



# Complete Agenda

Democracy Service  
Swyddfa'r Cyngor  
CAERNARFON  
Gwynedd  
LL55 1SH

Cymraeg

Mae'r ddogfen hon hefyd ar gael yn Gymraeg.

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Meeting

**PWLLHELI HARBOUR CONSULTATIVE COMMITTEE**

Date and Time

**6.00 pm, TUESDAY, 10TH MARCH, 2026**

Location

**Virtual Meeting**

**(for public access to the meeting please contact us)**

Contact Point

**Rhodri Jones**

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## **MEMBERSHIP:**

### **Gwynedd Council:**

Hefin Underwood  
Elin Hywel  
John Brynmor Hughes

### **Co-Opted Members:**

Stephen Tudor  
Michael Sol Owen  
Wil Partington  
Andrew Picken  
Alwyn Roberts  
Cyng. Mike Parry  
Ifor Hughes  
Barry Simmons

Pwllheli Sailing Club  
Plas Heli  
Pwllheli Maritime Traders Association  
Pwllheli Chamber of Trade  
Pwllheli Lifeboat Institution  
Cyngor Tref Pwllheli  
Pwllheli and District Boat Owners Association  
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. URGENT ITEMS**

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

## **4. MINUTES**

4 - 6

The Chairman will propose that the minutes of the meeting of this committee, held on 07 October 2025, be signed as a true record.

## **5. UPDATE ON HARBOUR MANAGEMENT MATTERS**

7 - 11

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

## **6. PLAS HELI**

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

## **7. DATE OF THE NEXT MEETING**

To note that the next meeting will be held on 03 November 2026 (subject to confirmation by the Full Council).

Members to note: an additional informal session will be held on 18 March 2026 to discuss matters relating to dredging the Harbour.

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## PWLLHELI HARBOUR CONSULTATIVE COMMITTEE, 07 OCTOBER 2025

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### ATTENDANCE:

**Cyngor Gwynedd:** Councillors Hefin Underwood and John Brynmor Hughes

**Co-opted Members:** Barry Simmons and Gillian Parry-Jones (Pwllheli Marina Moorings Association), Michael Sol Owen (Plas Heli), Stephen Tudor (Pwllheli Sailing Club), Alwyn Roberts (Lifeboat Foundation, Pwllheli) and Wil Partington (Pwllheli Maritime Merchants Association).

**Officers:** Sarah Hattle (Pwllheli Hafan and Harbour Manager), Llyr Beaumont Jones (Assistant Head of Economy and Community Department) and Rhodri Jones (Democracy Services Officer).

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

### 1. ELECTION OF CHAIR

It was decided to elect Councillor John Brynmor Hughes as Chair for 2025/26.

### 2. ELECTION OF VICE-CHAIR

It was decided to elect Councillor Elin Hywel as Vice-chair for 2025/26.

### 3. APOLOGIES

Apologies were received from Councillor Gwilym Jones (Porthmadog Harbour Committee Observer) and Councillor Elin Hywel.

### 4. DECLARATION OF PERSONAL INTEREST

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

### 5. URGENT ITEMS

It was explained that officers were aware of complaints about the litter found around the harbour area. It was noted that ensuring that litter was collected was part of the responsibilities of the Hafan and Harbour Manager but it was recognised that it was challenging to ensure that everything had been collected on all occasions. Assurance was given that every effort was being made to pick up litter on a weekly basis, noting that this happened more regularly if issues arose. Details were given of a specific example where a bicycle had been found in the corner of the harbour, which officers had attempted to collect it was confirmed, but that it could not be accessed safely at this time. Similarly, attention was drawn to a layer of metal material that had reached the harbour from the direction of Abererch and bound in mud. It was confirmed that these issues would be resolved as soon as possible and that officers were continuously monitoring the situations. The assistance of users and the public was sought to highlight any issue that required a response to the attention of the officers as soon as possible.

### 6. MINUTES

The Chair signed the minutes of the previous meeting of this Committee held on 11 March, 2025 as a true record.

