contractors. It is not anticipated that the work of renovating the groyne will affect navigation in the Harbour. It is anticipated that work on renovating the groyne will commence in September 2019.

6.2 **Distillation Lagoon** - the distillation lagoon has been drained. The work was completed in December 2018 and January 2019. There was a total of 4,000 cubic metres in the lagoon and the cost of the work was 58K. The capacity of the distillation lagoon is 20,000 cubic metres.

6.3 **Hydrographic Survey** - On 8 March 2019, a specialist company held a hydrographic survey of the Harbour and Navigation Channel. The Council will release the results of the survey to Members once they have been received. During the most recent survey, it was estimated that

there was 37,000 cubic metres of mud in the navigation channel and the marina basin/Plas Heli basin.

- 6.4 ***Dredging Work*** - 'Royal Smals' company has been appointed to undertake the dredging work in the navigation channel and in the Hafan/Plas Heli basin. It was anticipated that the company had begun to prepare for the work on 17 March 2019 and that work would continue until 23 May 2019. The Service has identified areas in the Harbour that need prioritisation and the company will concentrate on these areas. The company would not be dredging during the Easter Holiday or during the May Bank Holiday period. Work is prohibited on Sundays. The work will cost approximately £130K.
- 6.5 ***Sand Mound*** - the area of the sand mound near the mouth of the Harbour is full and it is not possible to undertake any dredging work using land based plant until the sand and gravel have been removed and relocated to nearby beaches. There are approximately 33,000 cubic metres of sand in the mound.
The Council is in discussions with Natural Resources Wales to consider the possible options. Recently, samples of the matter were sent to a specialist company to identify whether there was any pollution in the sand. Unfortunately, the results of the tests have shown high levels of hydrocarbon in the material and the sand cannot therefore be disposed of at nearby beaches, until further samples have been taken confirming whether the sand is polluted or not. Further samples have been collected and sent to the company. A report on the results of these tests are expected soon.

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.

Ffioedd - Hafan Pwllheli -Fees – 2019/20

	£ inc. VAT	
Angorfa Pontŵn Blwyddyn fesul medr (lleiafswm 7m) Blynyddol mewn 1 taliad (heb drydan) Blynyddol mewn 10 rhandal (heb drydan) Trydan fesul medr Blynyddol mewn 1 taliad (gyda thrydan) Blynyddol mewn 10 rhandal (gyda thrydan) +10% i gychod masnachol di breswyl yng Ngwynedd	392.28 411.90 20.97 411.76 432.34	Annual pontoon berthing per m (min 7m) Paid in 1 instalment (without electricity) Paid in 10 instalments (without electricity) Electricity per metre Paid in 1 instalment (including electricity) Paid in 10 instalments (including electricity) +10% for commercial vessels-non-resident in Gwynedd
Safle Blynyddol Cwch Dydd (mwyafrif 8m) Fynnu hyd at 6m (Taliad sefydlog) D33 – D52 Fynnu hyd at 8m (Taliad sefydlog) D01 – D32	1944.77 2239.94	Annual Day boat (max 8m) Up to 6m (Fixed charge) D33 – D52 Up to 8m (Fixed charge) D01 – D32
Blynyddol Cwch Dydd mewn 10 rhandal Fynnu hyd at 6m (Taliad sefydlog) D33 – D52 Fynnu hyd at 8m (Taliad sefydlog) D01 – D32	2041.99 2351.95	Annual Day boat paid in 10 instalments Up to 6m (Fixed charge) D33 – D52 Up to 8m (Fixed charge) D01 – D32

Ffioedd - Hafan Pwllheli -Fees – 2019/20

	£ inc. VAT	
Ymwelwyr Amser byr (uchafswm 4 awr) tal sefydlog-pob cwch yn cynnwys cychod siarter Tros nos fesul medr - lleiafswm 7m Wythnosol fesul medr (lliafswm o 5 noson i derbyn)	14.34 2.64 16.26	Visitor Berthing Short stay-load/unload (max 4 hrs) fixed charge- all vessels including charter vessels Overnight per m - min 7m Weekly per mt (min 5 nights stay to qualify)
Gaeaf fesul mis fesul medr yn unig (01 Hydref – 31 Mawrth)	23.03	Winter Per mt per calendar month (01 October – 31 March only)
Fesul mis Dalwyr Angorfa Cyngor Gwynedd yn unig (01 Hydref – 31 Mawrth yn unig)	79.56	Per calendar month Gwynedd Council Mooring Holders only (01 October – 31 March only)
Trydan (pontŵn) Cynnal a chadw blynyddol ac unedau ar dal wedi eu hysbysebu	Cynwysedig Included	Electricity (pontoons) Annual maintenance charge plus units at advertised unit rate
Cwch yr Hafan Fesul awr Lleiafswm	46.38 46.38	Marina Launch Charge per hour Minimum charge

