



Complete Agenda

Democracy Service
Swyddfa'r Cyngor
CAERNARFON
Gwynedd
LL55 1SH

Meeting

PORTHMADOG HARBOUR CONSULTATIVE COMMITTEE

Date and Time

5.30 pm, TUESDAY, 30TH SEPTEMBER, 2025

Location

Virtual Meeting

(for public access to the meeting please contact us)

Contact Point

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(DISTRIBUTED 22/09/25)

MEMBERSHIP:

Gwynedd Council:

Nia Wyn Jeffreys
Gwilym Jones
June Jones

Local Member
Local Member
Local Member

Co-Opted Members:

Dr Melfyn Edwards
Empty Seat
To be approved
To be approved
To be approved
Robert Owen
Chris Fisher

Representing Porthmadog Town Council
Representing Landowners' Interests
Representing Harbour Interests
Representing Leisure Interests
Representing Industrial Interests
Representing Commercial Interests
Representing Criccieth Lifeboat Insitution

Observers:

Desmond George
David Williams

Stephen Tudor
R Medwyn Hughes

Aberdyfi Harbour Consultative Committee
Deputy - Aberdyfi Harbour Consultative
Committee
Pwllheli Harbour Consultative Committee
Cabinet Member for Economy and
Community

A G E N D A

1. ELECT CHAIR

To elect Chair for 2025-2026.

2. VICE-CHAIR

To elect Vice-chair for 2025-2026.

3. APOLOGIES

To receive any apologies for absence.

4. DECLARATION OF PERSONAL INTEREST

To receive any declaration of personal interest.

5. URGENT BUSINESS

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

6. MINUTES

4 - 8

The Chairman will propose that the minutes of the meeting of this committee, held on 04/03/25, be signed as a true record.

7. UPDATE ON HARBOUR MANAGEMENT MATTERS

9 - 16

To submit a report by the Senior Harbours Officer.

8. DATE OF THE NEXT MEETING

To note that the next meeting of the Porthmadog Harbour Consultative Committee will be held on 03/03/26.

PORTHMADOG HARBOUR CONSULTATIVE COMMITTEE 04/03/25

PRESENT:

Councillor Gwilym Jones (Cyngor Gwynedd) (Chair)
Councillor June Jones (Cyngor Gwynedd) (Vice-chair)
Councillor Richard Medwyn Hughes (Cyngor Gwynedd) (Cabinet Member for Economy and Community)

ALSO IN ATTENDANCE: Llyr Beaumont Jones (Assistant Head of Economy and Community Department), Bryn Pritchard-Jones (Maritime Service Manager), Daniel Arthur Cartwright (Senior Harbour Officer), Malcolm Humphreys (Porthmadog Harbourmaster), Richard Hughes (Porthmadog Assistant Harbourmaster), Sioned Jones (Democracy Services Officer) and Jasmine Jones (Democracy Services Officer).

OBSERVER: Desmond George (Aberdyfi Harbour Consultative Committee).

APOLOGIES: Councillor Nia Jeffreys (Cyngor Gwynedd) and Chris Fisher (Cricieth RNLI).

1. APOLOGIES

Apologies were received from Councillor Nia Jeffreys (Cyngor Gwynedd) and Chris Fisher (Cricieth RNLI).

2. DECLARATION OF PERSONAL INTEREST

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

3. URGENT ITEMS

It was noted that three individuals had put their names forward to represent different interests on this committee:

- Jenny Howels (Porthmadog and Trawsfynydd Sailing Club) – representing leisure interests.
- Richard Owen (Robert Owen Marine) – representing industrial interests.
- Richard Aherne (Rowing Club) – representing the rowing club.

It was reported that following consultation with legal advisers, it had been decided that these individuals would need to be formally appointed by the Cabinet. The members of the committee were asked to consult on the matter, and to commit to deciding whether these individuals should be admitted as members of the Committee.

The members of the committee agreed to admit the three individuals to represent different interests on this committee.

4. MINUTES

The Chair signed the minutes of the previous meeting of this committee held on 01/10/24 as a true record.

