

# Developing a Partnership Street Tree Strategy for Sheffield

## DRAFT NOTES AND ACTIONS



Sheffield &  
Rotherham

### Meeting 8: Friday 3<sup>rd</sup> April 2020

#### Attending

Chair: Liz Ballard, Sheffield & Rotherham Wildlife Trust (LB)

Christine King, Co-Chair of Street Tree Action Groups (CK)

Darren Butt, Amey (DB)

Karen Ramsay, Sheffield City Council (KR)

Paul Selby, Street Tree Action Groups (PS)

#### Apologies:

Brian Stocks, Amey (BS)

Alison Holt, Natural Capital Solutions (also Trustee SRWT) (AH)

Mick Croft, Sheffield City Council (MC)

Joe Coles, Woodland Trust (JC)

Glen Gorner, Leeds City Council (GG)

#### Welcome

LB thanked everyone for attending the virtual meeting and noted the apologies received.

LB noted that the minutes had been circulated some time in advance and the few comments received had been included so it was assumed that everyone was happy with the minutes.

All agreed.

The minutes will be uploaded to the SRWT website.

### 1. Actions & Decisions from 6<sup>th</sup> March 2020 minutes

- **CF ACTION: DB/BS** to define high, medium and low impact (from 'decision-matrix'). Still to do. **ACTION BS:** will take away and continue to work on decision-matrix.
- **CF ACTION DB/KR:** to develop and confirm the process including consultation. KR Updated that further work remains to be done on getting absolute clarity on the decision process including definitions used in the matrix. The designer might be able to help create an easy to read diagram of the process. LB confirmed that the designer was going to be working on graphics for the matrix etc as part of her brief.
- KR updated that the strategy approval the decision was made and was circulated. Local elections postponed from May 20 until May 21.
- **ACTION: ALL** to send LB any photos that could be used to illustrate each section/outcome area - ongoing
- **CF ACTION: BS, CK, PS** to consider sending in a case study to illustrate the decision-making matrix - ongoing

- LB updated that all PR related actions were completed. The Strategy was released including the press release but was overtaken by both the Coronavirus and the day of the budget. LB did press updates with BBC radio Sheffield, also a letter to the Sheffield Telegraph which was picked up by the Star, Yorkshire Post. PS some activists missed the press release. KR things were overtaken. The Cabinet meeting was held with no public attendance due to the Coronavirus. The action plan circulated by LB will give us opportunities to take forward good publicity. LB asked KR If there is anything we can do to help engage other senior politicians. LB/KR also updated that they had an email exchange about the Tree Wardens proposal, with reference to other SCC work in the Woodlands Team.
- KR feels there is a need for further discussions within the council to promote and gain support for the Street Tree Strategy. It would be useful to have a senior level council presence on the panel, so that there is a continuous effort towards the change of approach the Strategy will need. **ACTION: KR** to pursue further within the Council and involve the Partners at the appropriate time
- LB to progress design of the final e-version – complete and on the agenda
- KR circulated an initial excel spreadsheet list of stakeholders to engage – but just a start point. **ACTION: LB** to upload the spreadsheet to google sheets.
- **CF ACTION KR:** to draft engagement questions – to do
- **ACTION KR** to explore options for hosting Strategy online survey on SCC website – in progress
- **CF ACTION: DB** to circulate template used for winter management consultation
- LC had sent round date options for the Delivery Group – to be finalised.
- All actions relating to finalising the Draft Working Strategy for release were completed.

## 2. Strategy Timeline, PR & launch

### Design and Publication

LB has circulated the design and asked for feedback

PS felt it was really good.

DB AMEY comms team were really impressed.

KR Has not sent it to the comms team for comment, but felt it was really good. Find reading paragraphs over pages is quite distracting, if it could be amended.

**ACTION: LB** will feed back to the designer.

LB discussed the designer's points, to include links, that we can have some printed copies and suggested possibly 100, perhaps when we look at the stakeholder's sheet we can indicate if they would get a printed copy. All agreed.

LB the designer would like some better images, we have some generic ones from the Trust, but if any of the group have some. DB will ask his comms to send some through to LB.

CK is trying to get some photos who have done the calendar.

**ACTION: DB (Yvonne)/CK** to send LB photos for the Strategy

LB we also need a couple of logo's **ACTION ALL** to check logos have been sent to Tania Shelley at SRWT

#### Engagement Process

- Organising the Tree Celebration and Discussion Panel
- Online survey and questionnaire

KR has circulated the list of those contacted on the Tree & Woodland Strategy, there will also be others to add to the list but this would be the starting point.

**ACTION: LB** to share on google sheets

**ACTION: ALL** to add to list, including need for printed version

**Agreed** to leave further discussion about Tree Celebration Event etc to a later date when more was known about CV19 situation

KR to continue to progress engagement questions and potential for hosting by SCC in the meantime.

### **3. Strategy Delivery Group**

#### Terms of Reference

LB Referring to Appendix 4 we have already agreed about transitioning and at the next meeting this group will move to Delivery. We will lose AH and GG's involvement.

LB will write to both of them to thank them for the involvement in the group. All agreed that they would like it to come from the group. **ACTION LB** to write & thank AH and GG

#### Delivery Group & Appointing a Chair

LB, asked for feedback on future part future participation on the Delivery Group

CK it may be an opportunity to include someone from Parks & Countryside. KR need to have a conversation with colleagues in SCC, will have a look at the actions which may help us identify who would be involved.

LB asked if KR was going to continue with involvement with the group. KR confirmed it would be for now, and would be having a conversation with P&C and decide who it may be.

