

**Meeting 12 (21/22)  
Action notes of meeting held on  
Friday 24<sup>th</sup> September 2021 (via Zoom)**

**Partnership Members**

Liz Ballard (Chair)	Sheffield & Rotherham Wildlife Trust (LB)
Christine King	Chair, Street Tree Action Groups Steering Group/Street Tree Warden (CK)
Sarah Shorley	The Woodland Trust (SS)
Darren Butt	Consultant, Amey (DB)
Richard Eyre	Sheffield City Council (RE)
Carl Ellison	Amey (CE)
Paul Selby	Street Tree Action Groups/Street Tree Warden (PS)
Nikki Rees	Sheffield City Council (NR)
Mick Crofts	Sheffield City Council (MC)
David Wain	Sheffield City Council (DW)

**Guests**

Marie Birks	Sheffield City Council (MB)
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**Apologies**

Amanda Preston	Sheffield City Council (AJP)
Andrew Greenwood	Amey (CE)
Kieron King	Amey (KK)
Laurence Heijbroek	Sheffield City Council (LH)
Gill Charters	Sheffield City Council (GC)

		<b>ACTION</b>
<b>1.0</b>	<b>Welcome</b>	
	LB thanked everyone for attending the meeting and noted apologies.  CE advised that whilst Emma Pickering had been invited to attend the meeting, a review of her work responsibilities had concluded that she would be unable to undertake the volunteer management role for the street tree wardens.	
<b>2.0</b>	<b>Notes of Last Meeting</b>	

		<b>ACTION</b>
	The Partnership agreed that the notes of the meeting on Friday 3 <sup>rd</sup> September 2021 were a true record, and all agreed to adopt these. These would be uploaded to the SRWT website.	<b>LB</b>
<b>3.0</b>	<b>Actions/Updates &amp; Decisions</b>  Tree mapping options – an action was taken forward for RE to update at the next meeting.  Tree health - PS confirmed that the work on Kretzschmaria was complete and available for anyone to read.	<b>RE/DW</b>  <b>PS</b>
3.1	<u>PEFC and TOW assessment update</u>	
	<p>RE confirmed he'd had a discussion with Alun at PEFC who had held discussions with the Soil Association. The assessment will involve a two-day audit, which must include a stakeholder consultation. As this will be a pilot assessment a full consultation won't be needed, but rather a targeted consultation in which all partnership members will be engaged, as well as selected stakeholders, including tramways and highways.</p> <p>LB raised concerns about the timeframe for delivering, given we are almost at the end of September and a date of 22<sup>nd</sup> November has been identified for the final assessment. RE advised that PEFC provide all consultation material, so it's not anticipated that this will lead to delays. The consultation will last 6 weeks, facilitated jointly by SCC, Soil Association and PEFC.</p> <p>Update NR 27/09: believes Soil Association will be responsible for the consultation; NR meeting Alun on 30/09 to discuss further</p> <p>All confirmed their support for the consultation/assessment process. <b>Action</b> RE advised that once finalised this would be circulated to all partners, who would need to share with their contacts and networks.</p> <p>DB advised that the assessment would include time on site with CE. <b>Action:</b> RE to share audit schedule and connect CE and Adrian Graham with Alun.</p> <p>There was collective agreement that this is an exciting opportunity for Sheffield as the world first to undertake a TOW assessment and that a 'warts and all' comms piece should be planned following the assessment to demonstrate that it has been a transparent and independent process. <b>Action:</b> RE to find out when we will get the result, so that we can plan for comms. <b>Action:</b> Nikki to speak to Cassie about this. Note: Cassie should liaise with comms officers in WT and SYWT about this (update NR 27/09: meeting Cassie on 29/09)</p>	<p><b>NR</b></p> <p><b>RE</b> <b>ALL</b></p> <p><b>RE</b></p> <p><b>RE</b> <b>NR</b></p>
3.2	<u>Update on CIP timeline for publication</u>	
	<p>Following discussion at the previous meeting LB noted that GC was to deliver an update on the investment plan and timeline for publication. RE advised that David Wain, who was in attendance, had designed a decision flow on whether a consultation would be needed on the remaining 142 trees, with input from Amey.</p> <p>DW advised that consultation would run through January, as part of the winter maintenance process. The consultation response would determine timescales.</p>	