Ffioedd - Hafan Pwllheli - Fees – 2019/20

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	£ inc. VAT	
Peiriant codi cychod- fesul medr Codi Allan / Codi-Dal-Lansio i fyny i 7m 7.1m i 9m 9.1m i 10m 10.1m i 11m 11.1m i 12m 12.1m i 15m Dros 15m Lansio yn unig i fyny at 7m 7.1m at 9m 9.1m at 10m 10.1m at 11m 11.1m at 12m 12.1m i 15m Dros 15m Symud Cwch yn yr Iard fesul medr Scrwb amser cinio wedi ei disgowntio	 16.54 20.28 21.12 21.52 22.12 23.66 38.46 15.29 18.74 19.54 19.92 20.47 21.89 36.62 9.56 12.58	Travel Hoist – per metre Lift Out / Lift-Hold-Launch Up to 7 m 7.1m to 9 m 9.1m to 10m 10.1m to 11m 11.1m to 12m 12.1m to 15m Over 15m Launch only Up to 7 m 7.1m to 9 m 9.1m to 10m 10.1m to 11m 11.1m to 12m 12.1m to 15m Over 15m Yard Movement per m Discounted lunchtime scrub
Storio Storio ar y lan i berchennog doc fesul medr fesul dydd Storio ar y lan i ymwelwyr fesul medr fesul dydd	 .32 .47	Storage Annual contract holders per m per day Non-Annual contract holders per m per day
Storio crud/ôl cerbyd i ymwelwyr fesul dydd	1.72	Storage of cradles/trailers for non contract holders per day
Llogi crud Hafan fesul dydd	1.72	Hire of marina cradle/boat stands per day
Llafur ategu	44.88	Shoring labour charge

Ffioedd - Hafan Pwllheli - Fees – 2019/20

	£ inc. VAT	
Llithriad - Uchafrif 80 cwch fesul cwmni - Uchafrif 6 cwmni Defnydd masnachol yn cynnwys cofrestru	3778.62	Slipway – Maximum 80 vessels per company - Maximum 6 companies Commercial use including registration fee
Trydan ar y lan Perchennog doc blynyddol Defnydd dyddiol (cynnwys TAW) Peiriant pŵer dros dro Unedau ar gost fel arddangos yn y dderbynfa	Cynwysedig/Included 3.62	Electricity onshore Annual contract holders Daily charge (inc VAT) Intermittent use for power tools Units used at unitary rates as displayed in reception.
Hwyllo Sych - Cwch Sbort 1tf o Fai - 30 o Dachwedd fesul lansio neu i godi'r cwch: 1720/707/J80 ayb Cwch "Dragon" fesul lansio neu codi	1114.00 75.25 100.00	Dry Sailing – Sports Boat 1 st May - 31 st October per launch or per lift sailing sports boat: 1720/707/J80/ etc "Dragon" per launch or per lift
Tir yr Hafan fesul m²	7.46	Land rental per m²
Wal y Marina tros nos fesul medr (cychod pysgota masnachol yn unig)	2.89	Marina wall berthing per m per night (commercial fishing vessels only)
Ffioedd glanio pysgod	2.89	Fish landing fees
Disel fesul lityr – cychod pleser	Pris y farchnad Market price	Diesel per litre- leisure craft
Disel Coch fesul lityr Defnyddwyr Masnachol Cofrestredig Pris Masnach +	+0.02c/p	Red Diesel per litre Registered/approved Commercial Users Trade Price +

Ffioedd - Harbwr Allanol Pwllheli Outer Harbour -Fees – 2019/20

Disgrifiad	Ffi leol Local Fee Inc 20%VAT	Eraill Other Inc 20%VAT	Description
Ffi angorfeydd fesul medr	+£0%	+£0%	Moorings per meter
Ardal 1 – Rhif Angorfa 01	66.12	89.36	Area 1 – Mooring Numbers 01
Ardal 2 – Rhif Angorfa 01- 13	81.22	108.58	Area 2 – Mooring Numbers 01- 13
Ardal 3- Rhif Angorfa 13 -34 (lleiaf hyd 7m)	155.15	167.77	Area 3 – Mooring Numbers 13- 34 (min 7m)
Ardal 3– Rhif Angorfa 13 – 34 (Pysgotwyr Llawn amser yn unig)	83.52	150.98	Area 3 - Mooring Numbers 13 -34 (Full time Fishermen only)
Ardal 4– Rhif Angorfa 01–10	18.36	19.18	Area 4 – Mooring Numbers 01–10
Ardal 5– Rhif Angorfa 01–09	87.31		Area 5 – Mooring Numbers 01–09
Wal yr Harbwr Llwytho/dadlwytho neu aros dros nos - fesul medr	2.72	2.72	Quay Wall Unloading/Loading or overnight stay - per metre
Compownd Diogel (llai 40% pysgotwyr Bona fida cofrestredig llawn amser yn unig-gwelir diffiniad)	845.89	854.38	Secure Compound (less 40% for registered Bona fida full time fishermen only-see definition)

Compound-discount applied to bona fida fishermen with annual mooring in Pwllheli. Compound License Holder must also be the skipper of the Fishing Vessel.

