

**DEVON & SEVERN  
INSHORE FISHERIES AND CONSERVATION AUTHORITY**

Minutes of the Byelaw and Permitting Sub Committee Meeting  
Held on 13<sup>th</sup> November 2017 at Larkbeare House, Topsham Road, Exeter

Present:                    David Rowe (Chair)                    James Marsden                    Simon Toms  
                                 Mike Williams                    Andrew Knights                    Cllr Kelly  
                                 Rachel Irish                    John Butterwith                    Cllr Ellery  
                                 Jim Portus

Also Present:            Mat Mander, Sarah Clark, Neil Townsend and Steph Davies

Apologies:              Stephen Gledhill, David Cuthbert, Natasha Barker Bradshaw, David Morgan, Richard White, John May

**Introduction**

The Chair began by reading out members' apologies. The Chair then focussed on the agenda for the meeting.

**1        To consider and approve minutes of the Byelaw and Permitting Sub-Committee meeting held on 15<sup>th</sup> May 2017. (Circulated by email)**

The Chair invited members to raise any issues resulting from the draft minutes before moving onto the "Actions" resulting from the last meeting. The minutes were examined page by page with several minor errors highlighted and noted by IFCO Townsend.

A vote was then taken.

***That the minutes and actions (amended) provide a true and accurate record.***

***Proposed:    James Marsden                    Seconded:    Mike Williams***

***All agreed***

**2        Business Arising**

Cllr Ellery raised an issue relating to the survey work to be conducted in the Torbay Marine Conservation Zone and a delay in response by the Marine Management Organisation. Rachel Irish acknowledged that there had been a four-week delay and was able to answer his queries at the meeting.

**3        To discuss the officer actions resulting from the last meeting (17<sup>th</sup> August 2017)**

The Chair suggested that members examine the list of actions that had been circulated in preparation for the meeting and invited the officers to provide a verbal update on each item.

**Actions from August 2017 (as amended)**

<b>1.</b>	<b>The Authority</b>	<b>A) To prepare written correspondence to the MMO QA team to clarify the MMO remit, process and expected standards. B) As a 2<sup>nd</sup> step, to review the service level agreement that D&amp;S IFCA has with the MMO (for Byelaw working)</b>
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DCO Mander explained to members that this action had been delayed to allow the Netting Permit Byelaw quality assurance process to be concluded before taking steps to address the issues. Whilst the quality assurance (QA) process had led to frustrating delays, the Marine Management Organisation (MMO) QA team has been under pressure with 16 IFCA Byelaws to process this year and has only two full time and one-part time staff member to conduct the work. Members acknowledged the current pressures for the MMO QA team and, without being critical of the MMO staff, discussed how to address this situation. James Marsden and Mike Williams led discussions with the conclusion that the role of the MMO in regard to process, scope, responsibility and expected delivery timescale become the main topics for future correspondence.

**Actions from August 2017**

<b>2.</b>	<b>DCO Clark</b>	<b>To write once again to the salmon farms stating that this action has been requested by the Byelaw and Permitting Sub-Committee who are required to report back to the full Authority.</b>
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This action had originated from a previous meeting, with members requesting an update in regard to the husbandry of the Wrasse including standards, protocols and conservation impacts of keeping Live Wrasse. DCO Clark explained that she had circulated a letter as requested. In addition, DCO Clark explained that a visit to the salmon farms is still being planned, but logistical difficulties had delayed this work in the short term. John Butterwith expressed his concern in regard to wrasse being killed after their two-year captivity rather than being released. Simon Toms added that there are possibly issues associated with disease. DCO Clark added that the additional research and communication being conducted as part of the Fully Document Fishery will over time add clarity on this and other issues. The Chair thanked DCO Clark for the update and added that when managing a new fishery, D&S IFCA would inevitably not have all the answers in the first instant.

