

**Meeting 8 (20/21)  
DRAFT Action notes of meeting held on  
Friday 26<sup>th</sup> March 2021 (via Zoom)**

**Partnership Members**

Liz Ballard (Chair)	Sheffield & Rotherham Wildlife Trust (LB)
Darren Butt	Consultant, Amey (DB)
Joe Coles	The Woodland Trust (JC)
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)
Amanda Preston	Sheffield City Council (AJP)

**Apologies**

Richard Eyre	Sheffield City Council (RE)
Andrew Greenwood	Amey (AG)
Kieron King	Amey (KK)

**Guest attendance (item 7 only)**

Alun Watkins	PEFC
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		<b>ACTION</b>
<b>1.0</b>	<b>Welcome</b>	
	LB thanked everyone for attending the meeting.	
<b>2.0</b>	<b>Notes of Last Meeting</b>	
	The Partnership agreed that the notes of the meeting on Friday 26 <sup>th</sup> February 2021 were a true record, and all agreed to adopt these. These would be uploaded to the SRWT website.	<b>AJP</b>
<b>3.0</b>	<b>Actions/Updates &amp; Decisions – Friday 26<sup>th</sup> February 2021</b>	
<b>3.1</b>	<b><u>Item 3.1: Street Tree Wardens</u></b>	
	DB confirmed that there would be a training session for the Street Tree Wardens on 10 <sup>th</sup> April 2021. Catherine Nuttgens, Community Forestry Manager, Sheffield City Council, will attend this meeting to explore opportunities for working with the Parks & Countryside service to support the wardens.	<b>DB</b>

		<b>ACTION</b>
3.2	<u>Item 3.3: Connecting Sheffield – Nether Edge to City Centre</u>	
	<p>PS shared a draft response to the consultation on the Nether Edge to City Centre active travel proposals and asked for final comments from the Partnership before the submission deadline of Thursday 8<sup>th</sup> April. He felt that there was a lack of ambition in the proposals in the context of the future development of the city and that expert input was needed at the design stage. LB thanked PS for taking the time to do this and respond on behalf of the group.</p> <p>The Partnership noted that there were strict specifications tied to the Connecting Sheffield funding which was being managed by Sheffield City Region. These specifications had been issued to SCR as guidelines by the Department for Transport, although had been made mandatory by SCR. The option of making a case for exemptions in parts of scheme designs was included in the consultation response to the Nether Edge to city centre scheme.</p> <p>The issue of wildflower planting as part of the scheme design had been identified. LB suggested that Nicky Rivers be put forward as an expert contact on this issue. SRWT also had an advice note on wildflower planting that could be shared with scheme designers.</p> <p>LB was meeting with the SCR Major, Dan Jarvis, on 29<sup>th</sup> March on nature recovery issues and would explore opportunities to exempt parts of the schemes from strict guidelines which might lead to the retention of trees otherwise recommended for felling through the designs in their existing state.</p> <p>The Partnership agreed that all schemes needed a detailed level of scrutiny. LH/KR to examine the Darnall-Attercliffe-City Centre proposals and draft a Partnership response for agreement based (deadline for responses to the consultation – Monday 19<sup>th</sup> April).</p> <p>The Partnership agreed that street tree wardens should be encouraged to respond to the consultation on the Connecting Sheffield active travel schemes. KR to notify Marie Birks, SCC Communications Officer for Connecting Sheffield. DB to liaise with Helen Johnson to ensure that street tree wardens were provided with the details of the links.</p>	<p><b>PS</b></p> <p><b>KR</b></p> <p><b>LB</b></p> <p><b>LH/KR</b></p> <p><b>KR</b> <b>DB</b></p>
3.3	<u>Items 3.4 &amp; 3.6: Nature Recovery Plan/Declaration of an Ecological Emergency</u>	
	<p>The Partnership noted the information and actions for these areas, and it was agreed that these be removed from matters arising.</p>	

