



Complete Agenda

Democracy Service
Swyddfa'r Cyngor
CAERNARFON
Gwynedd
LL55 1SH

Meeting

PWLLHELI HARBOUR CONSULTATIVE COMMITTEE

Date and Time

6.00 pm, TUESDAY, 7TH OCTOBER, 2025

Location

Virtual Meeting

(for public access to the meeting please contact us)

Contact Point

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(DISTRIBUTED 29/09/25)

MEMBERSHIP:

Gwynedd Council:

Hefin Underwood
Elin Hywel

Co-Opted Members:

Stephen Tudor
Michael Sol Owen
Wil Partington

Andrew Picken
Alwyn Roberts
Cyng. Mike Parry
Ifor Hughes

Representing Pwllheli Sailing Club
Representing Plas Heli
Representing Pwllheli Maritime Traders
Association
Representing Pwllheli Chamber of Trade
Representing Pwllheli Lifeboat Institution
Cyngor Tref Pwllheli
Pwllheli and District Boat Owners
Association

Observers:

Desmond George
David Williams
Gwilym Jones

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 ITEMS

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

6. MINUTES

4 - 6

The Chairman will propose that the minutes of the meeting of this committee, held on 11/03/25, be signed as a true record.

7. UPDATE ON HARBOUR MANAGEMENT MATTERS

7 - 11

To submit the report of the Hafan and Harbour Pwllheli Manager.

8. DATE OF THE NEXT MEETING

To note that the next meeting will be held on 10/03/26.

PWLLHELI HARBOUR CONSULTATIVE COMMITTEE, 11 MARCH 2025

PRESENT:

Cyngor Gwynedd: Councillors Hefin Underwood and John Brynmor Hughes

Co-opted Members: Barry Simmons (Pwllheli Marina Berth Holders' Association representative), Stephen Tudor (Pwllheli Sailing Club), Andy Vowell (Pwllheli RNLI), Wil Partington (Pwllheli Maritime Traders Association) and Councillor Mike Parry (Pwllheli Town Council).

Officers: Gerwyn Owen (Pwllheli Hafan and Harbour Commercial Manager), Sarah Hattle (Deputy Manager and Pwllheli Harbourmaster), 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) and Councillor Gwilym Jones (Porthmadog Harbour Consultative Committee).

1. APOLOGIES

Apologies were received from Councillor Elin Hywel, Michael Sol Owen (Plas Heli), Alwyn Roberts (Pwllheli RNLI) and Councillor Richard Medwyn Hughes (Cabinet Member for the Economy and Community).

Councillor John Brynmor Hughes and Sarah Hattle (Deputy Manager and Pwllheli Harbourmaster) were welcomed to their first meeting.

2. DECLARATION OF PERSONAL INTEREST

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

3. URGENT ITEMS

None to note.

4. MEMBERSHIP

A reminder was given that the membership of this Committee included a mix of representation such as Cyngor Gwynedd Members, Co-opted Members and Observers from the Aberdyfi, Abermaw and Porthmadog Harbour Committees.

It was specified that this Committee complied with the constitution of the other Harbour Committees in Gwynedd, which imposed restrictions on membership. It was confirmed that up to 4 Elected Members of Cyngor Gwynedd and up to 7 Co-opted Members were allowed to be Members of this Committee.

It was explained that officers had received applications from individuals from local agencies who wished to become members of this Committee, clarifying that no other member could be accepted as the membership was currently full. However, it was highlighted that the terms of membership of some of the current Members did not meet the requirements of this Committee. It was specified that there was no record of an official nomination having been received from the Pwllheli Chamber of Commerce nor the Pwllheli and District Boat Owners Association.

It was confirmed that officers had asked the Legal Department for guidance on how to strengthen the membership of this Committee.

The officers were authorised to make further enquiries into the robustness of the Committee's membership, in order to ensure the correct future membership.

5. MINUTES

The Chair signed the minutes of the previous meeting of this Committee held on 8 October 2024 as a true record.

6. UPDATE ON HARBOUR MANAGEMENT MATTERS

A Report was received which included updates to the Port Maritime Safety Code, the Long-term Strategy, Dredging, Financial Matters, Operational Matters and statistics on mooring numbers and customer satisfaction percentages.

