

**Meeting 13 (21/22)
Action notes of meeting held on
Friday 22nd October 2021 (via Teams)**

Attendees

Liz Ballard (Chair)	Sheffield & Rotherham Wildlife Trust (LB)
Christine King	Chair, 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)
Kieron King	Amey (KK)
Kieran Scruton	Amey (KS)
Mark Brown	Street Tree Action Groups
Nikki Rees	Sheffield City Council (NR)
Laurence Heijbroek	Sheffield City Council (LH)
David Wain	Sheffield City Council (DW)
Amanda Preston	Sheffield City Council (AJP)

Apologies

Mick Crofts	Interim Executive Director of Place, Sheffield City Council (MC)
Richard Eyre	Sheffield City Council – Interim Director of Place
Darren Butt	Consultant Amey

		ACTION
1.0	Welcome	
	<p>LB thanked everyone for attending the meeting.</p> <p>KS informed the Partnership Group that Darren Butt had now left Amey; Carl Ellison and Kieron King will be the main points of contact for Amey for the SSTP going forward.</p> <p>On behalf of the Partnership Group, Liz asked that our thanks be passed onto DB for all his hard work and for being extremely involved in the group over the years.</p> <p>NR informed the Partnership Group that Laurence will now be moving onto his next placement and thanked him for all his hard work especially on the action plan and wished him good luck in his new placement.</p>	

		ACTION
	LH thanked the Partnership Group for having him and for giving him the opportunity to do the research on collaborative partnership. He will continue to see this through and will share with the group when finalised. It's been a pleasure working with you all.	
2.0	Notes of Last Meeting	
	The Partnership agreed that the notes of the meeting on Friday 24 th September 2021 were a true record, and all agreed to adopt these. These would be uploaded to the SRWT website.	AJP
3.0	Actions/Updates & Decisions – Friday 24th September 2021	
3.1	<u>Update on CIP</u>	
	CK informed the Partnership Group that work had been done on this, but further work was needed. PS had commented and DW confirmed that Paul's comments had been incorporated into the programme. <u>Actions:</u> CK to send DW information today. DW agreed to put the live document and Amey's options on the website as working progress by 5 th November 2021.	CK DW
3.2	<u>Appendix 5 process review – consultation map online</u>	
	DW informed the Partnership Group that this had been completed and would be going live today. On behalf of the Partnership Group, LB thanked DW for this.	
3.3	<u>Walk through for Darnall</u>	
	CK to contact Marie Birks to arrange this.	CK
3.4	<u>Connecting Sheffield technical update</u> Agreed for this to be placed on the Action Plan for March 2022.	NR
4.0	<u>Delivery with reference to Action Plan</u>	
4.1	<u>Outcome 1 – 1.1 - Work towards an Independent accreditation of Street Trees</u> NR explained that the consultation process had opened and will close on the 17 th November 2021. NR and DW had met with Rob Shaw and Matt Taylor, who will be carrying out the independent audit, which will take place on 25 th and 26 th November. Matt Taylor is going to support us in the run up to the audit and further meetings are scheduled regarding this. The auditors have requested a meeting with the partnership as part of the audit process, which Nikki will arrange.	NR

		ACTION
4.2	<p><u>Outcome 1 – 1.1 – Promote and have oversight of the City’s approach to street tree management</u></p> <p>NR updated the Partnership Group that the Guidance for Street Trees had now been agreed. The final version of the document has been sent to Anna Pethen for design - this included two small revisions to the document - one to clarify the position regarding the legality of people pruning highway trees & a small revision to the Street Tree Inspection section. Nikki said that if anyone wanted to see these changes to let NR know.</p> <p>Anna had started the design work and will be sending through a draft to NR soon. Apologies for missing deadline, however the designed version looks much better.</p> <p>Actions:</p> <ol style="list-style-type: none"> 1. Cassie Stewart is due to share the Press release regarding this soon; 2. NR will share the Guidance for Street Trees final designed document as soon as it is available, and this will also be uploaded to the website. 	<p>CS</p> <p>NR</p>
4.3	<p><u>Outcome 1 – 1.3 – Review decision making process for managing Sheffield Street Trees</u></p> <p>DW informed the Partnership Group that a number of street tree consultations would be going live soon - consultation outcomes will be brought back to this Group.</p> <p>On behalf of the Partnership Group, LB thanked DW and PS for this work.</p>	<p>DW</p>
4.4	<p><u>Outcome 1 – 1.7 – Tree Map</u></p> <p>This item be deferred to the next meeting.</p> <p>However, DW and KK had met to discuss this and felt that Tree Plotter meets all our needs.</p> <p>CK asked if this would be available to the Tree Wardens? DW replied that yes - that is the intention.</p>	<p>AJP</p>
4.5	<p><u>Outcome 1 – 1.9 – Application for Tree Cities of the World recognition</u></p> <p>SS reported that the deadline for the application is 31st January 2022, and the process is simple. NR is looking at what work has been done previously by Karen/Laurence.</p> <p>SS and NR to schedule a meeting to discuss this further.</p>	<p>NR/SS</p>
5.0	<p><u>Outcome 5 – 5.2 – Bio-diversity Action Plan</u></p> <p>KS informed the Partnership Group that the above plan was last updated in 2019 and confirmed that he was aiming for an update to the document by the end of December.</p>	<p>DW</p>

