

**Meeting 7 (20/21)
DRAFT Action notes of meeting held on
Friday 26th February 2021 (via Zoom)**

Partnership Members

Liz Ballard (Chair)	Sheffield & Rotherham Wildlife Trust (LB)
Darren Butt	Consultant, Amey (DB)
Joe Coles	The Woodland Trust (JC)
Richard Eyre	Sheffield City Council (RE)
Laurence Heijbroek	Sheffield City Council – Graduate (LH)
Christine King	Chair, Street Tree Action Groups Steering Group/Street Tree Warden (CK)
Karen Ramsay	Sheffield City Council (KR)
Paul Selby	Street Tree Action Groups/Street Tree Warden (PS)
Sarah Shorley	The Woodland Trust (SS)

Apologies

Andrew Greenwood	Amey (AG)
Amanda Preston	Sheffield City Council (AJP)

In attendance (item 4)

Matt North	South Yorkshire Woodland Creation Officer (MN)
Catherine Nuttgens	Community Forestry Manager, Sheffield City Council (CN)

		ACTION
1.0	<u>Welcome</u>	
	LB thanked everyone for attending the meeting and welcomed Richard Eyre, the new Interim Director of Operational Services, Sheffield City Council.	
2.0	<u>Notes of last meeting</u>	
	The Partnership agreed that the notes of the meeting on Friday 29 th January 2021 were a true record, and all agreed to adopt these. These would be uploaded to the SRWT website.	AJP
3.0	<u>Actions & decisions – Friday 29th January 2021</u>	
3.1	<u>Street tree wardens</u>	
	DB confirmed that a meeting was taking place w/b Mon 1 st March to discuss training for the street tree wardens. This would include incorporating learning from the arrangements in Birmingham.	DB

		ACTION
3.2	<u>The Woodland Trust Emergency Tree Fund – ‘Treevitalize Sheffield’</u>	
	Andy Bond from The Woodland Trust and Cassie Stuart from the Council’s communications team were in contact about The Woodland Trust press release on the Emergency Tree Fund awards. This would include a quote from Catherine Nuttgens, Community Forestry Officer, Sheffield City Council. The press release was embargoed until mid-March.	
3.3	<u>Connecting Sheffield</u>	
	KR and LH had met with Cllr Mark Jones to consider the implications for street trees of the proposed active travel route connecting Nether Edge to the city centre. The proposals were due to be launched for consultation in March. KR to notify partnership members when the consultation went live.	KR
3.4	<u>Nature Recovery Plan</u>	
	LB, KR, and LH met with Mick Crofts to discuss nature recovery issues around land management, mapping, and monitoring. MC agreed to hold internal Council conversations to identify routes forward and bring the right people around the table to engage with LB, SRWT, the Green City Partnership, and other stakeholders.	MC
3.5	<u>Road verges & wildflower planting</u>	
	DB, RE, LH and CK to liaise with Richard Bulloss, Assistant Head of Highways Maintenance, on proposals to address issues with road verges and wildflower planting.	LH
3.6	<u>Declaration of an ecological emergency</u>	
	Consideration of the proposal for the city/city council to declare an ecological emergency was being led by Parks & Countryside. LB had met with Cllr Mark Jones and Dave Aspinall. The partnership to be kept up-to-date with any developments.	KR
3.7	<u>Amey representation – Street Tree Partnership</u>	
	DB would continue as a partnership member in his role as a consultant to Amey. Kieron King would join the partnership as the Amey representative.	
4.0	<u>Guidelines for the Management of Sheffield’s Street Trees & revised Council webpages on street trees</u>	
4.1	The Guidelines for the Management of Sheffield’s Street Trees and the revised Council webpages on street trees needed to be finalised to coincide with the launch of the designed version of the final strategy during w/b Mon 17 th May. KR to circulate the draft of the guidelines and the webpages to the partnership for final comments by mid-April.	KR
4.2	<u>Core Investment Programme (CIP) trees</u>	
	The partnership agreed that publication on the Council website of the decisions on the CIP trees needed to be a priority. DB/KR to discuss with Amey and the Council’s Highways Maintenance team including any comms plan.	DB/KR

