



Quarterly Report

For Period:

September, October, November & December 2019

Report completed on 7th January 2020 for circulation to members of the Authority.

The Report

This quarterly report has been produced for members but is also published on the D&S IFCA website for stakeholders to view. The report focusses on the key work streams set out within the 2019-20 Annual plan and the work undertaken by officers to deliver the associated sub-tasks. Work that has already been achieved and reported to members in previous quarterly reports do not feature as heavily in this document. This quarterly report utilises embedded information (hyperlinks) and is therefore best read in electronic format if possible. This report is a mixture of news/information items related to different tasks, information tables, and some narrative that provides some detail on tasks not initially highlighted for completion in the 2019-20 Annual Plan.

Colour coding within the workstream tables has been used to demonstrate the status of tasks as compared to original deadlines set within the Annual Plan or the deadlines created for the associated elements of work (the sub-tasks). The tables incorporate reference numbers for the different workstreams which may help members isolate a task or tasks for specific questioning and further officer reporting.

News/Information Items

The creation of news/information items forms part of the D&S IFCA's Communications Strategy and is a task documented for D&S IFCA officers in the 2019/20 Annual Plan. Several of the news items have prompted interest from the wider media with follow up interviews undertaken to further explain elements of D&S IFCA's work and the promotion of it. A selection of items was provided to the Exe Estuary Management Partnership for use in their newsletter, where a section of that publication has been devoted to publicising the work of D&S IFCA.

The full versions of news/information items produced throughout this reporting period can be read in their pdf form within this report by following the links provided; however, members and stakeholders can choose to follow more real time progress of D&S IFCA's work by visiting the more visually appealing D&S IFCA's website at any time during the next quarter. The most recent latest news items can be read as they appear on the latest news scroll and Latest News tab and there is the option to visit the other website display pages or explore the extensive website Resource Library.

Website pages/areas of interest include:

- [Latest News Tab](#)
- [The Meetings Tab](#)
- [The Consultation Page](#)
- [The Secure Members Area \(Log in required\)](#)
- [The Enforcement & Legislation Page \(and drop-down menu\)](#)
- [The Environment and Research Page \(and drop-down menu\)](#)
- [The Resource Library](#)

News/Information Items – September to December 2019

The news/information items set out in this report have been separated into the different categories of D&S IFCA core work.

Internal Work

The Achievements of D&S IFCA Published in 2018/19 Annual Report (4th December 2019)

This information item highlights the publication of the D&S IFCA's Annual Report for the period 1st April 2018 to 31st March 2019. Section 178 of the Marine and Coastal Access Act 2009 requires D&S IFCA to prepare a report

on its activities in that year. The advice from Defra was to publish the Annual Report on the D&S IFCA's website. This has been achieved via this news item and having the Annual Report posted in the Resource Library of the website, which acts as the D&S IFCA's publication scheme. The report was also highlighted in the quarterly newsletter and on the D&S IFCA's Facebook page. The news item and can read [here](#) and the Annual Report for 2018/19 can be read via a direct link [here](#).

Opportunity to Join D&S IFCA as a Member (24th October 2019)

This information item was firstly circulated by the Marine Management Organisation (MMO) and repeated on the D&S IFCA Website news scroll and the D&S IFCA Facebook page. It highlighted that D&S IFCA was seeking three individuals to serve as members of the Authority. The deadline for applications was Friday 15th November 2019. The item provided links to the application forms and an MMO email address. This item was also supported by direct notification. A Mail-Chimp item was prepared and circulated to all D&S IFCA contacts that had supplied an email address. [Read More:](#)

Are Your Permit Details Up to Date? (24th September 2019)

This information item was created by the D&S IFCA Permitting Officer and can be re-used at different stages throughout the year on both the website and Facebook. The item informs the audience about the types of permits issued by D&S IFCA and the obligations on the applicant to provide correct information so a permit can be processed and issued. It also informs those that have a permit to remember to inform D&S IFCA if the details originally provided alter as failure to do so can invalidate a permit. [Read More:](#)

Read the D&S IFCA Winter Newsletter "Inshore Insights" (6th December 2019)

This article was produced to highlight circulation of the free quarterly D&S IFCA newsletter "Inshore Insights". The e-newsletter is internally produced and is primarily a collection of previously used news items that represent a mixture of D&S IFCA's core work. Over 1100 contacts are provided with the e-newsletter which is directly circulated to them via email. Posting this article provided others that are simply browsing the D&S IFCA website or D&S IFCA Facebook page to view it and importantly the article provided a link to enable new readers to subscribe to it. [Read More:](#)

Byelaw Work

D&S IFCA Prepare to Make a New Hand Work Permit Byelaw (2nd December 2019)

This item highlights the work of the D&S IFCA Byelaw & Permitting Sub-Committee (B&PSC) and follows on from an earlier article published on 30th October (below). On 14th November 2019, the B&PSC considered different options to manage hand work fishing activity which includes bait digging, the use of crab tiles and many other methods described as hand gathering. The B&PSC concluded that a new permit byelaw should be developed. Drafting work will extend well into 2020. Consultation will be undertaken to develop the Byelaw, and this article had the aim to raise awareness about D&S IFCA's intentions, its documented decision-making process and to highlight future engagement opportunities for stakeholders. [Read More:](#)

Sand Eel Trawling – Have Your Say (16th December 2019)

