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| <b>MEETING</b> | <b>Pwllheli Harbour Consultative Committee</b> |
| <b>DATE</b>    | <b>17 October 2017</b>                         |
| <b>TITLE</b>   | <b>Update on Harbour Management Matters</b>    |
| <b>AUTHOR</b>  | <b>Maritime and Country Parks Officer</b>      |

## **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 for officers to 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 from March 2017 to October 2017 in order to receive feedback from the Members on safety matters and the harbour's operational matters.

1.3 In 2014, the Council's Cabinet decided that the Harbour Committees of Aberdyfi, Barmouth and Pwllheli would include: -

- Up to 4 Gwynedd Council Local Members
- The Gwynedd Council Cabinet Member who holds the Harbour Authority Portfolio
- One Town/Community Council Member
- Up to seven other members to represent the various interests of harbour users

During the summer, the Member Support Officer 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.

Porthmadog Harbour Committee is a statutory harbour committee which has been drawn-up in accordance with Section 6 (2) (a-j) of the Porthmadog Harbour Reform Order. The Order provides that 15 Members serve on the Porthmadog Harbour Consultative Committee. A comprehensive list of the groups and organisations being represented on the Harbour Committee can be seen in the Harbour Order. A copy of the Order is available for Members.

## **2. Moorings, Registration of Boats Pwllheli Harbour and Hafan**

2.1 In 2017/18 figures for boats on moorings in the Harbour were as follows: -

2.2 Moorings in the External Harbour - there are 60 boats on annual moorings in 2017. This compares with 58 boats that were moored in 2016. It is encouraging to see a small increase in the numbers this year. 46% of the owners reside in Gwynedd while 54% reside outside the county.

2.3 Hafan - 306 boats have moored on the annual pontoon moorings in 2017. This compared with 287 boats on pontoon moorings in 2016. It is encouraging to note an increase in the numbers moored at Hafan this year, and this year's numbers are the highest since 2012. 19% of the owners reside in Gwynedd while 81% reside outside the county.

- 2.4 On the whole, when comparing all Gwynedd Council harbours, a small increase was seen in the number of customers over the past year. The only exception in terms of the consistency of boat numbers on moorings was at Victoria Dock in Caernarfon, where a reduction was seen in the number of boats on pontoon moorings. This is due to mooring difficulties caused by an increase in silt which had resulted in boats being unable to moor on some of the pontoons due to a lack of water depth in the Dock.
- 2.5 903 Power Boats were registered with Gwynedd Council in 2017, compared to 1001 registered in 2016. 100 boats had registered through a tenant arrangement which manages and services the slipway in the external harbour on behalf of the Council, and 177 boats registered in Hafan.
- 2.6 725 Personal Watercrafts were registered in Gwynedd in 2017. This compares with the 734 registered in 2016. 56 Personal Watercrafts had registered through a tenant arrangement which manages and services the slipway in the external harbour on behalf of the Council, and 65 Personal Watercrafts had registered in Hafan.
- 2.7 The importance of ensuring that every power boat and Personal Watercraft which uses the Marina's slipway is registered and displays the registration permit on the boat is emphasised. No boat should be launched in the harbour without displaying the registration permit. It should be ensured that Parking and Launching companies comply with these requirements.

### **3. Ports Marine Safety Code**

- 3.1.1 In November 2016, the Department for Transport published revision to the Ports Safety Code. Copies of the new code have been circulated to all Members of the Consultative Committee and copies can also be obtained on the MCA's website. The Maritime and Country Parks Service reviews the Safety Code for the municipal harbours of Gwynedd on a regular basis to ensure that all safety systems at our harbours comply with the requirements of the code and the expectations of our customers and in order to comply with the Health and Safety requirements.
- 3.1.2 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 the document is available to Members upon request to the Maritime and Country Parks service.
- 3.1.3 Between the 19 and 21 of September 2017, a thorough inspection was carried out by the Coastguard Agency's auditors on the current safety arrangements and systems at Gwynedd municipal harbours in order to ensure compliance with the Ports Safety Code. The auditors initial opinion was that the Council complied with the requirements in general but that some aspects relating to recording duties and stating the Duty Holder needed to be revised. The auditors visited the harbours of Aberdyfi, Porthmadog and Pwllheli during the audit.
- 3.1.4 A written report is expected from the auditors outlining the matters requiring attention from the Council. It is ensured that the Consultative Committees receive a copy of the report. When the auditor's report will be received, the Council will have a specific period to revise its arrangements and the Coastguard Agency will revisit the service

within 12 months of submitting the report when recommendations submitted in the report will be expected to be actioned.

- 3.1.5 Following a discussion with the auditors, it was agreed in principle that it would be beneficial for the date of the second visit to coincide with the date of the Harbour Consultative Committee. It was suggested to the auditors that it could be beneficial for the auditors to attend a meeting of Porthmadog Harbour Consultative Committee and invite representatives from the Consultative Committees of Aberdyfi, Barmouth and Pwllheli to the meeting. This would enable Members to receive information from the auditors regarding the main issues of the Safety Code and the expectation on the Council to comply with the Safety Code.
- 3.1.6 It is emphasised that no improvement notice was issued relating to serious safety issues or shortcomings at the harbour. They noted that there is an opportunity to tidy-up the area around Aberdyfi harbour quay as effects and ropes have been left on the quay in a way that could pose a risk. No observations on the standard of Pwllheli or Porthmadog were submitted. Feedback about the channel at Pwllheli Harbour is also expected.
- 3.1.7 Although the Ports Safety Code was regularly reviewed by the service, it is necessary to remind Members of the Consultative Committee of their duty to submit observations on the suitability of the Safety Code and to receive observations on the work arrangements of the harbours so that the Safety Code can be reviewed to ensure that it is relevant to harbour operations, the appropriateness of the location of navigation aids, general safety and the day-to-day work of the harbour.
- 3.1.8 No issue or cause of concern has been submitted for the attention of the service from Members of the Harbour Committee in 2017 associated with the Harbour's statutory responsibilities and duties.