5. UPDATE ON HARBOUR MANAGEMENT MATTERS

The reports below were submitted, and members were invited to give feedback on safety matters and harbour operational matters.

- (1) The Senior Harbours Officer's report gave a brief update to the committee on harbour matters for the period between October 2024 and March 2025.

Porthmadog Moorings and Boat Registration

It was reported that the restoration and maintenance of the l chains and moorings, which are located in the harbour, was being completed by a locally appointed mooring contractor. It was confirmed that customers wishing to have a mooring in the harbour or register their watercraft for the upcoming season were expected to complete the relevant on-line process promptly from 1 April onwards, via Cyngor Gwynedd's website. If assistance or guidance was required to complete the necessary processes, it was emphasised that customers were welcome to contact the harbour office, where staff would be happy to help. Hope was expressed that this year's summer period would be a busy one.

Port Marine Safety Code

It was reported that the service regularly reviewed the Marine Safety Code for the harbours within its jurisdiction, to ensure that it continued to fully comply with the current requirements of the Code. It was noted that, as part of the review process, it was necessary to receive the comments and views of the Consultative Committee Members on the suitability of the Marine Safety Code, and to receive regular comments on its content.

Staffing Matters

It was reported that Mr Daniel Cartwright, former Harbourmaster of Barmouth Harbour, had been appointed as Senior Harbours Officer to replace Mr Arthur Jones. Mr Daniel Cartwright took up responsibility for his role on 1 December 2024, as Mr Arthur Jones officially retired from the Service on 31 March. Mr Arthur Jones was thanked for his work in the service and on this Committee over the years.

It was noted that the Harbourmaster, Mr Malcolm Humphreys, and his assistant, Mr Richard Hughes, continued to provide a service to visitors and customers of the harbour, with maritime staff based in Barmouth and Aberdyfi harbours also available to assist if required.

It was noted that officers had undertaken maintenance work in the harbour, as well as additional work at Borth-y-Gest and on the nearby beaches of Morfa Bychan and Cricieth. It was further noted that seasonal beach officers would be appointed at Morfa Bychan and Cricieth beaches for the busy summer season.

It was reported that the owner of the 'Terra Marique' transport vessel had contacted the Senior Harbours Officer to discuss the possibility of returning to Black Rock. It was noted that a further report would be submitted to the Committee when further details became available.

Financial Matters

The Maritime Service Manager provided a brief summary of the Harbour's budgets for the period 01/04/24 – 31/03/25 (November 2024 Review), included as an appendix to the report. It was specifically noted:

- That there was an overspend under the Employees heading due to overtime costs. It was noted that Harbour staff had been assisting in other harbours and on Morfa Bychan beach. It was further noted that additional costs had risen as Mr Arthur Jones had remained in office longer than anticipated. It was underlined that this overspend had been anticipated.
- There was significant underspending under the Property heading, as no significant damage had occurred as a result of the storms. It was noted that this money could be used to meet overspending under other budget headings, such as Services and Supplies.
- There was also underspend under the Transport heading, but it was anticipated that the expenditure would increase in the coming weeks as the Dwyfor tanks had been filled with diesel.
- There was an overspend under the Services and Supplies heading for many reasons, specifically due to the significant cost of purchasing and maintaining specialist equipment. The view was expressed that an insufficient budget had been earmarked for this heading.
- That expenditure figure from the Maritime Fund was likely to increase, as the compound was going to be resurfaced. It was anticipated that around £10,000 would be spent on upgrading it. It was noted that the £525 already identified addressed planting work and the improvement of the back of the compound.
- An underspend in the total expenditure was anticipated, but, nevertheless, it was noted that the service had not managed to meet its income target, mainly due to the bad weather experienced.
- It was anticipated that the costs of running the Harbour for this period would be £38,728, with a shortfall of around £8,000.

The changes to the registration process for jet-skis and powerboats, which was now on-line, was emphasised. As a result, all income now goes to the Beaches budget rather than the Harbour, as it was under the previous system. It was further noted that the Harbour budget had been negatively impacted by the reduction in the number of jet-skis registered with Cyngor Gwynedd this year (a reduction of 368), which meant that fewer launch fees had been paid to the Harbour.