Ffioedd Lansio a Chofrestru Cychod Pŵer & Badau Dŵr Personol
Powerboats & Personal Watercraft Launching and Registration Fees

01/04/2019 – 31/03/2020

Holl ffioedd yn cynnwys TAW / All fees inclusive of VAT

	Ffi Adnewyddiad (Trwyddedau Bach)	2019/20	Renewal Fees (Small Permits)
	Ail-cofrestru Blynyddol	£35.00	Annual Re-registration
	Ceisiadau Llestr Newydd (Trwyddedau Mawr a Bach)		New Vessel Applications (Large and Small Permits)
	Cofrestru Blynyddol	£45.00	Annual Registration
	Ffi Lansio		Launching Fees
Page 21	Lansio dyddiol - Llithrfeydd/Traethau Cyffredinoll Lansio dyddiol - Traeth Morfa Bychan (yn cynnwys parcio)	£10.00 £13.00	Daily launch – General Slipways/Beaches Daily launch – Morfa Bychan Beach (includes parking)
	Trwydded Lansio Blynyddol (1 Ebrill – 31 Mawrth) <u>Cynnwys Ffi Cofrestru</u>	£150.00	Annual Launching Permits (1 April – 31 March) <u>Inclusive of Registration Fee</u>
	<p>Only Postal Applications are accepted at the Main Council Offices in Pwllheli. In Person applications will be processed on the day at any of the Council's harbour offices, or during the summer season at the main resort beaches.</p>		
	Trosglwyddo / Aiddodiad		Transfer / Replacement
	Ceisiadau drwy'r post yn unig i <u>Swyddfa Forwrol y Cyngor ym Mhwllheli</u>	£45.00	Postal application only to the <u>Council Maritime Office in Pwllheli</u>
	Cychod llai na 10 HP (Dim Ffi Lansio)		Vessels under 10 HP (No Launch Fee)
	Ffi Cofrestru Blynyddol – <u>Ceisiadau Mewn Person yn Unig</u> Yn Swyddfeydd yr Harbyrau neu ar y Prif Draethau gyda'r cwch ar gael er ei archwilio	£30.00	Annual Registration Fee – <u>In Person Application Only</u> At the Harbour Offices or at the main Resort Beaches, with the vessel available for inspection

MEETING	Pwllheli Harbour Consultative Committee
DATE	19 March 2019
TITLE	Update on Harbour Management Matters
AUTHOR	Pwllheli Harbour/Hafan Manager

1. Introduction

- 1.1 The Committee's main function is to consider, discuss and advise on matters relating to the management, safety and development of the Harbour and receive Members' observations on matters relating to Pwllheli Harbour.
- 1.2 The purpose of this report is to provide a brief update for the attention of the committee on Harbour matters for the period October 2018 to March 2019, in order to receive feedback from the members on safety matters and the operational matters of the Harbour.

2. Operational Issues

Navigation

- 2.1 A detailed inspection will be carried out on the Pwllheli navigational aids by Trinity House Lighthouse Authority inspectors in August 2019.
- 2.2 No Mariners' Notice is currently in operation in Pwllheli Harbour although it is essential to draw attention to the lack of channel width in the harbour entrance area. It is foreseen that the situation will improve after dredging work is completed in 2019. A PANAR report is submitted by the Service for the attention of Trinity House on a quarterly basis. It reports on the position of all Navigational Aids under the control and responsibility of the Council.

Maintenance

- 2.3 A list of standard work that will or has been completed at the Hafan is included within this report. Feedback from Committee members is requested on any additional work that will need to be considered and included in the work programme.
- 2.4 During this period, it was also necessary to commit financial resources for the following: -
 - Purchase of new fuel pump
 - Additional grounds maintenance.
 - Installation of petrol self-service system
- 2.5 An order has been placed with 'HTEC' to supply a self-service facility for the petrol fuel pump for the Hafan Fuel Quay. We hope the new fuel pump will be operational in April following a slight delay in addressing the issues with the paperwork. The diesel fuel pump will remain as an attendant-only service for the time being.

- 2.6 Due to the age of one of the fuel pumps (over ten years) on the quay a decision was made to replace the oldest pump, this will ensure breakdowns and issues with fuel delivery to customers will hopefully be kept to a minimum.

3. Staffing Matters

- 3.1 There are currently no vacant posts at Pwllheli, The total number of staff is eleven including one night security person from 'Draig Security'.
- 3.2 The seasonal fuel quay attendant post will start at the end of April. Although we will have a self-service facility installed for dispensing petrol, there is still a requirement to manually serve diesel.

