

MEETING	Pwllheli Harbour Consultative Committee
DATE	20 March 2018
TITLE	Update on Harbour Management Matters
AUTHOR	Maritime and Country Parks Officer

1. Port Marine Safety Code

- 1.1 The Safety Code is a 'live document' and is regularly reviewed by the Service's harbour staff. It is necessary for the Service to receive the comments and views of Consultative Committee Members on the suitability of the Safety Code as well as regularly receive observations on its contents, in order that it may be reviewed as relevant to the harbour activities, the standard of navigation aids, suitability of the by-laws, safety matters and general day-to-day work at Pwllheli Harbour.
- 1.2 Between the 19th and 21st of September 2017, a thorough inspection was carried out by the Coastguard Agency's inspectors on the current safety arrangements and systems at Gwynedd municipal harbours in order to ensure compliance with the Port Safety Code.
- 1.3 Following a review by the Coastguard Agency that took place in September 2017, the Service has received a report following the inspection by external experts. A copy of the report is appended and the Service will act on the inspectors' recommendations during the next few months. The Committee's observations are welcomed on the contents of the report.
- 1.4 As reported to this Consultative Committee in the Autumn, the inspectors' initial opinion was that the Council complied generally with the requirements, however, some aspects needed to be adapted relating to recording duties and noting the Duty Holder and the Designated Person. It is anticipated that this will require further discussion within the Council and it is foreseen that the Duty Holder's responsibility will transfer to the Council Cabinet in due course.
- 1.5 In relation to the Designated Person, the Council has received support from Conwy Council and the Designated Person for Gwynedd Harbours will be the Conwy Harbour-master. It is essential that the Designated Person has no connection to the Council or the Harbour Authority so that he/she can be totally independent.
- 1.6 During the inspection, the inspectors visited the harbours of Aberdyfi, Porthmadog (the centre of the inspection work) and Pwllheli. They did not visit Barmouth due to time restrictions.
- 1.7 It is emphasised that no improvement notice was issued relating to serious safety issues or arrangements; standard or shortcomings in the harbours. The inspectors noted that there was an opportunity to improve the general appearance of the area around Aberdyfi harbour quay as effects and ropes have been left on the quay in a way that could pose a risk. Service staff must address these matters during the winter months. Observations were submitted regarding the lack of width of the navigation channel in Pwllheli harbour although it was not anticipated that this would technically be a matter within inspection procedure. No observations were submitted on safety matters in Porthmadog harbour.
- 1.8 Although the Port Marine Safety Code is regularly reviewed by the service, it is necessary to remind Members of the Consultative Committees of their duty to submit any observations

on the suitability of the Safety Code and to receive observations on the work arrangements of the harbours so that the Code can be reviewed to ensure that it is relevant to harbour operations and is locally appropriate.

- 1.9 The Coastguard Agency inspectors will re-visit the Council next autumn. A review follow-up is proposed on a date when the Porthmadog Harbour Consultative Committee is held where members of all the Gwynedd Harbour Consultative Committees will be invited to receive a presentation by the inspectors on matters linked to the Port Marine Safety Code. This will also be an opportunity for Members of the Consultative Committee to ask the experts about matters related to the Port Marine Safety Code and for the Inspectors to confirm the responsibilities for the content and operation of the Safety Code.

2. Operational Issues

2.1.1 **Dredging Strategy** - During February and March, a hydro-graphic inspection of the harbour was conducted by an external company. The inspection was completed on 8 March 2018. This included a full hydro-graphic survey of the navigation channel; entrance of the inner harbour; the marina basin including the basin of Plas Heli's pontoon moorings. It is anticipated that a report will be submitted to the attention of the Service before the end of March and it is intended to distribute the information to Members of the Consultative Committee.

2.1.2 As part of the work commissioned, the service has instructed the company to complete the work and to submit the following information: -

- Undertake a full hydro-graphic survey of the harbour
- Submit the hydro-graphic information on a detailed plan in chart form where water depth is shown in 'Orance Datum' and 'Chart Datum'
- Submit information indicating the increase/reduction in sludge in comparison with the previous hydro-graphic survey in the harbour entrance area, in the navigation channel, in the main basin of Hafan's pontoon moorings; in the basin of Plas Heli's pontoon moorings. This will enable the Service to identify dredging work that will need to be completed during the winter months of 2018/19 as it is anticipated that dredging work will need to be undertaken in the basin due to an increase in the level of sludge.

The service has also commissioned Gwynedd's Consultancy Unit to complete the following: -

- Undertake a topographic survey of the existing dredging bund and identify remaining capacity within the bund. When the bund is empty, it has a capacity of £20,000m³.
- Undertake a topographic survey of the area used to receive sludge when the basin of Plas Heli's pontoon moorings was dredged.
- Identifying the capacity of both sites above will enable the service to identify whether it would be better to empty the dredging bund and disperse the dry sludge in the area used to dispose of Plas Heli's mud basin. This would ensure that the capacity of the dredging bund is at its maximum.

