

**Meeting 5 (20/21)
Notes & actions of meeting held on
Friday 18th December 2020**

Partnership Members

Liz Ballard (Chair)	Sheffield & Rotherham Wildlife Trust (LB)
Christine King	Chair of Street Tree Action Groups Steering Group (CK)
Darren Butt	Amey (DB)
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
Andy Greenwood	Amey (AG)

		Who
1.0	<u>Welcome</u> LB thanked everyone for attending the virtual meeting.	
2.0	<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.	AJP
3.0	<u>Actions & decisions from meeting held on Friday 30th October 2020</u>	
3.1	<u>Street tree wardens</u> DB confirmed that the meeting took place, introductions had happened, and all PPE equipment had been provided to volunteers. LB suggested and all agreed that she liaises with DB regarding some training from the Sheffield & Rotherham Wildlife Trust.	LB
3.2	<u>PEFC update</u> The document had been circulated to the Group and KR confirmed that this would be out for consultation for 60 days from January 2021. It was reported that there will be highway issues but agreed to deal with these after the consultation.	

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3.3	<p>ACTION –Alun Watkins and Matt Taylor be invited to the meeting in March/April.</p> <p><u>The Woodland Trust Tree Challenge Fund</u> JC informed the group that the Woodland Trust panel had met and that there would be a UK-wide announcement about the recipients of the grant in Jan/Feb 21. JC reiterated that there should be no local comms until The Woodland Trust had been in touch with the relevant local authorities to coordinate the announcement.</p> <p>JC and SS were thanked for their support in helping SCC put the bid together.</p> <p>ACTIONS:</p> <ul style="list-style-type: none"> a) JC/SS to work with SCC on the comms. b) KR to notify Cassie Stuart and Catherine Nuttgens (SCC Parks & Countryside Community Forestry Officer) about the arrangements on the comms. c) The street tree planting element of the project needed to be developed. KR/LH to meet Catherine Nuttgens early in 21 to discuss how to take this forward. d) Catherine Nuttgens and Matt North (South Yorkshire Woodland Creation Project officer at SRWT) to be invited to the SSTP meeting on 26th February. 	<p>AJP</p> <p>JC/SS/SCC</p> <p>KR</p> <p>KR/LH</p> <p>AJP</p>
3.4	<p><u>National Tree Week</u> DB reported that a tree planting had taken place as part of National Tree Week in early December and thanked CK for her support and participation in this event.</p>	
4.0	<p><u>Consultation Report to Cabinet</u> KR had shared the draft Cabinet and consultation feedback reports with the group for comments. Any further comments should be with KR by week commencing 4th January 2021.</p> <p>KR informed the group that she had left in the comments received from the public on Amey/Council/STAG and the future management and maintenance of street trees.</p> <p>The report will be going to Cabinet on the Wednesday 20th January 2021.</p> <p>CK questioned the heat map indicating individual response by postcode, observing that it demonstrated the same distribution pattern (as a mirror image) as the 2019 Indices of Deprivation for Sheffield</p> <p>KR to check if the demographic profile of the responses to the consultation were generally similar to other citywide consultations.</p>	<p>All</p> <p>KR</p> <p>KR</p>