4. Annual Harbour/Hafan Statistics

- 4.1 Details of the Hafan and Harbour statistics for 2018/19 are included in Appendix 2.
- 4.2 Due to a delay in sending the berthing contracts out this year we have no figures as yet for the number of berth holders who may or may not be renewing. As anticipated in the October 2018 Harbour Consultative meeting, the number of vessels classed as visiting vessels will be on par with 2017. 2017 saw 1359 visiting vessels and 2018 saw 1310 visiting vessels up to the end of February 2019.
- 4.3 Harbour moorings - again as per the Hafan, we have no figures on the number of renewals as yet.
- 4.4 Boat Hoist – although January/February were relatively quiet months (as per every year) this helps free some of the hoist staff to carry out maintenance duties on the pontoons. The Hoist diary for March/April is looking quite full at present.
- 4.5 Fuel sales are consistent with 2017, with only a very slight decrease in diesel sales but a slight increase in petrol sales.
- 4.6 Hafan Accounts – From the 1 April 2019 the accounting system within Hafan Pwllheli will be transferred and centralised at Gwynedd Council's income department in Caernarfon, all future invoices for berthing etc. will be raised and sent from this department. All payments for berthing including Direct Debits will be made directly To Gwynedd Council. It is also anticipated that customers will be able to pay online for services in the future.

5. New RNLI Boathouse

- 5.1 Work has started on clearing an area by the Hafan Compound for the new RNLI boathouse. It is anticipated that works will fully start in May 2019.

Rhestr o waith cynnal a chadw ac uwchraddio gan staff yr Harbwr/Hafan yn ystod 2018/19

Some of the general repairs/maintenance and upgrades being carried out by the Harbour/Hafan staff during the 2018/19

Harbwr/Harbour

1. "Powerwash" a glanhau pontŵn y pysgotwyr
Power wash and clean the Fisherman's pontoon
2. Cynnal arolwg o'r gwaith coed y pontŵn yma a newid a thrwsio fel bod angen
Inspect the decking on this pontoon and replace as necessary
3. Adolygu a phaentio stanciau mordwyo fel bod angen
Inspect and paint the Navigational piles as required
4. Tynnu allan golchi a phaentio'r bwi tramwyo
Remove/clean/inspect and paint the Safe Water Buoy
5. Tynnu a golchi'r Bwiau Port Hand ac adnewyddu'r chaen wedyn yn ei ail osod
Remove and clean the Port hand Navigational Buoys and renew the chain and put back