- Commission the detailed design work of Grwyn y Crud. The service has instructed that the detailed design work of Grwyn y Crud corresponds with Option 3 of the report prepared on behalf of the Council in 2017 by 'Coastal Engineering UK Ltd.' where a presentation on potential options was given to the Harbour's Consultative Committee in October 2017. The detailed design work will ensure that Grwyn y Crud's height will raise by 1.8 metres compared to the existing height and that the weight of stones used within the cradle will increase to weigh between 1 tonne and 4 tonnes instead of the existing stones that weigh between 1 tonne and 1.5 tonne as used in the original structure. Further damage has been caused to the groyne following strong winds and sea storms over the winter months.
- Although it would be preferable to extend Grwyn y Crud further towards the sea, the Council has no right within the Harbour Act to undertake this work without obtaining a Marine Licence. Should there be a decision to extend the groyne further towards the sea, it would need to be ensured that substantial environmental impact work is completed and that the new/proposed design is modelled in order to assess any impact before the Council would be in a position to submit an application for a Marine licence. Should this be a decision for the future, perhaps it would also be beneficial, at the same time, to consider, discuss, weigh up (before modelling perhaps) any impact that reducing the length of the sea wall, that leads along the navigation channel, would have on the harbour entrance.
- The service greatly hopes that Grwyn y Crud restoration work can commence before Whitsun this year. When commissioning detailed design work, it has become apparent that a Land Survey needs to be undertaken before an engineer can complete the design work. Although a structure has been on site for some time, it is not possible to design a new structure with additional height and heavier stones until an engineer has acquired detailed information about the use of the beach that extends down from the existing groyne.

The service has requested that Gwynedd Consultancy prepares the appropriate documents to advertise this work so that we can try to ensure that Grwyn y Crud restoration work is completed before Autumn this year. It is likely that perhaps an application will need to be submitted for a licence to undertake the land Survey work as deep excavation is needed in foreshore gravel which is below the Mean High Water Mark (MHW).

- 2.1.3 An arrangement is imminent once again this year for the essential work to dredge the harbour entrance. As the Easter Holiday period is very early this year, it was decided that it would be unwise to commence the work before Easter due to the risk of severe weather and more strong winds in March. It is anticipated that the work of dredging the harbour entrance will be undertaken during mid-April this year.
- 2.1.4 The site used to store dredged material from the harbour entrance is almost at full capacity. It is anticipated that it will be possible to store material from one more dredging operation on this site. Following the next dredging operation, an arrangement will need to be made for the material to be transported to the Carreg y Defaid area as has happened in the past. It became apparent recently that land where sand had been disposed of near the harbour entrance was not in the Council's ownership. The land has been registered in the ownership

of Welsh Water. The Council is in discussions with Welsh Water to seek a long term agreement on permanent use of the land.

- 2.1.5 Service staff undertook an inspection of the channel during the low tide that occurred on 1 March this year. It was clear that strong winds during winter this year had drifted substantial sand and gravel material into the harbour. The navigation channel in the harbour entrance area has substantially narrowed and it is very likely that two boats would not be able to navigate past each other in the channel at low tide (i.e. should the boat's depth allow them to safely navigate in the channel at low tide.)
- 2.1.6 A comparison of hydro-graphic reviews of the harbour entrance over recent years indicate that there is an annual increase in material drifted into this part of the harbour. Material that is drifted into the harbour through natural processes and by the wind and tide is higher than material that is dredged annually from the harbour. This means that dredging operations using land machinery cannot cope with the extent of material that is disposed of in the harbour entrance every year. The Service intends to hold early discussions with engineers from the Gwynedd Consultancy Unit in an attempt to identify more effective methods of dredging the harbour entrance.
- 2.1.7 One option to be considered would be using a substantial cutter suction dredger which would dispose of sand and gravel on the other side of the sea wall on Glandon beach. Prior to commencing any work, a discussion would need to be held on the potential environmental impact initially with relevant authorities.

2.2 **Navigation**

- 2.2.1 It is anticipated that a detailed inspection will be carried out on the Pwllheli navigational aids by Trinity House Lighthouse Authority inspectors on 13 or 14 August 2018.
- 2.2.2 No Mariners' Notice is currently in operation in Pwllheli Harbour although it is essential to draw attention to the lack of channel width in the harbour entrance area. Two Navigational Aids are drying on the ebb in this area. It is foreseen that the situation will improve after dredging work is completed in April. A PANAR report is submitted by the Service for the attention of Trinity House on a quarterly basis. It reports on the position of all Navigational Aids under the control and responsibility of the Council. The 'Hafan y Môr' Navigational Aid remains off-station. As the Local Lighthouse Authority, the Council has stressed to the owner that the aid should be located on the right site by the summer season this year.
- 2.2.3 The Navigational Aids maintenance work programme for the Harbour has been completed in accordance with the agreement, instruction and guidance of the Consultative Committee. Should there be a change in the current situation, the latest information will be submitted to Members by the service at the meeting.
- 2.2.4 High speed zone buoys in the South Beach area and Abererch beach area will be located on their right sites before Whitsun. Buoys advising sailors of high speeds in the harbour entrance area will be re-located before 1 May this year.