## 7. UPDATE ON HARBOUR MANAGEMENT MATTERS

An update on the management issues of the harbour was received from the Pwllheli Hafan and Harbour Manager.

Members were guided through the report detailing performance and customer satisfaction data issues. It was detailed that a customer satisfaction survey would be shared with mooring holders very soon, confirming that the outcomes of the survey would be shared with Members at the next meeting of this Committee.

During the discussion, a number of comments were received about dredging issues in the Harbour. In response, the Manager confirmed that officers were currently preparing two marine licence applications to deal with scrutiny issues, in conjunction with Gwynedd Consultancy. It was elaborated that these permits would enable officers to pump dredged material out to sea as well as reclaim land. It was explained that different areas had been identified for this work and that work was underway to gather evidence for the licence application. It was noted that there was no assurance that all areas would receive attention until the feedback request would be accepted for the permit applications. It was acknowledged that there was currently no quick solution to dredging issues as the preparations to apply for these permits were underway until April 2026. It was detailed that the process of applying for marine licences was one that took approximately 12 months, due to the need to carry out various inspections. It was emphasised that harbour officials held regular meetings with Gwynedd Consultancy to ensure that this timetable did not fall behind. An update was given that feedback was expected quite soon following the submission of marine licence applications by Natural Resources Wales as officers were working closely with them throughout the application development process, to ensure that all necessary information was included and to streamline the process. In response to an enquiry, the Assistant Head of Economy and Community Department assured that this process of applying for marine licences in order to find a long-term solution would not have a detrimental effect on the regular dredging work already underway.

It was elaborated that the harbour entrance had been dredged earlier this year and that arrangements were in place for it to be dredged again in the period from January to March 2026. It was explained that officers were looking for areas where mud collected regularly, and were aware that this was currently happening near pontoon 11. Harbour users were thanked for informing officials of any area where mud was gathering. It was also noted that a detailed survey had been carried out in May to obtain detailed data on the condition of the channel, confirming that there were no apparent problems arising from the results of that survey.

In response to an enquiry into whether a proportion of the Harbour's profits were being retained in order to ensure that there was an adequate budget for effective dredging, the Assistant Head of Economy and Community Department confirmed that Cyngor Gwynedd's Asset Management Plan had ensured that £6 million had been earmarked for the Harbour for resource updates and the realisation of the dredging programme, sharing hopes that a budget would now be able to be offered in future.

In response to a query if it was possible for harbour officers to update users more regularly on dredging issues, the Manager noted that constant contact was already being made with mooring holders. It was acknowledged that contact had been challenging in the past but this had improved recently, considering whether officers could share an update to mooring holders once every 3 months on these issues in future. Reference was also made to the harbour's newsletter which shared updates every two months, stating that anyone could subscribe to it through the website to receive the latest information on Harbour related matters. It was confirmed that the harbour stakeholders and representatives of Pwllheli Town Council would receive confirmation when the circular was published in future.

Following the discussion, the Assistant Head of Economy and Community Department confirmed that he would be sharing a full presentation during the next meeting of this Committee on the

various work streams of the harbour. It was added that this presentation would elaborate on technical and environmental information as well as the different options available to the site.

Harbour safety, resource and budget issues, Welsh Government Fisheries grant, harbour building and operational matters were reported.

At the end of the discussion, a representative from Pwllheli Sailing Club stated that he did not believe that he was able to commit to the role of observer to other harbour committees in Gwynedd in the future as a result of other commitments, and asked the Committee to elect another representative in his place. Councillor John Brynmor Hughes was nominated and seconded as the new observer of this Committee and was elected following a formal vote.

An update was had on sailing events at Plas Heli, taking pride in the fact that the site had been very busy over the summer period and that positive feedback had been received from users and visitors. Plas Heli was congratulated on hosting a sailing event where 240 competitors had travelled internationally to take part.

