

**Meeting 15 (21/22)
Action notes of meeting held on
Friday 17th December 2021 (via Zoom)**

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)
Nicola Rees	Sheffield City Council (NRe)
Bethany Allsop	Sheffield City Council (BA)
Gillian Charters	Sheffield City Council (GC)
Nicky Rivers	Sheffield & Rotherham Wildlife Trust (NRi)
Nathan Edwards (part)	Urban Wilderness (NE)

Apologies

Mick Crofts	Interim Executive Director of Place, Sheffield City Council (MC)
Richard Eyre	Sheffield City Council – Interim Director of Place (RE)
David Wain	Sheffield City Council (DW)
Amanda Preston	Sheffield City Council (AJP)
Mark Brown	Street Tree Action Groups (MB)
Kieron King	Amey (KK)
Cassie Stuart	Sheffield City Council (CS)

		ACTION
1.0	Welcome	
	<p>LB thanked everyone for attending the meeting.</p> <p>Apologies were noted.</p> <p>LB introduced Nathan Edwards who has agreed to be the new chair of the Sheffield Street Tree Partnership from March. Attendees introduced themselves to Nathan and then Nathan updated the Partnership about his work and interests and why he is excited to get involved with the Partnership.</p> <p>LB introduced Nicky Rivers who will be representing Sheffield & Rotherham Wildlife Trust on the Partnership after Liz Ballard's departure in 2022.</p> <p>NE left the meeting.</p>	

2.0	Notes of Last Meeting	
	<p>The Partnership agreed that the notes of the meeting on Friday 26th November 2021 were a true record. These would be uploaded to the SRWT website.</p> <p>PS flagged up that the following action from the notes had not yet been followed up on:</p> <p><i>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.</i></p> <p><i>DW will email the Partnership to confirm in writing what he is proposing.</i></p> <p>NRe said that she would remind DW that this is outstanding, although it was noted that DW was on leave until January.</p>	NRe/DW
3.0	Actions/Updates & Decisions – Friday 24th September 2021	
3.1	<u>Update on Core Investment Period (CIP)</u>	
	<p>It was confirmed that the latest version of the CIP spreadsheet is now online. This is a live document and will be updated when more consultations have been completed.</p> <p>GC informed the group that public consultations where there are road layout changes will start in the new year. The Council are still waiting on the final road layout designs from Amey which they are hoping to receive in early January. The Council and Amey are planning on hosting local engagement sessions using the proposed road layouts in the new year, however Covid-19 may affect this being held in person. It was noted that the consultation may go on until February/March 2022.</p> <p>LB asked that we pass on thanks to DW for all his hard work in relation to this. GC apologised for the delay with publishing the documents but said that it is so important to make sure that the information is 100% correct before publishing this and this has accounted for the delay.</p>	
3.2	<u>Local Biodiversity Action Plan (LBAP)</u>	
	<p>DW had emailed the Partnership in advance of the meeting to explain the delay with this. CE informed the group that the document is still with Amey but will be ready in January, ahead of the next Partnership meeting. NR confirmed that SCC would ensure that the Partnership had enough time to comment on the LBAP. DW to circulate the LBAP to the Partnership in January, when this has been received by Sheffield City Council from Amey.</p>	DW

3.3	<u>Tree Cities of the World (TCW) Application</u>	
	<p>NR and BA updated the group on the TCW application, which is on target to be completed by the deadline of the end of January.</p> <p>Liz asked whether the application needed to come to the Partnership for 'sign off'. Partners agreed they would like to see the application before it was submitted. NRe explained that the application for TCW status is required to be made by the Council, rather than the Partnership. However, when the application has been finalised NRe will share the information on the application portal with the Partnership so that members can view the application before it is sent off..</p> <p>NRe and BA faced some initial issues with completing the application as the Council is unable to disclose certain financial information on street trees due to the contract with Amey, however the Arbor Foundation has confirmed that we are still able to apply, and we have agreed a way around this issue with them.</p> <p>The application also asked for details of an annual celebration of trees event that had been hosted in the past year, however Sheffield's Tree Festival was unfortunately cancelled in 2021 due to Covid-19 restrictions. NRe and BA have instead decided to refer to the 2020 Tree Festival in the application, explaining how Covid-19 prevented it from being held this year, but supplementing the application with information on a variety of other tree celebrations/events that happened during the year.</p> <p>SS to send NRe and BA information on the Emergency Tree Fund to supplement this element of the application.</p>	<p style="text-align: center;">NRe</p> <p style="text-align: center;">SS</p>
4.0	<u>Updates</u>	
4.1	<u>Trees Outside Forests (TOF) audit</u>	
	<p>NRe updated the group that the independent TOF audit was successful. The Opportunities for Improvement document from the audit has been circulated to the Partnership via email.</p> <p>LB thanked Amey and the Council for their work on the audit, the suggestions for improvement will be picked up in the next planning session.</p> <p>Comms on this will be picked up in the new year. Programme for the Endorsement of Forest Certification (PEFC) are also interested in capitalising on this due to it being a pilot scheme. NRe/CS to ensure that the Partnership is involved in the press release.</p>	<p style="text-align: center;">NRe/CS</p>
4.2	<u>Third Party Compensation</u>	
	<p>GC updated the group on the Council and Amey's current position on Third Party Compensation. GC is in discussions with Information Management and Legal teams in the Council, but a decision has not yet been made.</p> <p>GC agreed to circulate a written update regarding the Council's position on this ahead of the next Partnership meeting, which is on 28th January.</p>	<p style="text-align: center;">GC</p>

	SS is meeting with partners who are also dealing with similar issues in their areas and will report back to the Partnership in the future.	SS
4.3	<u>Community Tree Planting Pilot</u>	
	<p>LB reminded the group that there is a working group meeting on 26th January to discuss this issue further, for members of the Partnership who are interested.</p> <p>GC informed the group that a resolution has not yet been found on VAT but that work is ongoing with the Finance department to find a solution.</p> <p>GC reassured the Partnership that the Council is absolutely committed that the community trees will be planted this season as planned, despite the outstanding issues.</p> <p>In terms of consultation, GC was clear that it was the right thing to do to engage with residents on the location of the new trees, however the Council is willing to resource this for the pilot if needed.</p> <p>There was some discussion on this issue in terms of whether this was consultation or information. Agree it could lean more towards information. PS will work with GC to agree on a form of messaging that will be communicated with local people regarding the community trees specifically for the pilot.</p> <p>In terms of the issue around VAT, GC agreed to circulate a written update to the Partnership prior to the working group meeting on 26th January.</p> <p>LB asked the group to think of any learning points and recommendations from this pilot and send them to her prior to the meeting on 26th January, for discussion during the meeting.</p> <p>There was a discussion about the production of a process for Community Tree Planting. The Partnership were keen that this document be co-produced with them.</p> <p>All issues will be discussed further at the working group meeting on 26th January.</p>	<p>PS/GC</p> <p>GC</p> <p>LB/All</p>
5.0	<u>Strategic Action Planning Session</u>	
5.1	<p>The group engaged in a strategic action planning session, using a Miro board to prioritise and timeline the actions in the strategy to inform the scheduling of upcoming activity.</p> <p>LB invited Partnership members to continue to add their comments to the Miro board until 19th January, using their initials to make clear who has added comments.</p> <p>LB thanked everyone for their work over the past year and invited them to reflect on all the positive things the Partnership has achieved in 2021.</p>	