This information piece was created to support the consultation on the management of Sand Eel Trawling that began on 13th December 2019 and ended on 17th January 2020. The article complements direct notification of the information and the key questions which were circulated via email (Mail Chimp) and in the post to all D&S IFCA permit holders. It highlighted the subject matter to a browsing audience and was also posted on Facebook. Links were included to enable new interested readers to join the D&S IFCA master contact list and thereby giving themselves direct notification of future D&S IFCA consultations and the quarterly D&S IFCA e-newsletter "Inshore Insights". [Read More:](#)

Exemptions Byelaw 2019 To be Confirmed? (21st October 2019)

This reports on the work of the B&PSC. The Byelaw has been developed to enable the Authority to consider and potentially grant or decline permission for the conducting of an activity that would otherwise be a contravention of a Byelaw. The findings of the formal consultation were presented to and discussed by the B&PSC in September 2019. After reading the consultation report (highlighted in this article) a decision was taken by the B&PSC to

submit the unchanged draft (submission package) to the MMO for quality assurance before potential confirmation by the Secretary of State. [Read More:](#)

A New Byelaw to Manage Hand Work Fishing Activity? (30th October 2019)

This item was created to inform the audience that the B&PSC would be considering different “Options for Management” in the meeting on 14th November 2019 including the potential development of a new Hand Work Permit Byelaw. The article recaps on three separate phases of consultation/ “Call for Information” campaigns conducted in 2019 with the findings, documented in three separate reports, linked within the information item. The text highlights a B&PSC “Options for Management” report and details where on the website it can be viewed. [Read More:](#)

Environment & Research

Teign Estuary Mussel Surveys (11th October 2019)

An information item to report on the completion of the 2019 Teign Estuary mussel surveys. The surveys are used to monitor mussel distribution and to determine whether the mussels have recolonised the beds following significant declines in recent years. D&S IFCA has used the Temporary Closure of Shellfish Beds Byelaw (from 1st May 2019) to apply a closure to the public beds in both the Teign and the Exe. This is highlighted in the information item, along with the methodology used by the Environment Team to conduct the practical work. [Read More:](#)

Baseline Report for Skerries Angling Zone Now Complete (15th October 2019)

The baseline report highlighted in this information item is significant for the continuing work of D&S IFCA that is associated with the Recreational Angling Sector and a revised Angling Strategy that will be developed in due course. The report featured within the article highlights the importance of this site to all fishing sectors and the Voluntary Code of Conduct that was introduced and monitored during 2015. The article sets out what the next steps will be for this area of D&S IFCA work that will include further engagement work with different user groups. D&S IFCA has now developed a [display page on the website](#) focussing on angling. [Read More:](#)

Response to Exmouth Marina Dredge Licence Variation (1st November 2019)

This in-depth item demonstrates the involvement of D&S IFCA regarding an application to dispose of dredged material at sea. In the formal response, D&S IFCA was able to highlight its concerns about the potential impacts the disposal of dredged material would have on the site in question. The item has links to the official D&S IFCA response. This article was also submitted to the Exe Estuary Management Partnership (EEMP) for potential use in their newsletter as it is a good example of D&S IFCA’s work relating to the Exe Estuary. It also generated further media attention and a follow up interview. [Read More:](#)

Edible Crab Science Meeting (4th November 2019)

On 23rd October 2019, D&S IFCA joined other organisations and industry representatives in London to discuss the current management of brown crab and to better understand Defra’s Strategic View on managing brown crab in the future. Briefing notes assembled by other IFCA’s and these notes and the D&S IFCA report were linked into the article. Attendees focussed on considering any problems associated with edible crab fisheries, discussing gaps in knowledge, how to address gaps in knowledge and how to plan a way forward. [Read More:](#)

South West IFCA’s Receive Seafish Authority Funding for Spiny Lobster Work (4th November 2019)

This item reports on the £5,752 of funding that has been agreed by the Seafish South West Advisory Committee for 2019/20 spiny lobster research work. The funding will be split between D&S IFCA, CIFCA and Isles of Scilly IFCA. All three IFCA’s will be work in collaboration to gather evidence on spiny lobster movements and growth rates. The industry will also be able to assist by supplying data on the sizes and sexes of spiny lobsters caught. The funding will help with the purchase of consumable items. [Read More:](#)

D&S IFCA’s Mariculture Lecture at Plymouth University (12th November 2019)

This item reports on the annual lecture provided by D&S IFCA to Plymouth University. The 2-hour lecture was presented by D&S IFCA Environment Officer Oliver Thomas on 30th October 2019. The lecture covered a range

of topics including the challenges facing modern mariculture as well as exploring future opportunities within the District. D&S IFCA is in the process of developing a Mariculture Strategy and this item helps to highlight the partial development of the D&S IFCA website display page that provides more information on mariculture. [Read More:](#)

D&S IFCA Workshop for MSc Marine Conservation Students (2nd December 2019)

This item explains how D&S IFCA Officers hosted University of Plymouth's MSc Marine Conservation students at a workshop to discuss the scope and detail of the work of the IFCA and to undertake a role play exercise to determine possible management measures of an emerging fishery. The day was split into two parts including presentations provided by officers to describe the broad range of duties and activities undertaken by D&S IFCA. The workshop was a great success and will be repeated. [Read More:](#)

Environment Officers Attend Technical Advisory Group Meeting (2nd December 2019)