Fees and Charges 2025/26

It was reported that the Service intended to adjust the fees in line with the inflation rate at the time, which was 2.89%. It was elaborated that the harbour's income target rose at the same rate to £88,590, and therefore the additional funding needed to be found to meet this target. It was noted that the Service had charged some fees above the inflation rate and some lower, to ensure consistency between harbours.

It was reported that powerboat registration fees brought in approximately £200,000 to the Beaches Service. Despite this, it was noted that the annual registration fee needed to be increased from £70 to £75; and the annual launch permit fee from £180 to £190. For boats with less than 10 horsepower, the one-off fee would increase from £40 to £42. It was further noted that it was intended to increase the daily launch fee from £22 to £23. It was elaborated that caution needed to be exercised with charging this fee, as there was a risk that consumers could turn to launch sites in other areas if the price rose excessively.

- (2) The Harbourmaster's report summarised the Navigational and Operational matters that had arisen between October 2024 and March 2025, including maintenance matters.

Before submitting his report, the Harbourmaster thanked Mr Arthur Francis Jones (Senior Harbours Officer) for his hard work over the last 11 years. Daniel Arthur Cartwright was welcomed to the Service in his new position as Senior Harbours Officer.

It was reported that a Local Notice to Mariners had been issued for Buoy No. 11 and the "Fairway Buoy". It was elaborated that Buoy No. 11 had recently been repositioned, and that the Fairway Buoy was expected to be relocated within the next two weeks – the service was currently awaiting the contractor.

As the registration fee for jet-skis and powerboats had increased, it was noted that an increasing number of people were now choosing to pay for an annual launch permit. As a result, the harbour was missing out on income. It was further noted that the service was trying to encourage customers to switch to the new digital system for boat registration. It was elaborated that many people were reluctant to use the new system because it was on-line.

It was reported that work was underway following the inspection carried out on 3 December 2024, to install new lifting chains on 13 moorings. Hope was expressed that this work would be completed within the week. It was noted that work was continuing to resurface the compound, but there was uncertainty as to whether the entire area would be able to be completed due to the size of the site and the associated costs, which exceeded the earmarked budget. It was further noted that new timber had been received for the benches in Borth-y-Gest.

It was reported that 40 Griselinia plants had been planted in front of the harbour's wooden fences facing the harbour slipway, with the aim of making the area more visually attractive. In addition, it was reported that, following advice, the dragon named "Dixie" was now located on a bed of slate behind the harbour office, in a safe environment. It was hoped that Committee Members would contribute ideas on words to be placed on the decorative buoy located on the side of the bridge.

Councillor Gwilym Jones suggested that words relating to the harbour's 200th anniversary should be included on the decorative buoy. Councillor June Jones suggested that the names of all boats built in Porthmadog Harbour could be included on the buoy, with input from the Maritime Museum in Porthmadog. Hope was also expressed to restore an old winch from Cob Crwn, Llyn Bach, which could possibly

be placed in Porthmadog Harbour as part of the 200th anniversary celebrations. It was elaborated that there was a need to find out who was responsible for the winch, and Councillor June Jones agreed to look further into the matter.

Gratitude was expressed for the report. The Maritime Service Manager added that he had received notice of the possibility that the Terra Marique vessel would be visiting Porthmadog (Black Rock Sands) before the summer holidays. It was noted that the craft had visited twice in the past, and that the arrangements had worked effectively on both occasions. However, it was noted that welcoming the boat was a significant project which involved significant changes to the village of Morfa Bychan. It was elaborated that Committee members would be updated as required as more information became available.

RESOLVED To note and accept the report.

6. DATE OF NEXT MEETING

It was noted that the next meeting would be held on 30/09/25.

The meeting commenced at 5.30pm and concluded at 6.20pm.

(Chair)

Meeting	Porthmadog Harbour Advisory Committee
Date:	30/09/2025
Author:	Senior Harbour Officer
Service:	Maritime Service, Economy and Community Department
Title:	Update on Service Management matters

1 BACKGROUND

- 1.1 The Committee's role is to consider, discuss and advise on matters relating to harbour management, safety and development, as well as to receive members' comments on matters relating to Porthmadog Harbour.
- 1.2 The purpose of this report is to provide an update on management issues related to the harbour, and to invite feedback or comments from committee members.