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	<p>LB commented that there were three areas for the group to consider in the future development and delivery of the strategy:</p> <ul style="list-style-type: none"> • Engagement & education • Greater emphasis on the relationship between street trees and wildlife & biodiversity • The impact of the 'wrong tree in the wrong place'. <p>PS/CK thanked all for the valuable input in getting this done.</p>	All
<p>5.0</p> <p>5.1</p>	<p><u>Finalising the Sheffield Street Tree Strategy</u></p> <p>LB shared the Word version of the working strategy at the meeting and ran through this clarifying the comments and confirming who needed to update this. The document would be shared on Google Drive so that all the partners could update their sections. A final draft was needed by end Jan 21. The meeting on 29th January would focus on finalising the strategy.</p> <p>The group noted that the final strategy would be on the Forward Plan for approval at Cabinet on 17th March. Other partners would also need to arrange to sign-off the final strategy through their own approval routes.</p> <p><u>Appendix 4: Sheffield Street Tree Partnership Terms of Reference</u></p> <p>KR/LH shared and ran through the options paper for the future arrangements of the Sheffield Street Tree Partnership.</p> <p>PS thanked KR/LH for a good paper.</p> <p>LB said that the future arrangements needed to be drive by delivery need and that this was likely to evolve over time.</p> <p>The group agreed that an option 5 should be drawn up combining the core working group/flat hierarchy from option 1 and the task and finish groups from option 4.</p> <p>The partners should include street tree wardens and the task and finish groups would be established as required. Members of the task and finish group would be drawn from the wider partners with specialist expertise being called in as needed.</p> <p>The group needed to review the list of suggested members of the partnership that had come from the consultation.</p> <p>Appendix 4 to be revised to reflect the discussion on the future arrangements of the partnership.</p> <p><u>Appendix 4: Additional Tree Planting</u></p> <p>DB shared and ran through the process map for additional tree planting/funding.</p> <p>DB confirmed that if residents were able to pay for an additional street tree, processes were in place for consideration of the request. If someone wanted a tree but was unable to pay, this was managed through a separate pot of money.</p>	<p>All</p> <p>KR/LH</p> <p>KR/LH</p>

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	<p>DB will be bringing a report to the group to consider allocating 200 trees under replacement programme. DB to add to action plan.</p> <p>PS also shared and ran through his information based on questions asking for options/answers. The section on 'donations for additional street planting' to be removed from appendix 4 of the strategy and added to the guidance on community planting.</p>	<p>DB</p> <p>KR/LH/PS</p>
5.2	<p><u>Appendix 5: Decision Making</u> KR to add the text for the amended appendix 5 to the draft strategy document on Google Drive for comments from the group.</p> <p>The new 'Guidelines for the Management of Sheffield's Street Trees' would be uploaded to Google Drive for comments from the group. The guidelines and the revised SCC webpages on street trees would be discussed at the meeting on 26th February.</p>	<p>KR</p> <p>KR</p>
5.3	<p><u>Going Forwards</u> The approach to monitoring and a dashboard was discussed. LB proposed that the indicators already exist in the strategy, they mainly needed pulling together in to a single dashboard overview for monitoring purposes. Some would be annual, others more or less frequent. With the lead partner responsible for updating. CK and LH agreed to review.</p>	<p>CK/LH</p>
5.4	<p>SUMMARY OF ACTIONS</p> <p>i) Appendix 3: Baseline analysis of the current Sheffield street tree stock</p> <ul style="list-style-type: none"> • PS/DB/AG to check through the information • Diversity of Species – 10/20/30 or 5/10/15 rule? LB send info to DB and JC/SS/DB to review. <p>ii) Appendix 4: Partnership options</p> <ul style="list-style-type: none"> • KR/LH to amend Appendix 4. <p>iii) Additional Planting Pilot</p> <ul style="list-style-type: none"> • DB/PS discuss education process/prices • Gift Aid – discuss at April/May meeting – this be added to Action Plan • Equalisation – Discuss at April/May meeting – Add to Action Plan • PS/DB amend document and upload onto Google Drive for all to comment on. DB will be bringing a report to the Group to consider allocating 200 trees under replacement programme. DB to add to action Plan. <p>iv) Appendix 5: Decision Making</p> <ul style="list-style-type: none"> • KR to add document onto Google drive for all to comment on. • KR to upload draft guidelines onto Google Drive for all to comment on. Add to the action Plan for February/March meeting 	<p>PS/DB/AG LB/DB JC/SS/LH</p> <p>KR/LH</p> <p>DB/PS LB LB DB/PS ALL/DB</p> <p>KR/ALL</p> <p>KR/ALL KR</p>
6.0	<p><u>Action Plan Review</u> All to keep up to date and keep an eye out on all actions with a view of doing a stocktake at the February 2021 meeting.</p>	<p>ALL/ AJP</p>