Following his recent retirement, former harbourmaster, Wil Williams, was thanked for 34 years of service at Hafan Pwllheli. It was pointed out that he led on the construction of the marina, supervised extension work and always maintained the highest level of customer service. It was added that he was very passionate about harbour matters and was always prepared to share guidance and support. He was wished well on his retirement.

During the discussion, the following observations were made:

Dredging

The Commercial Manager for Hafan Pwllheli and Harbour confirmed that discussions with Natural Resources Wales to receive a dredging licence emphasised the need to reclaim land as well as introduce a suitable landscape for natural species seen on the coast.

Enquiries were made about disposal arrangements in Cardigan Bay, confirming that a marine licence would be required to dispose of any silt into the Bay. It was elaborated that a request was being made to profile where the silt leaving the harbour would settle, in collaboration with Gwynedd Consultancy.

In response to an enquiry about the use of a boat to transport silt into Cardigan Bay for disposal there, the Commercial Manager for Hafan Pwllheli and Harbour confirmed that this would prove expensive for the service, as it would cost £1 million to transport the boat to Pwllheli before the process began. It was confirmed that such a scheme was not being considered because it was not feasible within the Harbour's budgets. However, it was confirmed that the intention was to ensure that the silt was pumped into the Bay.

Concerns were raised about the annual costs of the dredging process and an alternative idea was proposed to address the challenge. The idea of constructing a groyne near Carreg yr Imbill was expanded upon, to prevent sand from reaching the harbour from the direction of Abererch, thus causing less silt to settle within the harbour. In response, the Commercial Manager of Hafan Pwllheli and Harbour confirmed that the costs of transferring the sand from the Harbour to Carreg y Defaid beach had been addressed by the government. It was expanded that the Harbour was free to sell the remainder of the sand for a profit, confirming that all profits made would be added to the Harbour Dredging Fund. It was also noted that a Flood Management Plan was in place in conjunction with Gwynedd Consultancy and Natural Resources Wales, with various options such as the construction of a groyne included in it. However, it was explained that there was a delay with this Plan as it had not been discussed as part of the Pwllheli area business plan by the board of Natural Resources Wales, which was leading on the project. It was emphasised that officers were constantly striving to get an update on this matter as soon as possible.

The Assistant Head of Economy and Community Department declared that the challenge of dealing with the silt had reached a crisis. It was accepted that external agencies had environmental concerns about the Harbour's application for a licence to pump it into Cardigan Bay. It was confirmed that the Harbour was completing an environmental, financial and social assessment of the process when submitting the licence application. It was hoped that local organisations and members of this Committee would contribute to that assessment in order to obtain a long-term solution to this challenge.

It was pointed out that afon Erch had changed its course and that this, in addition to recent stormy weather, had led to an increase in the levels of silt settling within the harbour. Concern was expressed that large boats would not be able to use the basin soon without a solution to this challenge and that only personal watercraft could benefit from the harbour. It was expanded that an additional 10,000 tonnes could not be extracted as happened in October 2024 because the lagoon had been filled at a cost of around £750,000 and needed time to dry out before silt was moved again.

The closure of the 'Bae Bach' area was considered to improve the flow of the river and reduce the silt that settles within the harbour. In response to the consideration, the Commercial Manager for Hafan Pwllheli and Harbour confirmed that this was a consideration in the Harbour plan within the application for a licence to pump the silt into Cardigan Bay. It was explained that the rocks already in the Bae Bach area were intended to be used to build a wall, removing the silt beyond it to be able to reclaim land. It was hoped that this scheme, in conjunction with the pumping of silt into Cardigan Bay, would be a long-term solution to the current challenges, as ecological reports confirmed that around 90% of the silt was being drawn in from the sea into the harbour.

It was confirmed that officers would be meeting with Gwynedd Consultancy shortly to ensure that the licence application was successful, ensuring that the concerns of this committee would be highlighted in order to find solutions. A meeting with the members was considered to receive input on the way forward after the licence application had been submitted, when timely.

7. PLAS HELI

The verbal report was presented by a representative of Pwllheli Sailing Club.

It was updated that significant renovations were underway, including the demolition of stairs, a parapet and the renovation of rotten woodwork. It was added that tarmac work had been carried out to improve the parking situation and the overall appearance of the area. It was also noted that new entrance doors had been installed.

A very busy summer season was anticipated, explaining that the first event to be held at Plas Heli would be the RYA (Royal Yachting Association) conference before Easter. There was pride in the fact that several agencies had been in touch with Plas Heli to host events, and that the calendar was full until 2027.

