



Complete Agenda

Democracy Service
Swyddfa'r Cyngor
CAERNARFON
Gwynedd
LL55 1SH

Meeting

PWLLHELI HARBOUR CONSULTATIVE COMMITTEE

Date and Time

6.00 pm, TUESDAY, 11TH MARCH, 2025

Location

Virtual Meeting

(for public access to the meeting please contact us)

Contact Point

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MEMBERSHIP:

Gwynedd Council:

Hefin Underwood
Elin Hywel
John Brynmor Hughes

Co-Opted Members:

Stephen Tudor	Representing Pwllheli Sailing Club
Michael Sol Owen	Representing Plas Heli
Wil Partington	Representing Pwllheli Maritime Traders Association
Andrew Picken	Representing Pwllheli Chamber of Trade
Alwyn Roberts	Representing Pwllheli Lifeboat Institution
Cyng. Mike Parry	Cyngor Tref Pwllheli
Ifor Hughes	Pwllheli and District Boat Owners Association
Barry Simmons	Pwllheli Marina Berth Holders' Association

Observers:

Desmond George
David Williams
Gwilym Jones

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. MEMBERSHIP

To confirm the Membership of the Pwllheli Harbour Consultative Committee.

4. URGENT ITEMS

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

5. MINUTES

4 - 7

The Chairman will propose that the minutes of the meeting of this committee, held on 08 October 2024, be signed as a true record.

6. UPDATE ON HARBOUR MANAGEMENT MATTERS

8 - 12

To submit the report of the Maritime and Country Parks Officer.

7. PLAS HELI

To receive a verbal update on matters relating to Plas Heli, by the relevant representative

8. DATE OF THE NEXT MEETING

To note that the next meeting will be held on 07 October 2025 (subject to confirmation by the Full Council).

PWLLHELI HARBOUR CONSULTATIVE COMMITTEE 08 OCTOBER 2024

ATTENDANCE:

Cyngor Gwynedd: Councillor Hefin Underwood

Co-opted Members: Barry Simmons (Representing Pwllheli Marina Mooring and Berth Holders Association), Michael Sol Owen (Plas Heli), Stephen Tudor (Pwllheli Sailing Club), Alwyn Roberts (Lifeboat Institution, Pwllheli), Wil Partington (Pwllheli Maritime Traders Association) and Councillor Mike Parry (Pwllheli Town Council).

Officers: Gerwyn Owen (Hafan Pwllheli and Harbour Commercial Manager), Llyr Beaumont Jones (Assistant Head, Economy and Community Department) and Rhodri Jones (Democracy Services Officer).

Others Present as Observers: Desmond George (Aberdyfi Harbour Consultative Committee).

1. ELECTION OF CHAIR

RESOLVED to elect Councillor Hefin Underwood as Chair for 2024/25.

2. ELECTION OF VICE-CHAIR

RESOLVED to Elect Councillor Elin Hywel as Vice-chair for 2024/25.

3. APOLOGIES

Apologies were received from Councillors Elin Hywel, Richard Glyn Roberts, Gwilym Jones (Porthmadog Harbour Consultative Committee) and Nia Wyn Jeffreys (Cabinet Member, Economy and Community).

4. DECLARATION OF PERSONAL INTEREST

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

5. URGENT ITEMS

None to note.

6. MINUTES

The Chair signed the minutes of the previous meeting of this Committee held on 5 March 2024, as a true record.

7. UPDATE ON HARBOUR MANAGEMENT MATTERS

The report was submitted by the Commercial Manager of Hafan Pwllheli and Harbour and attention was drawn to the following main points:

Condolences were extended to the family and friends of Ruth James, a prominent member of the Mooring and Berth Holders Association (PMBHA) following her unexpected death earlier this year.

It was noted that the police were still investigating the fatal incident and that the Coroner's final report was expected shortly.

It was reminded that officers received the views of Members of the Harbour Committee on the suitability of the Port Marine Safety Code. It was confirmed that the Code was regularly reviewed and was currently being updated by the Senior Harbour Officer and Maritime Services Manager. It was confirmed that Trinity House had recently visited the harbour and would report on this matter in due course.

Pwllheli Harbour Long-term Strategy

Pwllheli Harbour's Long-term Strategy was highlighted. The Strategy was said to identify a vision for the Pwllheli harbour area and offered a development framework for future investments. Members and all individuals who had provided input into the strategy to date were thanked. It was elaborated that the Strategy identified key aspects for future success, i.e.

