**Drafting the Sheffield Partnership Street Tree Strategy**

**Proposed Format**

**Foreword (1 page max – nearer 3-4 paragraphs)**

Do we need a foreword – if so what does it need to say and why?

* Written by Chair on behalf of the Group collectively to talk about the Partnership and our aspirations
* Or leave out completely
* Or ask someone such as the National Tree Champion?

**Exec Summary (1-2pages)**

A brief overview – bear in mind this may be all that is read and could be used for ‘soundbites’

**Brief Introduction (1-2 pages)**

Why street trees are important

Opportunities and challenges of managing trees on a highway

A short overview of the Partnership Process

Link to SCC Trees & Woodlands Strategy

Will there be any reference to where the strategy has come from?

**Vision (1 page)**

In draft

**Outcomes, Targets, Actions & Resources (depends on amount in Appendices >4 pages)**

In progress

**Going Forwards (1-2 pages)**

How the action plan will be delivered over the next 2-3 years – who will be involved

A summary section to conclude the main strategy text

**Appendices, Evidence and References (depends on amount in Outcomes section – could be lengthy)**

As required from text above

**Style**

Should it be similar in format to the Sheffield City Council Trees & Woodlands Strategy Design?

Or slightly different to reflect the partnership?

Or just very plain Word based document?

Pictures?

**Print or digital**

Who will need printed copies?

Or is digital format with a handful printed from that acceptable?

**Timeline to SCC, STAG and other partners’ approval**

Proof Reading & Cross Checking

A reminder of when Cabinet will need to see the 95% draft

STAG timeline?

**Consultation**

Are we offering people the chance to comment on the draft – eg online consultation – whilst waiting for cabinet? Ie twin-track consultation with cabinet

**Launch**

Are we planning on having a ‘big’ launch or just a low key press release?

If a launch when? Start planning now for this