

# Developing a Partnership Street Tree Strategy for Sheffield



Sheffield &  
Rotherham

## NOTES AND ACTIONS

### Meeting 7: Friday 6<sup>th</sup> March 2020

#### Attending

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

Joe Coles, Woodland Trust (JC)

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

Darren Butt, Amey (DB)

Karen Ramsay, Sheffield City Council (KR)

Mick Croft, Sheffield City Council (MC)

Paul Selby, Street Tree Action Groups (PS)

Glen Gorner, Leeds City Council (GG)

#### Apologies:

Deepa Shetty, Street Tree Action Groups (DS)

Brian Stocks, Amey (BS)

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

#### Welcome

LB thanked everyone for coming 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 24<sup>th</sup> January 2020 minutes

- DB/BS to provide a clear narrative on the current position of street tree numbers to be included in the strategy. Completed
- Accreditation and standard. LB to ensure this remains as a Development Action in the Strategy – completed.
- Canopy cover calculations. Completed and in draft strategy. Many thanks to AH & BS.
- **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. **ACTION DB/KR:** to develop and confirm the process including consultation – KR updated that she had provided an amended version of the decision-matrix to use for the Working Strategy and proposed that additional actions be included in Outcome 1 to refine this process over the coming months. See agenda item.

- KR/MC to feedback to the group whether additional tree planting on the network is acceptable or whether the aim is for the same number of trees to be returned DB/MC outlined how this was possible– agreed, completed.
- Initial work on data sets comparing air quality and tree data included by AH. Completed
- Draft PR has been circulated. On agenda
- All to check back sign off procedures within own groups & organisations - KR updated that the strategy could be approved through an Individual Cabinet Member decision rather than Cabinet but will confirm asap. Decision would most likely still be in two weeks' time. Could still be called in for scrutiny. Uncertainty after that due to the local elections in May. We are hoping to get the strategy decision made. We have collaborated on the press release which is ready to go. PS updated that during the last 1-2 weeks he has shared this as a confidential document, he has only 1 comment back which was around minor spelling, grammar. PS wanted to congratulate all of the group to get the strategy to this stage. CK will soon know when it goes live as she will look for messages online. PS feels we need to "sell" it to the group members. JC commented that with new senior managers coming into WT, the decision is likely still to be made by him. DB AMEY does not envisage any problems. LB asked if GG had any issues with his name being mentioned in the document. GG hoped he had made a useful contribution. The group thanked him for his input. LB Took the draft strategy to the Trust Board meeting on 27<sup>th</sup> Feb. They supported the strategy. Completed.

**ACTION: ALL** to send LB any photos that could be used to illustrate each section/outcome area - once strategy has gone to Cabinet.

**CF ACTION: BS, CK, PS** to consider sending in a case study to illustrate the decision-making matrix - once strategy has gone to Cabinet

## **2. Strategy Timeline, PR & launch**

### **Press Release for Cabinet Report**

LB we are now on V3 of the press release. LB has amalgamated all the comments received into the draft, and noted that we had no FAQ's for the press release itself.

The group read through the release including the quotes from the participants. LB noted that GG is mentioned in the release and asked him to confirm he is happy with this. GG confirmed he is happy for his name to be included.

KR asked for "members" to be changed to representatives, LB amended.

The AMEY quote was not included, DB said that the quote has gone to SCC comms person (Cassie) he would check this has been finalised and will send through. **ACTION DB**

LB asked if the quote from AMEY is included is everyone is happy with the release. The group agreed.

PS asked when the press release is going live. KR the SCC comms team has been liaising with SRWT comms. KR will speak to the SCC comms team - the aim is for the release to be

10/11<sup>th</sup> March 2020. The group agreed the SCC release would be at the same time as the partners.

There was some discussion about the potential impact of Coronavirus on the process. KR will see how the situation is developing and will have conversations with LB. PS will hold off giving a specific date for the release on the STAG Facebook page.

