



**Action notes of meeting held on
Friday 25th March 2022 (via Zoom)**

Attendees

Nathan Edwards	Chair of SSTP (NE)
Christine King	Street Tree Action Groups/Street Tree Warden (CK)
Paul Selby	Street Tree Action Groups/Street Tree Warden (PS)
Liz Ballard	Sheffield & Rotherham Wildlife Trust (LB)
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)
Richard Eyre	Sheffield City Council (RE)
Sarah Shorley	The Woodland Trust (SS)
Kieron King	Amey (KK)
David Wain	Sheffield City Council (DW)

Also in attendance

Item 4:

Matthew Reynolds	Sheffield City Council (MR)
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Apologies

Cassie Stuart	Sheffield City Council (CS)
Carl Ellison	Amey (CE)
Amanda Preston	SCC (AP)

		ACTION
1.0	Welcome	
	<p>NE thanked everyone for attending the meeting and conducted a brief round of introductions, as this was his first meeting as Chair of the Partnership. NE thanked LB for putting him forward for the role of Chair and thanked everyone else for agreeing to his involvement.</p> <p>NE stated that as someone who is Sheffield born and bred, he has a passion for the city and for the aims of the partnership.</p>	
2.0	Notes of the last meeting	

		ACTION
	Partnership members agreed that the notes of the meeting on Friday 25th February 2022 were a true record. These would be uploaded to the SRWT website.	NRe
3.0	Meeting structure and away day	
	<p>NE suggested that the partnership move meetings to a 4-weekly cycle, keeping the usual day and time (Fridays commencing at 10am). Starting the new meeting cycle on 29th April would mean that all meetings would avoid school holidays and bank holidays during this calendar year, except for the August meeting.</p> <p>It was agreed that the August meeting would be kept under review and could be moved or cancelled nearer the time, depending on the availability of partnership members. The group agreed to the proposed schedule. NRe would send out calendar invites for the new dates.</p> <p>NE proposed replacing the May SSTP session with an in person away day. PS flagged that he would not be able to attend this on 27th May. NRe agreed to look for other possible dates for the away day and would circulate a Doodle Poll to check availability. As far as possible the aim would be to schedule the away day at a time that all members of the partnership could attend.</p>	<p>NRe</p> <p>NRe</p>
4.0	Update from Matthew Reynolds from Connecting Sheffield	
	<p>MR shared a presentation (attached) to update the partnership about Connecting Sheffield.</p> <p>He outlined 3 main areas of focus:</p> <ol style="list-style-type: none"> 1. Promoting cycling - focus on road space reallocation, which sometimes means a loss of parking. Design solutions are being developed to make people feel safe when cycling on the highway. 2. Promoting walking - there is an opportunity to enhance the street scene aesthetic 3. Public transport - unfortunately passenger numbers are low post-pandemic <p>The projects are at various stages, with most projects within/moving to the detailed design stage, apart from the South West Corridors where the design is still being discussed.</p> <p>MR informed the group that the partnership will be included in the statutory consultation process, which will be conducted on specific design elements.</p> <p>MR stated that he would welcome continuing the conversation with the partnership, outside of the statutory consultation process, particularly on</p>	

		ACTION
	<p>existing and new tree stock. PS stated that conversations that he had had with the project team had resulted in a reduction to the number of mature trees to be felled in Netheredge from around 40 to around 10-15. It is the intention for the Connecting Sheffield programme to replace each felled tree with 3 new trees. Paul thanked Matt's team for working with him on this. MR said that he would welcome recommendations for species of trees to be planted as replacements and stated that he felt that the conversations with PS about this had been really helpful.</p> <p>There had been some challenges with delivery timescales but MR updated the partnership that the projects are forecast for completion by 2024/2025.</p> <p>DW confirmed that Amey would be managing the young trees that are planted as a part of these projects - Connecting Sheffield will pay a commuted sum to cover all ongoing maintenance and the trees will be accrued highways assets.</p> <p>LB asked if MR could meet with SRWT to discuss opportunities for connection and join up. MR said he would welcome this. NRe to send MR's contact details to LB and circulate MR's slides to the partnership.</p>	NRe
5.0	Actions and decisions from the last meeting	
5.1	Local Biodiversity Action Plan	
	<p>GC & DW updated the group that the LBAP was delivered to SCC the previous day, however this was due to be rejected; DW stated that he would be going back to Amey on a number of contractual/technical elements and informed the partnership that there is no merit in sharing the plan with the partnership in its present state as it is not fit for purpose.</p> <p>When the revised plan is received by SCC this will be shared with the partnership.</p>	DW/GC
5.2	5-year Tree Strategy & contract change	
	<p>GC updated the partnership that SCC had issued a contract change to Amey that captures that the Sheffield Street Tree Partnership Strategy supersedes the need for Amey to produce a 5-year tree strategy. GC stated that she was happy to share the changes with the partnership before the contract documentation is uploaded to the SCC website but that she wasn't able to provide a timescale for this at present, as the revised documentation was with the lawyers.</p> <p>NE said that he would keep this item on the agenda for future meetings so that the partnership continue to receive updates on this.</p>	NE
5.3	Monitoring report	