The Technical Advisory Group (TAG) meeting is of great importance to D&S IFCA as information relating to fisheries management, marine science and technology can be shared between IFCAs and other government agencies. This item reports on the event which included a presentation by the D&S IFCA Senior Environment Officer focussing on water extraction from nuclear power stations. It also highlights the detailed D&S IFCA technical response to consultations held by EDF Energy and the EA regarding water extraction and fish kills at the Hinkley Point C power plant. [Read More:](#)

Somerset Fishermen Undertake Sampling for Bristol Channel Herring Project (3rd December 2019)

This item explains how herring fishermen from Minehead have joined forces with scientists and fisheries managers from Swansea University, the Blue Marine Foundation and D&S IFCA to study herring in the Bristol Channel. This item provides additional information via links to the Marine Pioneer Program (website) and the Swansea University website, where a display page is devoted to the SEACAMS2 project. The need for a better understanding of the geographic structure of fish populations was highlighted in the 2019/20 Annual Plan. [Read More:](#)

D&S IFCA's Second Lecture to Plymouth MSC Students (11th December 2019)

This item builds on the news item posted on 2nd December 2019. D&S IFCA were asked to give a guest lecture on the Masters programme in Environment Consultancy at Plymouth University. The talk was divided into two parts to explain the different aspects of D&S IFCA work. The PowerPoint presentation that was used during the lecture was linked within the article along with further links to some newly developed Environment & Research display pages on the D&S IFCA website. [Read More:](#)

Enforcement Related Items (An investigations table is included later in this report)

D&S IFCA Conduct Bank Holiday Patrols (6th September 2019)

A news item to demonstrate active enforcement work focussed on the Teign area during un-social work periods. The article demonstrates the opportunities taken by officers for engagement with stakeholders and to educate about current legislation that applies and, regarding cockle collection on the Teign, does not apply at this time. [Read More:](#)

Market Inspections & Reported Illegal Bass Fishing (30th October 2019)

This item highlights different types of D&S IFCA enforcement work being conducted during un-social hours and explains how the enforcement work is intelligence led. The enforcement action reported in this item was focussed on the Plymouth Fish Market and two separate shore inspections conducted in the Bigbury-on-Sea area. Although the action on these occasions did not result in the discovery of any offences, the message to readers is to continue reporting suspicious fishing activity as the intelligence can assist with the planning of enforcement action.

[Read More:](#)

Catch & Release of Bass Starts on 1st November (31st October 2019)

This item was created purely to provide information, rather than to report on D&S IFCA active enforcement work. The content is similar to the article above about Market Inspections and Reported Illegal Bass Fishing (published

30th October 2019). The information explains that D&S IFCA works in partnership with the MMO to enforce the legislation which includes a restriction of catch and release only from the 1st of November.

[Read More:](#)

D&S IFCA & Applied Genomics Collaboration (5th November 2019)

This item reports on how D&S IFCA has been able to support Applied Genomics with eDNA sampling work with officers receiving some training on the specific requirements. Sampling equipment is deployed at sea for two tidal cycles and then recovered. Sites in the D&S IFCA District include Start Bay and Lyme Bay. Secured funding has been obtained, with some of it used to fund the running of the D&S IFCA patrol vessel David Rowe and to cover the time of D&S IFCA Officers. D&S IFCA Enforcement Officers have looked to incorporate this work into their enforcement work at sea.

[Read More:](#)

Reminder to all Mobile Fishing Permit Holders (1st November 2019)

This information item was created to remind Permit Holders about their obligation to ensure that their Vessel Monitoring System is fully operational. This news item supported direct notification to all Mobile Fishing Permit Holders. It informs that there is opportunity to self-monitor the performance of the equipment using new technology such as a downloadable app. In the event of unit failure, the Permit Holder must act, and options do exist for the Permit Holder as set out in the D&S IFCA Policy and Clarification document highlighted and linked in this article.

[Read More:](#)

Joint Patrol in North Devon (6th December 2019)

This information item was created to report on a recently conducted patrol in the North Devon area of the District. The patrol included the assistance of the Environment Agency and included the areas of Bideford, Appledore, Instow, Fremington, Barnstaple, Lee Bay, and Ilfracombe. The main objective of the patrol was to ensure that the D&S IFCA Netting Permit Byelaw was being adhered to. There were no offences detected during the patrol; however, the article does demonstrate partnership work and D&S IFCA's intelligence led enforcement action that extends to all parts of the District.

[Read More:](#)

Salcombe Harbour Patrols (18th December 2019)

This information item was created to highlight the opening of the small-scale scallop dredge fishery in the Salcombe Estuary and the work of the enforcement team to monitor compliance of the category two mobile fishing permit conditions. The information item helps to inform the audience how the scallop dredging activity is managed by listing the nine separate permit conditions that must be adhered to by the fishers issued with a permit. The article provides information on how a permit can be obtained from D&S IFCA and how any suspicious fishing activity can be reported.

