



**Action notes of meeting held on
Tuesday 26th March 2024**

Attendees	
Nathan Edwards	Chair of SSTP (NE)
Camilla Rootes	Partnership Manager, SSTP (CR)
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)
Nicola Dempsey	University of Sheffield (ND)
Emily Standbrook-Shaw	Sheffield City Council (ESS)
Lisa Welton	Sheffield City Council (LW)
Apologies	
Caroline Campbell	The Woodland Trust (CC)
Kieron King	Amey (KK)
Richard Eyre	Sheffield City Council (RE)
Mohamed Edroos	Sheffield City Council (ME)
David Wain	Sheffield City Council (DW)
Claire Duffield	Sheffield City Council (CD)
Sarah Shorley	Street Tree Warden (SS)

		ACTION WHOM
1.0	<u>Welcome and apologies</u>	
	NE welcomed and thanked all for attending the meeting, and explained that the meeting's agenda had been changed due SCC representatives being unable to attend due to annual leave and illness. Item 5 – CIP next steps – what good looks like, would be discussed at a separate meeting. CR would be in touch with dates.	CR
2.0	<u>Notes and actions from last meeting</u>	
2.1	Partners considered the notes and actions of the meeting held on 27 th February 2024. The Partnership agreed the notes of the meeting. ESS to upload onto website.	ESS
2.2	Partners picked up matters arising from the last meeting: CK updated that CK, CE and DW would meet on 11 th April to discuss logistics around publishing information around condition based fells. An update on the Tree Fayre would be circulated to partners shortly.	NE/SS
3.0	<u>Forward Look</u>	
3.1	CR informed Partners that the updated Comms Strategy would be brought to the April meeting of the Partnership for sign off. Prior to that, it would be shared with the Wildlife Trust's Comms team for comment, and circulated to partners.	CR
3.2	CR confirmed that the April meeting would be going ahead and asked all to confirm in their diaries. The meeting would consider the Comms Strategy, short updates and street tree removal and replacement plans relating to the Stocksbridge Town Fund Investment Plan.	All
3.3	CR confirmed that the awayday would be going ahead on 7 th May, 9am-4pm. Venue would be city centre to enable external speakers to attend, and would be confirmed asap. Agenda would include sessions on: <ul style="list-style-type: none"> • BNG offsetting scheme • Working with Utility companies • Culture and Risk with Kate Josephs • Forward Plan prioritisation and resourcing 	
3.4	CR informed partners that there was a technical issue with SCC colleagues accessing Google meetings. SSTP meetings currently set up for Google meetings (all meetings from April onwards) would be replaced with Teams meetings. ESS to send links.	ESS

		ACTION WHOM
3.5	<p>CR updated partners on plans to replace the internal comms spreadsheet with a Google Form. The comms spreadsheet was unwieldy and Amey colleagues were unable to access. CR shared a draft form for Partner comments, and confirmed that it would still be possible for all partners to see all comments via a link to a spreadsheet in the form.</p> <p>Partners agreed that this would be an easier way of handling internal comms and agreed that the Partnership Manager would be responsible for co-ordinating forms on behalf of partners – partners would send text and links to CR to create and circulate forms.</p> <p>CR agreed to send a ‘test form’ out prior to this system going live.</p>	CR
3.6	<p>CR shared the updated Forward Plan, which now included a forward plan archive section, and section for activities linked to the Street Tree Strategy but not directly delivered by SSTP.</p> <p>NRi proposed sharing a version of the forward plan publicly, to help people understand the role of the Partnership, what priorities are and where SSTP is ‘owner’ of a project, or a consultee. CR would also update the Partnership’s Consultation Log.</p> <p>The Forward Plan would be circulated to all partners with an ask to update, and allocate names to actions, before the 22nd April.</p>	CR
4.0	<u>Short Updates</u>	
4.1	<p><u>Membership</u></p> <p>NE reported that the University of Sheffield’s Landscape Architecture Department was now an official member of the Partnership, and would be represented by Nicola Dempsey and Camilla Allen. NE thanked ND and CA and welcomed them to the Partnership. Membership from Sheffield Hallam University was also being sought, but not yet confirmed.</p> <p>NE welcomed the addition of new, independent voices on the Partnership.</p> <p>CR was developing role profiles and induction materials for new partners and consulting partners, and would circulate for comment.</p> <p>Partners were asked to consider whether new members of working groups might fit ‘consulting partner’ status, and benefit from the induction process.</p>	CR All

		ACTION WHOM
4.2	<p><u>Fibre Broadband</u></p> <p>CR gave an update from DW on Fibre Broadband. Constructive meetings had gone ahead with O2 and Virgin Media, who were planning to carry out surveys of tree lined streets over the coming weeks, looking at alternative placements and ways of installing infrastructure. This activity would be visible - and DW wanted to assure partners that this was not tree works. Some streets were also crowdfunding for trees via Trees for Streets to soften the street scene where new poles had been erected.</p>	
4.3	<p><u>Local Authority Treescapes Fund</u></p> <p>PS reported that Sheffield was not eligible to apply for the LA Treescapes Fund, as it was for replacing trees that had been lost due to bad weather disease etc and these were already provided for under the Streets Ahead contract.</p>	
4.4	<p><u>Town Hall Plaque</u></p> <p>ESS reported that SCC had agreed the approach to set up a task and finish group to lead the process for agreeing a design brief and commissioning approach for the plaque – as per SSTP’s recommendation. Comms would be coming out over the next couple of weeks, seeking expressions of interest from people who would like to be involved in the task and finish group.</p>	
4.5	<p><u>CIP</u></p> <p>NE confirmed that consultation on CIP streets had been paused until the Partnership conversation on ‘what good looks like’ had been rescheduled.</p>	
5.0	<u>AOB and Close of Meeting</u>	
5.1	<p>PS asked about pricing of trees for next winter. CE updated that Amey’s Commercial Manager was currently looking at costs. CE would chase and confirm.</p>	CE
5.2	<p>ND reported that the Strategic Planting Palette project was currently with the UoS Ethics Committee. Workshops were planned for May and June.</p>	
5.3	<p>CK reported that STAG had been approached over concerns that UoS was planning to fell trees on Upper Hanover St over Easter. UoS had confirmed that this was not the case. TPO options were currently being considered by the Council.</p>	
5.4	<p>NE thanked all for attending and closed the meeting.</p>	