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7.0	<p><u>Connecting Sheffield - Transforming Cities Fund</u> Further to the last meeting, both LB and KR met Leigh Bramall from Counter Context to discuss project proposals and the potential implications for street trees.</p> <p>LB agreed to circulate the briefing pack to all which shows the impact on existing street trees and proposal for new street trees and to let her have any thoughts on this.</p> <p>JC raised the issue of negative responses in other parts of the UK to active travel schemes and agreed to review the brief and submit a response from The Woodland Trust to the consultation on the proposals for the city centre.</p> <p>LB agreed to write a letter from the partnership highlighting that proposals need to work to the Working Strategy</p>	<p>LB/ALL</p> <p>JC</p> <p>LB</p>
8.0	<p><u>Any Other Business</u></p>	
8.1	<p><u>Trust working with South Yorkshire Local Nature Partnership</u> LB informed the Group that SRWT was working with the Local Nature Partnership, City Region Mayor and the Woodland Trust to develop a programme of Woodland Creation across South Yorkshire. Matt North has been appointed to the role. The Trust has also successfully secured Green Recovery Challenge Funds for two forestry trainee posts working with Catherine Nuttgens.</p> <p>JC mentioned the current issues in Doncaster in relation to tree felling. Information noted.</p> <p>LH asked if we share good PR Practice from the Partnership Group across local authorities. LB said that this could be a future task for the group including possibly hosting a virtual meeting on story of Sheffield.</p>	
8.2	<p>ACTION: All to think about and look at opportunities for learning from April onwards.</p>	ALL
8.3	<p><u>Tree Cities of the World Opportunities</u> ACTION: All to read information and add to action plan for a discussion in March.</p>	ALL
8.4	<p><u>Website for Partnership Group</u> Agreed to discuss in more detail for the next meeting in time for launch of the new strategy. In meantime, LH to look into website options and if anyone wants to be involved to get in touch with LH direct.</p>	AJP LH/ALL
8.5	<p><u>Managing tree diseases</u> PS referred to a forum that had been hosted by STAG and Sheffield Hallam University on Phytophthora (a disease affecting lime trees in Nether Edge) and that several national tree specialists had been in attendance. Action: PS to add this to the Action Plan for a bigger discussion.</p> <p><u>Information Sharing</u></p>	PS

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	<p>KR informed the Group about a project board had been set up to manage the establishment of a street tree archive. Information noted.</p> <p><u>Nature Recovery Plan</u> KR/LB/MC meet to discuss going forward.</p>	AJP
9.0	<p><u>Date of next future partnership meeting</u></p> <ul style="list-style-type: none"> Sheffield Street Tree Partnership – Friday 29th January 2021 <p>Items Consultation Strategy – 90% completed – ALL Website – Partnership Group</p>	
	<p><u>February</u> Items</p> <ul style="list-style-type: none"> Woodland Trust Tree Challenge Fund (Street Tree Planting of bid) discuss in detail. Catherine Nuttgens and Matt North be invited to the meeting; Guidelines on the Management of Sheffield’s Street Trees & SCC street tree webpages – KR Action Plan Stocktake ‘Launch and webpages’ for strategy 	
	<p><u>March/April</u> Items</p> <ul style="list-style-type: none"> PEFC update Alun Watkins and Matt Taylor be invited to the meeting. Ways of Learning – April 2021(Mtg 18.12.20) Tree Cities of the World Opportunities Managing Tree Diseases - PS 	
	<p><u>April/May</u> Items</p> <ul style="list-style-type: none"> Good Practice Sharing Gift Aid Equalisation Tree Replacement Programme 	