2. REPORTING ON SERVICE MANAGEMENT MATTERS

- 2.1 The summary below is presented in relation to the performance of the service.

Performance Data

- 2.2 The data below is collated as part of the Maritime Service's performance management and monitoring arrangements.

	2023/4	2024/5	2025/6
Mooring Agreements			
Porthmadog	106	109	106
Barmouth	71	78	81
Aberdyfi	73	79	83

- 2.3 As can be seen, the mooring agreement figures for the 2025 season compare favourably with previous years, although there are fluctuations between individual harbours, the overall figures remain consistent, which is positive.
- 2.4 There was a 10% increase in the number of powered craft registered with Cyngor Gwynedd this season compared to the previous year, rising from 2,141 to 2,362.
- 2.5 The Service respectfully requests that details of all vessels and customers be provided to the harbour office at the earliest opportunity by all mooring suppliers / holders within the harbour.

2.6 The Service also collects data on the satisfaction levels of harbour users:

Satisfaction percentage rating of harbours managed by the Maritime Service

	2023/4	2024/5	2025/6
Customer Satisfaction			
Excellent	40%	60%	63%
Very Good	30%	24%	25%
Satisfactory	20%	16%	6%
Poor	10%	0%	2%
Very Poor	0%	0%	0%
Unknown	0%	0%	4%

2.6.1 These figures highlight the upward trend in 'positive' feedback received at our harbours, as well as the efforts made by the department to further improve the customer and visitor experience.

2.6.2 **Feedback received about Porthmadog Harbour:**

Positive responses:

- Harbour staff are approachable, knowledgeable, and provide support and assistance"
- "Great customer support, will visit again"
- "Very good place to enjoy crabbing with the family".
- "Clean and a well maintained and managed harbour".
- "Plenty of areas to sit and enjoy the harbour, with spectacular views and scenery".
- "The harbour provides a number of bins and benches, and the harbour is always clean and tidy".
- "The new sculptures are great and the children enjoy visiting Dixie"

Negative responses:

- "Lack of toilets"
- "Insufficient parking for harbour customers"
- "Nowhere to park my boat trailer"
- "Car park too small"
- Too much mud at the bottom of the slipway"
- "Sandbank movement in the channel is a problem"
- "Need to develop the area behind the harbour office by allowing businesses to put out table and chairs so people can enjoy the views whilst having a drink or a bite to eat. Why not have a weekly market?"

We acknowledge and welcome all feedback received about our harbours, and will continue to discuss any matters or concerns raised in order to improve the service further.

- 2.7 The Port Marine and Facilities Safety Code (PMSC) outlines the national standard for all aspects of port marine safety. To ensure compliance, our harbours are regularly audited by an external specialist. We are pleased to confirm the recent appointment of Mr Owen Morgan, Harbour Manager for Ceredigion Council, as our new 'Designated Person'. Mr Morgan will conduct the next audit during the winter months, and will provide guidance to ensure we meet the latest requirements of the PMSC. Following this audit the service will publish the updated version of the code on the Council's public website: www.gwynedd.llyw.cymru.

As part of our commitment to the PMSC continual training and development opportunities are offered to Maritime staff. We are pleased to announce that one member of staff has recently completed the 'Harbour Master Diploma', while another has commenced the latest 'UKHMA Harbour Master Certificate' course - we wish them every success with their professional development.

- 2.8 Due to the nature of their work, our officers unfortunately occasionally experience abusive, threatening and violent behaviour. To ensure the safety of both staff and the public, officers are now required to wear body worn cameras to provide protection and to record any incidents.

- 2.9 MAIB (Marine Accident Investigation Branch): We are pleased to announce that so far this year no maritime incidents or accidents have been reported to 'MAIB'.