- A sustainable long-term programme for the main dredging challenges
- Renovating the necessary structures of pontoons and posts
- Delivering long-term investment by earmarking internal budgets to address certain elements of improvements, by preparing business cases and targeting financial sources to attract investment
- Implementing the following decisions in conjunction with wider plans for the town of Pwllheli.

It was confirmed that work was already underway to develop these aspects through work streams and an investment programme for Hafan Pwllheli and Harbour. It was acknowledged that the current financial situation was challenging but it was noted that there were several positive developments to date, such as:

- The decision made by the Cyngor Gwynedd Cabinet to earmark up to £5.4m to contribute towards the costs of dredging and renovating the infrastructure within the harbour (pontoons and posts), as part of Cyngor Gwynedd's Asset Management Plan 2024-2034. There was assurance that this money was in addition to existing harbour funds. The Assistant Head of the Economy and Community Department confirmed that this funding had been committed to the harbour following a review of the assets requiring priority investment over the next 10 years. The need to develop business cases and financial bids for additional funding was anticipated.
- Assurance that funds had been earmarked for the completion of improvements to the North Quay area.
- An opportunity to strengthen links between Pwllheli town centre and the harbour had been highlighted through the town's Placemaking Plan.
- Close collaboration with Cyngor Gwynedd's Environment Department and the Hen Ynys Management and Development Plan to create a nature, recreation and well-being area.

It was emphasised that a partnership with public bodies, businesses and communities was key to ensuring that the area reached its full potential.

An enquiry was received on the proposal within the report to develop a landscaped open performance area on the Hen Ynys and Inner Harbour area, and to consider how the harbour would work with the Town Council on this development. Furthermore, the need for a Water Taxi development to assist the connection with the town centre, was considered as presented in the Strategy, as the Harbour was already quite central to the town and using the taxi would be a very short journey, but would be useful for visitors staying in the caravan park at the edge of the harbour. In response, the Hafan Pwllheli and Harbour Commercial Manager confirmed that these developments were ideas from the consultants for the future of the harbour, and there was no commitment to them at present. However, it was noted that there was a plan in the Hen Ynys area to develop the nature and wildlife found there.

Assurance was given that the former Sailing Club had recently been converted into a learning and childcare setting following a huge community campaign. It was emphasised that this could not be changed in the future. It was elaborated that a planning application would be submitted shortly to develop the shower facilities available at Plas Heli and remove the showers at the former Sailing Club, as the current situation was inadequate.

Dredging

Members were reminded of the recent £500,000 investment to empty the distilling lagoon. An update was given that the work of dredging designated areas around the pontoons, fuel dock and channel near the outer harbour had begun. It was emphasised that only around 10,000m³ of the silt was being cleared, which was a third of all the silt present there. It was explained that £1.4m of the £5.4m provided by the Asset Management Plan discussed earlier would be used for dredging purposes (with £4m used on pontoon issues). It was explained that two elements of the dredging work were currently being considered, namely reclaiming land near Hen Ynys using harbour silt and pumping silt out into the bay (subject to receiving a marine permit).

Financial Matters

It was reported that additional financial resources had been committed from the funds to complete works around the harbour. This was confirmed to include: emptying the distilling lagoon, dredging, investing in CCTV camera system upgrades and installing a webcam. Pride was expressed that there were over 64,000 webcam visits via the harbour's website during August, with high numbers of visitors to the site throughout the summer months. It was elaborated that a request had been received from the police for the harbour's assistance to install additional CCTV near the entrance to Glandon beach to assist when issues arise, noting that discussions about funding these were ongoing.

Operational Items

All harbour Aids to Navigation were confirmed to be working and were stationed correctly. It was noted that one Notice to Mariners was currently in operation to highlight the dredging work currently taking place. It was explained that Trinity House had recently visited the harbour and it was noted that they were preparing a report on the need to update the harbour's Aids to Navigation to the future.

The need to review the total numbers of moorings in the harbour was recognised. It was explained that several of the moorings were not in use and therefore officers were negotiating with the Crown Estate to confirm the final numbers that could be used. It was noted that it was important to confirm these numbers so that the success of the harbour could be assessed when reporting the numbers of moorings in use at Economy and Community Department performance challenge meetings.