		ACTION
	It was agreed that the Partnership Group could be involved, reviewing the draft version and contributing to it. However DW did also flag that SCC have review processes to go through. Amey are aiming to have this to SCC by 1st December and DW would be in touch with the partnership about this in the first week of December.	
6.0	<u>Outcome 6 – 6.1 – Sheffield Street Tree Partnership Strategy</u>	
6.1	<p>Appointment of Chair</p> <p>LB informed the Partnership Group that she had approached a potential replacement for the Chair of this group from Urban Wilding, a landscape architecture business based in Leeds. Unfortunately, this person wouldn't be able to start until February 2022 and LB confirmed that she would be happy to remain the Chair until this date and facilitate a full handover. LB said that she had asked him if he had a profile that he could share with the group. The group were very positive about this development and wanted to explore this further.</p> <p>Action</p> <p>It was agreed for LB to invite the potential new Chair to the December meeting and if anyone wanted to meet him individually afterwards then they could arrange that.</p>	<p>LB</p> <p>LB</p>
6.2	<p><u>Outcome 6 – 6.2 – Additional Street Tree planting funds</u></p> <p>DW updated the Partnership Group that they were still looking at 1 licence instead of multiple licences. Using a Section 96 license now seems like the most viable route. Liz confirmed that she was still happy for SRWT to be the license holder., Amey had not progressed but might be legally obliged to charge VAT. Lots of conversations are being held with finance to seek clarification on the VAT.</p> <p>KS confirmed that Amey couldn't move on the price but happy to review in the future. The Partnership agreed that a review of the fees should be added to the forward plan for October 2022.</p>	NR
6.3	<p><u>Outcome 6 – 6.3 - Tree Wardens Scheme for Sheffield</u></p> <p>SS had met with the tree wardens and confirmed that she was happy to act as link between the tree wardens and SSTP. However she still had not had her induction training. Carl confirmed that induction and regular training would be taking place.</p> <p>KE will be arranging monthly tree warden meetings.</p> <p>It was agreed that in future when we next recruit for tree wardens, this should be a partnership approach.</p>	
7.0	<p><u>Outcome – 8.1 – Monitoring and Reporting -review</u></p> <p>LB had sent a draft copy to NR&CK and will be looked at in the New Year.</p>	

		ACTION
	<p>NR informed all that Beth Allsop – a new National Graduate Management Trainee will be working with Nikki and will be helping to support the SSTP, in particular with managing the action plan. Beth will come to the next meeting and will attend future meetings while she is in this placement.</p> <p>Actions NR to set up meeting with CK and Beth to progress the key indicators work.</p>	<p>AJP</p> <p>NR</p>
8.0	<u>Any other business</u>	
8.1	<p><u>Future Meeting – Third Party compensation</u> DW informed the Group that there are a number of outstanding claims that need to be shared and discussed and suggested a separate meeting be arranged.</p> <p>LB suggested that we use the next meeting on 19th November to have a single item agenda on Third Party Compensation. The Partnership Group agreed, as both Amey and SCC feel that this needs a discussion ASAP</p> <p>This meeting is open to the whole partnership but not everyone is required to attend.</p> <p>Nikki will send out a doodle poll to find a time on 25th or 26th November for the November Action Plan meeting. This will also be the meeting that the independent auditors will attend.</p>	NR
8.2	<p><u>Darnall Study</u> CK mentioned the Darnall Study, which Nicola Dempsey is involved in. CK suggested that we have a specific agenda item about this after Christmas and invite Nicola to the meeting. CK to follow up with Nicola Dempsey.</p>	CK
8.4	<p><u>Communications/Media</u> NR asked the Partnership Group if in future they would be happy for quotes/press releases to contain a quote from the SSTP chair, rather than from various individuals on the partnership. This would help to give a united view on behalf of the whole partnership, rather than from individual organisations. It was noted that there would usually also be a political quote in the PR from the relevant Cabinet Member.</p> <p>This was discussed. There was also a discussion about whether it would benefit the communications of the group for Cassie to attend for part of each SSTP meeting.</p> <p>It was agreed that:</p> <ol style="list-style-type: none"> 1. Cassie was welcome to attend SSTP meetings for the first 10 minutes to raise any issues relating to comms - if there isn't anything to discuss then she need not attend 	NR/AP

		ACTION
	<p>2. Communication protocols for the Partnership would be discussed further and LB/NR/CS would meet to progress this.</p> <p>3. Partnership members are happy for quotes for PRs to be from the Chair of the Partnership, rather than individual partnership orgs but that they still want draft PRs to be sent to the whole partnership for comment before the PR is sent to the media</p> <p>4. PRs should include a line to say something along the lines of 'The SSTP is made up of the following organisations: xx, xx, xx'</p> <p>On behalf of the Partnership Group LB thanked Cassie for doing the press releases for the group. NR said that she would pass this on to Cassie and feed back the conversation and agreed actions</p>	<p>NR</p> <p>NR</p>
9.0	Future Meetings	
	<p><i>Friday 19th November – 10.00 – 11.00 a.m.</i></p> <ul style="list-style-type: none"> • Third Party Claims <p><i>Friday 25/26th November 2021 - - date and time tbc</i></p>	