- 2.10 Trinity House GLA (General Lighthouse Authority)

A key priority for the service is ensuring safe navigation for all mariners that use our waterways. As a registered 'LLA' (Local Lighthouse Authority), we undertake regular surveys of the harbour channel to ensure that all Local Aids to Navigation are correctly positioned and functioning properly. Inspections and records for A to N are uploaded to the Trinity House database. The latest report concluded that Cyngor Gwynedd had a 95.47% availability of Aids to Navigation, with the service being considered to be in "Good Order".

- 3.0 **Resources and Budget:** A summary of budget for Porthmadog Harbour is included below:

PORTHMADOG HARBOUR	Financial Performance for the Period 1 April 2025 to 31 March 2026 - August 2025 Review		
	BUDGET / TARGETS FOR THE PERIOD 1/4/25 TO 31/3/26	INCOME & EXPENDITURE FORECASTED 1/4/25 TO 31/3/26	OVER (UNDER)
Employees	79,918	83,825	3,906
Buildings	18,870	5,942	(12,928)
Transport	740	586	(154)
Supplies & Services	23,770	24,292	522
One - Off Expenditure - Financed from Reserves	0	3,384	3,384
Total Expenditure	123,298	118,029	(5,270)
Income	(76,590)	(70,986)	5,604
Contribution from Reserves Tow	0	(3,384)	(3,384)
Total Net	46,708	43,658	(3,050)

3.1. Other Key Issues:

- Development of the harbour office and compound have been supported through departmental 'reserves'.
- North Wales Police have requested footage from the new harbour CCTV system on a number of occasions this year to assist with incident investigations in the harbour area.
- A number of outboard motor thefts have been reported along the coast, the most recent incident being at Borth-y-Gest. The service advises that anyone with relevant information should contact NWP.
- The Maritime patrol vessels (powercats) are fully compliant with 'Cat 6' coding requirements following their annual inspection by the YBDSA.
- Once again, the service has experienced reduced staffing levels at some supervised sites. However harbour officers have provided valuable support and assistance when required.
- Discussions remain ongoing with the Porthmadog Rowing Club regarding a formal lease agreement for the area within the harbour compound used to store the Club's rowing boats. The service has no objections to the proposed agreement and notes that the Rowing Club continues to maintain the area to a high standard.

4.0 RECOMMENDATIONS

- 4.1 The Committee is asked to note and accept the contents of the report.

Meeting	Porthmadog Harbour Advisory Committee
Date:	30th September 2025
Author:	Harbour Master M. Humphreys
Service:	Maritime Service, Economy and Community Department
Title:	Update on Operational Matters

1. BACKGROUND

- 1.1 The Committee's role 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 Porthmadog Harbour.
- 1.2 The purpose of this report is to provide an update on operational issues related to the harbour, inviting feedback or comments from committee members.

2.0 REPORTING ON OPERATIONAL ISSUES: The summary below is presented from the perspective of the performance of the service.

- 2.1 Favourable weather has brought increased activity on the water, from sailing vessels, powered craft and increasingly paddle boards. While the service welcomes this growth in activity, mariners and water users are reminded of the importance of taking appropriate safety precautions. The use of, life jackets, leashes and reliable means of communication with the shore (VHF/mobile phone) can save lives. The department has responded to several incidents involving individuals who were unaware of the dangers posed by prevailing weather conditions and sea states. All water users are strongly urged to prepare adequately and remain aware of local conditions before setting out.
- 2.2 It is pleasing to note that visiting vessels continue to choose Cyngor Gwynedd harbours as a place to berth. Throughout the season a number of vessels travelled between our harbours, and we have received consistently positive feedback regarding both the facilities provided and the professionalism of harbour staff.

2.3 The service wish to advise that all new harbour customers requesting a mooring in Porthmadog Harbour, must visit the harbour office and complete the necessary mooring form and discuss vessel details. Returning customers are requested to utilise the online mooring registration system, which will be accessible from the 1st of April 2026. Paper mooring forms will no longer be accepted for returning customers - all renewals and payments must be completed using the online system. In the event of any difficulty in completing the online process, customers should contact the harbour office for assistance.