It was noted that detailed information on scrutiny matters would be shared with Members at the next meeting. In response to an enquiry about holding a face-to-face meeting, the Manager offered to hold an open evening outside this Committee in order for members to receive an update on scrutiny matters and provide an opportunity to receive feedback and comments. This idea was supported and it was agreed to extend an invitation to mooring holders to that informal meeting.

**RESOLVED TO:**

- 1. Accept the report, noting the observations made during the discussion.**
- 2. Receive a full presentation on dredging plans and impacts as part of the next meeting to be held on 10 March 2026.**
- 3. Hold an open evening in Hafan in March to discuss dredging issues and alleviate the concerns of service users and the public on those issues.**
- 4. Elect Councillor John Brynmor Hughes as the Committee's observer for the Aberdyfi, Porthmadog and Barmouth Harbour Committees.**

**8. DATE OF NEXT MEETING**

**It was noted that the next meeting would be held on 10 March 2026.**

The meeting commenced at 6.00 pm and ended at 6.50 pm.

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**CHAIR.**

# Agenda Item 5

<b>Meeting</b>	Pwllheli Harbour Consultative Committee
<b>Date:</b>	10 March 2026
<b>Author:</b>	Hafan Pwllheli and Harbour Manager - Sarah Hattle
<b>Service:</b>	Hafan and Harbour Pwllheli, Economy and Community Department,
<b>Title:</b>	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 February 2026, inviting feedback or comments from committee members.

## 2. REPORTING ON SERVICE MANAGEMENT MATTERS

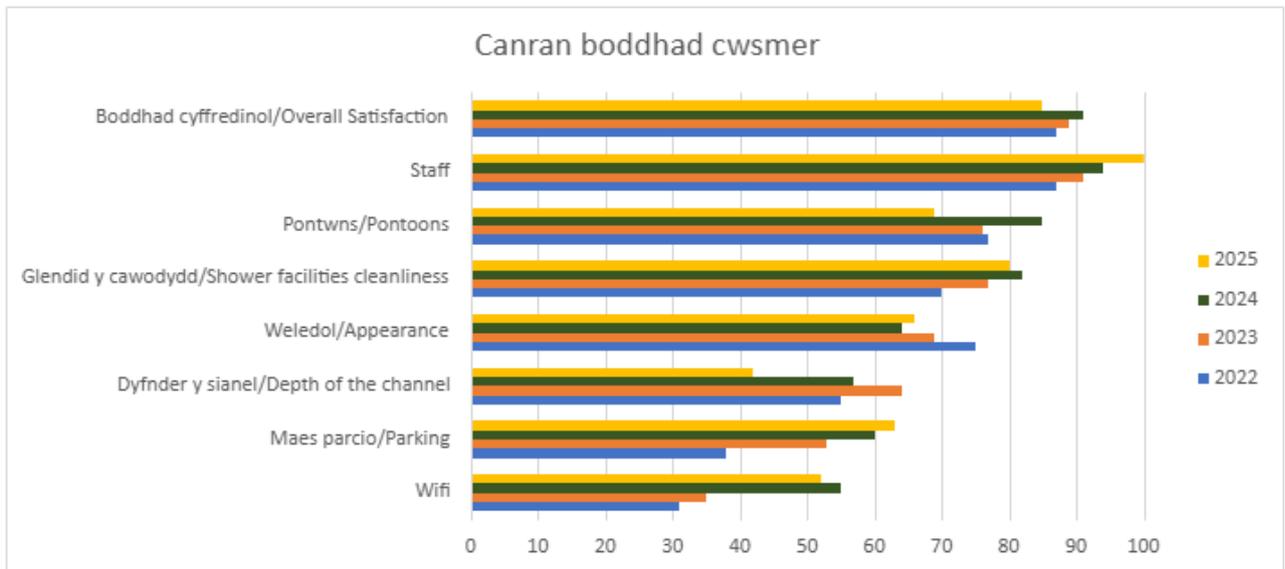
- 2.1 The summary below is presented in relation to the performance of the Service.