**Actions from August 2017**

<b>3.</b>	<b>DCO Clark, Mike Williams and James Marsden</b>	<b>To draft a public statement for the D&amp;S IFCA to use (including publication on the website) in regard to the explanation of the precautionary principle.</b>
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DCO Clark explained that this action was complete, although Mike Williams should receive the majority of credit. Members confirmed that they had received the information and thanked Mike Williams, James Marsden and DCO Clark for their efforts. IFCO Townsend confirmed that this information would be posted on the D&S IFCA website.

**Actions from August 2017**

<b>4</b>	<b>IFCO Townsend/ Alison Heimann</b>	<b>A) IFCO Townsend to modify the mobile fishing report in preparation for consultation and attend meeting with Alison Heimann</b> <b>B) Alison Heimann to create a communications report/strategy report to include a glossary of terms.</b>
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IFCO Townsend confirmed that both of these actions were (to a degree) completed. The mobile fishing consultation report had been amended and subsequently used in the recent six-week consultation. IFCA Townsend also confirmed that a meeting with Alison Heimen had taken place, with a draft communications report/strategy under construction for all members to examine in due course.

**Resulting Actions from agenda item (9) August 2017:**

<b>5</b>	<b>IFCO Clark/ Alison Heimann</b>	<b>To create a press release related to the impact survey in the Torbay MCZ</b>
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DCO Clark confirmed that this action had been completed and was thanked by members.

**4 To discuss the progress of the Netting Permit Byelaw and the development of the final impact assessment**

DCO Mander informed members that the submission of the Netting Permit Byelaw to the Secretary of State was now imminent. Since the last meeting there had been some requests by the MMO QA team to make minor changes to text in the Byelaw which were now complete. In addition, IFCO Townsend updated members in regard to required changes to the final impact assessment and the requirement to create a supplement to add more detail in regard to process followed. DCO Mander explained that members would be further informed when there was more news to report.

**5 Development of management for hand gathering fishing activities**

DCO Mander explained that, apart from continuing research, there had been no further development since the last meeting with work associated with managing hand gathering fishing activities. The Chair and members acknowledged the reasons why the original delivery expectation had fallen behind schedule but felt that it was important to retain this as an agenda item for future meetings. James Marsden highlighted that the management of hand gathering activity had been identified as one of the main aims in the 2017-18 Annual Plan and that officers should document why there had been time slippage with a view to carrying this work forward into the 2018-19 Annual Plan. This was noted by IFCO Townsend.

**6 To consider the findings of the “focussed” mobile fishing consultation as documented in the supplementary report (October 24<sup>th</sup> 2017) and recommend actions**

The Chair thanked officers for the production of the supplement. IFCO Townsend explained that the information presented in the members supplement would later be used to develop the reports used for additional consultation. James Marsden commented that the format being used (and the merging of reports at different phases) is of particular benefit to document the process and rationale for decision making. In regard to the circulation of members papers, James Marsden remarked how useful the members area of the D&S IFCA website had been for examining and downloading the information. Other members felt it was important for a variety of circulation options to be available for their papers and IFCO Townsend explained that multiple future options would be available.

The Chair then asked members to address each of the focussed consultation items as documented in the supplement report and specified as agenda items (6a to 6g). The Chair

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asked members to have regard for the officer comments set out in the supplement for each of the items and formulate actions for officers with a view to additional consultation.

**6 (a) To consider the introduction of Inshore Vessel Monitoring Systems (I-VMS)**

Members studied the summarised consultation responses and the officer comments. James Marsden then summarised the benefits that this initiative would bring to both the industry and D&S IFCA, with particular focus on enforcement capability, protection of spatial areas and potentially the increased access that this would provide to mobile fishing vessels. Members recognised that permit conditions would need to be amended to facilitate the operational requirements of this equipment and a proposal was formulated as follows.