[Read More:](#)

Workstream A: Management of Fishing Activities (relevant for this quarter)

Topic	Ref	Sub-Items (tasks)	Deadline	Status of Task	Comments/Report/Completion of Task
5 Year Review of Mobile Fishing Byelaw	A01	To create drafting work (Information Packages) for use by the BTWG in Sept 2019.	05/09/19	Information & discussion package completed and used at the BTWG meeting on 10 th September 2019.	Consideration and drafting by the BTWG produced further discussion items/decision making for the B&PSC to address in November 2019.
	A02	To create Byelaw Development Discussion Reports/Reporting of BTWG & other papers for B&PSC Meeting (14/11/19)	31/10/19	Byelaw discussion reports completed that link directly to the agenda for focussed decision making.	B&PSC members discussed the report on 14/11/19. Members approved the drafting work completed by the BTWG. Decision making included further development of permit conditions for sand eel trawling.
Introduce Exemptions Byelaw 2019	A03	To create Formal Consultation Response Report for B&PSC to consider potential changes to draft Byelaw as advertised.	23/08/19	Findings of formal consultation (report) discussed by B&PSC at an additional meeting arranged for 12 th September 2019.	Stakeholder responses recognised in the B&PSC minutes from 12 th September 2019. No changes to be made to the Exemptions Byelaw as advertised.
	A03a	Create advanced draft minutes from B&PSC meeting as required for QA process.	20/09/19	Draft Minutes from 12 th September completed and circulated for immediate issues to be highlighted.	Draft minutes added to submission package to demonstrate the decision-making process
	A03b	To create a "Final Impact Assessment" (Regulatory).	20/09/19	Completed ready for MMO QA process.	The Final IA added missing elements such as the findings from the formal consultation.
	A03c	To complete the work required to assemble submission package to MMO for Quality Assurance & confirmation phase.	20/09/19	Self-imposed officer deadline as completed package was needed as soon as possible to enable the 28-day QA process to be completed.	Stakeholders informed about decision making & provided with consultation report. Other required information assembled such as proof of advertising, & consultation report. MMO confirmed receipt of suitable submission package on 14/10/19. QA process ends on 21/11/19
By Introduce Exemptions Byelaw 2019	A03d	To complete the process by the end of the six-month extension period	09/11/19	Exemptions not in force by the time the Emergency Application Byelaw extended period ended	Advice received from MMO QA Team that the Byelaw was neither legally robust or enforceable. Officers requested MMO to submit the Byelaw Impact Assessment with minor amendments to Defra. Assessment with minor amendments to Defra.

Topic	Ref	Sub-Items (tasks)	Deadline	Status of Task	Comments/Report/Completion of Task
Review of Hand Work Fishing Activities	A04	To create "Options for Management" discussion report for B&PSC Meeting (14/11/19).	31/10/19	Report created and circulated on 29/10/19	B&PSC meeting was held on 14 th November. Members concluded that a new Hand Work Permit Byelaw is to be developed.
Angling Effectiveness Skerries Bank Angling Zone	A05	To create a background Report using past data.	31/06//19	Completion of the report fell behind the original expectation, but a draft report was completed in August 2019.	Deadlines for other work areas prevented completion of this by original deadlines. Draft produced on 07/08/19. This report was then internally quality assured. Final Report was completed on 07/10/19 and published on the website on the same date. Another report based on the shore surveys has been produced and once QA'd will be published on the website.
	A06	To use the background report as a basis to conduct engagement to assess effectiveness.	June to Aug 2019	A delay in completing Final Report has resulted in a delay beginning further work.	Consideration is now needed on planning the timeline for engagement and other associated work for early 2020. Prior to this commencing D&S IFCA is looking at stock assessments and level of effort on plaice and rays over a ten-year period.
Development of Mariculture Strategy	A07	To complete and present draft strategy report to Full Authority at the meeting in March 2020.	Draft Strategy 01/03/20	Ongoing. Meeting was held in September 2019 to pull together information gathered so far to begin the drafting of strategy.	Further officers meeting planned for January 2020 to progress this further.

Workstream B: Compliance

Topic	Ref	Sub-Items (tasks)	Deadline	Status of Task	Comments/Report/Completion of Task
To monitor Mobile Fishing Vessels using IVMS	B01	Enforcement work & intelligence led planning	2019/20	On going	Regular monitoring and evaluation of IVMS undertaken by officers.
Lobster scrubbing	B02	Identify Laboratory	30/06/19	Delayed	Further consideration is being undertaken by NIMEG.
	B03	To conduct the catch inspections of Lobster & Crawfish.	2019/20	Limited inspection undertaken	Inspections of lobster have been undertaken which include assessing compliance with berried lobster and crawfish legislation.
Review of Patrol Vessel Assets	B04	To secure use of EA vessel Endeavour.	31/05/19	Delayed	The use of the EA vessel Endeavour for £3000 per year has been agreed with the EA and sanctioned by members of the Authority on 12/09/19. Officers currently awaiting draft SLA from Defra Marine Services.
	B05	To develop MOU with MMO/Partnership work using FPV David Rowe	30/04/19	Delayed	Task now complete. The MMO has provided a signed "Provisions of Services" MoU relating to the MMO's use of IFCA vessels in October 2019.
Produce Enforcement & Compliance Strategy for 2019	B06	To review and update the existing publication and publish amended version for 2019-20.	31/07/19	Delayed. Final version of Strategy was expected to be completed by a revised deadline of end of August.	It has now been completed with the final version being published on the website on 11/10/19. The document is no longer period specific.
Member of Tactical Co-Ordination Group	B07	To attend meetings held by IFCA enforcement team & regional level.	3 weeks/ 4 weeks (Regional)	On going	Scheduled meetings are being undertaken as per the plan.
Maintain Duty Phone	B08	To document all reports of suspected illegal activity in intelligence reports.	2019/20	On going	
Record of Investigations	B09	To produce a quarterly Investigations Table that can also be published on website.	Each Quarter	On going	Enforcement table now includes all live investigation and is available on the website

Investigations Table

The table provides information on current investigations.