### 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.

<b>Berthing Area</b>	<b>2023/4</b>	<b>2024/5</b>	<b>2025/6</b>
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 The survey is completed annually in October. Overall there is an upwards trend in improved satisfaction with staff helpfulness and parking facilities. The downward trend in score for overall appearance is indicative of the ageing infrastructure which we are aware of. Depth is perceived to be worsening with increased siltation, although the channel depth is maintained. The long term dredging strategy is discussed at 2.11.

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. Having been appointed as our Designated Person last year Owen Morgan conducted an audit of all four Cyngor Gwynedd Harbours 10-11 February 2026. His full report is yet to be received however, initial feedback from the audit has been positive. It is anticipated that the service will publish the updated version of the code on the Council’s public website imminently: [www.gwynedd.llyw.cymru](http://www.gwynedd.llyw.cymru).

2.7 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.”
06/10/2025	Inspection of Aids to Navigation	“were found to be in good and efficient order”

### iii) Resources and Budget

2.8 A summary of budgets for Pwllheli harbour is included below:

PWLLHELI HARBOUR	Financial Performance for the Period 1 April 2025 to 31 March 2026 - November 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	£35,824	-£648
Buildings	£16,940	£13,716	-£3,224
Transport	£730	£23	-£708
Supplies & Services	£15,830	£991	-£14,839
Income	-£48,930	-£37,227	£11,703
<b>Total</b>	<b>£21,042</b>	<b>£13,327</b>	<b>-£7,715</b>

HAFAN PWLLHELI	Financial Performance for the Period 1 April 2025 to 31 March 2026 - November 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	£340,375	-£47,523
Buildings	£577,460	£653,919	£76,459
Transport	£11,440	£4,700	-£6,740

Supplies & Services	£118,810	£114,688	-£4,122
One - Off Expenditure - Financed from Reserves	£0	£0	£0
Income	-£1,898,440	-£1,992,525	-£94,085
Contribution from Reserves Towards One Off Costs	£0	£0	£0
<b>Total</b>	<b>-£802,832</b>	<b>-£878,843</b>	<b>-£76,011</b>

#### iv) Other Key Updates

2.9 **Welsh Government Fisheries Grant.** Between writing this report and having the meeting the planned work replacing the mid river fishing pontoon should have been completed. It's scheduled to take place 23-27 February 2026.

2.10 **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. Meetings have taken place with NRW (licensing authority) to discuss the applications. Progress to date is as follows:

- **Maintenance Dredging:** Preparation of this marine license application is on track to be submitted summer 2026. Intertek (the company commissioned to provide the required sediment modelling) needed additional data on the movement of water in Abererch bay. During December 2025 and January 2026, a sensor was deployed to gather the required data. This data is currently being analysed and will then be input into the model to ensure the model is as realistic as possible.
- **Capital Dredging:** Preparation of this marine licence application is on track to be submitted summer 2026. Four potential land reclamation sites have been identified and a buildability report produced. Some environmental data has been gathered for each site with further surveys taking place over the coming months.

2.11 **Harbour and Marina Building.** Following a competitive process Rhodri of Dobson Owen was appointed in October 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. He's approaching completion of this project. In the meantime in December Firmhelm vacated the Erch room in order for Hafan to develop this as a Berth Holders lounge. Works are more extensive than

anticipated with new, windows, doors, heating and flooring required. This work is progressing and the room is expected to be operational early in the 2026/27 season.

- 2.12 **Cleaning.** In accordance with procurement requirements tenders were recently invited for the provision of cleaning. The successful company is due to be appointed late February and it's expected they'll take over the contract during March.

### **3. REPORTING ON SERVICE OPERATIONAL MATTERS**

- 3.1 **Staffing:** In consultation with HR and the trade unions a review of the staffing structure for Hafan and Harbour Pwllheli has recently taken place. Team members are being moved internally into the new roles. Once this concludes, by the end of February external recruitment into two new roles will take place.

### **4. RECOMMENDATIONS**

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