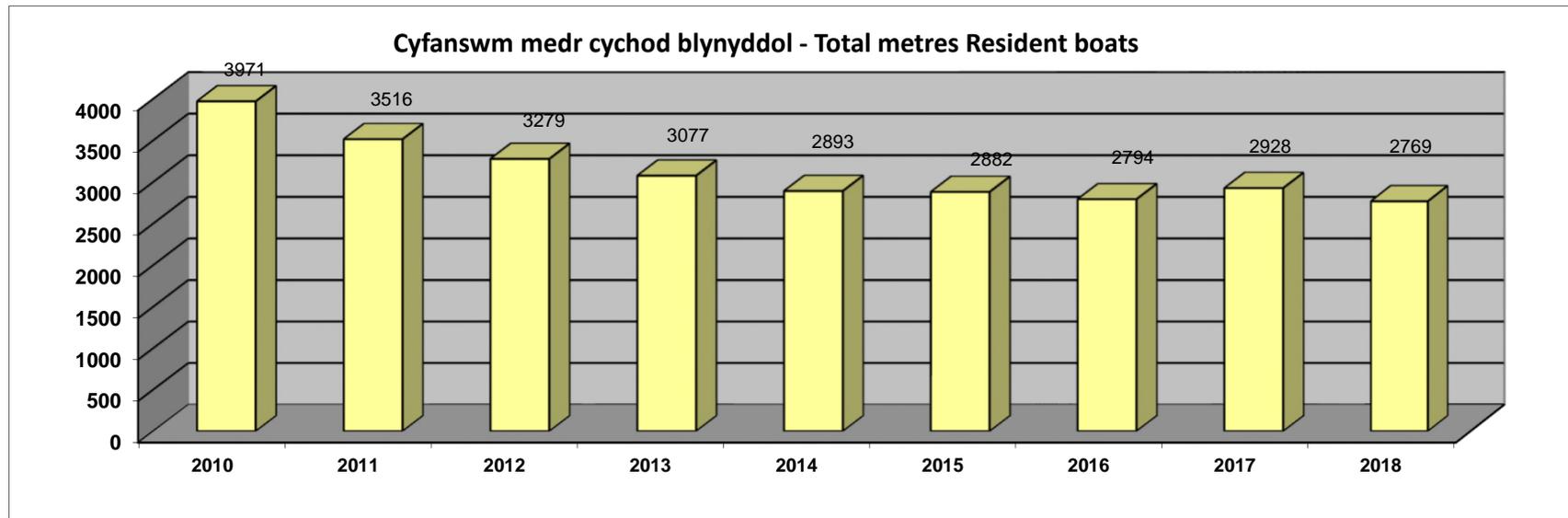
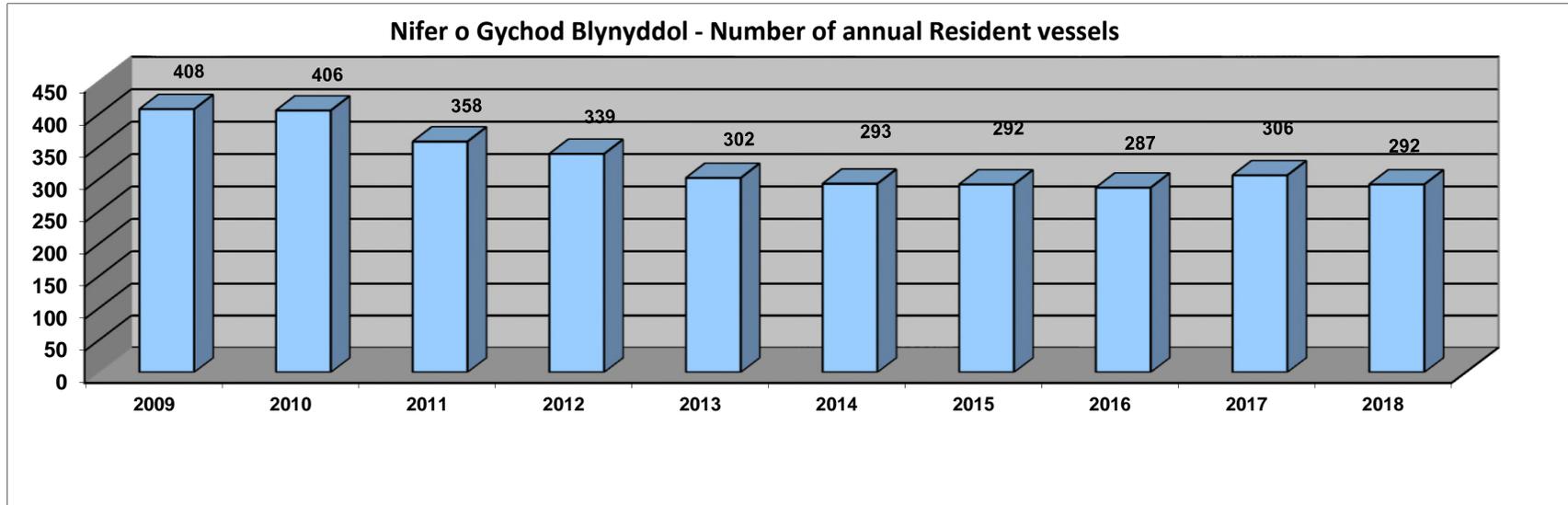
Hafan

1. Tirlunio yr ardal o gwmpas cawodydd a thoiledau yr Hafan ar hen Glwb Hwyllo Pwllheli
Landscape the area around the entrance to the toilets/showers and the Old Sailing Club border.
2. Paentio pont i pontwns yr Hafan
Paint the bridge gate to the Hafan pontwns
3. "Powerwash" i holl bontwns yr Hafan
Powerwash all the pontoon decking in the Hafan
4. Cynnal arolwg o'r gwaith coed y pontwns a newid a thrwsio fel bod angen
Inspect the timber decking of the pontoons and renew and repair as necessary
5. Cynnal arolwg o fframwaith yr pontwns
Inspect the pontoon framework
6. Torri coed o gwmpas safle'r maes parcio'r Hafan
Cut trees and bushes around the Hafan car parks
7. Tir lunio o gwmpas ardal giât Gogledd compownd cychod yr Hafan
Landscape the border around the gate to the North boat storage compound
8. Paentio'r gwaith coed o gwmpas y compownd ysbwriel
Paint the woodwork around the rubbish compounds
9. Gosod coed newydd ar bont mynediad i'r pontwns
Renew timber decking on main access bridge
10. Ysgol diogelwch - tynnu/glanhau ac ail osod
pontoon safety ladders – unbolt/inspect and replace
11. Powerwash llithrfa'r Hafan
Powerwash to the Hafan slipway
12. Ar lanw uchel angen glanhau capiau gwyn y stanciau
High water springs clean white pile caps on pontoons
13. Chwyn laddwr o gwmpas adeilad yr Hafan

