

# Sheffield Street Tree Partnership (SSTP) Quarterly Meeting



## Action notes of meeting held on Tuesday 21<sup>st</sup> July 2026 At Amey, Olive Grove

| Attendees            |                                             |
|----------------------|---------------------------------------------|
| Nathan Edwards       | Chair of SSTP (NE)                          |
| Rebecca Boyd         | Sheffield City Council (RB)                 |
| Carl Ellison         | Amey (CE)                                   |
| Christine King       | Street Tree Warden (CK)                     |
| Mohamed Edroos       | Sheffield City Council (ME)                 |
| Fraser Douglas       | Sheffield Hallam University (FD)            |
| Isobel O'Leary       | STAG (IO)                                   |
| Catherine Nuttgens   | SSTP (CN)                                   |
| Camilla Allen        | University of Sheffield (CA)                |
| David Wain           | Sheffield City Council (DW)                 |
| Nicky Rivers         | Sheffield City Council (NR)                 |
| Ruth Nicholls        | Manager SSTP (RN)                           |
| Susan Davidson       | Sheffield and Rotherham Wildlife Trust (SD) |
| Additional Attendees |                                             |
| Paul Sullivan        | Sheffield City Council (PS)                 |
| Apologies            |                                             |
| Nicola Dempsey       |                                             |
| Richard Eyre         | Sheffield City Council (RE)                 |
| Helen McIlroy        | STAG (HM)                                   |
| Jason Gallagher      | Street Tree Warden (JG)                     |

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| Item No. | Notes & Action Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Action Owner |
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| 1.0      | <b><u>Welcome and apologies</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |              |
|          | <p>NE welcomed everyone to the meeting and thanked them for attending.</p> <p>All attendees introduced themselves.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |              |
| 2.0      | <p><b><u>Paul Sullivan – Nether Edge Phase 1</u></b></p> <p>Paul gave a presentation on the work which was due to start on Nether Edge Phase 1.</p> <p>He informed the group that there are 2 areas where street trees would need to be looked at. These are at the rear of Atkinson's which has 2 Redwoods which would need to be removed and 3 Redwoods outside of The Salvation Army which possibly need removing. Paul highlighted ongoing vandalism to the trees outside of the Salvation Army building, alongside ongoing discussions with the police regarding anti-social behaviour here and the importance for CCTV visibility. Paul noted the first action on the Salvation Army side of the junction was to move the existing benches so that people are discouraged from staying in this area.. A discussion took place with regards to this presentation.</p> <p>NE asked if options had been looked at for re-planting within the same area. PS informed the group that no options had been looked at yet as they wanted to bring it to this group first.</p> <p>It was understood and agreed by the partnership that the 2 trees outside of Atkinsons needed to be removed in order to facilitate new cycle connections. This was with the understanding that 2 new trees would be planted in the same area and a further 4 trees would be planted strategically in the city. The partnership suggested that these should be planted in the Darnall area.</p> <p>A discussion was then held regarding the 3 trees outside the Salvation Army.</p> <p>Comments included the importance of trees in cooling the Salvation Army building. The need to be equitable about how planting is approached. Views that trees in this location should not be removed without further consideration regarding the options for replanting.</p> <p>It was agreed that in the first instance SCC would ascertain if it were possible to plant trees further along the street in order to maintain shading and urban cooling in this part of the city centre.</p> |              |

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| Item No.   | Notes & Action Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Action Owner      |
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|            | NE thanked PS for his presentation and encouraged him to come back to the partnership once further details are known.                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                   |
| <b>3.0</b> | <b><u>Review of previous actions</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                   |
| <b>3.1</b> | SSTP Page on council website – CK has this document ready but wants to share it on SharePoint to get everyone's input. NE asked how close we were to getting everyone access to SharePoint. RB informed him that the hold-up was with the emails for people who don't have a council or .org email address. A credit card is required to pay for this which is proving difficult. She stated that RN had offered to pay for it but felt that this wasn't correct. SD stated that the Wildlife Trust might be able to help with this. RN, SD and RB are to discuss this further. | <b>RN, SD, RB</b> |
| <b>3.2</b> | CN has spoken to a couple of people regarding their experiences re Bristol Street Model. ME informed the group that he had a meeting scheduled for August with the head a planning to keep moving this forward. NR volunteered to support the conversation moving forward along with Dan Hartly. ME also made everyone aware that there is due to be a change in head of service at Transport.                                                                                                                                                                                  |                   |
| <b>3.3</b> | JG is still to meet with DW re the watering champions through Street for Trees. DW reported that this was currently on hold due to internal HR issues.                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>JG DW</b>      |
| <b>3.4</b> | National Rail Tree fund Grant – CN reported that she had spoken to Owen and Cathy from the Wildlife Trust with regards to putting a bid together for the Trees outside Woodlands Fund – this has a quick turnaround. NE asked CN to proceed and to pull in assistance as needed.                                                                                                                                                                                                                                                                                                | <b>CN</b>         |
| <b>3.5</b> | DW is to still meet with SD re Veola funding opportunities – this has been put on a slight delay due to a change in contact at Veola.<br><br>All other actions had been completed.                                                                                                                                                                                                                                                                                                                                                                                              | <b>DW SD</b>      |
| <b>4.0</b> | <b><u>Sub Group Comments and Questions</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                   |
| <b>4.1</b> | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                   |
| <b>5.0</b> | <b><u>3<sup>rd</sup> Party Claims Process</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                   |
| <b>5.1</b> | IO had to leave the meeting returning part way through this agenda item/                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                   |