Date	Offence	Status
08/03/2019	Non operational IVMS	Under consideration
31/05/2019	Retention less than minimum conservation reference size	Financial Administrative Penalty issued.
31/05/2019	Retention of whelks less than the minimum conservation reference size	Financial Administrative Penalty issued.
06/06/2019	Exceeding recreational bass restriction	No further action
19/06/2019	Retention of whelk less than the minimum conservation reference size	Official Written Warning issued
25/06/2019	Fishing without a permit	Official Written Warning issued
30/06/2019	Non-compliant pots - Cat 1 Tags	No further action. Not in public interest. Advice letter sent out.
30/06/2019	Non-compliant pots - Cat 1 Tags	No further action. Advice letter sent.
04/07/2019	Fishing without a permit	Official Written Warning issued
09/07/2019	Retention of lobster less than minimum conservation reference size	Official Written Warning issued
10/07/2019	Fishing without a permit	Under consideration
17/07/2019	Netting in estuary (Dart)	No persons identified
18/07/2019	Diving for scallops during closed period	Official Written Warning issued
04/08/2019	Non-operational IVMS	Financial Administrative Penalty issued.
20/08/2019	Non-compliant Wrasse pots - Tags	Court case guilty
01/09/2019	Non-compliant pots - Escape gap	Under consideration
01/09/2019	Fishing without a permit	Under consideration
03/09/2019	Spatial incursion Annex 2	Under consideration
07/09/2019	Fishing without a permit	Under consideration
21/09/2019	Fishing without a permit	Ongoing
23/09/2019	Fishing without a permit	No further action. Advice letter sent.
02/10/2019	Exceeding Recreational bass restriction	No offences identified
03/10/2019	Fishing without a valid license	Insufficient evidence to prove operation in the district
10/10/2019	Non-operational VMS	Ongoing

Date	Offence	Status
30/10/2019	Fishing without a valid license	Passed to MMO
01/11/2019	Spatial Incursion Annex 5	Ongoing
01/11/2019	Non-operational IVMS	Ongoing
08/11/2019	Spatial Incursion Annex 5	Ongoing
24/11/2019	Spatial Incursion Annex 5	Ongoing
07/12/2019	Fishing without a permit	Ongoing
09/12/2019	Gear lost Annex 5	Ongoing

Workstream C: Internal Work

Topic	Ref	Sub-Items (tasks)	Deadline	Status of Task	Comments/Report/Completion of Task
Data Protection & Freedom of Information (Monitoring)	C01	To conduct an Internal Monitoring Program to ensure compliance with Policy.	31/07/19	Delay beginning monitoring of compliance using the plan.	Further discussions were undertaken during the quarter to confirm the management of the filing system
Review Communications Strategy	C02	To arrange a site visit/meeting and to gain feedback from DCC communications team.		Complete	A site visit was made by DCC communications on 16/10/19. Positive email feedback received on 15/11/19. The advice is to continue with the current approach which, although has limitations, does represent relative success as compared to time and resource available
Staff to contribute to delivery of communications	C03	Due to complexity of D&S IFCA work and the need for accuracy, all staff are tasked to contribute regular information items for a range of communication needs.	On-going during 2019-20	The news/information items are being used on both the website and replicated/highlighted on Facebook. The information items form the basis of the quarterly e-newsletter, are used for partnership communication work and for other elements of D&S IFCA communication work.	Between 21st August 2019 and 18th December 2019, 31 items were created by officers and published on the D&S IFCA Website & Facebook. On 6 th November 2019, 3 of the most relevant D&S IFCA news items were provided to the Exe Estuary Management Partnership for potential use in their own newsletter which now includes a dedicated page to highlight the work of D&S IFCA.

Topic	Ref	Sub-Items (tasks)	Deadline	Status of Task	Comments/Report/Completion of Task
Website Display	C04	For the draft Environment display pages to be completed by June 2019 in preparation for website page construction.	30/06/19	Original deadline not achieved. New deadline set for 1 st October 2019 for content of all pages.	The initial time deadline was unrealistic due to the amount of information the Environment Team have to put together to populate the web pages. Six main overview pages were completed by the end of September 2019. Further work has been done developing the large number of sub-pages to enhance the overall display. The task is now expected to be complete in March 2020.
	C05	For the new Environment display pages to go live by end of July 2019	31/07/19	Original deadline not achieved. Amended deadline was set for 1 st November 2019.	Initial building of ENV website display pages was completed in mid-October 2019, which was focussed on the six main Environment & Research overview pages. Five of the planned sub-pages were completed and built on by 17 th December 2019. A further nine sub-pages are completed and are being QA'd. These should be on the website in early January.
	C06	To review the on-line Permit Facility & go live by end of August 2019.	15/08/19	Delayed. Multiple delays from the on-line provider to develop required changes.	The on-line facility went live on 7 th November 2019.
Minutes of meetings: Create, QA, & circulate draft minutes within 2 weeks of Mtg.	C07	Full Authority Minutes		Not being met before September 2019.	Draft minutes are now being produced by officers within the agreed period.
	C08	F&GP Minutes		Not being met before September 2019.	As above.
	C09	B&PSC Minutes		Target Achieved to date	The draft minutes are being completed, subjected to internal additions and circulated in draft form to B&PSC members for comment within 2 weeks.
Produce Quarterly e-Newsletter	C10	To assemble information items/news into "Inshore Insights" publication and then circulate.	30/11/19	On going	The e-newsletter is directly circulated via the Mail Chimp format to all consenting contacts on mailing list (email only). It was assembled and then circulated on 6 th December 2019 to 1121 people.
Complete Annual Report for 2018-19	C11	To complete Annual Report and submit to Defra (by 30 th November) as required by Section 178 of MaCAA and IFCA High Level Objectives.	31/10/19	Completed	Case Study information was added to the external Annual Report. The Annual Report was submitted to Defra on 19/12/19 and published on the D&S IFCA website.

