

Developing a Partnership Street Tree Strategy for Sheffield



Sheffield &
Rotherham

NOTES AND ACTIONS

Meeting 9: Friday 15th May 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)

Sarah Shorley (SS) Woodland Trust

Apologies:

Brian Stocks, Amey (BS)

Mick Croft, Sheffield City Council (MC)

Joe Coles (JC) Woodland Trust – on Furlough (SS) standing in on his behalf

Welcome

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

LB introduced SS and asked everyone to introduce themselves.

SS is working on the Woodland Trust Tree Charter and is an Urban Project Officer. Really pleased to get involved in the Sheffield work.

Everyone else introduced themselves.

LB asked SS to let them know if she was unsure of anything we discussed during the meeting.

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 3rd April 2020 minutes

- **CF ACTION: DB/BS** to define high, medium and low impact (from 'decision-matrix'). KR next week there is a meeting planned with AMEY and SCC to agree and finalise the decision making process. Appendix 5 the definitions need clarifying, process, where and how consultation happens (possibly on the AMEY side) SCC to ensure we have a process captured and how we record it. KR will circulate out today details for the meeting to those attending.

PS asked if the Partnership group would see the final version of the decision making process prior to it is published. KR confirmed the group would see it prior to publishing. KR We may have a case study to work through the decision making process which could be very useful.

KR after the meeting next week a further meeting will take place with other colleagues in other teams (Parks etc) to update them on the Strategy there could also be subsequent meetings to keep them updated.

- LB circulated Action Plan spreadsheet taken from the Strategy as a start for discussion, to go through them by outcomes.
LB Google drive access sent to everyone so now a shared action plan - asked everyone to populate it.
ACTION: LB to give SS access and check DB has access to drive

- **CF ACTION: BS, CK, PS** to consider sending in a case study to illustrate the decision-making matrix – ongoing
LB we need to make a decision if we will include a case study. PS has not been able to do this yet, and feels it is still important to include and will work with DB/CK to put together the case study to be included. LB, we need to be deciding on final content for the designer.
ACTION: PS will work on case study asap and circulate it out to DB/CK next week.

LB had contact with Cassie from SCC following a request from the Woodland Trust for quotes in their membership magazine. LB asked Cassie to ensure that the Woodland Trust contacted the partnership first. SS believes this was for the inclusion in Broad Leaf the WT newsletter. SS will ensure the content is positive.

- **CF ACTION KR:** to draft engagement questions – to do on agenda
- **ACTION KR** to explore options for hosting Strategy online survey on SCC website – in progress – on agenda
- **CF ACTION: DB** to circulate template used for winter management consultation
DB sent an email to LB, very little detail – action completed.
- **ACTION: LB** will feed back to the designer. – Completed
- Continued involvement and Membership: LB asked if MC still would be involved, KR confirmed to leave him on the email group list for now. KR will be continuing as SCC rep.
- Fundraising contact action: PS feels this may be more suitable for year 2. KR, given where we may be after Covid19, it would be a skill set which would be useful to have; people may come forward from the consultation. Agreed to remove action for now.
- All to consider who may join the group – LB again, may come through the engagement process. KR will have a conversation with her colleagues in housing, parks and

recreation to establish which groups they currently engage with, perhaps the stakeholder list will identify groups to be involved.

- LB shared the stakeholder list via Google sheets – will be discussed in the meeting – action completed

2. Strategy Timeline, PR & launch

Design and Publication Update

LB everyone except SS will have received V2; it would be helpful to get the broad impressions of the group, also to agree a realistic timeline.

LB asked for any comments or feedback for the designer

PS thinks it brilliant.

DB agreed the format is good, easy to read.

KR reads really well and has forwarded to Cassie in the Comms team, she agrees it's very good; we just need to proof for any typos. KR from SCC perspective we need to pin down Appendix 5.

LB, BS did lots of pie charts, DB confirmed he is still not back at work. DB will look at BS contribution.

- **ACTION DB to check Amey contribution to content**

LB what is the process of reviewing and editing it? Options - perhaps a round robin approach, so we don't duplicate work or undo edits, asked if they had any other options or suggestions. LB asked if CK would consider doing a first detailed edit on this, it is a pdf so would need to have notes added to it. Once done CK could circulate it to the rest of the group. CK agreed.

- **ACTION CK by 29/05/20**

LB suggests 5th June for the group to feed back to LB for the designer on final comments.

- **ACTION ALL Feedback to LB Final Comments by 5th June**

LB the final version would hopefully be V3, which will need the photos finalised. CK would like to discuss the requirements of the photos with the designer, i.e. photos of trees etc.

- **ACTION: LB will put CK in touch with the designer.**

Engagement Process Update

Organising the Tree Celebration and Discussion Panel

KR circulated yesterday via email - consultation document, posing questions and timescales; with she has tried to capture process in one document.

Online survey and questionnaire

KR For the Online survey, she is having a conversation with her colleague today to use their system on 'citizenspace', thinks it's pretty straightforward to use.

PS read the document this morning and has a question around the timeline; the document mentions January and wonders if we should bring it forward.