8. DATE OF NEXT MEETING

It was noted that the next meeting would be held on 7 October 2025.

The meeting commenced at 6.00pm and concluded at 7.10pm.

CHAIR.

Meeting	Pwllheli Harbour Consultative Committee
Date:	7 October 2025
Author:	Hafan Pwllheli and Harbour Manager - Sarah Hattle
Service:	Hafan and Harbour Pwllheli, 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, protection and development of the Harbour and to receive members' comments on matters relating to Pwllheli Harbour
- 1.2 The purpose of this report is to provide an update on Pwllheli harbour for the period up to the end of September 2025, inviting feedback or comments from committee members.

2. REPORTING ON SERVICE MANAGEMENT MATTERS

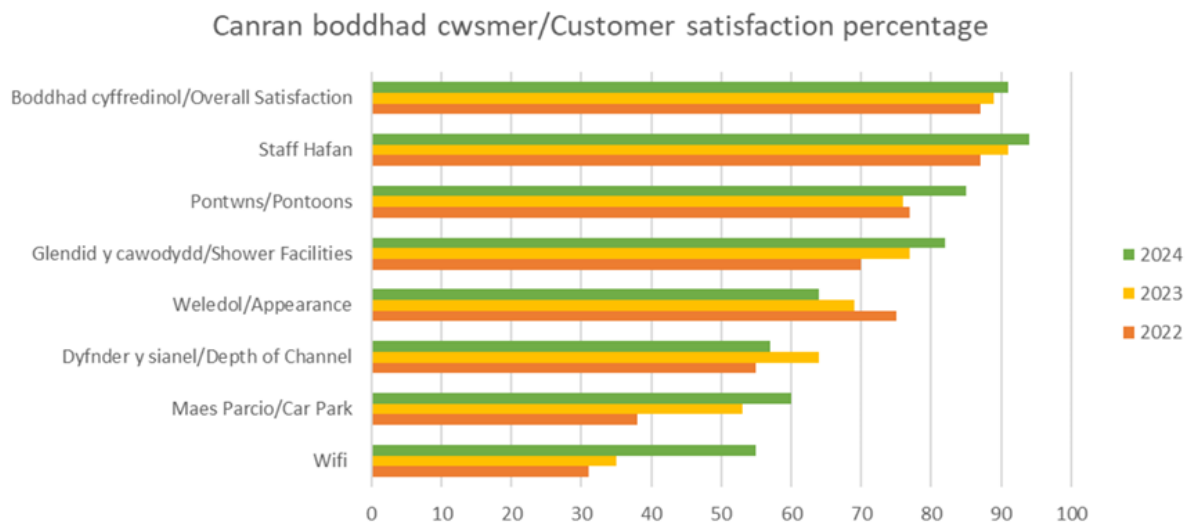
- 2.1 The summary below is presented in relation to the performance of the Service.

i) Performance Data

- 2.2 The berth availability and occupancy data below are collated as part of the Hafan and Harbour Service's performance management and monitoring arrangements.

Berthing Area	2023/4	2024/5	2025/6
Mooring Agreements	47/49 (96%)	39/49 (80%)	38/44 (86%)
Area 5	11/11	9/11	8/8
Area 4	8/8	7/8	8/8
Area 3	18/20	14/20	16/20
Fishing Pontoon	10/10	9/10	6/8

- 2.3 As you will note, the capacity levels within different areas of the harbour may vary from year to year for area 5 this is due to increased siltation, for the fishing pontoon the number of berths is dependent on the size of the vessels
- 2.4 The Service also collects data on mooring and berthholder customer satisfaction:



n.b. These figures combine both marina bertholders and harbour customers

- 2.5 In previous years, the survey has taken place in April/May time. This year we've scheduled the survey for the start of October to ensure we get relevant feedback from the current season. Overall there is an upwards trend in improved satisfaction with the exception of overall appearance of the Harbour and Depth of the Channel. The downward trend in score for overall appearance is indicative of the ageing infrastructure which we are aware of and there are improvements planned see section 2.11. Depth of the channel is discussed in section 2.10.

ii) Harbour Safety

- 2.6 The Port Maritime Security Code (PMSC) outlines the national standard for all aspects of port maritime security. 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. A current version of the Code is available in any of Cyngor Gwynedd's harbour offices. 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.
- 2.7 During August, a berth holder became gravely ill overnight. The night security employee administered first aid and ambulance, police and coastguard attended. Sadly, in spite of everyone's best efforts they died in the early hours of the morning onboard their boat in the marina. The team member involved in the incident is being supported and did not require any time off.

