

## DRAFT Action notes of meeting held on Friday 28<sup>th</sup> January 2022 (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)
Nicky Rivers	Sheffield & Rotherham Wildlife Trust (NRi)
Carl Ellison	Amey (CE)
Kieron King	Amey (KK)
Mick Crofts	Sheffield City Council (MC)
Nicola Rees	Sheffield City Council (NRe)
Gillian Charters	Sheffield City Council (GC)
Beth Allsop	Sheffield City Council (BA)
David Wain	Sheffield City Council (DW)
Amanda Preston	Sheffield City Council (AJP)


### Also in attendance were


Raoul Blackman – (Item 4 only)	The University of Sheffield
Nicola Dempsey – (Item 4 only)	The University of Sheffield
Cassie Stewart – (Item 6 only)	Sheffield City Council (CS)

### Apologies

Richard Eyre	Sheffield City Council (RE)
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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>	
	<p>The Partnership agreed that subject to the following correction, the notes of the meeting on Friday 17<sup>th</sup> December 2021 were a true record, and all agreed to adopt these. These would be uploaded to the SRWT website.</p> <p>Discuss on minutes: <i>'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.'</i></p>	<b>NRe</b>

		<b>ACTION</b>
	<p>There was some discussion on this issue in terms of whether this was consultation or information. Agreed 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>All agreed to the above.</p>	
<b>3.0</b>	<b>Actions/Updates &amp; Decisions – Friday 17<sup>th</sup> December 2021</b>	
3.1	<p><u>Amey's 5-year tree management strategy</u> DW confirmed that this was progressing, and he will come back to the group with an update soon.</p>	<b>DW</b>
3.2	<p><u>Local Bio-diversity Action Plan</u> This had been delayed. KK and CE agreed to update the Group by 4<sup>th</sup> February 2022.</p>	<b>KK/CE</b>
3.3	<p><u>Tree Cities of the World (TCW) Application</u> LB confirmed that the TCW application had been sent off and thanked NR and BA for all their hard work in getting this through the process.</p>	
3.4	<p><u>3<sup>rd</sup> Party Compensation</u> On the agenda for discussion.</p>	
3.5	<p><u>Community Tree Planting Meeting – 26<sup>th</sup> January 2022</u> LB thanked all for attending the above very useful meeting. It was agreed to hold another meeting on this. In the meantime, everyone agreed to let Gillian Charters have comments on her document by 4<sup>th</sup> February 2022. LB will then meet with Gill to agree the final document before sharing with the Group.</p> <p>PS also informed the Group that he had approached RE regarding the 'build outs' document on the Council website that needed addressing, as it was inaccurate - this is still an issue. NRe agreed to chase RE up on this one.</p> <p>(DW left at 2.30 p.m.)</p>	<p><b>GC/LB</b></p> <p><b>NRe/RE</b></p>
<b>4.0</b>	<b><u>External Presentations</u></b>	
4.1	<p>Raoul attended the meeting, shared, and ran through the presentation below on Remote sensing tree functionality in urban infrastructure.</p> <p> Street_Tree_Partners hip.pdf</p>	

		<b>ACTION</b>
	<p>Nicola Dempsey also shared and ran through her presentation below on the Street Trees for Darnall project.</p>  <p>Dempsey_Landscape Architecture_teaching</p> <p>The Group (individually) thanked both Raoul and Nicola for their detailed presentations.</p> <p>Comments/views etc below.</p> <p>NRi informed Nicola that some of the trees are outside the scope of the Partnership Group, as not Street Trees – joining up across SCC Depts can be challenging.</p> <p>SS – Community Tree planting is a vital opportunity to show what the street will look like. Good Partnership approach.</p> <p>CK offered her assistance to help with students.</p> <p>On behalf of the Partnership Group LB thanked both Raoul and Nicola for their presentations.</p> <p>(CE &amp; MC left at 3.00 p.m.)</p>	
<p><b>5.0</b></p>	<p><b><u>Action Plan Review</u></b></p> <p>LB confirmed that she had sent the link out on the action plan via the Miro board to all.</p> <p>LB asked the Partnership Group for thoughts on the following being the key themes for 2022/23:</p> <ol style="list-style-type: none"> <li>1. Communications and PR</li> <li>2. Celebration/engagement events</li> <li>3. Developing Tree Wardens</li> <li>4. Community Tree Planting including area ‘Treescapes’</li> <li>5. Monitoring report and cycle</li> <li>6. Local Biodiversity Action Plan (LBAP)</li> <li>7. Problem solving, e.g.: <ol style="list-style-type: none"> <li>a. Tree Plotter</li> <li>b. 3<sup>rd</sup> Party Claims</li> <li>c. Others etc.</li> </ol> </li> </ol> <p>NRe stated that there is lots of work to be done but the above are good points.</p> <p>NRe &amp; BA had offered to do a tidy up of the Action Plan and incorporate the details above into the plan.</p>	