**ACTION KR** to continue internal discussion in SCC

PS/CK the next STAG meeting is next week, and we would like to carry on with involvement for another year and to be on the Deliver Group. **ACTION PS&CK** to discuss with STAG steering group.

DB it will remain him and will bring in others potentially from the operations side.

LB from the Trust point of view we are happy to continue with the group, but we do not need to be Chair. Could be another person possibly from the council or STAG?

PS feels it shouldn't be the SCC, AMEY or STAG, feels LB has done a great job as an independent Chair. KR agrees, that having an independent organisation has been really helpful. For partnership collaboration having an independent Chair is important.

LB needs to consider the Trust's resources for this work. It has obviously taken up time – could there be any secretariat support from AMEY &/or SCC? This would help determine whether LB could continue with commitment. **ACTION DB/KR** to consider support.

LB asked who else we need to have in the group.

PS one area we don't have is the fundraising expertise, LB they would either have to be a volunteer or to pay for a professional. If there was someone interested in joining they could volunteer alongside our fundraisers, we could offer some coaching support for a volunteer.

PS/CK will take this to the STAG group next week. **ACTION PS/CK**

KR Community representation and also someone involved in climate change, perhaps someone from the University. The Delivery Group would only be quarterly meetings so not an excessive commitment. PS asked how someone involved with climate change would be involved with the delivery. . LB quite a lot of groups around climate action, a lot of them have set out tree planting being solution to climate change. PS we do have them linked in with some of these groups and collaboration needs to be clear as to why we may want them involved, KR agreed. KR also asked if we want to keep it focussed on Sheffield representation. LB asked about TARA's. KR suggested we could look at the stakeholder list and look at the first year delivery phase.

**ACTION: ALL** to consider further who else might be able to contribute/join the group to help deliver the actions in the first year.

#### **4. Delivering the Strategy**

##### Process/action planning

LB circulated Action Plan spreadsheet taken from the Strategy as a start for discussion, to go through them by outcomes.

**ACTION: LB** to share action plan on googlesheets.

LB amended the Action Plan during the discussion. Some additional notes are below:

##### **Outcome 1**

##### Independent Accreditation.

CK was keeping In touch with PEFC, this was going to be passed to the Board, and CK will email him for update. **ACTION CK**

LB we have the Sheffield Standard as a possibility, PS/CK feels this is a good potential option. KR the caution around PEFC is we are not sure what they are offering and potential for over bureaucracy - could work if we can manage that relationship. We have Sheffield Standard for SCC parks and open spaces. **ACTION: DB** to ask if Arbs team have any views.

LB feels Sheffield Standard is a baseline standard and is not independent, feels PEFC would be likened to a “green flag” standard.

Waiting on CK discussions with PEFC and feedback for other proposals.

#### Decision Making Process

Guidance document for the public. KR to try to establish when we may be able to involve SCC colleagues, this is a priority outcome, but due to current circumstances may be difficult. If LB designer contact would be willing AMEY should be able to fund the cost of this DB will arrange for his comms team to pull it together. LB the Strategy design would need to come first but could potentially look at May.

**ACTION:** LB to confirm designer would be able to undertake Guidance document.

#### Updated contract/method statements

DB a bit of work to be done on this, potentially early next year, Qtr. 1.

### **Outcome 2**

#### Annual review of all measures

Analysis BS did was around tree age, PS/CK would be interested in seeing the data for the planting period. CK will email DB for data needed **ACTION CK**

#### Cyclical Tree Inspection

Done on an ongoing basis.

#### Review current age profile

CK will be happy to review the data CK will email DB for data needed **ACTION CK**

#### New Species Selection Process Replacement

Looking at the improved list of species and how the inspector selects species. PS this may need additional training for people. DB we will be ordering species in July. PS asked if we need to do any work on the tree inspectors training/process prior to ordering in July.

### **Outcome 3**

#### Improve Data for 166 Street Trees

DB said they would take this on over the year.

#### Increasing Tree Condition Data Set

PS by getting better data we would improve the I-Tree Eco data. DB will be doing this over a 3 year period will collect data.

### **Outcome 4**

#### More equal distribution across the City

PS in areas we don't have good data, wardens could help.

CK is it possible to get the i-tree eco data report from 2018 for Trees and Woodlands.

**ACTION:** KR to send data /report to CK

KR flagged D Aspinall was concerned by using the term “urban forest”. Discussed this as a group. Agreed to retain as previously considered by the group quite thoroughly.

## **Outcome 5**

Calculate canopy cover early spring/summer. To be carried out Qtr. 2 next year

### Appendix terms of reference

LB in terms of setting up a system for additional community tree planting on the network what is the next step? PS proposed a pilot. **ACTION: DB/PS** to pilot additional community tree planting in Nether Edge and feedback on learning to be drafted into an online system.

### Tree Warden Scheme

LB has updated on recent discussions. May be difficult to launch a scheme at this time due to CV19. DB there are some huge benefits at present with Ash dieback where we could have volunteers out looking at this. LB concerned if wardens are recruited separately by different parts of SCC for street trees and for woodland. The group discussed. PS asked for us to make a decision to establish only for street trees for now. LB will set up a virtual meeting. **ACTION LB** to send out meeting dates for Tree Warden discussion.

LB queried whether anything else needed to be added to the action plan? Perhaps a Dashboard for performance management?

**ACTION CK** to devise a dashboard based on the outcome monitoring agreed in the Strategy.

The meeting closed.

**Next meeting is Friday 15<sup>th</sup> May April 2020 at 9:30am virtual meeting on google hangouts.**