Workstream D: Evidence

Topic	Ref	Sub-Items (tasks)	Deadline	Status of Task	Comments/Report/Completion of Task
Wrasse (on-board Survey program)	D01	To conduct on-board surveys.	May-Oct 19	On-going	Surveys commenced and continued into December 2019.
	D02	To produce a summary report to B&PSC in November 2019 and full report for B&PSC in February 2020.	30/09/19 & 30/01/20	It was concluded that a summary report submitted in November 2019 would not have benefitted the decision making of the B&PSC.	The Full Report to compare data from 3 years of research "the comprehensive review" will be presented in February 2020 to the B&PSC and will inform decision making.
Mussel surveys 2018 (reporting)	D03	To complete the Teign Report 2018.	August 2019.	All aspects complete	Report published on the website 25/09/19
	D04	To complete the Taw Torridge Report 2018.	August 2019.	All aspects complete	Report published on the website 23/09/19
Mussel Surveys 2019	D05	To conduct the Exe Mussel Survey 2019.	May to Nov 2019.	Completed	The survey of the Lymptone mussel beds was completed on 4/10/19.
	D06	To conduct the Teign Mussel Survey 2019.	May to Nov 2019	Complete	These data will now be used to create a report to be published on the website.
	D07	To conduct the Taw Torridge Mussel Survey 2019.	May to Nov 2019	Complete	The survey work was completed.
Mussel surveys 2019 (reporting)	D08	To create Exe Mussel Report 2019.	February 2020	On target for completion	Being Q'Ad.
	D09	To create Teign Mussel Report 2019.	February 2020	On target for completion	
	D10	To create Taw-Torridge Mussel Report 2019.	February 2020	Complete	2019 Taw Torridge Mussel Survey Report was published on the website 23/09/19 ahead of planned delivery date.
Monitoring and Control Plans	D11	Lundy Island.	31/05/19	Complete	The Monitoring Plan is now published on the website (16/12/19). Monitoring has begun and records kept.
	D12	Torbay.	31/05/19	Complete	Advice received from NE on 24 th July 2019. Iteration 1 (July 2019) was published on the website on 07/10/19. Monitoring work is now planned using VMS track data.
	D13a	Plymouth Shad.	31/05/19	Plan complete	Advice received from NE on 14 th August 2019. Iteration 1.1 (July 2019) was published on the website on 07/10/19. Monitoring work is now being arranged.

Topic	Ref	Sub-Items (tasks)	Deadline	Status of Task	Comments/Report/Completion of Task
Monitoring and Control Plans	D13b	Severn Shad.	31/08/19	Plan complete.	Advice received from NE on 9 th September 2019. Iteration 1 (August 2019) was published on the website on 16/12/19.
	D14	Hartland to Tintagel.	31/05/19	On hold. Deadline not met due to external agencies delay in releasing data to inform plan.	Awaiting habitat mapping data and report from EA/NE. Expected November / December 2019. Not provided by this deadline. Still awaiting data.
MPA Assessments	D15	To complete Skerries Bank & Surrounds MCZ Assessment.	31/05/19	Original deadline not achieved but in development phase and due for completion in November 2019.	Information used to produce a short report for the B&PSC meeting in August 2019.
	D16	To complete Towed Gear – Start Point to Plymouth Sound & Eddystone HRA.	31/05/19	Original deadline not achieved but HRA now completed sent to NE on 9 th December 2019	Information used to produce a short section in a report for the B&PSC meeting in August 2019. The HRA was sent to NE for advice, on 9 th December 2019. NE requested a new deadline to provide advice which has been agreed for end of March 2020. Further discussions with NE are planned for January 2020.
	D17	To complete other MPA Assessments.	2019/20	On-going AND expected to be completed by 31/03/20.	On -track
Use of <i>Sabellaria</i> by finfish and mapping extent of it in Severn Estuary	D18	To complete project.	30/04/19	Partially complete.	<i>Sabellaria</i> work complete, possible additional work on finfish use are being explored. D&S IFCA is awaiting publication of the results by University of Plymouth and will then follow up with any additional netting surveys.
Severn Estuary Ecological Research Forum (SEERF)	D19	To attend 2 further meetings.	2019	A meeting is being co-ordinated.	Meeting/s being organised by SEO James Stewart for February or March 2020.
Sea Bass Fisheries and Conservation UK	D20	To update on project.	2020	Project expected to be complete in 2020	D&S IFCA's current involvement is through dialogue, engagement and information exchange. D&S IFCA is awaiting a project update from the project team.
Spiny Lobster	D21	To monitor abundance and report to B&PSC	2019/20	On-going	Report and presentation given to B&PSC. Presentation given to fisher, academics and other regulators. Updates given to monthly fishers' meetings.

