

**Meeting 5 (20/21)  
Notes & actions of meeting held on  
Friday 30<sup>th</sup> October 2020**

**Partnership Members**

Liz Ballard (Chair)	Sheffield & Rotherham Wildlife Trust (LB)
Christine King	Co-Chair of Street Tree Action Groups (CK)
Darren Butt	Amey (DB)
Andy Greenwood	Amey (AG)
Karen Ramsay	Sheffield City Council (KR)
Amanda Preston	Sheffield City Council (AJP)
Laurence Heijbroek	Sheffield City Council – Graduate (LH)
Paul Selby	Street Tree Action Groups (PS)
Sarah Shorley	Woodland Trust (SS)
Joe Coles	Woodland Trust (JC)

**Apologies**

Mick Crofts	Sheffield City Council
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		<b>Who</b>
<b>1.0</b>	<b><u>Welcome</u></b> LB thanked everyone for attending the virtual meeting. KR introduced Laurence Heijbroek to the Group. LB welcomed LH and everyone introduced themselves.	
<b>2.0</b>	<b><u>Notes of last meeting</u></b> 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.	<b>AJP</b>
<b>3.0</b>	<b><u>Actions &amp; decisions from meeting held on Friday 18<sup>th</sup> September 2020</u></b>	
3.1	<b><u>Matrix</u></b> DB confirmed that AG's responses had been incorporated into the consultation.	<b>DB</b>
3.2	<b><u>Street tree wardens</u></b> DB confirmed that he will set the meeting up asap.	
3.3	<b><u>PEFC update</u></b> KR confirmed that Alun Watkins is progressing with the work and setting up a sub group. KR & DB volunteered to be on the group. First meeting had been arranged for 24 <sup>th</sup> November 2020.	

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	<p><b>KR</b> to check if scheme would need Council approval. Meeting with Gillian Charters and Darren Butt to see if there are any implications.</p>	<b>KR</b>
3.4	<p><u>Street Tree Working Strategy – Appendix 5: Management of Sheffield’s Street Trees</u>            KR reported that both David Wain and Richard Bulloss were unable to join today’s meeting, however regular contact is made with them both of them re Appendix 5. (Post meeting note: a meeting has been arranged for 17<sup>th</sup> November to progress)</p>	
3.5	<p><u>Woodland Trust Tree Challenge Fund – Expression of Interest</u>            SS/KR updated the group on progress.</p> <p>The Expression of Interest forms had been issued and the formal expression had been drafted. <b>KR</b> agreed to send this round to the Group for comments. (Post-meeting note – Expression of Interest for ‘Treevitalise Sheffield’ sent to the group 06/11)</p> <p>KR to discuss with DB &amp; PS the inclusion of the Abbeydale Road/Nether Edge planning pilots in the bid.</p> <p>More work to be done on the Evaluation Process for this. The Panel will meet in November with a decision being made in December.</p>	<p><b>KR</b></p> <p><b>KR/DB/PS</b></p>
4.0	<p><b><u>Strategy Timeline, PR &amp; launch</u></b>            KR informed the Group on the current timeline for getting the Strategy to Cabinet in March.</p> <p>The group noted that the final strategy needed to be approved by the Council in March 2021 (Cabinet – 17<sup>th</sup> March). Other partners would also need to arrange for sign off of the final strategy through their own approval routes.</p> <p>17<sup>th</sup> March 2021 - Cabinet            Need draft by early January/February</p> <p>3<sup>rd</sup> February 2021 – Leadership Team</p> <p>Consultation results will be going to Cabinet in January 2021.</p> <p><b>Action</b>  <b>All</b> agreed to take 90% of the draft document to their own groups and run this alongside with the Timeline for going to subgroups and finally Cabinet in March.</p>	<b>ALL</b>
5.0	<p><b><u>National Tree Weeks (28<sup>th</sup> Nov – 6<sup>th</sup> Dec)</u></b>            LB asked the group if we wanted to do anything for the National Tree Week.</p> <p>After a discussion and due to time restraints, the Group agreed that it would be a good idea to host a small event, e.g. a tree planting. DB/AG action. Possibility of project on Western Road. CK asked that residents be involved in choosing the tree species etc.</p>	<b>DB/AG/CK</b>

