

## Abi Williams

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**From:** climateandenvironment [REDACTED]  
**Sent:** 08 December 2025 11:04  
**Cc:** climateandenvironment  
**Subject:** Free commemorative tree and plaque as part of COVID-19 Day of Reflection - please complete form by 31 January 2026  
**Attachments:** Terms & Conditions - Commemoration Tree.pdf

Dear Town & Parish Councils

We are offering Town and Parish Councils a commemorative blossom tree and plaque to honour community volunteers and remember those affected by the Covid-19 pandemic.

A day of national day of reflection will take place on Sunday 8 March 2026. By completing our form, we will provide a tree so you can plant it just before or on the day.

The location for the tree should ensure it is appropriate for its purpose and the attached terms and conditions give parishes lots of flexibility.

Please complete the [form](#) to request a tree by 6pm on Saturday 31 January 2026.

There is further information on the Government's website about the day of reflection, including ways communities could come together.

Best wishes

[REDACTED] | Development Officer – Climate & Environment



South Cambridgeshire Hall | Cambourne Business Park | Cambourne | Cambridge | CB23 6EA

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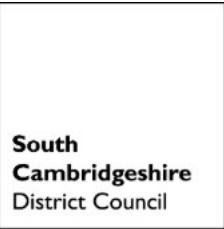
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## **SCDC Covid Commemoration Tree Scheme**

### **Terms & Conditions**

#### **1. Application**

1.1 Each parish or town council in South Cambridgeshire can apply once for a single Commemoration tree.

#### **2. Tree Planting Location**

2.1 The tree should be planted in a location which is publicly accessible and in the spirit of providing a community memorial to mark the local volunteer efforts to support people during the pandemic and commemorate those who lost their lives. It is recommended that this is land owned by the parish or town council, or on land owned by a school.

2.2 If there is no suitable location on parish or town council land or land owned by a South Cambridgeshire school, other publicly accessible locations the town/parish council deem suitable should be used with written permission from the landowners. The tree supplied through the scheme is not intended for private gardens.

#### **3. Planting**

3.1 Parish and town councils are responsible for planting and caring for the tree to a satisfactory standard, to ensure the tree survives through the first three years.

3.2 Trees will be supplied with basic ties and guards as well a Commemorative Tree Stake and Plaque; applicants are responsible for any additional protection needed to ensure the health of the tree.

#### **4. Monitoring**



**South  
Cambridgeshire  
District Council**

4.1 The applicant shall monitor tree health by conducting a visual check of the foliage, branch, bark, and roots periodically (i.e. every 6 months) to determine whether the tree is alive and whether any intervention is needed to maintain or restore tree health. For guidance, please email [climateandenvironment@scambs.gov.uk](mailto:climateandenvironment@scambs.gov.uk).

## **5. Publicity and Acknowledgement**

5.1 As a way to commemorate this programme, participants are encouraged to share a picture of their planted tree to [climateandenvironment@scambs.gov.uk](mailto:climateandenvironment@scambs.gov.uk) and give consent via the attached photo consent form for South Cambridgeshire District Council to use these photos for promotional purposes.