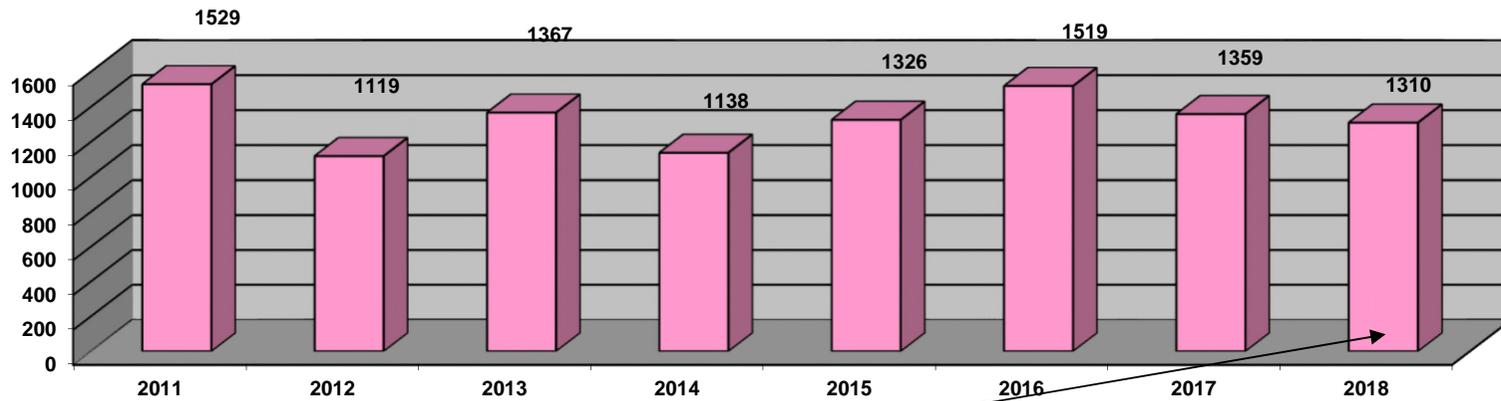
Weed kill around the Hafan building

14. Gosod drws awtomatig i dderbynfa'r Hafan
Fit new automatic door to the Hafan reception
15. Paentio tu mewn i ystafelloedd cawodydd a thoiledau
Paint the interior of the toilets and shower rooms
16. Gosod pwmp tanwydd disel a phetrol ar y cei tanwydd
Fit a new diesel and petrol pump on the fuel quay

Ystadegau Blynyddol *Hafan Pwllheli* - i Mawrth 2019
Annual Statistics for *Hafan Pwllheli* - to March 2019