		<b>ACTION</b>
	<p>A question was over whether the consultation results need to be referred back to the partnership.</p> <p>LB asked what can be shared in the public domain, given most trees have been resolved, with just a few remaining that require further work. DB recommended that the 309 joint inspection spreadsheet be updated on the website, noting that 75% of cases are resolved, with a list of the streets that will be subject to a consultation. <b>Action:</b> DW to liaise with GC on timeline for consultation where there is no alternative to felling. DW advised that the consultations are ready to go. DB advised that all fell and replacement cases happen as soon as possible. There was discussion on setting a deadline for uploading the spreadsheet and summary information on the SCC website. <b>Action:</b> DW to share with PS and CK for sign off, before circulating to the wider partnership by Friday 1<sup>st</sup> October. MC confirmed the deadline for uploading to the website would be Friday, 8<sup>th</sup> October.</p> <p>There was further discussion on the threshold for referral to the SSTP following consultation results. It was agreed that the results be shared with the SSTP regardless.</p> <p>DB advised that work on roads not requiring consultation will be in the annual investment programme and recorded as a deviation.</p>	<p><b>DW</b></p> <p><b>DW</b></p>
3.3	<u>Guidance for Managing Street Trees draft for comment? Gills report to end of Oct Council</u>	
	<p>The guidance has not changed since it was approved in May. PS and CK advised that they are happy with this. DW confirmed that Amey has also confirmed they are happy with it. <b>Action:</b> DW would get this added to the website also by Friday 8<sup>th</sup> October.</p> <p>The group discussed a press release on the guidance. LB noted that this presents another opportunity to demonstrate the impact and progress made by the partnership. There needs to be a press release about this to be published at the same time that the guidance doc is published. <b>Action:</b> Cassie and Tanya from SYWT to work on this together. Nikki to speak to Cassie (update NR 27/09: meeting Cassie on 29/09).</p>	<p><b>DW</b></p> <p><b>NR</b></p>
3.4	<u>Appendix 5 process review</u>	
	<p>DW advised that the data set is now correct, but not yet on the website. Some testing is needed. A date of 08/10/21 was agreed to update the consultation map and have this published online. This will be supplemented by a bullet point list of the remainder of “complex” streets that will be subject to the consultations in 2021 (so that people know these are forthcoming and not forgotten) – also to be online by 08/10/21</p> <p>Once the consultations are complete this will come back to the partnership via DW sharing an email to all partners <b>Action:</b> NR/DW to confirm distribution list</p> <p>We need to agree what threshold will trigger referral from these consultations on build outs to the partnership in the new year.</p> <p>DB advised that consultations for trees to be felled should be identified from Amey’s reviews ASAP (ideally 1st Week in October) so that CE can fell and replant this season.</p>	<p><b>DW</b></p> <p><b>NR/DW</b></p>

		<b>ACTION</b>
<b>4.0</b>	<b>DELIVERY</b>	
4.1	<u>Outcome 4</u>	
	<u>Connecting Sheffield active travel routes - Update from Marie Birks</u>	
	<p>Marie Birks advised that 5 schemes for public realm improvements have been consulted on. The South-West bus scheme remains to be outstanding. Marie will share a link when this is available.</p> <p>The 5 areas consulted on are currently going through approval processes. Marie offered to come back to a future meeting to talk through these.</p> <p>PS commented that the Nether Edge/City Centre scheme consultation has resulted in some positive outcomes – half the mature trees which were due to be felled will be saved. Alternative options have been discussed. PS feels that there won't be much controversy as a result. Many of those due to be felled are medium ash trees with signs of ash dieback. PS noted that that sites for additional trees have also been considered and the plans are being revised.</p> <p>Marie advised that there will be removals as part of the Darnall, Attercliffe City Centre scheme, specifically outside Ice Sheffield and EIS (12/13 trees). Marie is working through this with the team, but proposed another walk through. <b>Action:</b> Marie to pick this up with CK.</p> <p>Marie had tried to find out how she can make contact directly with tree wardens for the individual scheme areas so that they can be consulted. Helen could not share the list because of GDPR. LB commented that this needs to be resolved.</p> <p>Marie noted that lots of other schemes are coming up – workshops and sessions will be held and so it would be hoped that the wardens can attend these sessions.</p> <p>PS noted that the specification from the SYMayoral office is being taken into consideration and variations are being allowed.</p> <p><b>Action:</b> NR/LH to schedule in a 'technical update' on Connecting Sheffield on the Forward Planner for March 2022</p>	<p><b>MB/CK</b></p> <p><b>NR/LH</b></p>
4.2	<u>Outcome 6</u>	
	<u>New Chair of the SSTP</u>	
	<p>LB proposed someone from the university take on the role. <b>Action:</b> SS to approach Nicola Dempsey at UoS Department of Landscape Architecture to see if there is any interest from her or colleagues. Also to copy in CK so that they could have a 3-way conversation. LB also happy to get involved. (Update LB 29.9.21, LB is reaching out to another contact. SS to hang fire on contacting Nicola Dempsey).</p> <p><u>ART/Nether Edge pilots for 21/22 planting season</u></p> <p>PS delivered a presentation on the process piloting the community tree planting in Nether Edge and Abbeydale Road. PS noted that CE has done a good job of going through final utility checks to ensure all locations are ok. It's expected that tree planting will go ahead in Jan 22. However, there are some lessons to be</p>	<b>SS</b>