Topic	Ref	Sub-Items (tasks)	Deadline	Status of Task	Comments/Report/Completion of Task
Spiny Lobster	D22	Morphometrics, tagging & genetics	2019/20	On-going	These aspects of work have commenced. Several fishers have agreed to collect samples for genetic analysis and packages of equipment have been sent to them. Officers have trained five fishers to tag spiny lobsters and this work is on-going.
Assist Bass PhD	D23	To assist in a supervisory role throughout 2019.	2018 - 20	Ongoing. Presentation to be provided to D&S IFCA Officer on 9 th September and Defra on 12 th September 2019.	Draft of the first paper is being reviewed by Plymouth University. Once completed the paper will be sent to D&S IFCA for comment.
Assess bycatch from SW Crab & Lobster fisheries (Fisheries Improvement Plan)	D24	To attend 3 meetings April 2019 to Sept 2020.	2019/20	Complete. MSc student assessed bycatch.	Project UK FIP is ongoing. Meetings attended in person or telecom. Last one attended on 13 th August 2019. Harvest control rules, the development of a strategy and a fisheries management plan are the current main areas of work. Meetings are ongoing. D&S IFCA has completed its part of the Fisheries Management Plan
Whelk Research (Spawning Season)	D25	To use additional data collected in 2018 to create a draft report, QA & publish so it can be examined by B&PSC.	31/05/19	Complete (ready to be Quality assured)	The final report (2019) was published on the website on 05/09/19 and can be used /referred to by the B&PSC if required in the future.
Potting/Seagrass Monitoring	D26	To conduct 6 patrols to collect data with results feeding into HRA.	2019/20	4 out of 6 surveys completed by 9 th Oct 2019.	2 more patrols remain for 2019-20.
Salcombe Scallop Fishery Stock assessment	D27	To conduct survey work which is due to start in December 2019.	31/03/20	On-going throughout the winter period.	Officers began the on-board surveys in December 2019 and will accompany fishers as often as possible.
To develop and complete Fisheries Research and Management Plans (FRMPs)	D28	This is part of the Marine Pioneer (MP) Programme. IFCA officers will host the project officer once recruited and will supervise the officer during the delivery of the plans.	April/May 2019	Officer recruited 25/11/2019. Officer to start 06/01/2020.	Initial plan was to have officer in place in May 2019, but the external funding stream only became available in November 2019. Project to extend to January 2020. A minimum of five FRMPs to be completed by January 2021

Workstream D: Evidence - Additional Work (Reactive)

Topic	Sub-Items (tasks)	Deadline	Status of task	Comments/Report/Completion of Task
Bait digging in the proximity of <i>Sabellaria</i> .	Additional survey work planning and implementation in response to feedback from HRAs	Survey work June 2019-May 2020. Report 31 st August 2020	New workstream following feedback on HRAs.	This work is focused on the reefs at Hinkley Point C in Somerset. A total of 24 surveys are planned in order to sufficiently cover seasons, weekdays, weekends and spring and neap tides. The surveys are on track and bait digging activity has been observed. A visual inspection by two officers has not found <i>Sabellaria</i> in the areas being targeted by bait diggers so far.
Bait digging in the proximity of High Tide Roost sites	Additional survey work planning in response to feedback from HRAs	Survey work October 2019-May 2020. Report 31 st August 2020	New workstream following feedback on HRAs.	This work is focused on four sites in the Severn Estuary where bait digging could occur at higher states of the tide (because of the large tidal range and the extent of the intertidal mudflat and sandflat features) and where high tide bird roosts occur. This includes Berrow & Brean, Uphill, Sand Bay and Clevedon. A total of 32 surveys are planned within the survey window to allow for even coverage of seasons, weekends, weekdays and spring and neap tides. The surveys are on track and no bait digging has been observed so far in close proximity to the High Tide Roosts. Other forms of disturbance have been noted, primarily dog walking.
MMO Marine Licence Applications/ other consultations	D&S IFCA responds and comments on MMO Marine Licence applications as and when they become current. D&S IFCA is also asked to comment on Defra consultations and EIAs	Reactive work – as and when required	Response are completed within timescales set by the application process.	Where appropriate and where permission is granted all consultation and marine licence application responses are stored in the Final Products section of the D&S IFCA server and will be published on D&S IFCA website in due course. This quarter D&S IFCA has provided response to: <ul style="list-style-type: none"> • a variation on the Exmouth Marina Dredging licence application; • Defra's call for evidence on Highly protected marine areas • Dredging at Noss Mayo Marina • Restoration of stone quay wall Dittisham • Pontoon at Sutton Harbour • Licence variation regarding construction of Combwich Wharf • Clevedon Marine Lake- returning silt to Bristol Channel • University of Southampton Wave Buoy renewal. • Seaweed Farm Bloody Cove A meeting was also held with Network rail regarding Parson Bridge to Teignmouth Train Resilience Programme to discuss data available and concerns regarding the potential impact of the development on the habitats, ecosystem, and fishing industry.