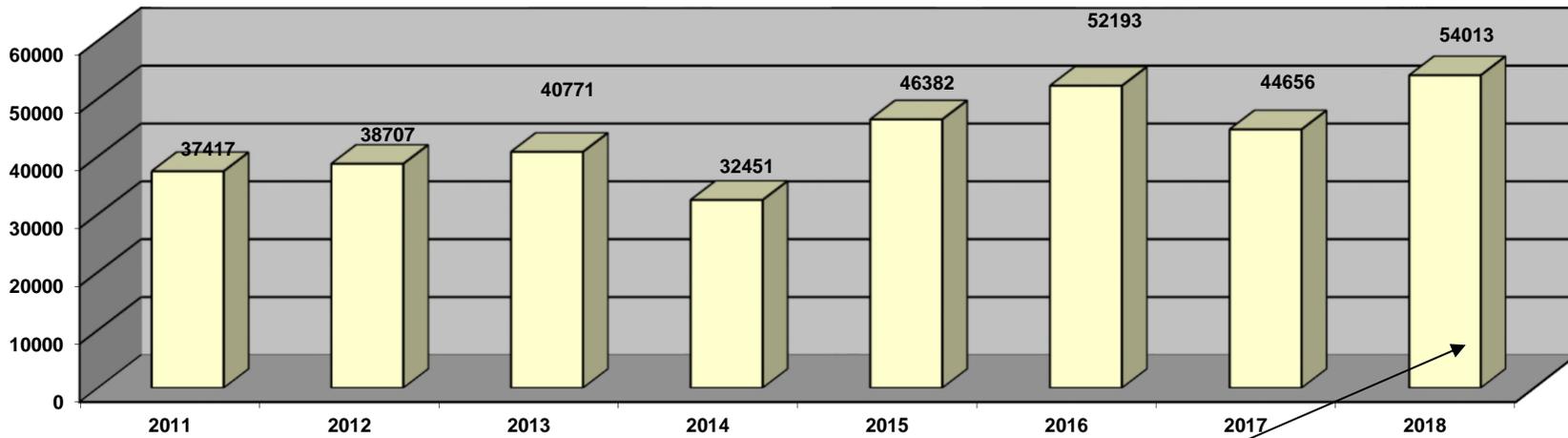


Nifer o gychod ymwelwyr mewn blwyddyn - No. of visiting vessels per year

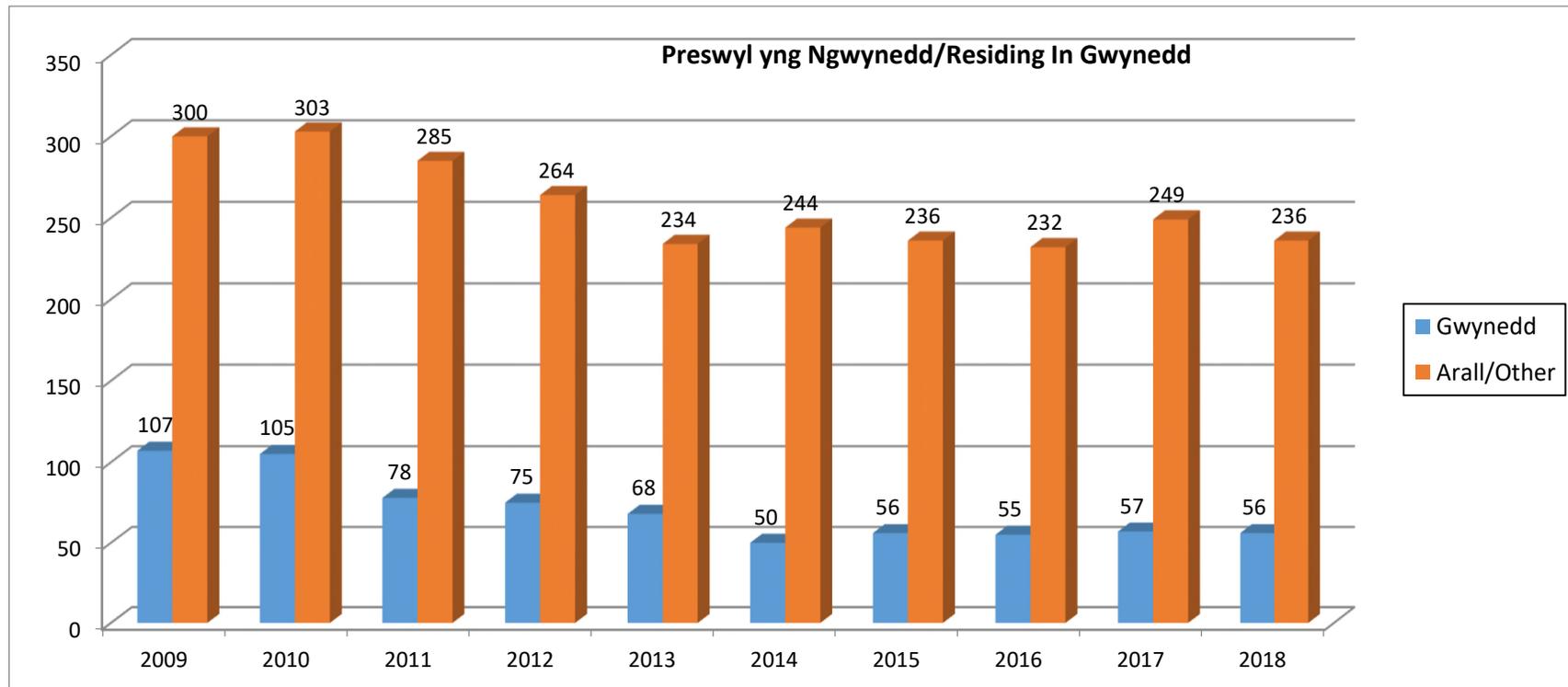
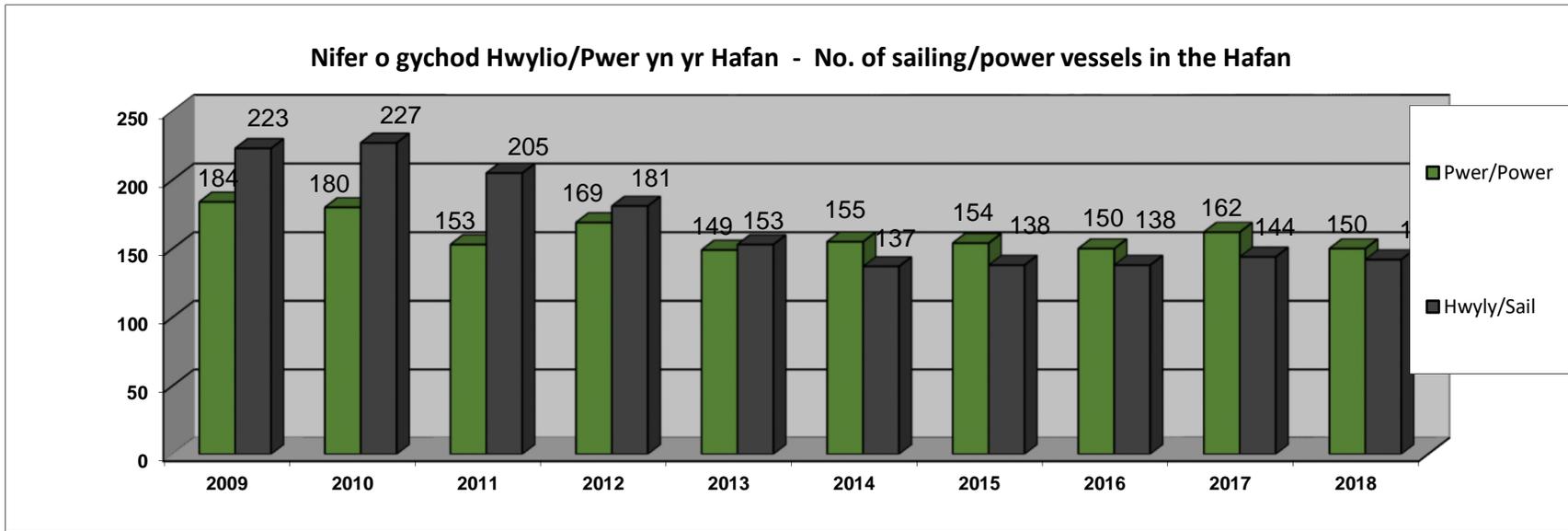


