



**Action notes of meeting held on
Tuesday 7th November 2023 (Microsoft Teams)**

Attendees	
Nathan Edwards	Chair of SSTP (NE)
Christine King	Street Tree Action Groups/Street Tree Warden (CK)
Paul Selby	Community Planting (PS)
Nicky Rivers	Sheffield & Rotherham Wildlife Trust (NRi)
Carl Ellison	Amey (CE)
Kieron King	Amey (KK)
Davina Millership	Sheffield City Council (DM)
David Wain	Sheffield City Council (DW)
Claire Duffield	Sheffield City Council (CD)
Emily Standbrook-Shaw	Sheffield City Council (ESS)
Nicola Dempsey	University of Sheffield (ND)
Pete Evans	Sheffield City Council (PE) (Item 7)
Apologies	
Sarah Shorley	Street Tree Warden (SS)
Catherine Nuttgens	Woodland Trust (CN)
Richard Eyre	Sheffield City Council (RE)

		ACTION WHOM
1.0	<u>Welcome and introductions</u>	
	NE welcomed and thanked all for attending the meeting.	
2.0	<u>Notes and actions from last meeting</u>	

		ACTION WHOM
2.1	Partners considered the notes and actions of the meeting held on 8 th September 2023.	
2.2	<p>The Partnership agreed the notes of the meeting. ESS to upload onto website.</p> <p>Partners updated on actions from the last meeting:</p> <p>Tree Watering Comms –saved in the Engagement Folder on the google drive.</p> <p>Tree Consultations – CK updated that the closing date of the consultation was now made clear on the website – issue resolved.</p> <p>Third Party Trees – NE proposed that as part of due diligence in Partnership consideration of 3rd party tree claims, checks should be made as to whether planning applications have been submitted. It was agreed that this check would be carried out by Partnership Manager/ESS/NE where required.</p> <p>I-tree eco calculations – CE confirmed that a paper would be brought to the December Partnership meeting looking at frequency/approach to itree eco calculations.</p> <p>Relationship with Housing – NE to pick up with RE.</p>	<p>ESS</p> <p>NE/ESS</p> <p>CE/CK</p> <p>NE/RE</p>
3.0	<u>Forward Look</u>	
	<p>NRi suggested that a Comms Plan be drawn up to launch the SSTP Annual Progress report, and could include an introduction to the new Partnership Manager. ESS to pick up and link with comms leads in Partner organisations.</p> <p>NE informed the Partnership of University of Sheffield plans to develop a central teaching laboratory on Hanover Way. The plans involved the felling of several mature trees that, whilst on private land, impact on the highway. The planning application was expected to be submitted by the end of November. Partners agreed to invite the University to discuss their plans with the Partnership, in advance of the planning application being submitted.</p>	<p>ESS</p> <p>NE/ESS</p>
4.0	<u>Short Updates</u>	
4.1	<p><u>CIP Designs</u></p> <p>DM updated the Partnership on CIP design progress. Following the awayday discussions on Dunkeld Road, amendments had been made and were</p>	

		ACTION WHOM
	<p>awaiting further detail on carriageway widths and pinch points before the detailed design would come forward for consultation. Several preliminary designs had been received, but were not yet at the detailed design stage.</p> <p>DM updated that SCC are Amey are working to make the design programme more visible to the public. PS welcomed this development.</p> <p>DM informed Partners that plans were in place to bring in additional design resource through a consultant, to design 8 of the 26 roads.</p> <p>Residents had raised concerns about the surface of Chippinghouse and Banner Cross Roads. SCC and Amey were discussing whether 'large patching' should go ahead on these streets.</p>	
4.2	<p><u>Tree Consultations</u></p> <p>CD updated that half of the backlog of tree consultations had been cleared. With new cases coming into the system, the number of trees awaiting consultation stood at 97. CD advised that the next tranche of consultations would go live around the 17th November.</p> <p>CD shared an image of a tree proposed for consultation on discriminatory grounds due to the degree of its 'lean' and impingement on the footway. CD sought Partnership views on whether the tree should be consulted on. Partners agreed that consultation should go ahead and that clear thresholds and measuring methodologies should be developed, to inform future consultations on discriminatory trees.</p>	DW/CD/ CE
4.3	<p><u>Third Party Tree Updates</u></p> <p>Procurement Process - DW updated that the procurement process (which had involved CK as Partnership representative) to appoint an independent arboriculture expert for third party trees was complete, and the contract would be awarded soon.</p> <p>CK proposed a mobilisation meeting with the contractor once in place.</p> <p>Wisewood Road – DW confirmed that the insurers had refused to accept underpinning for this property, therefore the tree would be felled. 2 for 1 compensatory planting had been agreed with Amey on this occasion.</p>	CK/DW
4.4	<p><u>Partnership Manager Update</u></p> <p>NRi informed the Partnership that Camilla Rootes (CR) had been appointed Partnership Manager, and would be in post from the 28th November. NRi would send out contact details and induction meetings would be set up in due course.</p>	NRi
4.5	<p><u>PEFC Accreditation</u></p>	