		<b>ACTION</b>
3.4	<u>Item 3.5: Road verges &amp; wildflower planting</u>	
	LH informed the Group that he had met with David Wain and Rebekah Newman to explore a pilot project in Totley to introduce licences for wildflower verge planting licences. A further meeting would be arranged with the Highways Team to take this forward. LB asked that she and Nicki Rivers from the Wildlife Trust be included in the next meeting. This action to be kept on the strategy action plan.	<b>LH</b>
3.5	<u>Item 4.1: Guidelines for the Management of Sheffield's Street Trees</u>	
	KR to send Anna Pethen (AP) the draft guidelines so she could start to develop the design and layout in line with the look of the strategy. KR to add the draft guidelines to the strategy PR & launch spreadsheet on the Google Drive.  <b>(Post-meeting note: KR arranging a meeting with DB, David Wain and Cassie Stuart, SCC Communications Officer, to agree a final draft of the text. To be shared with partnership members for final comments.)</b>	<b>KR</b>  <b>KR</b>
3.6	<u>Item 4.2: Core Investment Programme (CIP) trees</u>	
	DB had been commissioned to review all 309 trees in the Core Investment Programme. 55% had been reviewed to date although the outcomes of this review had not yet been published. On 7 <sup>th</sup> April, DB was meeting with Sheffield City Council to review the status of all 309 trees and to produce an options paper to bring this to a conclusion. DB to give a presentation at the Partnership meeting on 23 <sup>rd</sup> April. Gill Charters, Interim Head of Highways Maintenance would also attend the meeting for this item.	<b>DB</b>
<b>4.0</b>	<b><u>Street Tree Partnership Strategy – Cabinet Approval</u></b>	
	The final Sheffield Street Tree Partnership Strategy was approved at Cabinet on 17 <sup>th</sup> March 2021. A Word version of the strategy was now public in the Cabinet section of the Council's website. The Partnership thanked KR and LH for their work in taking the final strategy through the relevant processes and getting this to Cabinet for sign-off.	
<b>5.0</b>	<b><u>Final Strategy Design</u></b>	
	LB shared the draft design of the final strategy. The timeline for approving the final design was: <ul style="list-style-type: none"> <li>• By Wed 31<sup>st</sup> Mar – LB to share draft of the designed strategy with the Partnership</li> <li>• By Sun 11<sup>th</sup> Apr – Partnership members to provide comments to LB</li> <li>• Mon 12<sup>th</sup> Apr – LB to review comments and share with AP</li> <li>• Mon 19<sup>th</sup> Apr – AP to provide version for final proof reading</li> <li>• By Mon 26<sup>th</sup> Apr – Final comments to AP</li> <li>• w/b Mon 17<sup>th</sup> May – Launch of designed strategy</li> </ul>	<b>LB</b>  <b>All</b> <b>LB</b> <b>AP</b> <b>All</b>

		<b>ACTION</b>
	<p>All to review the sections they had led on or were most familiar with and comment on the pdf using sticky notes/comments (rather than through Google Drive).</p> <p><b>(Post-meeting note:</b> LB emailed the draft designed strategy to the Partnership on 31/03, 21:33 with instructions for comments).</p>	<b>All</b>
<b>6.0</b>	<b><u>Sheffield Street Tree Strategy – Action Plan</u></b>	
	<p>LB asked the Partnership for suggestions/thoughts on how to manage the action plan and keep it up to date; where it should be stored; who to manage it. Two options were considered:</p> <ul style="list-style-type: none"> <li>• MS Teams / MS Project (<i>this option had been presented to DB, LB, LH, CK, PS, KR by Alexandra from Amey</i>)</li> <li>• Google Sheets (i.e., stick with existing approach)</li> </ul> <p>The Partnership agreed that both options would require a person to be responsible for managing/maintaining the action plan; keeping track of tasks that were outstanding; chasing up on deadlines etc. KR and LH to hold internal conversations to explore who from the Council could assist with this task.</p> <p>The Partnership felt that simplicity and ease of use was important and agreed to continue with Google Sheets for now. It was noted that it might be worth setting up Google Workspace, gathering all project files in one place. LB &amp; CK to trial/test out Workspace.</p> <p>LB ran through and updated the action plan at the meeting as discussed with the Partnership.</p> <p>KR agreed to check the Local Plan timescales so that these could be added to the action plan.</p> <p>CK agreed to present the annual review of data to the Partnership at a future meeting (x3 years).</p> <p>The Partnership discussed tree mapping options and agreed this should be an agenda item for the meeting on Fri 4<sup>th</sup> June:</p> <ul style="list-style-type: none"> <li>• Map for street tree consultation process on Citizen Space</li> <li>• The 'Andy Greenwood' map as an interim option</li> <li>• The use of Treeplotter in the longer-term DB/KR to meet with Parks &amp; Countryside to discuss tree mapping options.</li> </ul> <p>(Joe Coles joined the meeting at this point)</p>	<p><b>KR/LH</b></p> <p><b>LB/CK</b></p> <p><b>KR</b></p> <p><b>CK</b></p> <p><b>AJP</b></p> <p><b>DB</b></p>

