

Meeting 4 (20/21)
Notes & actions of meeting held on
Friday 18th September 2020

Partnership Members

Liz Ballard (Chair)	Sheffield & Rotherham Wildlife Trust (LB)
Darren Butt	Amey (DB)
Mick Crofts	Sheffield City Council (MC)
Christine King	Co-Chair of Street Tree Action Groups (CK)
Amanda Preston	Sheffield City Council (AJP)
Karen Ramsay	Sheffield City Council (KR)
Paul Selby	Street Tree Action Groups (PS)
Sarah Shorley	Woodland Trust (SS)

Attendees

Alun Watkins	Programme for the Endorsement of Forest Certification (PEFC) – Item 4
David Wain	Sheffield City Council Highways (DW) – Item 5
Richard Bulloss	Sheffield City Council Highways (RB) – Item 5

Apologies

Andy Greenwood	Amey (AG)
Joe Coles	Woodland Trust (JC)

		Who
1.0	<p><u>Welcome</u> LB thanked everyone for attending the virtual meeting and noted the apologies received.</p> <p>LB explained that due to the increased workload, Amanda Preston had been brought on board to help with these meetings and thanked both MC and KR for their support from the Council.</p>	
2.0	<p><u>Notes of last meeting</u> The partnership group agreed that the last notes were a true record and all agreed to adopt these. These will be uploaded to the SRWT website.</p>	
3.0	<p><u>Actions & decisions from meeting held on Friday 31st July 2020</u></p>	
3.1	<p><u>Matrix</u> AG to incorporate his responses into the consultation. DB agreed to check this.</p>	DB

		Who
<p>3.2</p> <p>3.3</p> <p>3.4</p> <p>3.5</p> <p>3.6</p> <p>3.7</p>	<p><u>Strategy timeline, PR & launch</u> KR to draft a letter to go out w/c 21st August – KR confirmed the letter had gone out and thanked everyone for their comments.</p> <p><u>PEFC update & decision</u> KR to send CK information on the Sheffield Standard – KR confirmed that this had been actioned.</p> <p><u>Cultivars</u> DB to update the action plan and email report/update to the group. DB confirmed this had been actioned.</p> <p><u>Baseline review of species diversity & canopy cover</u> CK/AG to look at the data that had been sent and to report back to the group in September. CK confirmed that she had sent the updated data to DB. AG to provide comments.</p> <p><u>Road verges</u> LB confirmed that she had sent information out and that a meeting will be arranged to progress.</p> <p><u>Street tree wardens</u> DB updated all on street tree wardens. 43 applications had been received. Health & safety file, risk assessments and welcome packs being developed. Helen Johnson, Community & Engagement Officer, Amey, to act as the volunteer contact for the wardens & co-ordinating them through the process. They have all received letters of acceptance and inductions will take place in October with staggered start dates during the month.</p> <p>PS and DB had met and discussed Nether Edge area.</p> <p>KR to check consultation responses and pass the names of respondents who had expressed an interest in becoming a street tree warden to DB.</p>	<p></p> <p>AG</p> <p>LB</p> <p>KR</p>
<p>4.0</p>	<p><u>PEFC update</u> Alun Watkins attended the meeting to give an update on the proposal to develop an independent accreditation scheme for the management of street trees.</p> <p>PEFC had started to develop the 'Trees Outside Forests' (TOF) standard against the UK Woodland Assurance Standard (UKWAS).</p> <p>A working group would be set up to provide input to the development of the TOF standard. It was agreed that it would be useful to have Sheffield representation on this working group.</p> <p>A national consultation on the TOF standard would be needed.</p> <p>Once completed, the TOF standard needed to be endorsed, a process that could take between 2-6 months and up to 9 months for the scheme to be fully set up. This means that it would be at least 12 months before the management of Sheffield's street trees would be subject to audit.</p>	

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	<p>The partnership group agreed that the working group needed to include someone who had knowledge and experience of managing street trees.</p> <p>Suggested members of working group (TBC):</p> <ul style="list-style-type: none"> • A Watkins + 1 other • SCC – D Wain; R Bulloss; Dave Aspinall (Parks & Countryside) • Amey – TBC • Stakeholder/STAG – C King <p>No upfront costs for the Council/Amey as costs associated with resources to establish the scheme would be absorbed. First year certification fees would be need to be paid.</p> <p>Ongoing costs included accreditation, surveillance and audit.</p> <p>The group agreed to go ahead with the development of the TOF standard and noted that it could be a world first.</p> <p>ACTIONS</p> <ul style="list-style-type: none"> • AW to set up working group and liaise with others. • AW to look at timescales/action plan and come back to the partnership with further details. • KR to check if scheme would need Council approval. 	<p>AW AW KR</p>
5.0	<p><u>Street Tree Working Strategy – Appendix 5: Management of Sheffield’s Street Trees</u></p> <p>David Wain and Richard Bulloss joined the meeting for this item and updated the group on two street tree test cases and the proposed Sheffield street tree map.</p> <p>DW took the partnership through the presentation. PS thanked DW for the detailed presentation and all agreed that it was a fantastic start.</p> <p>It was agreed to hold a separate meeting (PS/CK/DB/DW) to go through the detail and develop the decision process to the next stage.</p> <p>PS asked if the consultation period could be longer than two weeks as this could miss people who are away on holiday etc. Further details to be agreed were what happened at the end of the consultation process; how are views/comments collated and shared; who makes the final decisions.</p> <p>RB confirmed that the partnership group would be a consultee on the removal of street trees.</p> <p>ACTIONS</p> <ul style="list-style-type: none"> • RB to discuss the decision process with Gillian Charters, Interim Head of Highway Maintenance. • AJP to arrange the meeting with PS/CK/DB/DW asap (Post meeting note – Arranged for 29.9.20 with apologies from PS who would send his comments to CK) • DW to send AJP the presentation to circulate to the group. 	<p>RB/GC AJP DW/AJP</p>