2.3 **Maintenance**

- 2.3.1 A list of work that will be completed at the Hafan and in the harbour can be seen in the appendices. The Harbour Manager will elaborate on the work programme at the meeting if

required. Feedback from Committee members is requested on any additional work that will need to be considered and included in the work programme. Some matters require specific attention during 2018.

- Maintaining two shelters on North Quay. As one shelter is in a serious condition, its future must be considered.
- Hafan's mobile crane has deteriorated beyond the value of substantially investing money to pay for its maintenance. The crane was bought second hand approximately 15 years ago. As a mobile crane service is available by local companies in Pwllheli, the Service will consider selling the crane in future and hiring a crane service by local companies as needed.
- Undertaking work on all street lamps that lead along the marina road is unavoidable. Tests on all lamps will need to be undertaken as it is possible that many lamps will need to be replaced. Tree roots impair the pavement surface in many locations and work will need to be planned to resurface part of the pavement.
- Glandon Beach car park is heavily used throughout the year. In the past, the service could cope with maintenance of the site. Due to the substantial increase in use, the surface is deteriorating rapidly. It appears that further work is required despite the service's efforts to maintain it recently. Work has been arranged for the short term and the service will discuss long term plans with relevant officers in due course.

2.4 **Staffing Matters**

- 2.4.1 Reviewing procedures regarding the Pwllheli harbour staffing structure have been completed. Following the success of the reorganisation that has recently been trialled, the alternative arrangements are now operational.
- 2.4.2 The Service will continue to consider options and continue to review the night supervision procedure at Hafan. Night supervision at Hafan continues to be a 12 hour period (19.00 until 07.00) 7 days a week throughout the year, but there will be a need to review and assess whether or not this arrangement is effective.
- 2.4.3 Changes have been introduced in the terms of some Hafan staff members who have decided to transfer out from TUPE protection to the Council's employment contract. Three Hafan staff members remain under the protection of TUPE employment terms.
- 2.4.4 This means that there has been a change in the number of hours worked by some staff members who have transferred to the Council's contract. Following the changes in contracts, the service has reviewed the opening hours of the Hafan office to ensure that these changes do not affect the service continuity of Pwllheli harbour customers. The opening hours of the Hafan office can be seen below. We would like to draw your attention to the fact that the office is closed between 07.00 and 08.00 and closed between 18.00 a 19.00.
- 2.4.5 There is currently one vacant post at the Hafan and the post has been advertised locally. Applications received will soon be assessed and it is anticipated that it will be possible for the Officer appointed to commence after the Easter Holidays. This will bring the total of

Hafan / the harbour's permanent staff to nine staff members which includes one night security supervisor.

**2018 Hafan
office/Pwllheli
Harbour opening
hours**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Hafan office open	8.00 - 18.00	8.00 - 18.00	8.00 - 18.00	8.00 - 18.00	8.00 - 18.00	8.00 - 18.00	8.00 - 18.00
Hafan Night Security	19.00 - 07.00	19.00 - 07.00					

3. Financial Matters

3.1 A financial report up to the end of February 2018 will be circulated at the meeting.

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

- Maintenance and purchasing of Navigation Aids and Lights
- Maintenance of equipment and furniture.
- Outer harbour moorings investment
- Maintenance of the boat and boat trailer and purchase of a new boat (second hand) for the service.
- Extending staff employment periods.
- Grounds Maintenance.

3.3 **Fees and Charges 2018/19.** A spreadsheet for the Pwllheli Harbour and Hafan Pwllheli 2018 proposed fees has already been submitted to the Harbour Committee requesting Members' observations. Although it was reported that the Harbours' inflation for 2018/19 was anticipated to be 1.78%, the percentage inflation has been revised following a number of factors that affect inflation. It is confirmed that the inflation rate for Pwllheli harbour in 2018/19 will increase to 2.53% with the average inflation rate for Gwynedd harbours being 2.9%. This means that the outer harbour's income target will increase to £53,010 in 2018/19.

3.4 Although it was reported that Hafan's inflation for 2018/19 was anticipated to be 1.73%, the percentage inflation has been revised following a number of factors that affect inflation. It is confirmed that the inflation rate for Hafan Pwllheli in 2018/19 will increase to 2.50%. This means that the Hafan's income target for 2018/19 will be £1,270.280.

3.5 As the service has already corresponded with harbour customers, it is proposed to suggest that the fees and charges continue to increase by 2% on average in the 2018/19 financial year. In light of challenging targets and as there might be a deficit in the income it will be necessary to ensure that the Service identifies alternative income opportunities and reduce possible expenditure during the next financial year.

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

	<u>Original Inflation</u>	<u>Revised Inflation</u>
• Beaches	- 3.10%	4.43%
• Hafan	- 1.73%	2.50%
• Pwllheli	- 1.78%	2.53%
• Harbours	- 1.78%	2.90%
• Victoria Dock	- 1.45%	2.08%
• Parc Padarn	- 3.25%	3.73%
• Parc Glynllifon	- 3.00%	3.89%