		<b>ACTION</b>
<b>7.0</b>	<b><u>PEFC accreditation scheme</u></b>	
	<p>LB welcomed Alun Watkins (AW) to the meeting to give an update on the development of the PEFC Trees Outside Forest Accreditation.</p> <p>AW updated the Partnership as follows:</p> <ul style="list-style-type: none"> <li>• A stakeholder working group was set up and had met a few times to look at information/document</li> <li>• Document went out for consultation in January/February with a closing date of March.</li> <li>• The stakeholder group would reconvene on 31<sup>st</sup> March to discuss comments in the consultation and to amend the final document</li> <li>• Comments were reported to be overall positive, and notable concerns raised included how onerous the process might be to implement, cost, and recognition that different authorities work in different ways.</li> <li>• The PEFC endorsement process could take up to 3 months depending on availability of an independent consultant with a view of completing process in July</li> <li>• Certification of the scheme would be progressed alongside PEFC endorsement</li> <li>• Aim to start offering certification by Sep 21</li> <li>• Certification process was likely to take around 2-3 days for a city the size of Sheffield</li> <li>• Final cost would depend on the certification body &amp; process</li> <li>• PEFC offered to cover the initial certification costs for Sheffield alongside a PR campaign to promote the scheme</li> </ul> <p>KR to look into who would be the certification holder for Sheffield (Amey or Sheffield City Council).</p> <p>LB thanked AW and his team for the work to develop the accreditation process and CK/KR contributions on the sub-group.</p>	<b>KR</b>
<b>8.0</b>	<b><u>Any other business</u></b>	
8.1	<b><u>Communications log</u></b>	
	KR to speak to AJP about setting up a communications log for the partnership to record responses to consultations, letters sent etc.	<b>KR/AJP</b>
8.2	<b><u>Abbeydale Road Street Trees</u></b>	
	SS informed the Partnership that herself and JC had met the above group and asked how they could support them. The Group had raised over £6k and continue with their fundraising efforts. Their aim is to plant 30 trees over several phases. DB and Cllr Mark Jones had also met the group. KR to contact the group to discuss their possible involvement in the Treevitalize project (funded by The Woodland Trust); discuss with Catherine Nuttgens; discuss licensing arrangements in relation to verges with Richard Bulloss.	<b>KR</b>

		<b>ACTION</b>
	It was suggested that links need to be made with the Tree Wardens and get them involved. LB suggested that one or two Tree Wardens attend a future meeting of this group to give us an insight into their role and to share their aspirations. AJP to contact Helen Johnson at Amey for names of Tree Wardens who could be invited to attend.	<b>AJP</b>
8.3	<u>National Graduate Development Programme – Research Project</u>	
	LH presented an idea about conducting a piece of research to capture the learnings from this partnership working model and co-production to help inform Council practices and partnership working in the future. SS suggested that this might link in with a future LGA engagement event to take place near the time of launch (May). LH to develop a stronger proposal and engage with the Partnership as appropriate to develop this piece of work.	<b>LH</b>
<b>9.0</b>	<b>Future Meetings</b>	
	<p><i>Friday 23<sup>rd</sup> April, 2.00-4.00pm</i></p> <ul style="list-style-type: none"> <li>• PR/launch of final designed strategy</li> <li>• CIP update (Gill Charters to attend)</li> </ul> <p><i>Friday 4<sup>th</sup> June, 9.15am-1.15pm</i></p> <ul style="list-style-type: none"> <li>• Tree mapping options</li> <li>• Community funded tree planting scheme including PR/launch</li> </ul> <p><i>Items for future meetings</i></p> <ul style="list-style-type: none"> <li>• Cllr Mark Jones, Cabinet Member for Environment, Streetscene &amp; Climate Change to attend (post-election)</li> <li>• Annual review of data (CK)</li> <li>• Tree Wardens</li> </ul>	