		ACTION
	<p>NRe reported that, further to the notes of the previous meeting, she had shared the progress report monitoring document via the Google Drive, which details how we aim to measure progress against the outcomes within the strategy.</p> <p>NRe shared the draft infographic report, which will support the more detailed narrative report. The report is due to be produced by May.</p> <p>NRe flagged that a consensus needed to be reached regarding whether or not to delay publication of the report to allow time for iTree Eco and canopy cover calculations to be produced. These would not be available in time for publication of the report in May.</p> <p>The partnership agreed that the report should continue in line with the current proposed timescales and that a narrative account of progress against the relevant outcomes would be included, instead of the iTree Eco and canopy cover metrics.</p> <p>It was agreed that a thorough conversation about future partnership actions regarding iTree Eco and canopy cover metrics would be scheduled at the forthcoming partnership away day.</p>	NRe/NE
5.4	Tree Wardens update	
	<p>KK, CK, and SS had met to discuss Tree Wardens. SS stated that she would add the notes from this meeting to the Google Drive.</p> <p>CK and SS have agreed to share SSTP updates at each tree warden meeting and discussed involving the tree wardens in the tree celebration events later in the year. With the aim of better joining up the work of Tree Wardens with the parks and countryside team, it was reported that CE had spoken to contacts in parks and countryside who agreed to attend the next Tree Warden meeting.</p> <p>LB reiterated that future recruitment of Tree Wardens must be a partnership activity, rather than an Amey activity and this was agreed by all. NRe said that she would make sure that Cassie was also aware of this, although it was noted that this had been discussed previously and was firmly on people's radars.</p> <p>NRe/NE to schedule a focussed discussion at the partnership away day about Tree Wardens, to include recruitment and how we can ensure that they are appropriately involved with the activities of the partnership.</p>	SS NRe NRe/NE
5.5	Community Planting	

		ACTION
	<p>The partnership agreed to schedule a 'lessons learned' session for the Community Planting Project. Attendees will include the existing Community Planting sub-group, plus Joe Shute who was heavily involved in the pilot, as well as any other members of the partnership who wish to attend.</p> <p>DW has met with Huda from the East LAC, and the University re the future of a Darnall planting project. The lessons learned session could inform this future work.</p> <p>NE asked the partnership to let NRe know if they would like to attend this session and are not currently on the sub-group. Both CK and NRi indicated that they wished to be invited. NRe to speak to AP regarding setting up the lessons learned session.</p>	NRe/AP
6.0	Build Outs document	
	<p>The Build Outs document had been shared on the Google Drive, as had been agreed at the previous SSTP meeting. GC updated that she had made further comments on the document since CK and PS had made their amendments to it.</p> <p>PS/CK to review GC's comments and if there are any further issues remaining these should be discussed at the next partnership meeting.</p>	PS/CK
7.0	Comms update	
	<p>NRe updated the group in CS's absence. The pre-election period starts on Monday 28 March and lasts until the close of polls on 5 May. CS has confirmed that no proactive press releases relating to the work of the partnership will be released during this period.</p> <p>In the meantime, CS would work with the partnership to get the upcoming press releases ready, relating to welcoming NE as Chair of the partnership and the annual report.</p> <p>RE updated the partnership that it will likely be towards the end of May when any public comms involving councillor comments can be released.</p> <p>GC pointed out the new approach of Comms to release more video content to engage the public and it was suggested that a video interview of NE could be produced. NE said that he was happy to participate in this. CS to pick this up with NE to progress.</p> <p>GC suggested adding significant events/dates that the partnership should link to, to the Comms Forward Planner. CS to pick this up.</p> <p>It was agreed that the partnership approach to communications/forward planning for future comms activity should be scheduled for discussion at the away day.</p>	<p>CS</p> <p>CS</p> <p>CS</p> <p>NE/NRe</p>

		ACTION
8.0	AOB	
	<p>DW updated the partnership that Amey are in a position to progress the project to sow wildflowers at Cricket-Inn Road on the site near the tram tracks.</p> <p>To mark LB's last SSTP meeting, the partnership thanked LB for all the hard work and dedication that she had shown to the partnership and presented her with a card and leaving gifts.</p> <p>It was also announced that a tree was to be planted to commemorate her work for the partnership. DW will liaise with LB to arrange a planting ceremony in the next few weeks.</p> <p>It was also noted that it was BA's last meeting, as she would be shortly moving to her new placement. The partnership thanked her for her work.</p>	DW
9.0	Future meetings	
	<ul style="list-style-type: none"> ● Partnership meeting Friday 29th April at 10am ● Community Planting Lessons Learned session - time and date tbc. ● Partnership Away Day - time and date tbc. 	