		<b>ACTION</b>
	<p>NRe offered to take the lead on celebration/engagement events and would work with SS on this (BA will also be involved while she is still with us on her placement).</p> <p>PS and SS would take the lead on community tree planting. CK &amp; SS agreed to take the lead on developing the Tree Wardens.</p> <p>NRe and CK would lead on monitoring report and cycle.</p> <p>NRi would lead on the LBAP. PS &amp; CK also indicated that they would like to be involved with this if they had capacity to.</p> <p>NRe agreed that she and BA would amend the Action Plan and bring an update for the next meeting.</p>	<b>NRe/BA</b>
<b>6.0</b>	<p><b><u>Communications</u></b></p> <p>CS attended the Partnership meeting to update the Group on the communication proposal as previously circulated.</p> <p>The Partnership Group felt that a protocol for communication and media work relating to and arising from the Sheffield Street Tree Partnership needs to be created to support a more streamlined, cohesive and established way of working going forwards.</p> <p>After a discussion, it was agreed that the draft document would be amended based on the comments shared at the meeting and the new draft would be uploaded onto Google drive for all to access.</p> <p>NRe asked the Partnership Group for their views on the Council having a Partnership website. LB gave feedback on the history of why the Trust agreed to host the SSTP pages on their website. The Partnership Group agreed for NRe to look into the costs etc. for developing a partnership website and come back to this group.</p> <p>At present the list of topics for proactive comms is:</p> <ol style="list-style-type: none"> <li>1 – Trees Outside Forests audit – NRe and CS are meeting Alun at PEFC to progress this.</li> <li>2 – Tree Cities of the World</li> <li>3 – New Chair</li> <li>4 – Progress report</li> <li>5 - Community tree planting pilot</li> </ol> <p>NRe/CS agreed to pull together a mini comms forward plan and share on the Google Drive.</p> <p>(PS left at 3.30 p.m.)</p>	<p><b>NRe</b></p> <p><b>NRe/CS</b></p>

		<b>ACTION</b>
<b>7.0</b>	<b><u>Annual Report</u></b> NRe informed the Partnership Group that she had met with CK before Christmas and that work is progressing with this. NRe agreed to share an update with the Partnership Group at the next meeting.	<b>NRe</b>
<b>8.0</b>	<b><u>3<sup>rd</sup> Party Claims</u></b> GC had circulated the draft template developed with Amey for the capture of third-party claims for street tree removals.  This is a capture of the information Amey will submit to SCC for third party claims and requires the completion of Street Tree Condition-Impact Matrix and cavat value (as per process - appendix 5 of the Street Tree Strategy). Due to time, GC suggested to meet with CK, SS, & PS to resolve the issues and come to an agreement.	<b>AJP (SS/GC/CK/PS) 7<sup>th</sup> February 2022</b>
<b>9.0</b>	<b><u>Outcome 6 – Tree Wardens</u></b> CK updated all on the progress Amey had made with the Tree Wardens. Carl Ellison and Jillian are leading on this from Amey and are trying to interact with the TWs on a monthly basis. They are looking at the Geographical areas, training, and their role in general. The IT issues had been resolved.  LB thanked CK for this and reminded all that it's the Partnership Wardens and that it's good to hear training is being arranged. LB suggested and all agreed that Carl and Jillian come to the next meeting to give an update on the TWs.  Gillian asked for clarification on the TW's insurance and liability and who was responsible for this. LB confirmed that it is Amey who was responsible for the volunteers.	<b>CE</b>
<b>9.0</b>	<b><u>Any other business</u></b> Noting raised at the meeting.	
<b>9.0</b>	<b><u>Date of next meeting and Future Meetings</u></b> Friday 25 <sup>th</sup> February 2022 at 10.00 a.m.  Friday 25 <sup>th</sup> March 2022 at 10.00 a.m.	