Hyd at Chwefror Up to February 2019

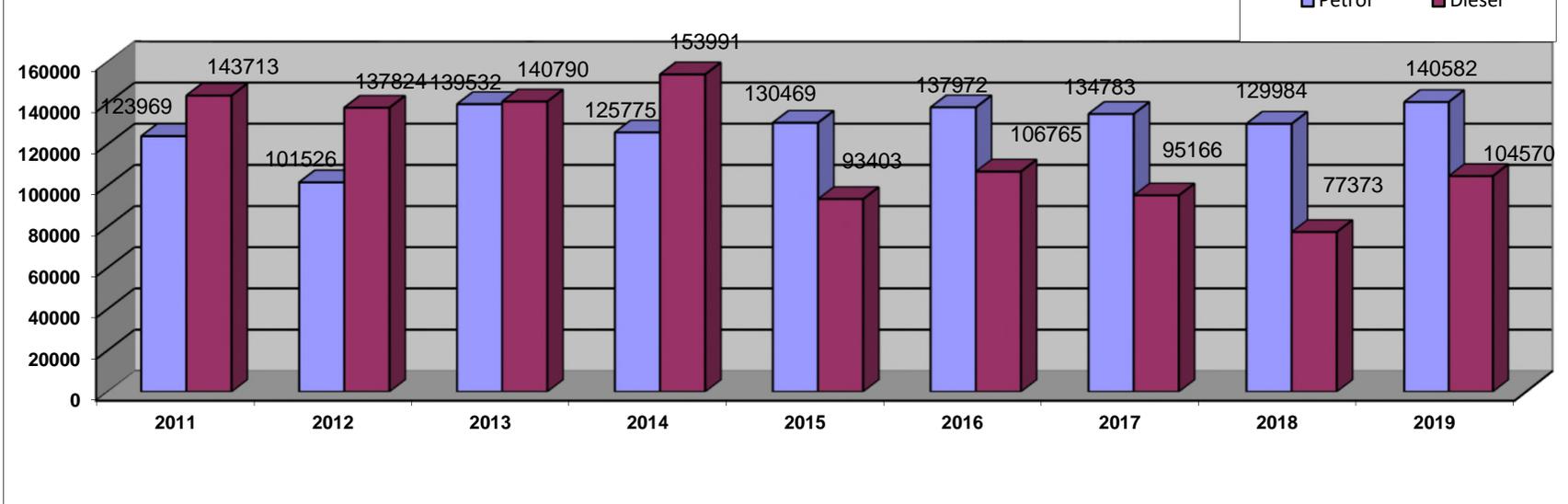
Cyfanswm medr cychod ymwelwyr - Total mts visiting vessels



Hyd at Chwefror Up to February 2019



Gwerthiant Petrol/Diesel (Litrau) - Petrol/Diesel sales (Litres)



Dadansoddiad o pam fod perchennog doc yn gadael - 1af Ebrill i 31ain o Fawrth
 Analysis of why resident bertholders leave 1st April to 31st March

	2011	2012	2013	2014	2015	2016	2017	2018	2019
Wedi gwerthu cwch/sold boat	12	20	7	13	9	9	11	10	
Ardal newydd/New Cruising Ground	12	26	8	7	5	8	3	2	
Parcio a lansio/Park and Launch	2	0	3	4	1	2	0	0	
Dim rheswm/No reason given	24	17	16	14	2	13	8	2	
Rhu ddrudd/Too expensive	2	3	1	1	3	0	0	0	
Methdalwr/Bankrupt	0	2	2	0	1	0	0	0	
Iechyd/ill health	8	4	8	2	4	9	3	2	
Blwyddyn allan/Year out	5	3	5	2	2	0	0	0	
Carthu/Dredging	8	4	0	0	1	0	0	0	
Cyfanswm/Total	0	79	50	43	28	41	41	16	0

Hyd at Chwefror 2019
 Up to February 2019