Reference was made to the Customer Satisfaction Survey provided by the Mooring and Berth Holders Association. It was pointed out that customer satisfaction with the visual impression of the harbour had begun to decline for some years now and therefore work was ongoing to invest in work streams to respond to these comments.

Sarah Hattle was congratulated on her recent appointment as new Harbour Master and Deputy Manager for Hafan Pwllheli and Harbour. It was noted that she would be shadowing current Harbourmaster Wil Williams in the run-up to his retirement in early 2025. It was confirmed that the harbour had appointed a Seasonal Harbour Assistant over the summer. It was also explained that the Assistant Boatswain would be ending his permanent role to take up University studies, but would continue to work in the harbour occasionally.

9. DATE OF NEXT MEETING

It was stated that the next meeting would be held on 11 March 2025.

The meeting started at 6.00 pm and ended at 7.00 pm.

CHAIR.

tMEETING	Pwllheli Harbour Consultative Committee
DYDDIAD	11th March 2025
TITLE	Update on Harbour Management and Operational Issues
AUTHOR(S)	Commercial Manager & Assistant Manager/Harbourmaster Hafan & Pwllheli Harbour

Introduction

The main function of the Committee is to consider, discuss and advise on matters relating to the management, protection and development of the Harbour and to receive members' comments on matters relating to Pwllheli Harbour.

The purpose of this report is to give the Committee a brief update on the harbour's functions for the period up to the end of February 2025, in order to get feedback from the members on security and operational issues of the Harbour.

The Pwllheli Harbour Committee is a non-statutory Harbour Committee, established in accordance with the approval and support of the Council. The consent provides that fifteen (15) members serve on the Pwllheli Harbour Advisory Committee. There is a comprehensive list of the groups and organisations that are represented on the Harbour committee in the programme.

In accordance with the Committee's Terms of Reference, representatives of each group and organisation will be required to provide evidence of their constitution to the Council together with a letter from their organisation confirming their named representative. The above does not apply to a member of the County, Town or Community Council.

The Council is currently completing an audit and review on the membership of Harbour Committees, with a discussion point included in the agenda.

1.1 Port Marine Safety Code.

The Port Marine Safety Code (PMSC) sets out the national standard for all aspects of port marine safety. Its aim is to improve safety for all those who use or work in the marine environment of ports and harbours. It applies to all Statutory Harbour Authorities.

The Code represents good practice recognised by a wide range of stakeholders in the industry and Cyngor Gwynedd understands that not adhering to good practice can be a sign of a harbour authority breaching specific legal duties. The Service is required to receive the comments and opinions of the Members of the Advisory Committee on the suitability of the Marine Safety Code and to receive regular comments on its content, so that it can be reviewed and is relevant to the activity of the harbour, navigation, aids, suitability of bylaws, safety issues and general day to day work at Pwllheli Harbour.

A transition period has taken place, whereby the Senior Harbour Officer, Arthur Jones, is retiring this month with Dan Cartwright, previous Harbourmaster at Barmouth, taking over his role. Our Harbourmaster, Sarah Hattle, is working closely with the pair to review and update the current Code to maintain appropriate standards. A copy will be provided to the committee for any comment ahead of final draft.

1.3 Pwllheli Harbour Long Term Strategy

As reported previously, Cyngor Gwynedd's Asset Management Plan has supported financing the long term ambition of Pwllheli Harbour to be a sustainable asset for Pwllheli, with £5.4million invested over the coming years. The investment is secure and in place to develop a full Investment model for the two elements of work, dredging and upgrading infrastructure namely the pontoons.

In terms of dredging, there are currently two elements being scoped out. Firstly a Marine Licence to release dredged material in to Ceredigion Bay, whilst the other is to identify land reclamation around the old Island site to deposit dredged material.

The infrastructure around the pontoons are currently being reviewed. Whilst a pontoon survey has identified it's current state, and life expectancy, the next phase is to conduct a piles survey, whereby a number of sample piles will be selected to determine their condition. Once the results are in we'll be able to consider the extent of the project needed to replace the infrastructure.

In other parts of the plan on-going work is taking place on North Quay to re-plank the viewing points and footbridge along with replacement shelters. This project has been co-ordinated by the Economy Department through funding secured from the UK Government Shared Prosperity Fund. The initial funding is part of the wider Placemaking Plan for Pwllheli, which has been developed to identify improvements for towns such as Pwllheli.