***That D&S IFCA prepare suitable mobile fishing permit conditions for the use of IVMS and consult with all stakeholders***

***Proposed: James Marsden      Seconded: Mike Williams  
All agreed***

**6 (b) To consider the use of permit conditions to replace a reliance on the deeming clause**

Members studied the officer comments and recognised the limited response from stakeholders to this consultation item. Members concluded that this item should be subjected to further consultation with the inclusion of draft permit conditions in the consultation report. A proposal was formulated as follows:

***That D&S IFCA prepares suitable mobile fishing permit conditions to replace the reliance on the deeming clause and consult with all stakeholders***

***Proposed: Mike Williams      Seconded: Cllr Ellery  
All agreed***

**6 (c) To consider the introduction of a size of a scallop as a permit condition**

Members recognised the total lack of response to this consultation item. A proposal was formulated as follows:

***That D&S IFCA prepares suitable wording in mobile fishing permit conditions to include the size of a scallop and consult with all stakeholders***

***Proposed: Mike Williams      Seconded: John Butterwith  
All agreed***

**6 (d) To consider the Inshore Potting Agreement Areas – Replacing a license condition with permit conditions**

IFCO Townsend was able to clarify that the relatively late response offered by the Marine Management Organisation changes the dynamics of this consultation item. Any future consultation would now be phrased differently as the MMO response has suggested that the licence condition would be retained and any management introduced by D&S IFCA via permit

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conditions would work in tandem with the current control measures. Members recognised the need for further consultation on amended permit conditions to manage spatial and time access to IPA areas. Members did not extend their discussions into the use of permit conditions for both the mobile and potting sectors, but were made aware by officers that further consultation would involve all fishing sectors. A proposal was formulated as follows:

***That D&S IFCA prepares suitable wording in mobile fishing permit conditions to manage access in the Inshore Potting Agreement Areas and consult with stakeholders***

**Proposed: James Marsden      Seconded: Jim Portus**  
**All agreed**

**6 (e) To consider the management of access for ring netting activity via permit conditions and the issue of shad bycatch**

Simon Toms highlighted previous responses submitted by the Environment Agency in regard to Special Areas of Conservation and the capture of shad and other species. Andrew Knights explained that he had also formally responded to the Habitat Regulation Assessment for netting impacts on shad spp. on behalf of Natural England and suggested that a shad bycatch reporting scheme is introduced in the Plymouth Sound and Estuaries SAC and that effort levels of netting are adequately monitored and should they increase will trigger a reassessment.

DCO Mander and Clark explained how a fully documented fishery would be needed with particular consideration placed on achievable compliance and monitoring expectations. Simon Toms highlighted that ring netting for herring would occur most often in November and December each year. Jim Portus explained that the same vessels would engage in the targeting of pilchard which is likely to extend further months.

**ACTION**

<b>6 e)</b>	<b>DCO Clark &amp; Environment Team</b>	<b>To examine and potentially revise the completed assessments to date and also develop a plan to introduce a Fully Documented Fishery in regard to bycatch of shad</b>
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After discussions on shad, IFCO Mander continued the presentation with focus on access to ring netting vessels in the Plymouth area. Members acknowledged the documented officer comments in regard to this issue and the absence of response by stakeholders during the consultation period.

***That D&S IFCA prepares suitable wording in mobile fishing permit conditions to manage access for ring netting vessels and consult with stakeholders***

**Proposed: Mike Williams      Seconded: Cllr Ellery**  
**All agreed**

**6 (f) To consider the other responses submitted in the mobile fishing consultation**

IFCO Townsend explained that some issues raised by stakeholders are interlinked to different fishing sectors, and have therefore been summarised in both the mobile fishing and potting supplement reports. One such issue related to gear conflict resolution in the Plymouth Area.

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Members considered the officer comments provided in the reports. DCO Mander and Clark informed members that the D&S IFCA is under the impression that a gentlemen's agreement has been developed or is being developed in this area. With a potential gentlemen's agreement already in place, members questioned the need for spatial management via permit conditions. In addition, members felt that more information should be submitted to trigger a future review of management in regard to gear conflict. No decision was taken to continue consultation on this item at this time.