KR if we are aiming to get a final strategy published by next year, we could limit the engagement timescale for having a survey with responses back in to 12 weeks from the publication date ie July to Sept. KR will add links to SRWT website for the Strategy and ITree Eco report.

- **ACTION ALL any comment to KR on the engagement documents within the next 2 weeks – see point below – what is fixed and what are we happy to change (and therefore consult on)**

LB That timeline would work well with the annual tree celebration which takes place end of November (National Tree Week) with perhaps a FAQ session. If we have the results of the online consultation this will be useful to inform the FAQ session. Could we do something virtual?

SS will circulate details of the Urban Tree Festival taking place next week.

LB asked the group to continue adding in to the stakeholder list

- **ACTION ALL Add into Stakeholder List**

2. Delivering the Strategy

Review and Update on actions

LB asked if anyone had edited the Action Plan on Google drive, from these meetings you please amend the sections you are leading/working on so that they fit with your own timescales and main milestone.

KR asked if LB had a flag to inform her if anyone has changed it. LB confirmed she can see the history.

LB has used a basic %age tracking measure to see the progress. Happy if anyone wants to set up an alternative, more sophisticated approach to performance management. Agreed perhaps something for a later date - current focus on publishing strategy and engagement. LB asked DB to look at his allocated tasks – as there are a lot!

- **ACTION DB to review and amend action plan**

Outcome 1

Independent Accreditation.

LB asked if anyone had any updates on the accreditation scheme. DB has been trying to contact arbs, but no response yet.

KR from the view of Parks & Countryside colleagues, we would want them to be involved.

CK the correspondence she had with Alan has been circulated to the group.

KR in the document circulated on engagement, she has asked some of these questions for the survey, and i.e. do we need to have independent accreditation. PS raised a query on this – do we want to open up whether we accredit or not? Perhaps better to focus on how people can get involved. LB, and if we have missed anything significant.

LB asked everyone to interview the engagement questions which KR circulated with that in mind.

Decision Making Process

Guidance document for the public: LB has discussed this with the designer and the cost - £500+VAT. KR/DB to decide if this is the approach we want to use. Timeline at present is to publish in September. DB has started first draft of text but more to do.

- **ACTION KR/DB to feedback whether they wish to go ahead with designer and process for drafting text**

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

CK confirmed she has the data from KR and had requested from AMEY. DB confirmed that BS is off work, KR asked if someone else can take this up. DB confirmed yes.

- **ACTION DB to ensure data is forwarded to CK**

KR asked for additional data from Parks & Countryside and will chase this up.

- **ACTION KR to chase data in SCC**

New Species Selection Process Replacement

PS DB was going to circulate list of species annual data

- **ACTION DB to circulate species list to PS**

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 to collect data.

Outcome 4

More equal distribution across the City

DB feels that SCC need to drive this forward.

KR confirmed that when the data comes together to have a conversation on how we can target this to engage the communities.

LB it does need to link in with Parks & Countryside and Planning, it needs access to woodlands and trees to be seen in the round across the city. Meaningless to just look at street tree distribution.

KR hopefully it will be collaborative working with Parks & Countryside and AMEY Street Trees.

LB GIS mapping can easily inform this – overlay woodlands mapping with IMD data. KR agrees - thinks SCC need to have specific internal meetings perhaps with GIS support.

- **ACTION KR to explore mapping etc within SCC**

Outcome 5

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

Outcome 6

Additional Planting

PS there are approximately 40 locations he identified for tree planting but with feedback from DB there were other considerations to take into account. PS is working with DB on this; it's proposed to give PS additional training to help to identify locations and other considerations. DB the feedback on learning should be ready next week.

PS we have two pilots including Netheredge including Abbeydale Road, which can help inform the process. DB and PS have also been looking at a licensing issue is residents plant trees on the verge.

- **ACTION PS to develop draft process for additional tree planting - in the Action Plan by Mid August**

Tree Warden Scheme

PS we had a really good discussion, and are all in agreement, finalising the practicalities of it, how to recruit, geographical areas, advertising the volunteer role. PS has sent through an advert this morning which DB has commented on. Will complete this after this meeting and come back to the group.

LB discussions included the possibility of launching at this time despite CV19, including socially distanced introductions, online training, we will progress it as best we can.

KR will need to check back with SCC that there are no concerns with the tree warden proposal. DB, we will need agreement from SCC to go ahead, as with other activity.

- **ACTION DB/KR to seek confirmation to go ahead with tree warden scheme from SCC asap**
- **ACTION PS to work with DB/LB to finalise advert, process for recruitment etc**
- **ACTION PS to update action plan time line for Tree Warden scheme**

Monitoring

CK, performance management system still in the concept stage and is a work in progress.

LB asked the group to update the sections in the action plan and take the lead on keeping up to date their own section.

- **ACTION ALL to update Action Plan before next meeting**

LB we discussed earlier on publishing the Working Strategy at the end of June. This means that we will need to have a 95% finished version by the next meeting. Does this still sound feasible? Agreed we will work to this timeline.

The meeting closed.

Next meeting is Friday 26th June 2020 at 9:30am virtual meeting on google hangouts.