- 2.8 A key priority for the service is ensuring safe navigation for all mariners who use our waterways. In support of this we undertake regular inspections of all aids to navigation. In addition Trinity House inspect our aids to navigation annually and audit our records annually. A summary of these Trinity House visits over the past 12 months is as follows:

Date	Activity	Assessment/Comments
14/5/2025	Audit of records	Satisfactory “everything was found in good order and there were no matters arising which require further comment.”
11/10/2024	Inspection of Aids to Navigation	“were found to be in good and efficient order”

iii) Resources and Budget

- 2.9 A summary of budgets for Pwllheli harbour is included below:

PWLLHELI HARBOUR	Financial Performance for the Period 1 April 2025 to 31 March 2026 - August 2025 Review		
	BUDGET FOR THE PERIOD 1/4/25 TO 31/3/26	EXPENDITURE FORECASTED 1/4/25 TO 31/3/26	OVER (UNDER)
Employees	£36,472	£35,868	-£604
Buildings	£16,940	£9,311	-£7,629
Transport	£730	£23	-£707
Supplies & Services	£15,830	£1,012	-£14,818
Income	-£48,930	-£40,982	£7,948
Total	£21,042	£5,231	-£15,811

HAFAN PWLLHELI	Financial Performance for the Period 1 April 2025 to 31 March 2026 - August 2025 Review		
	BUDGET FOR THE PERIOD 1/4/25 TO 31/3/26	EXPENDITURE FORECASTED 1/4/25 TO 31/3/26	OVER (UNDER)
Employees	£387,898	£355,508	-£32,390
Buildings	£569,470	£614,964	£45,494
Transport	£11,440	£6,760	-£4,680
Supplies & Services	£118,810	£125,431	£6,621
One - Off Expenditure - Financed from Reserves	£0	-£17,000	-£17,000
Income	-£1,898,440	-£1,905,845	-£7,405
Contribution from Reserves Towards One Off Costs	£0	£17,000	£17,000
Total	-£810,822	-£803,183	£7,639

iv) Other Key Updates

2.10 **Welsh Government Fisheries Grant.** Having submitted a grant application earlier in the year in August we received notification we have been successful in securing £67,688.21 of funding. This money will be used to replace the commercial fishing pontoon like for like and also to build new tender racks. All work is scheduled to take place early in 2026.

2.11 **Dredging.** In March YGC were commissioned to prepare two marine licence applications in relation to dredging. One license is for ongoing maintenance dredging where the harbour is seeking authority to pump dredged material out to sea. The second license is for a capital dredge which would include land reclamation. It's anticipated the application process will take 12 months. Progress to date is as follows:

- **Maintenance Dredging:** Preparation of this marine license application is on track to be submitted in April 2026. Intertek were successful during a tender process and are modelling movement and deposition of any potential material pumped out to sea. Meetings have also been held between Intertek and Royal Smals

looking at the planning of this type of dredging which is ensuring the modelling is as realistic as possible.

- **Capital Dredging:** Preparation of this marine licence application is on track to be submitted in April 2026. Four potential land reclamation sites have been identified. The buildability of each site is now being assessed as well as the environmental impact and all required surveys.

2.12 **Harbour and Marina Building.** Resources have been secured for an architect to engage with team members and customers and draw up plans to modernise the Harbour and Marina Building, which is largely unchanged since being built in the early 1990s. Architects were invited to submit methodology and prices during August, these are currently being reviewed. the successful architect should be appointed during the first week of October.

2.13 **Night Security.** In accordance with procurement requirements tenders were recently invited for the provision of night security. The new company will take over the contract from 1st October 2025.

3. REPORTING ON SERVICE OPERATIONAL MATTERS

3.1 **Staffing:** Gerwyn Owen the Commercial Manager stepped aside at the end of April 2025 after almost three years in order to fulfil another role within Cyngor Gwynedd. After a recruitment round Sarah Hattle, who had been temporarily filling the role, was appointed into the new role of Harbour and Marina Manager at the start of August. A review of the staffing structure for Hafan and Harbour Pwllheli is taking place prior to recruiting any further team members.

4. RECOMMENDATIONS

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