DCO Mander highlighted the other response received in the mobile fishing consultation. Members recalled the past consultations conducted by D&S IFCA in regard to four dredges per side and the outcome that was reached at that time. Jim Portus suggested that far more new evidence should be submitted by fishers in order for members to consider a repeat of this consultation item. Members agreed and no decision was taken to continue consultation on this item at this time.

### **6 (g) To discuss the potential re-drafting of permits for consultation**

DCO Mander explained that in order to complete both the mobile fishing consultation and also the second phase of the potting consultation, specific permit condition changes would need to be subjected to consultation and would therefore be placed in the consultation reports. Although time would be needed for drafting of conditions, the net result of introducing draft permit conditions in the next phases would be the completion of all consultation work in a timelier manner. Members agreed with this course of action and no vote was required.

### **7. To consider the findings of the "open" three-year review of the potting permit conditions as documented in the supplementary report (October 24<sup>th</sup> 2017) and recommend actions**

The Chair asked DCO Mander to introduce the findings of the first phase potting consultation. DCO Mander began by explaining that although no focussed consultation items formed part of this "open" phase one potting consultation, several responses had been received that had a relationship to mobile fishing and therefore had been documented in both the potting and mobile fishing supplements. In regard to the Inshore Potting Agreement Areas, members recognised the need to consult with the potting sector as the consultation enters phase two. As the issue had already been addressed in agenda item six, members didn't conduct additional discussions and no new proposals or voting took place. The Chair moved discussions on to agenda item 7a.

### **7a. To consider if any items highlighted the consultation responses are appropriate for further "focussed" consultation**

#### Gear Marking

Members studied the information and the extent of D&S IFCA responsibilities documented in the supplement. Whilst recognising the benefits that specific gear marking can provide, Cllr Ellery inquired if officers had experienced any difficulties relating to enforcement of the current gear marking provisions. DCO Mander clarified what the current permit restrictions are in relation to gear marking. Jim Portus continued the discussion which developed into the responsibility and powers of harbour authorities to remove static gear that is a hazard to navigation. DCO Mander commented that all stakeholders including harbour authorities can contact D&S IFCA if they have concerns that gear is not marked sufficiently to comply with the

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present gear marking permit conditions. No decision was taken by members to continue consultation on this item.

### Issues associated with Category 2 permit holders

The Chair invited members to examine each of the following items relating to this theme as follows:

- Safety requirements
- Submission of landing data
- Multiple permit holders working on a single vessel
- Category Two permit holders hauling pots that belong to others
- Catch limit for Category Two permits
- Number of pots and working them in strings

Members acknowledged the officer comments in regard to each item as set out on pages 9, 10 and 11. No decision was taken by members to continue consultation on these items.

### Otter Mortalities within fixed traps in Devon

In regard to this issue, Simon Toms highlighted the report submitted in the phase one consultation by Robert Hurrell of the Environment Agency. Simon Toms also commented that the Environment Agency (EA) had previously submitted information to D&S IFCA on otter mortality as part of the consultation and development of the D&S IFCA Netting Permit Byelaw. DCO Mander commented that although he could not recall the previous EA submission, the detail provided in this latest submission would provide members with the opportunity to discuss the issue of otter mortality once again. DCO Mander inquired if the issue of otter mortality within fixed traps extends to multiple estuaries within the district. Simon Toms clarified that the EA has not collected data on otter mortality in all areas, however a reasonable assumption can be made in regard to the risks posed to otters from fixed traps (as specified in the report), placed in any estuary within the district. Simon Toms further explained that regardless of the target species of the traps (prawn traps), it is the combination of the construction and placement that increases risk to otters rather than what the pots are designed to catch. Cllr Kelly commented that additional information in further consultation may help to focus and finalise any potential permit conditions used in the future. In regard to consultation, Simon Toms added that the recently developed estuary boundaries (for the Netting Permit Byelaw) would be an adequate starting point for spatial restrictions and importantly the consultation will help raise awareness of this otter mortality issue to all stakeholders. Members agreed that further consultation will be of use to gather more information and a vote was formulated as follows:

***That D&S IFCA consults with all stakeholders and prepare suitable wording in potting permit conditions to control the use of fixed traps with a view to protecting otters***

***Proposed: James Marsden      Seconded: Cllr Ellery  
All agreed***

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**7b. To consider the items listed in the other identified items (page 12) of the above report in regard to further “focussed” consultation**

The Chair invited members to examine each of the identified items documented in the supplementary report. Members concluded that introduction of catch restrictions to replace the reliance on the deeming clause (relevant to both the mobile and potting permit conditions) had already been discussed in agenda item 6b, and therefore began their discussions on the protection of Spiny Lobster. Having acknowledged the officer comments in the supplement report, two votes were formulated as follows:

***That D&S IFCA prepares suitable wording in potting permit conditions to prohibit the removal of spiny lobster by pots from Tranche 2 Marine Conservation Zones (MCZ)***

***Proposed: James Marsden      Seconded: Cllr Ellery  
All agreed***

***That D&S IFCA prepare suitable wording in potting permit conditions to protect spiny lobster that have recently cast their shell and consult with all stakeholders***

***Proposed: James Marsden      Seconded: Cllr Ellery  
All agreed***

Managing the Whelk Fishery – Size of a whelk

DCO Clark expanded on the information provided in the supplement report. Rachel Irish raised some concern in regards to Ilfracombe, where landings of whelk are particularly high, and the impact that a large increase in the minimum conservation reference size would have on fishers operating from this port. DCO Clark explained that the impact for all fishers in all areas (but in particular Ilfracombe and Exmouth) could be reduced if any increase in size was phased in over time. James Marsden commented on the range of measures being introduced by other IFCAs and also the content and findings of the Welsh Governments consultation on management proposals that included a phased in (increase in size) approach. James Marsden suggested that whilst the D&S IFCA needn't be led by other management initiatives, it would be counterproductive if D&S IFCA failed to recognise these findings. Jim Portus suggested that in his experience, although the Welsh Government are pro-active and act in a timely manner in regard to consultation, implementation of management measures is often not as quick. Members concluded that to delay IFCA action at this time was not appropriate and the 2<sup>nd</sup> phase “focussed” consultation provides the opportunity for amended potting permit conditions to be highlighted with options included relating to increase in whelk size over a choice of time periods. A vote was formulated as follows:

***That D&S IFCA prepares suitable wording in potting permit conditions to introduce an increase minimum conservation reference size for whelk to 65mm, and within the consultation to all stakeholders, provide a choice of 5mm or 10mm increase each year or every two years***

***Proposed: Mike Williams      Seconded: John Butterwith  
All agreed***

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### Managing the Whelk Fishery – Height and width of a shell

Members continued discussions with focus on height and width comparisons. DCO Mander informed members that other IFCA's have made use of specified riddle sizes in their Byelaws. James Marsden commented that a riddle size would appear to be a measure that assists fishers. DCO Mander explained that although this may be the case, poor use of a riddle makes them less effective and can introduce a level of mitigation for fishers being investigated for non-compliance. Jim Portus commented that the permit conditions must be enforceable and a specified length is beyond dispute for fishers. Members took the view that the introduction of a whelk width size (riddle) was not deemed suitable at this time for inclusion in permit conditions; however, members acknowledged that further studies and consultation may help to formulate guidance to the industry to help promote compliance. A vote was formulated as follows:

***That D&S IFCA consults with all stakeholders in regard to establishing guidance for the industry on the appropriate width size of a whelk that corresponds with increased length of a whelk.***

***Proposed: Cllr Ellery      Seconded: Mike Williams  
All agreed***

### Managing the Whelk Fishery – Introducing a closed season

DCO Clark provided a verbal summary on the data that D&S IFCA has collected during recent years. Mike Williams commented that in the light of inconclusive evidence, members may wish to consider the use of a precautionary approach and establish a closed season. DCO Clark explained that the on-going survey program in 2018 will add to the existing evidence base and will help members decision making in the near future. Members encouraged the D&S IFCA's environment team to continue with research in the short term and report back in due course.