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| 5.2      | <p>CE informed the group that he was asking to make one change to the 3<sup>rd</sup> Party Claims process to help speed the process up. He outlined the current process which is as follows:</p> <ol style="list-style-type: none"> <li>1. A claim is raised through the customer service portal – when this is received the claimant is advised to speak to their insurance company.</li> <li>2. A claim pack is sent out – in order to investigate Amey require 4 pieces of evidence – Level Monitoring, Root Analysis, Soil Testing and Engineers Report.</li> <li>3. Once this is received any other factors are looked at and if Amey feel necessary, they will ask to reassess in 12 months' time.</li> <li>4. Amey then analyses the information and write a report.</li> <li>5. A third party arboriculturist also reviews the information and writes a recommendation – either agreeing or disagreeing with Amey.</li> <li>6. The partnership is informed of the reports and recommendations.</li> <li>7. If all are in agreement the claim is brought to SCC for processing.</li> <li>8. If there is disagreement further information will be sought before the claim can be determined.</li> </ol> <p>Points 5 to 8 can result in delay. In the event that a claim is not determined within a reasonable timescale it will go to court and costs can be awarded against Amey.</p> <p>The partnership had a discussion around the ask of CE.</p> |              |
| 5.3      | <p>NE noted that steps 5 – 8 were put in place at a time when trust between partners needed to be built. Third party scrutiny was helpful given partners did not Have sight of the reports due to their confidentiality. Subsequent NDAs had resolved the issue over transparency with partners and that the partnership had come along way since its early inception.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |              |
| 5.4      | <p>Apart from DW all were in agreement to simplify the process.</p> <p>DW raised his concerns with regards removing step 5 as third party reporting provided a useful way of communicating approval for insurance falls with the public. This was discussed further and ME agreed that he would take an action to consider the implications of removing the 3<sup>rd</sup> party report with the legal team.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | ME           |
| 5.5      | <p>NE asked the partnership if they were happy to take a step back from this process as long as clear communication and reporting to the SSTP was still received. DF asked if the partnership could still be involved in one off</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |              |

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|            | complex issues where a recommendation is not clear cut – these cases could be brought to the partnership as they currently are. All agreed that this was a sensible way forward.                                                                                                                                                                                                                                                                                                                                                                                          |              |
| <b>6.0</b> | <b><u>Update Partnership Strategic Project Lead</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |              |
| <b>6.1</b> | Catherine presented an update which included the following: <ul style="list-style-type: none"> <li>• Events</li> <li>• Engagement</li> <li>• Timeline for Strategy Refresh</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                     | <b>RN</b>    |
| <b>6.2</b> | CN reported that she was working on an event in the Winter Gardens via a Yorkshire Forward (SYMCA) project. CN noted that there was an opportunity for the SSTP to piggy back onto this event in order to fulfil their annual tree celebration requirement. She asked if the partnership would like to be involved. NR asked what CN would like to see from the partnership. CN informed her that a poster would be good to showcase what we are doing. NR suggested using QR codes to our top 3 outcomes for the event. RN is to put everything together for the poster. |              |
| <b>6.3</b> | CN also suggested that partners could attend the event to assist manning a stall. That we could include information about the wardens and the importance of tree planting to build a more resilient city.                                                                                                                                                                                                                                                                                                                                                                 |              |
| <b>6.4</b> | The event dates are 10 <sup>th</sup> September – 20 <sup>th</sup> September.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |              |
| <b>6.5</b> | A discussion was held around the timeline for the strategy refresh with DW stating that it needs to be ready to go to ESR Committee by November. CN is to check over the dates with RB                                                                                                                                                                                                                                                                                                                                                                                    | <b>CN RB</b> |
| <b>6.6</b> | CN urged everyone to share their views on the LNRS strategy. RN is to recirculate the email.                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>RN</b>    |
| <b>7.0</b> | <b><u>Tree Management Policy</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |              |
| <b>7.1</b> | Christine addressed the group stating that in the current strategy there is nothing in writing that states how the partnership manages trees. She proposed that a Tree Management Policy be put into place and taken to the ESR Committee at the same time as the strategy refresh. We then have a document that can be referred to if we face any challenges.                                                                                                                                                                                                            |              |
| <b>7.2</b> | RB stated that it would best be considered as a supporting document to the new strategy.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |              |