		<b>ACTION</b>
	<p>learned from the process. PS will bring these back to the partnership as we move from a pilot process to a process that can be launched publicly – e.g. where residents can enquire via the website and apply to the council for a tree to be planted. Owing to the increased fees, fewer trees will be planted than originally planned this planting season on Abbeydale Road.</p> <p>PS noted ambitions to launch or discuss roll out in January. However, after discussion it was agreed that May would be more realistic to aim for, ready to get communities signed up for the 2022/23 planting season. There was a discussion on costs and adoption of trees by highways. CE commented that a cost to customers can be subsidised by access to community grants which contractors cannot access. <b>Action:</b> CE to review costs with Amey’s commercial team and feedback at the next meeting. CE to also share a list of sites and prices for this years’ community planting that he has finalised with Paul with SCC/DW asap.</p> <p>DW proposed that there may be an option to license the trees collectively (usually £50 per tree), which would be more cost efficient. <b>Action:</b> DW to explore the highways regs/section 142 license, and consider in respect of the list that CE will share.</p> <p>CK asked what the position is if someone provides their own tree? DB advised that provenance and biosecurity must be factored. DB noted that grants are available, including from FC – it does not need to be SCC who applies, but can be the community. However, the community would need a constitution and bank account to receive funding.</p> <p>It was agreed that we would be ultimately looking at a fully functioning process for winter 2023/24 and that this is an acceptable win, given the system will be up and running and this gives time for it to be trialled at least by one or two other communities – ready to roll out further in future.</p> <p><u>Capturing Gift Aid from donations</u> LB to discuss with PS options for receiving the community tree planting donations which would enable gift aid to be claimed</p> <p><u>Quarterly update Street Tree Warden activities</u></p> <p>LB recommended a discussion be held to review the understanding of the tree wardens scheme and its ambitions as a network, baring in mind the difficulties since it launched owing to the Covid pandemic. There is a need to establish a more direct link between Street Tree Wardens and SSTP. The wardens ‘belong to’ the partnership, rather than any one organisation (Amey/Streets Ahead/SCC) and must feel part of having a role in delivering the street tree strategy. There needs to be a conduit between the partnership and tree wardens, ensuring they are properly supported. CE advised that whilst Emma Pickering had be due to replace Helen as their volunteer manager, this would not now be the case following a review of Emma’s workload. Instead, the area highways rep, Gillian Farebrother will provide this link. The wardens are aware of this. A meeting will be held in the next few weeks to cover the process, training etc. It was agreed that communication and connectivity is key to the success of the network and would be valuable for a representative warden on the partnership to deliver an introduction to wardens as part of their induction to introduce the strategy. <b>Action:</b> SS to do an introduction on behalf of the partnership at the next</p>	<p><b>CE</b></p> <p><b>DW</b></p> <p><b>LB/PS</b></p> <p><b>SS</b></p>

