

**Meeting 14 (21/22)
Action notes of meeting held on
Friday 26th November 2021 (via Zoom)**

Attendees

Liz Ballard (Chair)	Sheffield & Rotherham Wildlife Trust (LB)
Christine King	Street Tree Action Groups Steering Group/Street Tree Warden (CK)
Paul Selby	Street Tree Action Groups/Street Tree Warden (PS)
Sarah Shorley	The Woodland Trust (SS)
Carl Ellison	Amey (CE)
Nikki Rees	Sheffield City Council (NR)
Bethany Allsop	Sheffield City Council (BA)
David Wain	Sheffield City Council (DW)
Richard Eyre	Sheffield City Council (RE)
Rob Shaw	Soil Association - Trees Outside Forests Audit (RS)
Matt Taylor	Forest & Land Ltd - Trees Outside Forests Audit (MT)

Apologies

Mark Brown	Street Tree Action Groups (MB)
Kieron King	Amey (KK)
Gill Charters	Sheffield City Council (GC)

		ACTION
1.0	Welcome	
	<p>LB thanked everyone for attending the meeting and asked RS to introduce himself.</p> <p>Rob explained that works for the Soil Association in the forestry team; he is undertaking the trees outside forests audit in Sheffield, in conjunction with PEFC UK (they are a UK certification body). Rob also informed the partnership that he is a non-exec director of PEFC UK.</p> <p>Rob explained that the audit is part of a trees outside forests pilot scheme. If we pass the audit this will go for full endorsement by PEFC International in 12-18 months, at which point we'll be fully accredited.</p> <p>It was noted that DW was going to arrive late to the meeting due to the fact that he was dealing with extreme weather issues - high wind and snow are expected in the next 12 hours. It was noted that both CE and DW may need to dip in and out of the meeting to deal with planning for this.</p>	

		ACTION
2.0	Notes of Last Meeting	
	The Partnership agreed that the notes of the meeting on 22 nd October 2021 were a true record. These would be uploaded to the SRWT website.	
3.0	<u>Actions/Updates & Decisions – Friday 22nd October 2021</u>	
3.1	Update on CIP timeline for publication	
	<p>DW reported that there were some issues with Amey's matrix scores, they did not align with the underlying condition scores in Confirm - the data has since been rationalised so that everything tallies and is now compatible with the data in Confirm.</p> <p>The partnership agreed that they were happy for matrix scores to only be added for trees that are proposed for felling. Therefore, the JI sheet, the options appraisal sheet, and the decision flows can now be published. A consultation is still planned for January 2022.</p> <p>DW to publish the agreed documents and will inform the Partnership before they go live.</p>	DW
3.2	Progress on PEFC work	
	The group welcomed Matt and Rob who are conducting the independent trees audit, currently in progress (25 th and 26 th of November).	
3.3	CK/MB walk through for Darnall	
	CK has contacted Marie for an update and is waiting for a reply. RE offered to get involved if CK wanted him to follow up on this.	
3.4	Connecting Sheffield consultation	
	LB reminded the group that AP has circulated the latest consultation. The group agreed there was nothing to raise on this item.	
3.5	Guidance for Managing Street Trees released	
	<p>LB congratulated the group, and gave thanks to Cassie who was not in attendance, on the publication of the document.</p> <p>NR/BA will update the action plan to reflect that this action is complete.</p>	NR/BA
3.6	Local Biodiversity Action Plan	
	DW informed the group that the Local Biodiversity Action Plan is still on track for completion. DW is expecting to receive the plan by 1 st December.	

		ACTION
	<p>He will give it a sense check and then circulate to the partnership for comment.</p> <p>DW requested that the group get back to him with their comments before the Christmas break if possible.</p>	<p>DW</p> <p>All</p>
3.7	Meeting planned in to discuss monitoring/annual report	
	CK, BA, and NR have met to discuss the monitoring report, and will be in touch with relevant members of the partnership in due course, to ask them to contribute to various elements of the report.	
4.0	<u>Delivery with reference to Action Plan</u>	
4.1	<u>Outcome 1</u> 1.3 Review, refine and publish decision making process for managing Sheffield's Street trees	
	SCC have published the outcomes of recent consultations, and some more consultations are also in progress. Lucia is currently engaging with the community regarding the Kommune trees.	
4.2	Third Party Compensation	
	<p>DW updated the partnership that GC and Amey have been having discussions on Third Party Compensation, however we're not there yet. SCC has asked David Whittaker to produce an example document that will address the issues raised in PS's presentation, slide 7.</p> <p>NR to contact GC to find out when we can update the partnership</p> <p>NR will finish the notes from the 19th of November meeting and will circulate them to the group asap.</p> <p>LB reminded the group of the need for all agenda items to link back to an area in the strategy. BA and NR will look at the action plan to ensure that it's reflected appropriately (it's about open and honest communication and transparency).</p>	<p>NR</p> <p>NR</p> <p>BA/NR</p>
4.3	<u>Outcome 1</u> 1.7 Develop an online, user friendly, interactive, and live tree map to aid tree management and community reporting	
	<p>DW discussed the technical elements of the Tree Plotter system and confirmed with the group that discussions are ongoing with the external provider.</p> <p>The provider has confirmed that the new system will ensure that all applications (e.g. including Confirm/ESRI on our side) will be able to</p>	