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| 7.3      | DW stated that it will be produced following the same timeline as the strategy refresh and that he CK and CE would lead on its compilation.                                                                                                                                                                              | DW / CK / CE |
| 7.4      | NE suggested that it be included as an appendix to the strategy.                                                                                                                                                                                                                                                         |              |
| 7.5      | RN agreed to assist DW / CK / CE with the collation and formatting of tree management information so that it can be easily inserted into the wider strategy refresh.                                                                                                                                                     | RN           |
| 7.5      | NE suggested setting up a workshop to get the process started.                                                                                                                                                                                                                                                           | RN           |
| 8.0      | <b><u>Partnership Communications</u></b>                                                                                                                                                                                                                                                                                 |              |
| 8.1      | Due to time constraints RN to send this out post meeting.                                                                                                                                                                                                                                                                | RN           |
| 9.0      | <b>Rebecca Update</b>                                                                                                                                                                                                                                                                                                    |              |
| 9.1      | RB informed the group that she is going on annual leave from Thursday 6 <sup>th</sup> August until Thursday 10 <sup>th</sup> September and that she will be sending a leave plan out in due course.                                                                                                                      | RB           |
| 9.2      | On behalf of Kate Josephs RB invited NE and the whole of the partnership for tea and cakes in the Mayor's parlour to thank him for his time and hard work on the partnership. NE asked RB to pass on his thanks and acceptance to Kate.                                                                                  | RB           |
| 10       | <b>A.O.B</b>                                                                                                                                                                                                                                                                                                             |              |
| 10.1     | NE – Governance & Funding Sub Group<br><br>NE proposed that the new sub-group be arranged and the following people to be on the group. RN, JE, CN, SS & RE. He also suggested he be co-opted to begin with to share his thoughts. The purpose of the group is to constitute the partnership and look at funding streams. |              |
| 10.2     | DF thanked NE for all his hard work over the last 5 years.                                                                                                                                                                                                                                                               |              |
|          | <b>Date of next meeting 17<sup>th</sup> November 2026 –10.00 a.m. – 4.00 p.m.</b><br><b>Away Day</b>                                                                                                                                                                                                                     |              |

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### **Actions from the meeting:**

| <b>Action</b>                                                                                                                                  | <b>Action Owner</b>   |
|------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| RN, SD and RB to discuss SharePoint/email access arrangements.                                                                                 | <b>RN SD &amp; RB</b> |
| DW/JG meeting regarding Watering Champions.                                                                                                    | <b>DW &amp; JG</b>    |
| CN to proceed with bid application for Trees outside Woodlands Fund                                                                            | <b>CN</b>             |
| DW to speak to SD re Veola funding opportunities                                                                                               | <b>DW &amp; SD</b>    |
| ME to discuss with the legal team the option of taking away a 3 <sup>rd</sup> party arb report on claims and the affect this will have on FOI. | <b>ME</b>             |
| RN to produce information for a poster for the event CN is holding in September.                                                               | <b>RN</b>             |
| CN to double check strategy refresh timeline dates with RB                                                                                     | <b>CN &amp; RB</b>    |
| RN to recirculate the LNRS Strategy email from CN                                                                                              | <b>RN</b>             |
| DW, CK, CE to lead the production of the Tree Management Policy                                                                                | <b>DW, CK, CE</b>     |
| RN to assist with the formatting of the Tree Management Policy                                                                                 | <b>RN</b>             |
| RN to set up a workshop to begin work on the Tree Management Policy                                                                            | <b>RN</b>             |
| Partnership Communications – RN to send out update post meeting due to time constraints                                                        | <b>RN</b>             |
| RB to send out leave plan                                                                                                                      | <b>RB</b>             |
| RB to pass on NE thanks and acceptance to Kate Josephs                                                                                         | <b>RB</b>             |