Topic	Sub-Items (tasks)	Deadline	Status of task	Comments/Report/Completion of Task
Pot Limitation Trial – North Devon Marine Pioneer	As part of the Marine Pioneer fishers have raised the possibility of pot limitations in the North Devon area. This is being explored and will need collaboration form Defra to extend beyond the 6nm.	2020/2021	Meetings / discussions have commenced with Defra and MP partners. Next stage is liaising with fishers.	As part of the Fisheries Bill the management of non-quota species is highlighted. Defra is interested in a possible trial for pots limitations and the Marine Pioneer provides an opportunity for such as trial as it was highlighted by fishers during port meetings. This is early stages for this work and further discussions and data gathering are needed.
Inshore Potting Agreement Committee meeting and update to IPA chart	D&S IFCA jointly chairs the IPA committee meeting with MMO. Members of the potting and mobile gear sector discuss any infringements into closed areas of the IPA, proposed changes to the IPA chart, and any other issues or changes that they need to be aware of or consider. Following the meeting D&S IFCA produces an IPA chart for 2020 and this is circulated with MMO and Potting and Mobile Fishing Permit holders. Minutes are also produced	November 2019- for the meeting; December for new chart produced and circulated. Minutes produced by March 2020	The meeting took place on 27 th November 2019. New chart circulated to committee members on 16 th December 2019 for comments. IPA chart circulated to MMO and Permit holders on 30 th December 2019.	Changes were made to the IPA chart on agreement with all committee members. These changes included removal of Zone 1 and Zone 5 and displaying the areas closed under D&S IFCA permit conditions more clearly. The seasonal opening of areas to mobile gear did not change.

Engagement Work

Scale	Engagement Type	Sector	Stakeholders	IFCA involvement
National	Policy/ research group	Regulatory, academic	HBDSEG Fish Technical Sub-Group	Provide expert knowledge and advice on inshore fish research, policy and management to aid future research and reporting efforts.
National	Policy/Research Group – Cefas, NE, IFCAs. EA	Regulatory, SNCB, Scientific	Inshore Marine Protected Area Group (MPAG)	Provide input into MPAG monitoring programme, disseminate information, collaboration, sharing research methodologies and analysis.
National	Research Advisory Group-IFCAs, Defra, EA, NE, Cefas,	Regulators, Scientists, Defra Family	IFCA Technical Advisory Group (TAG)	Active member of the groups sharing research and technical information and methodologies. Collaboration and information exchange.
National	Whelk Research and Fisheries Management	Regulators, Scientists, Defra Family	IFCA Whelk Fisheries Group	Sit on group and attend meetings in person or through telecons.
National	Policy/Research/Stakeholders	Aquaculture/Mariculture industry members /Scientists, Defra, Regulators,	Aquaculture Common Issues Group	Provide expert knowledge into discussion on seaweed farms, pacific oysters, and spiny lobsters aquaculture developments.
National	Policy, Research, Regulatory	Defra, IFCAs, MMO, Fishing Industry, NFFO, Fishmongers, Seafish, Jersey Fisheries, Welsh Fisheries, Cefas	Crab Fishery Science Meeting	IFCA presented information on the crab fisheries within its district and inputted into the national debate on crab stocks and future sustainability of the stock.
National	Stakeholders information sharing	RYA, Teachers, educators	Presentation on the work of the IFCA and wrasse fishery	IFCA presented on the work of the IFCA and about emerging fisheries including the wrasse fishery.
Regional	Local Authorities, relevant authorities, MCA, port authorities	Regulatory	Bristol Channel Standing Environment Group (BCSEG)	Provide information on activities and habitats within the District
Regional	Science and information sharing	Seafish, MMO, IFCAs, Fishing Industry, Science	Seafish SW Advisory Group	Inputted into regional discussion. Submitted proposal for funding for Spiny lobster research.
Regional	Academic and Research collaboration and education	University of Plymouth, D&S IFCA	MSc Marine Conservation Workshop	D&S IFCA hosted a workshop for the Plymouth University MSc marine Conservation student. This workshop included presentations from IFCA officers on the work of the IFCA and then a scenario situation was presented to the students for them to decide fisheries management.

Scale	Engagement Type	Sector	Stakeholders	IFCA involvement
Regional	Academic and Research collaboration and education	University of Plymouth, D&S IFCA	Mariculture lecture University of Plymouth	A two-hour lecture was given to MSc and undergraduate students on Mariculture.
Regional	Academic and Research collaboration and education	University of Plymouth, D&S IFCA	Lecture University of Plymouth	A lecture was given to MSc Environmental Consultancy students a Plymouth University covering the work of the IFCA and wrasse fishery.
Local	Sharing information and collaboration	Local Authorities, SNCBs, Interested stakeholders, regulators, Harbour Masters	Tamar Estuaries Consultative Forum meeting	D&S IFCA officers update the group on relevant workstreams and input into discussions.
Local	Sharing information and collaboration	Local Estuary forum meetings – Yealm, Dart, Avon, Salcombe-Kingsbridge, Exe,	LAs, SNCBs, stakeholders Harbour Masters, regulators	Give updates on work of the IFCA and respond to any concerns/ question from Fora members.
Local	Newsletter	Estuary Interest	Exe Estuary Management Partnership (EEMP)	Creation of D&S IFCA news items for insertion in EEMP Newsletter (D&S IFCA section)
Local	Seagrass Restoration Meeting	Regulatory, NGOS, NE	NGO, Local Authorities, NE.MMO	Presented on the Seagrass Survey since 2012. Discusses IFCA management measures
Local	Waddeton Regulating Order	Fishing industry, regulatory	Fishing industry, Cefas,	Met with shellfishermen and Cefas re the Waddeton Order, shellfish returns, biosecurity measure plan and annual inspection by Cefas.
Universal	Website, quarterly newsletter, Facebook and twitter	All	All	Internal production of communication material, direct notification to contacts list and unlimited reach via different communication formats.