#### **4. Navigation**

- 4.1.1 A detailed inspection would be conducted by Trinity House Lighthouse Authority inspectors on 2 August 2017. Compared with previous reports, the 2017 report confirmed a further improvement in the condition and locations of Navigation Aids in Gwynedd's municipal harbours. The auditors noted that aid Number 8 was not in its appropriate site, but arrangements have now been made to inform Trinity House that many of Pwllheli's navigation aids were being adapted as required.
- 4.1.2 The Harbour's Navigation Aids maintenance work programme has been completed in accordance with the permission and instruction and guidance of Trinity House. An update of the current situation will be given to Members at the meeting if there is any change to the current situation.
- 4.1.3 No Mariners' Notice is in operation in Pwllheli harbour.
- 4.1.4 Thus far, three reports have been submitted to the attention of MAIB (Marine Accident Investigation Branch) reporting on events relating to boats in Gwynedd. One event reports on a boat which capsized within an authorised area of Pwllheli harbour. A power boat was travelling from the direction of Abersoch to Pwllheli at a safe and reasonable speed when the boat was capsized by a wave. The sailors suffered no injuries and the boat was retrieved by the Lifeboat crew.

#### **4.2 Maintenance**

- 4.2.1 Arrangements and a work programme for maintaining key elements of Pwllheli harbour and the Marina will be submitted by the Harbour Master at the meeting.
- 4.2.2 The Harbour Master will submit a maintenance work programme to be carried out at Pwllheli Harbour during the October - December 2017 period, along with an outline of the work programme to be carried out during the January - March 2018 period. Feedback from Committee members is requested on any additional work that will need to be considered and included in the work programme.
- 4.2.3 The service continues to consider improvements to the equipment and fuel service. Customers can as a rule purchase fuel between 09.00 and 17.00. It is not possible for boats to receive a fuel supply outside of these hours.
- 4.2.4 The service is investigating the possibility for boats to receive and pay for fuel through self-service machines. This means that staff would not need to be present on the fuel pontoon to accept payment. If it would be possible to introduce the service, customers would then be able to obtain fuel by using the self-service equipment outside of the hours of 09.00 - 17.00.
- 4.2.5 The initial price estimate received for the equipment is £8k and the cost of servicing the electronic payments would be £20 a month. Although it would be possible to extend the current hours where fuelling through the self-service equipment was possible, because of national regulations, it would not be possible for the supply to be available 24/7 at Hafan.
- 4.2.6 Before it could be possible to confirm the self-service arrangements, the Service needs to consider how we will be able to ensure that users comply with the requirements of submitting red diesel statements. This is related to processing and collecting additional toll payments in regards to selling red diesel used by boats for the purpose of travelling by boat. It is hoped that there will be no administrative barriers to improving customer service.
- 4.2.7 The surface of the Glandon car park will be addressed before the end of October. The potholes that had appeared on the car park's surface by the entrance were filled at the beginning of the season. Due to the busyness of the site and number of vehicles which use the car park, the service will be considering alternative arrangements to try to reduce the damage caused to the surface of the site.

#### 4.3 **Dredging**

- 4.3.1 Dredging Strategy - an update on the Dredging Strategy will be submitted at the meeting as well as the associated work. The work of dredging the harbour entrance was completed during the spring and following the dredging work, further work was completed to level the surface of the channel to try to ensure consistency in the navigation channel bed levels.
- 4.3.2 It is anticipated that the report on the Crib Groyne will be distributed at the meeting. The author of the report has been invited to the Harbour Committee (awaiting confirmation), and it is hoped that he will be present as this will provide an opportunity to obtain information from the engineer about the different options to be considered.

### 5. **Financial Matters**

5.1 A summary of the Harbour's budgets and current financial situation up to the end of Quarter 2 and end of year budget report for the financial year 2016/17 will be presented at the meeting.

5.2 During this period, it was necessary to commit financial resources for the following: -

- Maintenance of Navigation Aids and Beacons
- Maintenance of Council moorings
- Disposing of Flares
- Harbour Management Boat and nearby beaches - £20k investment
- Staff Employment Matters
- Maintenance of CCTV system

5.3 **Fees and Charges 2017/18** . The prospective figures spreadsheet for Pwllheli Harbour and Hafan is attached. The boat and Personal Water Craft launching fees for 2018 is also attached. Inflation for Harbours for 2018/19 is anticipated to be at 1.78% with inflation for Hafan at 1.73%. In order to meet with the budget challenge and the service's income target it was suggested that Pwllheli harbour fees and Hafan are increased by 2% on average for the 2018/19 financial year.

5.4 It is emphasised that only a draft has been submitted to Members of the Consultative Committee and the fees are subject to receiving confirmation from the Members and by the Portfolio Leader early in 2018 before they are published.

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

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|-------|-----------------|---------|
| 5.5.1 | Beaches         | - 3.1%  |
| 5.5.2 | Hafan           | - 1.73% |
| 5.5.3 | Harbours        | - 1.78% |
| 5.5.4 | Victoria DOck   | - 1.45% |
| 5.5.5 | Parc Padarn     | - 3.25% |
| 5.5.6 | Parc Glynllifon | - 3.0%  |

## 6. Events

6.1 A verbal report on Plas Heli's main events during 2017 by a representative from the Academi is welcomed.