		Who
6.0	<p><u>Guidelines for Management of Sheffield's Street Trees</u></p> <p>KR informed the group that she had commissioned SCC Communications Team and Amey to develop the guidelines.</p> <p>The guidelines would follow the same format as the working strategy, i.e. developed as an online document. A draft of the guidelines along with the updates to the Council street tree webpages to be shared with the group before the next meeting.</p> <p>ACTIONS</p> <ul style="list-style-type: none"> • KR to progress for next meeting (Friday 30th October 2020). • LB to send KR contact details of the designer. 	<p>KR LB</p>
7.0	<p><u>Woodland Trust Tree Challenge Fund – Expression of Interest</u></p> <p>SS updated the group on progress.</p> <p>JC will be leading on this for The Woodland Trust (WT).</p> <p>WT had approved that the challenge fund and was working with 12 Councils including Sheffield. The formal expression of interest will be out by the end of September with a window of four weeks for these to be returned. A WT group would then meet to consider these.</p> <p>The outline proposal had been shared with the group. The full expression of Interest (EOI) to be shared with the group for comments. JC would act as the agent to support development of the EOI.</p> <p>PS asked if it the focus was on tree planting and natural regeneration. SS confirmed that EOIs could include proposals for both.</p> <p>KR will brief SCC Cabinet Members (Cllrs Mark Jones and Mary Lea) to ensure political support and discuss with the Council's external funding team.</p> <p>LB asked if this would be a Council or partnership led project. KR confirmed that this is a scheme for local authorities so it would be led by Sheffield City Council (Parks & Countryside) with input from the partnership on the street tree element. A meeting will be arranged with KR, Catherin Nuttgens, Amey and the Highway Management team to progress.</p> <p>LB asked if additional staff would be needed. KR confirmed that additional resources were factored into the proposal.</p> <p>ACTIONS</p> <ul style="list-style-type: none"> • WT to issue the formal invitation for the EOI. • KR to share the expression of interest with the group for comments prior to submission to WT. • KR to brief SCC Cabinet Members. • KR to seek advice from the Council's external funding team. • KR to set up an internal meeting with Parks & Countryside, Amey & Highways Maintenance Team once WT had issued the call for the EOI. 	<p>JC/SS KR</p> <p>KR KR KR</p>

		Who
8.0	<p><u>Additional planting pilot</u> PS informed the group that the timescales needed to fit with the planting season.</p> <p>LB asked that someone needs to include in the feasibility study how gift aid could be included, e.g. via The Woodland Trust or another charity, and how and independent fund could be established.</p> <p>The group noted that Sheffield City Region had appointed Matt North as the South Yorkshire Woodland Creation Officer who will be working with partners across the city region.</p> <p>ACTIONS</p> <ul style="list-style-type: none"> • DB/PS to prepare a paper with further details on the pilot to bring to the group • KR to discuss the additional planting pilot with PS to incorporate into the WT EOI. 	<p>DB/PS</p> <p>KR</p>
9.0	<p><u>Strategy Development</u> LB shared and ran through the action plan clarifying the stages before the end date to publish April 2021.</p> <p>KR – agreed to discuss with Cabinet Members on process to follow. Cabinet or Individual Cabinet Member decision. Once confirmed KR to amend action plan.</p> <p>After a discussion it was agreed to hold a separate meeting to discuss the consultation outcomes. AJP to arrange another meeting before the 30th October.</p> <p>ACTIONS</p> <ul style="list-style-type: none"> • KR to discuss process for Council approval of the final strategy with Cabinet Members. • AJP to arrange another meeting to discuss the results from the consultation. (Post meeting note – arranged for 16th October 2020) 	<p>KR</p> <p>AJP</p>
10.0	<p><u>Strategy timeline, PR & launch</u> LB shared the Word version of the working strategy with names added to sections to be updated. This would be shared on Google Drive so that all the partners could update their sections, respond and comment.</p> <p>The group noted that the final strategy needed to be approved by the Council in March 2021 (Cabinet – 17th March). Other partners would also need to arrange for sign off of the final strategy through their own approval routes.</p> <p>ACTIONS</p> <ul style="list-style-type: none"> • LB to share the Word version on Google Drive so that all partners could update their sections, respond and comment. • KR to liaise with Cabinet Members on the process for approving the final strategy and to update the action plan to reflect this. 	<p>LB</p> <p>KR</p>

		Who
	<ul style="list-style-type: none"> • KR to check who from the highway contracts team could work with CK/AG on appendix 9 (British standards & guidance. 	KR
11.0	<u>Any Other Business</u>	
11.1	<u>National Tree Week</u> Agreed to add this to the agenda for the next meeting on Friday 30 th October 2020.	AJP
11.2	<u>Online consultation</u> Agreed that a separate meeting to be arranged to discuss the results of the online consultation. (Post meeting note – arranged for 16 th October 2020)	AJP
12.0	<u>Dates of future partnership meetings</u>	
	<ul style="list-style-type: none"> • Consultation feedback – Friday 16th October 2020, 9.30-11.30am • Sheffield Street Tree Partnership – Friday 30th October 2020 (Item – National Tree Week) • Sheffield Street Tree Partnership – Friday 18th December 2020 	