3.0 **Navigation Matters:** Harbour staff continue to monitor the course of the navigable channel. In May concerns were raised regarding a sand bank encroaching between the "Lookout Post" and "Danger Rock" where the river Dywryd meets the Glaslyn. A Local Notice to Mariners was issued in May to advise harbour users of this sand bank, as it may present difficulties for navigation at lower tides. The sand bank remains in place, and it is hoped that during the winter period a change in weather conditions may help to reduce or remove it. Notice to Mariners No 5 will therefore remain in place until further notice.

3.1 Surveys of the channel will continue to ensure that, if any Aids to Navigation require re-locating, harbour staff are able to respond promptly. The secondary channel, previously thought to be opening towards the direction of Harlech, has not developed further. However, the situation will continue to be monitored and further Notice to Mariners will be issued if required.

3.2 At the time of writing, there are currently two Local Notice to Mariners in force:

3.2.1 Local Notice to Mariners No 5/25. 07-05-2025 Sand Bank Encroachment in the Channel between "Lookout Post" and "Danger Rock". Mariners are advised to navigate with caution in this area.

3.2.2 Local Notice to Mariners No 10/25 (25-08-2025) Borth y Gest No15 Starboard Mark is currently off station.

3.2.3 Previous Notice to Mariners No10/24 "Fairway Buoy Off Station" was returned to station at its charted position 52°52.970'N 004°11.200'W 25-03-2025

3.3 Mariners are reminded of the need to navigate the channel 1.5 hours either side of high water when operating a vessel with a draft exceeding 1.5 metres. This restriction is due to the available depth of water over the sand bar at the seaward entrance to the navigable channel.

3.4 Mariners are also reminded to contact the harbour office prior to any approach to obtain the latest navigational information. The service operates on VHF Ch12. Changes to any of the navigational aids will be circulated via Local Notice to

Mariners and are available on the Cyngor Gwynedd website, this service is also available in formats suitable for those with visual impairments.

3.5 Specific issues:

- 3.5.1 Harbour Sculptures:** 'Dixie' the dragon continues to be a very popular attraction with locals and visitors, receiving positive feedback, especially from children posing for photos. Another notable attraction is the new Howard Bowcott installation, which attract significant attention. The service has also recently installed new composite picnic benches for the public to enjoy the new installations and of course the harbour itself.
- 3.5.2** Discussions are still ongoing regarding the relocation of the old hoist to the harbour area as an additional installation.
- 3.5.3 Car Park:** The service plans to install a new solar 'Pay and Display' machine in the car park over the winter period.
- 3.5.4** Concerns have been raised regarding the use of the car park by large vehicles and motorhomes, which impede movement for other users. To try to address this, new signage will be installed. Additionally, discussions are ongoing with other departments regarding the direction of traffic within the car park, including the potential installation of directional marks on the road to ease congestion.
- 3.5.5 Borth-Y-Gest.** During recent flood alerts it was noted that the flood gates at Borth-y-Gest had sustained some damage to the latches. The service has requested assistance from other departments to rectify the issue.

4.0 Maintenance

- 4.1 Harbour Compound:** The '*Griselinia*' plants along the compound fence are maturing well, now covering a large section of the fence and enhancing the visual appeal of the compound.
- 4.2** Several additions to the compound work have begun. Two new concrete pads have been installed to provide a cleaner and more usable working surface. New composite fencing has been installed on the western side of the compound to match the new composite gates at the entrance of the compound. Future works will include replacing of the internal gate new fencing and raised planters.

4.3 A new metered electric service point has been installed near the diesel pump enabling the service to monitor usage and charge accurately for customers wishing to use the facility.

4.4 Harbour Office: The service welcomes the development of the Porthmadog harbour office. Works have begun to create a new room within the building to provide a shared new office for the Senior Harbour Officer and Beaches Officer. This has also allowed the relocation of the canteen to a new area, providing more privacy for staff using the changing and toilet facilities.

5.0 Events

5.1 The service would like to remind all event organisers of the need to provide early notification of any proposed event.

5.2 In considering whether to approve an event, the service will give due regard to the information provided detailing the circumstances. The service reserve the right to apply any restrictions, impositions or limitations necessary to ensure public and staff safety.

6.0 RECOMMENDATIONS

6.1 The Committee is asked to identify and accept the contents of the report.