		<b>ACTION</b>
	<p>wardens meeting. LB and DB offered to meet to chat through what might be included. DB noted that Catherine Nuttgens also wanted to connect into this.</p> <p>Regarding the tweet/PR that had been sent out relating to Street Tree Wardens, which had not been shared in advance with the Partnership, CE would go back to the Amey comms team and ask that this doesn't happen again. <b>Action:</b> CE to find out who in Amey released it and why. NR advised that she had discussed this with Cassie, who assumed that the tweet had been signed off by everyone on the partnership. It was agreed that this needs to be partnership reviewed and led.</p>	<b>CE</b>
<b>4.3</b>	<b>Monitoring and reporting</b>	
	<p>LB commented that the strategy is only as good as the action it leads to and this needs to be clearly communicated. It was agreed that an annual report should be written and that this should be a 'two-sider' if possible, focussing on strategic outcomes in the strategy and measures and a list of outputs, preferably designed with infographics, rather than as a text-heavy report. We also need to be transparent about actions/outcomes that have slipped.</p> <p>It was agreed that the preference would be to avoid calling it a 'dashboard', instead it could be referred to as the 'annual update' and that it should be output rather than outcome based. Agreed to aim for publishing in March 2022.</p> <p>NR to lead on the annual report. <b>Action:</b> LB will send the draft outline of a framework that she has prepared for this to NR.</p> <p>Issues:</p> <ul style="list-style-type: none"> <li>• we still haven't done a baseline for analysis of distribution</li> <li>• we need to think about a measure for Outcome 6</li> <li>• canopy cover – Brian Stocks (Amey) can calculate tree canopy</li> <li>• i-Tree Eco - if Amey has decided that it's unrealistic to do i-Tree Eco every year then we need to be honest about this... query over only doing it every 5 years. <b>Action:</b> DB to discuss with Brian and Andy/CE.</li> </ul> <p>Agreed that we would need to organise a PR to coincide with the publication of the annual report. <b>Action:</b> NR to pick this up with Cassie nearer the time and make sure that Cassie works closely with the comms leads in WT and SYWT on this.</p>	<b>LB/NR</b>       <b>DB/CE</b>   <b>NR</b>
<b>5.0</b>	<b><u>Any other business</u></b>	
<b>5.1</b>	<p><b><u>Local biodiversity action plan</u></b></p> <p>LB noted that there is still no measure for this, despite the commitment to exploring it as part of the contract. LB asked to see the biodiversity action plan for the Streets Ahead contract for all to review. <b>Action:</b> CE and DW to discuss with Kieron Scrufen and ask him to attend the next meeting, as well as share a paper in advance. If he cannot attend the next meeting then can someone else from Amey deliver it?</p> <p>DW advised the partnership that a local Cllr for the Abbeydale Park Rise area will be doing a walk with residents to discuss Christmas lights, following concerns raised over electrics. This is being led by local elected members. LB noted that it is helpful to receive updates like this.</p>	<b>CE/DW</b>

		<b>ACTION</b>
	<p>LB suggested that taking the strategy from development to delivery and the changes that have come about means a stock take of actions in the action plan is needed. We need clarity on who is doing what, the timelines against these and to review the milestones. LB recommended that the December meeting be an in-person meeting at Victoria Hall to do some post-it note planning and agreeing the processes around what needs to happen when. This will be especially helpful given there are new members on the partnership. <b>Action:</b> DW to confirm if he is formally on the partnership. Both he and Gill and RE are welcome to do the action planning process.</p>	<b>DW/RE/GC</b>
<b>9.0</b>	<b>Next Meetings</b>	
	<p><b>Date of Next meeting –</b></p> <ul style="list-style-type: none"> <li>• <b>Friday 22<sup>nd</sup> Oct 2021 at 10-11 a.m. Delivery meeting</b></li> </ul> <p><b>Next Meeting:</b></p> <ul style="list-style-type: none"> <li>• 3<sup>rd</sup> Party Felling consultation process</li> <li>• Local Biodiversity Action Plan</li> <li>• Tree mapping options</li> </ul> <ul style="list-style-type: none"> <li>• <b>Dec: Chair handover, Tree Mapping Options, updating the action plan. This meeting will be held in person at Victoria Hall</b></li> </ul>	<b>NR/LB/LH</b>