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6.0	<p><b><u>Consultation meeting held on 16<sup>th</sup> October 2020</u></b></p> <p>The notes from the meeting be shared with the Group for clarification. LB stated that she had been unable to make the subgroup and asked the Group "If there were any immediate issues arising from the meeting that needed addressing"? The Group felt that the meeting went well and that the following issues were brought to the groups attention are:</p> <ul style="list-style-type: none"> <li>• Need to pull out the key aspects and address these;</li> <li>• Education Outreach Programme – Need to agree on where this fits either as part of Community Involvement or as an additional outcome? Wording around Education Involvement also needs to be agreed.</li> <li>• Consolidation of resources/working together/volunteers i.e. involving Catherine from Parks and Countryside;</li> <li>• Appendix 9 – CK stated that there were still big issues with staff not working to standards; After a discussion, DB/AG agreed to look into this.</li> </ul>	<p>AJP</p> <p>DB/AG</p>
7.0	<p><b><u>Finalising the Strategy</u></b></p> <p>LB shared the Word version of the working strategy at the meeting and ran through this a page at a time adding in comments and who needed to update this. The document would be shared on Google Drive so that all the partners could update their sections.</p> <p>KR informed the Group that LH and herself will be going through the consultation results and adding in any actions into the strategy.</p> <p><b>ACTIONS</b></p> <ul style="list-style-type: none"> <li>• <b>LB</b> to share the Word version on Google Drive so that all partners could update their sections by the next meeting;</li> <li>• <b>DB/AG/CK</b> to discuss the No of species quoted in the introduction separately.</li> <li>• <b>KR/LH</b> to update the report in light of the consultation.</li> </ul>	<p>LB</p> <p>ALL</p> <p>DB/AG/CK</p> <p>KR/LH</p>
8.0	<p><b><u>Delivering the Strategy</u></b></p>	
8.1	<p><b><u>Outcomes 1-5</u></b></p> <p>Discussed and agreed who to update each area.</p> <p><b>Action:</b></p> <p>Through Google Drive, all to update their areas of text by 1<sup>st</sup> December 2020 in time for a 90% completed final strategy draft for the next meeting.</p>	<p>ALL</p> <p>LB</p>
8.2	<p><b><u>Decision Making Process</u></b></p> <p>Progress is being made. The Group recognised the need to ensure web pages are consistent with tree management guidelines for public being developed. KR to send around draft guidelines and web pages.</p>	<p>KR</p>
8.3	<p><b><u>Outcome 6</u></b></p>	
a)	<p><b><u>Street Tree Warden Scheme</u></b></p> <p>DB informed all that the Street Tree Warden Scheme inductions had been completed, PPE had been received and they will be starting soon.</p>	

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b)	<p><u>Future Partnership members</u> Further to the sub meeting on 16<sup>th</sup> October, a discussion took place on the future composition of the Partnership and whether to extend the Partnership group. KR shared a document from the Consultation results of whom they thought should be included on the Group.</p> <p>After a discussion the following were suggested:</p> <ul style="list-style-type: none"> <li>• A member from Parks and Countryside/Housing etc,</li> <li>• Street Tree Wardens,</li> <li>• Community,</li> <li>• Universities,</li> <li>• Disability Sheffield;</li> <li>• Experts etc.</li> </ul> <p>All these need careful thought.</p> <p>Some concerns were expressed over the group becoming too large to make decisions.</p> <p>LB asked how Tree Wardens could best be represented or integrated into the group.</p> <p>PS stated that both him and CK were Street Tree Wardens and do represent both the Street Tree Wardens and the STAG group.</p> <p>DB suggested he has a conversation with Helen on her views about Tree Wardens being represented.</p> <p>LB suggested considering a model for a Steering Group and a wider Partnership of stakeholders.</p> <p>Terms of Reference needs to be reviewed.</p> <p><b>Action:</b></p> <ol style="list-style-type: none"> <li>1) <b>DB</b> to liaise with Helen on her views of being on the Group.</li> <li>2) <b>KR</b> agreed to do an options paper proposing options for partnership/stakeholder arrangements and bring this back to the next meeting.</li> <li>3) <b>SS/JC</b> to send their Terms of Reference of the groups to KR.</li> </ol>	<p><b>DB</b> <b>KR</b></p> <p><b>SS/JC</b></p>
9.0 9.1	<p><u>Any Other Business</u> <u>Transforming Cities Request</u> KR/LB explained that Molly Wright from Counter Context wanted to engage with the Group about the Connecting Sheffield/Transforming Cities project to discuss what they could offer and how they could work with the Group.</p> <p><b>Action:</b> <b>LB/KR</b> to meet with Counter Context and additional officers separately to discuss and get a better understanding on what they can offer and bring this back to the next meeting.</p>	<p><b>LB/KR</b></p>

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10.0	<p><b><u>Date of next future partnership meeting</u></b></p> <ul style="list-style-type: none"> <li>Sheffield Street Tree Partnership – Friday 18<sup>th</sup> December 2020</li> </ul> <p><b>Items</b></p> <p>Consultation Strategy – 90% completed - ALL</p> <p>Partnership/Stakeholder arrangements – KR/ALL</p> <p>Feedback on Transforming Cities – LB/KR</p>	