		ACTION
5.0	<u>Woodland Creation & Tree Planting in Sheffield</u>	
	<p>Catherine Nuttgens, Community Forestry Manager, Sheffield City Council, and Matt North, South Yorkshire Woodland Creation Officer, joined the meeting to discuss projects and opportunities for tree planting in Sheffield/South Yorkshire.</p> <p>MN had been in post since Dec 2020. The post had been developed by the Local Nature Partnership and was hosted by SRWT. The role involved working with local authorities across South Yorkshire to improve and increase tree canopy cover. A project was underway with Natural Capital Solutions on planting the right tree in the right place for the right reasons, and two urban forestry trainees were being recruited with support from the Green Recovery Challenge Fund.</p> <p>CN was leading on the 'Treevitalize Sheffield' project funded by The Woodland Trust Emergency Tree Fund and was also developing a tree planting strategy for the city. One of the key challenges was finding locations for planting. DB/CN to meet to discuss the street tree warden role.</p> <p>The Chair thanked CN and MN for joining the meeting.</p>	DB/CN
6.0	<u>Finalising the Sheffield Street Tree Partnership Strategy</u>	
	Partnership members thanked LB for her work reviewing and resolving many of the remaining comments in the strategy document. The discussion focused on resolving outstanding comments with a view to approving the final strategy.	
6.1	<u>Outcome 2</u> – Whilst the partnership recognised that this was a long-term aim, an action around supporting the establishment of a network of local provenance tree nurseries was added.	
6.2	<u>Appendix 9 – The Highway Tree Management</u> : Operations note 51 was added after the partnership agreed this would add value to the existing list of British standards and codes of practice pertaining to the management of trees.	
6.3	<u>Final strategy approval</u> – The partnership resolved all outstanding comments together and agreed to approve the final strategy document to go forward for approval through the Council's Cabinet process.	
6.4	<u>Final strategy design</u> – LB to contact Anna Pethen to initiate the design process for the final strategy document and confirm the timeline for the final designed version.	LB
6.5	<u>Cabinet approval</u> – A Word version of the final strategy to be taken to Cabinet on 17 th March pending a final designed version being produced by May.	KR/LH

		ACTION
6.6	The partnership agreed to hold an additional meeting in April to finalise the plans for the launch of the designed strategy. The afternoon of 23 rd April was proposed.	AJP
7.0	<u>Action plan review</u> LH to update the action plan to prepare it for the next delivery stage. It was agreed that it would be useful to include a second excel spreadsheet tab to document projects completed. DB to send the action plan in its existing form to a project management expert within Amey for review and to look at options for the format of the action plan. DB to arrange a meeting to look at options. Partnership members to update the action plan against their actions and sub-tasks. This is to be completed by next meeting.	LH DB ALL
8.0	<u>Strategy launch</u>	
	The partnership agreed that the launch was a big opportunity to tell the whole story of how this piece of work has come together. The group discussed how it could best communicate the story of the partnership, lessons learned, the value gained through partnership working, and insights with others. SS to reach out to the LGA to explore opportunities to share this story at an upcoming event or through a publication. A provisional launch date of week commencing 17 th May was agreed to coincide with the Urban Tree Festival (15 th to 23 rd May). SS and JC had met with representatives from UTF and reported that the organisers had asked for content contributions. Ideas were put forward including for PS to run a presentation about community planting; DB to talk about the street tree warden scheme. SS, JC, PS, DB to explore these opportunities further. LB to create a template and share it on Google Drive for the Partnership to gather ideas together. SS to liaise with CN and send a request for SSTP participation and an outline of potential contribution to the Urban Tree Festival board.	SS DB/JC/PS/SS LB SS/CN
9.0	<u>Sheffield Street Tree Partnership website</u>	
	The partnership agreed to continue with a dual approach of publishing documents on the SRWT and SCC websites whilst proposals for the development of an independent website for the partnership were explored. It was agreed that an independent website would be needed at some point in the future to solidify the partnership's identity. LB to look at the existing webpages on the SRWT website and consider how they might be developed further, and what else might be included.	LB/KR

		ACTION
10.0	<u>Any other business</u>	
10.1	KR to speak to AJP about setting up a communications log for the partnership to record responses to consultations, letters sent etc.	KR/AJP
10.2	Street tree wardens to be encouraged to respond to the consultation on the Connecting Sheffield active travel plans. KR to share the links to the consultations when they went live. DB to liaise with Helen Johnson to ensure that street tree wardens were provided with the details of the links.	KR/DB
11.0	<u>Future meetings</u>	
11.1	<u>Friday 26th March 2021</u> Draft agenda <ul style="list-style-type: none"> • Feedback on taking the final strategy to Cabinet on 17th March • Design of the final strategy document • Action plan – Review progress • PEFC accreditation scheme 	
11.2	<u>Additional meeting – Friday 23rd April (date to be confirmed)</u> Single agenda item <ul style="list-style-type: none"> • Launch and PR of final designed strategy 	
11.3	<u>Future Meetings</u> Agenda items <ul style="list-style-type: none"> • Community funded tree planting scheme including PR/launch 	