		ACTION
	<p>communicate with each other; Tree Plotter are going away to cost up a proposal.</p> <p>DW informed the group that the technical team are working out how many months it will take them to build the system. Tree Plotter has offered to put DW in touch with a Canadian authority who have faced similar issues with their parks/street tree databases not working together. The external provider is still capturing the output specifications, DW will share with the group when this is completed.</p> <p>An update on this should be available in Q1 22/23.</p>	DW
4.4	<u>Outcome 1</u> 1.9 Submit application for Tree Cities of the World recognition	
	<p>SS/NR/BA updated the group on the ongoing progress with the application, BA will be leading on this. A further meeting with NR/SS/BA has been arranged with Catherine Nuttgens from Parks and Countryside to share data collected and update the application form.</p> <p>BA/NR informed the group that the application is data driven and does not require a narrative, BA will produce a briefing note on the application and will circulate to the group via email.</p>	BA
5.0	<u>Outcome 6</u> 6.1 Continue to develop the Sheffield Street Tree Partnership to take forward this Strategy e) Appoint a new Chair	
	<p>LB has met with Nathan Edwards who is still keen to take on the role as Chair, NR/LB are meeting with Nathan to discuss further details.</p> <p>Nathan is invited to 16th of December meeting but is on holiday so will likely only attend briefly and virtually.</p> <p>LB said that we will get meetings set up with other members of the partnership as soon as we can.</p>	
5.1	<u>Outcome 6</u> 6.2 Promote the new process that allows residents and community groups to fund additional street tree planting	
	<p>PS is still waiting for GC to come back on two points - VAT and consultation with residents. RE said that he would follow this up with Gill.</p> <p>The group discussed that the issue of VAT may not be solved within the pilot's timeframe so it may need to become part of the learning from this project.</p>	RE/GC

		ACTION
	<p>LB reminded the group of the importance of the wider project which will launch a shared funding pot for businesses/the public across the city to create opportunities for additional planting, which has been on hold due to the pilot scheme. LB reported that the Wildlife Trust are keen to support the partnership to make the most of charitable funding and to expand engagement to be city-wide. A working group will be set up on this in the new year, NR/BA will add this item to the action plan.</p> <p>The group discussed the need to reach out to wardens to identify who may wish to get involved with this project. SS/CK will email wardens to gauge interest.</p>	<p>NR/BA</p> <p>SS/CK</p>
5.2	<u>Outcome 6</u>	
	6.3 Support the Street Tree Warden scheme for Sheffield	
	PS informed the group that the communication issues with Street Tree Wardens have been resolved.	
6.0	4. Forward Plan	
	<p>LB informed the group that the December meeting will be used to timeline future partnership actions and all relevant members are invited to attend.</p> <p>LB said that she would email a week ahead of the meeting to ask if people want to meet face to face. If not we can meet remotely</p>	LB
7.0	AoB	
	<p>DW has met with Raoul Blackman from the Urban Tree Observatory, who would like to attend the January meeting for 15/20mins. LB/NR to note for January meeting agenda.</p> <p>DW proposed an amendment to Amey's 5-year tree management strategy where Amey will instead be required to contractually provide data and information to support the Partnership/SSTS. DW asked that the group give suggestions to him on the data they would like to request so he can include it in the revised contract documents.</p> <p>DW will email the partnership to confirm in writing what he is proposing.</p>	<p>LB/NR</p> <p>AII/DW</p> <p>DW</p>
8.0	Future Meetings	
	Friday 17 th December will be a strategic session to timeline future actions against the ambitions of the SSTS. This meeting is planned to be held in person, LB will update group closer to the time if the current Covid-19 restrictions require the meeting to be held virtually.	

		ACTION
9.0	PEFC TOW Accreditation - closed session with partners	
	<p>Members of SCC and Amey left the call.</p> <p>Notes were not taken for the remainder of the meeting.</p>	