### Managing the Whelk Fishery – Gear restrictions

DCO Mander introduced this item and explained the value that escape holes within whelk pots provide to both immature whelks and the fishers operating the pots and sorting their catch. Members concluded that fishers should have the opportunity to provide feedback on gear restrictions (escape holes) in regard to immediate implementation via permit conditions or delay this potential regulation until a larger whelk size has been established. A vote was formulated as follows:

***That D&S IFCA prepare suitable wording in potting permit conditions to introduce escape holes in whelk pots, but in the consultation to all stakeholders, collect feedback in regard to immediate or delayed implementation.***

***Proposed: Mike Williams      Seconded: John Butterwith  
All agreed***

### Managing the Whelk Fishery – data collection

DCO Clark explained that data collection is vital to build the existing evidence base and commented that paragraph 17 of the Potting Permit Byelaw provides a formal route for the collection of the data. DCO Clark explained that the collection of information such as monthly landings, numbers of pots and their locations would all be of value for future decision making. In addition, it would be advantageous for the Environmental officers to be able to collect data

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(as required) to monitor the impact and benefit of any management measures that are introduced in the short term. Members concluded that D&S IFCA officers must be afforded with the ability to collect whatever relevant data is required to establish a fully documented fishery. A vote was formulated as follows:

***That D&S IFCA informs all fishers engaged in the whelk fishery that under the requirements of the Potting Permit Byelaw, relevant data must be submitted to develop a fully documented fishery.***

***Proposed: Mike Williams                      Seconded: Simon Toms  
All agreed***

**8. To consider the content of the supplementary report in regard to the formal review of the Live Wrasse Pot Fishery (October 24<sup>th</sup> 2017) and recommend actions**

Members began by praising principle authors Steph Davies and Dr E West (nee Ross) who compiled the majority of the Live Wrasse Data Analysis report (November 2017) which was highlighted in the supplementary report and also pre-circulated as a stand-alone item for members. James Marsden commented that reports of this kind should be well publicised by D&S IFCA to demonstrate valuable and high-quality work being conducted by the organisation. Andrew Knights focussed on several aspects of the Data Analysis report and commented that not only was it work of high quality, but also of great use for the formal review of management measures. The Chair requested that members vote as a display of their appreciation for the work conducted by the D&S IFCA environmental team and the confidence they had in the findings that had been documented.

***That members of the Byelaw and Permitting Sub-Committee endorse the Live Wrasse Data Analysis report for their work conducting the formal review of the fishery.***

***Proposed: Mike Williams                      Seconded: Cllr Ellery  
All agreed***

During the discussions that followed, DCO Clark and IFCO Davies answered specific questions relating to the supplement and Data Analysis report. James Marsden and other members raised concern about the findings of D&S IFCA research in regard to the dates already established for the spawning season. James Marsden suggested that the new documented evidence does not support the original closed season dates of April 1<sup>st</sup> to 30<sup>th</sup> June and suggested that members consider a shift in the start date to 1<sup>st</sup> May. DCO Mander explained that although some evidence remains inconclusive, D&S IFCA could still consult based on the best evidence available as documented in the Data Analysis report. A vote was formulated as follows:

***That D&S IFCA consult with all stakeholders with a view to amending the closed season for the Live Wrasse Fishery to function between 1<sup>st</sup> May and 15<sup>th</sup> July.***

***Proposed: James Marsden                      Seconded: John Butterwith  
All agreed***

DCO Clark commented that one vessel has left the fishery in Devon and this offers potential for one more vessel to enter the fishery without a reduction in pots being applied to the other

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three vessels. Members actioned DCO Clark to seek the return of un-used tags and develop an appropriate application form for those that wish to enter the fishery. Members commented that all applications to enter the Live Wrasse Fishery in another part of the D&S IFCA District would be considered on its merits.