Work is being undertaken to improve the old island site, led by the Council's Environment Department. A report was developed to identify the landscape and biodiversity on the land, with opportunities to enhance and develop the area to benefit the local community. The Town Council has been in discussions on the land and opportunities available, and once the clearing and drainage works is complete an action plan of managing the site will be developed.

1.4 Dredging

The main focus for 2024/2025 for the team has been the dredging campaign with a number of projects taking place in the harbour:

- Through a tendering process the work to empty the stilling lagoon took place, at a cost of £500,000 which enabled the lagoon to be emptied of 10,417m³ of silt
- Royal Smals, the company engaged on a 5 year dredging engagement acted upon a dredging campaign on specific areas within the harbour, including risk areas such as the fuel pontoon and channel and realised a total of 10,400m³ of silt removed to the stilling lagoon at a cost of £144,921.41
- Recent land-based dredge of the harbour entrance and channel realised a removal of 16,000m³ of sand at a cost of £74,720. These are approximate figures as the final calculations are not yet in.
- The additional sand in the stockpile was offered commercially through a tendering process, with Jones Bros offering the best price. Approx figures currently indicate 15,000m³ transported away, potentially realising £93,750 income. Part of the income will need to be given to the Crown Estate as part of an agreement.

The replenishment of South Beach sea defences saw 18,500m³ of sand transported along the beach to shore up sea defences by the golf club. This project, managed by YGC, was funded by a grant from Welsh Government.

1.5 Financial Matters

Fees and Charges were approved by Cyngor Gwynedd over the Christmas period, which enabled us to communicate the new fees and charges early in the New Year. The aim is always to set them well ahead of the new season to enable our customers to decide, whilst also providing us to capture new customers ahead of them making alternative arrangements. The increase only took account the council's inflation rate of 2.89% being applied for both the Harbour and Hafan, whilst electricity charges reduced a further 4.9%.

A summary of the financial position of the Outer Harbour and Hafan Pwllheli budget is attached to this report.

During the autumn and winter period, additional financial resources from the funds had to be committed to the following areas of work:-

- Dredging work this month on the harbour mouth, as per the annual programme. Albeit it was brought forward to align with the work of replenishing an area of South Beach
- A new pump-out facility has been placed on the fuel quay
- Re-painting of road line markings, including the placing of appropriate disabled bay parking berths by the main building.
- Software and hardware update as the systems were outdated and not suitable for current platforms, and contactless payment hardware on the fuel quay.
- Servicing to our Hoist, new cradles and blocks for our secure compound

1.6 Operational Items

Navigation - All Navigation Aids in Pwllheli Harbour are working and in place. No "Notice to Mariners" is active in Pwllheli Harbour at the moment.

Storm Darragh – the red weather warning issued during Storm Darragh had an impact, whilst no damage to the infrastructure of the harbour and Hafan, 3 boats were displaced from their cradles in the secure compound, one boat sunk (recovered after the storm) and some minor damage to boat covers, sails etc. Team worked admirably over the weekend, and review undertaken to further mitigate risk if red weather warnings are announced again.

Annual Harbour Statistics etc. - Details of Hafan and Harbour statistics for 2024/25 are included with this report. We are still awaiting to confirm the figures for 2025/2026, with contracts coming in over the last few weeks.