LB asked if we are happy to progress the timeline as set out. All agreed.

LB will inform the group of the release by email. **ACTION LB**

LB If we have any press enquires (interviews, radio, TV) asked if Mark Jones is happy to do this. PS confirmed he is happy to do this too. LB will pass on PS contact number. **ACTION LB**

### **Design and Publication**

LB has asked the SRWT comms team to appoint a designer for the electronic format. Design work may take a short while (possibly into April for first draft). KR felt that we would be looking at June for the final publication.

LB as it is a large document it is advisable to get the process started.

Design needs to be accessible in both online and printed formats.

**ACTION: LB** to progress design of the final e-version

### **Consultation Process**

It was agreed that “consultation process” should be “engagement process”.

LB asked for suggestions and discussion around the launch of the strategy. Will it be a celebration, i.e. festival of trees?

KR in terms of engagement suggests sending out to 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. KR will circulate an excel sheet of this list. **ACTION KR**

LB asked for clarification on what we would be asking about the strategy, if this includes questions would they be open or closed questions? GG suggests focusing on the 6 outcomes. LB asked for someone to draft these questions. KR agreed to do this. **ACTION KR**

LB asked the group to consider where we would put this online. KR suggests SCC could host this but we would need to ensure they are set up for managing and responding to it. KR/MC will speak to the SCC comms team on how this will be managed. **ACTION KR/MC** to explore options

Also discussed:

- Start planning and organising an engagement event (for the launch) in Sept/Oct 20 – possibly even National Tree week (26<sup>th</sup> November to 6<sup>th</sup> December). With the aim of avoiding coronavirus restrictions. To include a street tree panel who can field questions from the public. This would be part of the engagement process.
- If funds available, run of 100 hard copies of the strategy to be printed. JC, WT may be able to offer funds to support print costs.

- Group suggests the “engagement process” will run for 1 year from the strategy being adopted ie until March 2021.

**ACTION: ALL** to develop consultation and launch ideas further

**ACTION: DB** to circulate template used for winter management consultation

### 3. Strategy Delivery Group

LB noted that the group were set up as the Development Group, so a decision about the Delivery Group was needed – and those here would need to consider their own involvement.

KR it is important to keep progressing the actions, to keep moving forward.

LB asked GG in terms of his future participation. GG doesn't feel he needs to continue, although he is happy to be the “call up expert” from the partnership. GG agreed to attend the next and final meeting of the Development Group.

PS suggest calling ourselves “interim members” on the delivery phase. Will need to include STAG and other local community resident groups.

JC is happy to carry on with participation on this.

LB, as set out in the proposed Partnership terms of reference, the start point would be the existing members except for GC and AH (if she felt unable to make the time commitment).

**ACTION: ALL** to come to the next meeting on 3<sup>rd</sup> April with feedback on future participation on the Delivery Group

The next meeting is 3<sup>rd</sup> April. PS asks the group to consider dates post April to continue along the lines of every 4 – 6 weeks. **ACTION LC/LB**

### 4. Finalising the Strategy

LB presented the current Working Strategy ‘final draft’ to finalise and comment on. Specific amendments were made in the text during the meeting.

- LB the contents, glossary and appendices have been added
- Final version to go to SCC on Monday 9<sup>th</sup> March.
- O1 British Standard paper from CK – propose it is amended to be factual rather than include opinions. This must be edited today **ACTION CK**
- Concerns over the air quality data being a little confusing. **ACTION LB**
- Reviewed, amended and agreed KRs edited version of the ‘Decision-Making’ framework.

## **5. Review of Development Group's Work**

LB asked the group to review with reference to the original group Scope.

Comments were added to the Scope document – mainly the reference in to Supplementary Planning Guidance had not been picked up.

LB will circulate the final draft strategy today. **ACTION LB**

The meeting closed at 1:45 pm

**Next meeting is Friday 3rd April 2020 at 9:30am in Meeting Room: Otter at Sheffield and Rotherham Wildlife Trust H.Q.**