		ACTION WHOM
	CE informed the Partnership that PEFC were currently going through their own accreditation process, and would make a decision mid way through 2024 as to whether they would offer Trees Outside of Forests accreditation going forwards.	
4.6	<p><u>Tree Inspector Capacity/Recruitment</u></p> <p>KK informed the Partnership that there was agreement in principle to recruit an additional tree inspector, but still further work required. KK would keep partners informed of progress.</p>	KK
5.0	<u>Strategic Planting Palette Update</u>	
	<p>NE and ND provided an update on the development of the Strategic Planting Palette since the positive discussions at the October awayday.</p> <p>3 Masters students were working on a group project looking at existing data sets to develop evidence based hypotheses for thinking about species selection. This would then be developed through individual projects themed geographically – hinterland into the suburbs, City Centre, East and South West.</p> <p>A Participatory Research grant application had been submitted to the University of Sheffield for £12k – which if successful would allow for 2 days of PhD student time, as well as catering and travel budgets. Additional funding was also being sought from Natural England -NRi advised there was no more funding available from Natural England for this financial year – but may be for 24/25.</p> <p>A programme of activity was being developed – recognising the need to involve the right stakeholders – including the relevant Council departments and external expertise – and workshops were being planned for January to June 24.</p> <p>ND and NE would bring a more detailed update to the December meeting of the Partnership.</p> <p>Partners welcomed the update. CK highlighted the importance of conversations with the Council’s Planning Dept – to ensure the Strategic Planting Palette influences any secondary palettes that Planning are developing. NRi suggested that STAG should be involved in the project from the early stages, and that any constraints of the palette project should be made clear, to manage expectations about what can be delivered.</p>	ND/NE

		ACTION WHOM
6.0	<u>Local Biodiversity Action Plan</u>	
	<p>NE thanked Amey and SCC for sharing the draft LBAP and welcomed the opportunity to influence it before sign off. NE thanked Partners for their comments on the draft document.</p> <p>NE raised 8 key points to address:</p> <ol style="list-style-type: none"> 1. Structure - the document should be restructured to aid ease of reading, to draw out aims and objectives, actions, and tracking of actions. It would benefit from a level of codification - number paragraphs and codify actions so they can be easily referenced. 2. There is a level of specificity required - some actions and statements in the document are vague and consequently are not measurable. 3. Timescales should be reviewed. 4. Actions should be trackable - identifying roles and responsibilities. 5. Update policy and legislation. 6. Clearly identify legal requirements, contract requirements to preferences. 7. Address inconsistencies and omissions. 8. Address outstanding questions/points for discussion. <p>NRi commented that the document had evolved over 10 years, and that it may be time to start afresh, given the significant changes over that period. The LBAP needed to be clear about what is required legally within the contract, and within existing resources, and then look at ambitions should further funding become available. Case studies could be brought forward to highlight this.</p> <p>Partners noted that the LBAP is 'owned' by Amey – and KK confirmed that Amey would welcome the support and expertise of the Partnership in developing the LBAP further.</p> <p>Partners agreed that a working group should be established to support Amey to write the LBAP, and consideration should be given to a fresh structure. Amey would pick up the points raised by Partners in the meeting and the document, and propose dates and times for working group meetings.</p>	KK
7.0	<u>Street Tree Archive</u>	

		ACTION WHOM
7.1	<p>Pete Evans, Archives and Heritage Manager at SCC attended the meeting to give an update on the Street Tree Archive. He informed the Partnership that the Archive had been tasked with gathering and publishing materials on the Street Tree dispute between 2013 and 2018. This included information from all parts of the Council, as well South Yorkshire Police, Amey and the Police and Crime Commissioner. There was also an appeal to individuals for footage, photos and documents – but this had limited success.</p> <p>PE reported that the Street Tree Archive was now 95% complete and publicly available. Help on navigating the archive was available from the team if required.</p> <p>PE informed the Partnership that the Archive was also documenting what had happened since 2018 – including the development and work of the Street Tree Partnership. The Archive was able to automatically pull documents from the SSTP website.</p> <p>Partners agreed that PE would be informed when significant documents were uploaded to the SSTP website, and that Working Group leads would make relevant documents available as appropriate.</p>	ESS/ALL
8.0	<u>Working Group Updates</u>	
8.1	<p>Community Planting – PS informed Partners that high level plans were in place for the Community Planting working group but delivery not yet started due to capacity issues.</p> <p>PS reported that capacity issues within Trees for Streets had been problematic, but should be resolved following recruitment of additional staff.</p> <p>PS acknowledged that the price of a tree through the scheme is too high, and addressing this would be a key priority for the working group.</p> <p>PS used the NESST area as an example of what can be achieved through community planting – 280 additional trees over 3 winters; 13% increase in volume of trees within the area, equating to 0.8% increase across Sheffield; as well as impact on species diversity – Elms were at 0.1% now at 2.5%. Challenge now is to replicate these successes in other areas of the city.</p>	
8.2	<p>Street Tree Wardens – CK provided an update. SS and CK had held meetings with a range of people including Tree Wardens, Amey, Planning Department, and Street Tree People in Birmingham. SS will start to pull together an options paper on how Street Tree Wardens could operate.</p>	SS
8.3	<p>Data and Evaluation – CK reported that discussions around i-tree eco calculations were ongoing. Tree Equity project due to go live early December – SSTP would be added as a contributor. NE welcomed the opportunity for the Partnership to support other initiatives such as this.</p>	

		ACTION WHOM
8.4	It was agreed that Working Group Updates would feature as a standing item on future SSTP meeting agendas.	NE/ESS
9.0	<u>Any Other Business</u>	
9.1	CD asked Partners for confirmation re third party tree on Twentywell Drive. Partners confirmed that as per comments on the Communications spreadsheet, the fell was agreed.	
9.2	NE thanked all for attending the meeting, and drew the meeting to a close.	