Cllr Kelly highlighted a small element of the report that related to mortality in transportation and asked for some clarity. IFCO Davies was able to respond and acknowledged that the table would be amended in future additions that would be published.

DCO Clark continued the presentation by drawing members attention to the sections in the supplement and data analysis reports relating to the slot size for corkwing wrasse. After discussing the documented evidence members concluded that an alteration (narrowing) in the slot size for this wrasse species was appropriate and formulated the following vote:

***That D&S IFCA consults with all stakeholders with a view to amending the slot size for corkwing wrasse to a size range of 140mm to 180mm.***

***Proposed: James Marsden      Seconded: Mike Williams  
All agreed***

Discussions now focussed on the introduced fully documented fishery and the voluntary measures in place. Mike Williams raised some concern over the reported non-compliance to voluntary measures and also suggested that potentially voluntary closed areas be strengthened by the use of permit conditions. James Marsden acknowledged the opinion of Mike Williams and agreed that the aim is ultimately to provide refuge areas for wrasse in specific areas; however, permit conditions may not be the immediate solution. As an alternative, James Marsden suggested that the voluntary measures introduced already should be monitored for compliance throughout 2018. DCO Clark explained that there are now only three small vessels operating in Devon and the non-compliance related to manual reporting of positions as no GPS was fitted to the vessel in question. DCO Clark further explained that the "I got you" location system, developed by Exeter University presents an opportunity to be used on the vessels in the near future. Members were all agreed that D&S IFCA must continue with the fully documented fishery to obtain vital information to assist future decision making and voted accordingly:

***That D&S IFCA continue with the fully documented fishery and monitor compliance with voluntary measures for one year.***

***Proposed: Cllr Ellery      Seconded: Cllr Kelly  
All agreed***

**9. To consider the Diving Permit Byelaw – Basic guide to explain the three-year review of the permit conditions**

IFCO Townsend introduced this item to members explaining how the draft document would (subject to approval and slight alteration) be used in the first phase open consultation period. IFCO Townsend also requested that members consider the time table that had been inserted. Mike Williams commented that he had already suggested some minor alterations to the guide and IFCO Townsend thanked Mike Williams for his contribution. The Chair and members recognised the burden of work being faced in regard to the consultation and providing officers remained confident in regards to the delivery of work, the Chair asked members to vote accordingly.

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***That the guide (amended) be used for the first phase consultation as per the documented timetable.***

***Proposed: Cllr Ellery  
All agreed***

***Seconded: Mike Williams***

**10. To consider the presentation and communication initiatives for all of the consultations and provide feedback to officers**

DCO Mander introduced the discussion item and explained that some verbal criticism had been received in regard to the initial notification letters and emails that D&S IFCA had used. DCO Mander also explained that officers had already recognised areas where improvements could be made in the future. Members agreed that wherever possible D&S IFCA attempts to improve its communications and the Chair requested that the consultation list be updated when required.

**11. Any other business**

IFCO Townsend explained to members that as part of developing consultation and Byelaw development reports, advice and feedback from members is of value in regard to format and content. IFCO Townsend explained and suggested that although all members were welcome to contribute, to reduce conflicting advice, the Chair, Mike Williams and James Marsden become the principle advisors when required in regard to the report writing. The Chair advised that at this time he felt that Mike Williams and James Marsden would be best suited to perform this task. This was understood and noted by IFCO Townsend.

**12. Date of next meeting**

The date of the next meeting was agreed to be 15<sup>th</sup> February 2018. Subsequent to the meeting an alternative date (to be confirmed at a later date) was agreed at the Full Authority meeting held on December 15<sup>th</sup> 2017.