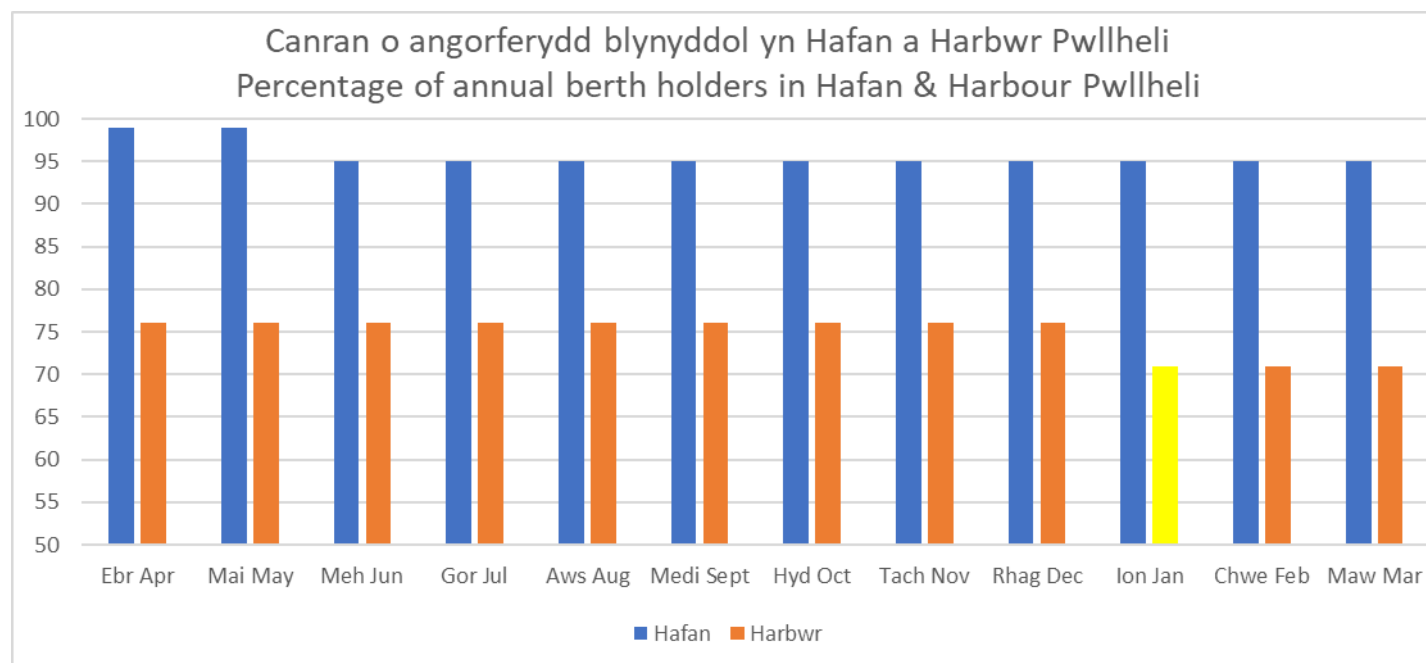
We have reviewed the moorings available in the Outer Harbour, with 45 berths available and 32 being occupied. A further review was made to the potential of re-opening up Area 2 of the Harbour. This area has not been used for a number of years due to siltation issues, however the current profile indicates it is usable although boats will dry out on low tide.

Commercial Fishing Pontoon – a Welsh Marine and Fisheries Scheme through Welsh Government is currently available and we're currently applying for a replacement commercial fishing pontoon for the Outer Harbour. A grant of up to £100,000 is available. We've engaged the fishing community to identify the needs and will be applying on this basis.

Staffing - The time came to say goodbye to our Harbourmaster, Wil Williams recently. After 34 years of service at Hafan Pwllheli, having led the construction of the marina, overseen the expansion, and maintaining the highest level of service to boaters, he quietly stepped down from his role, not wanting any fuss or fanfare.

As a team we're indebted to his passion and commitment to Hafan Pwllheli, and his guidance over the last few years will hopefully maintain standards with the new Harbourmaster, Sarah Hattle.

Annual Statistics for *Hafan Pwllheli* & Outer Harbour– to March 2025



HAFAN PWLLHELI	Financial Performance for the Period 1 April 2024 to 31 March 2025 - November 2024 Review		
	BUDGET FOR THE PERIOD 1/4/24 TO 31/3/25	EXPENDITURE FORECASTED 1/4/24 TO 31/3/25	OVER (UNDER)
Employees	£351,750	£385,218	£33,468
Buildings	£565,680	£625,760	£60,080
Transport	£12,320	£6,619	-£5,701
Supplies & Services	£130,410	£148,109	£17,699
One - Off Expenditure - Financed from Reserves	£0	£476,847	£476,847
Income	-£1,852,900	-£1,903,212	-£50,312
Contribution from Reserves Towards One Off Costs	£0	-£476,847	-£476,847
Total	-£792,740	-£737,506	£55,234

PWLLHELI HARBOUR	Financial Performance for the Period 1 April 2024 to 31 March 2025 - November 2024 Review		
	BUDGET FOR THE PERIOD 1/4/23 TO 31/3/24	EXPENDITURE FORECASTED 1/4/23 TO 31/3/24	OVER (UNDER)
Employees	£32,340	£31,598	-£742
Buildings	£15,260	£7,413	-£7,847
Transport	£790	£0	-£790
Supplies & Services	£15,770	£2,027	-£13,743
Income	-£47,810	-£41,114	£6,696
Total	£16,350	-£76	-£16,426