

Abi Williams

From: climateandenvironment <climateandenvironment@scambs.gov.uk>
Sent: 05 February 2026 16:30
Subject: Commemorative Tree Order

Follow Up Flag: Follow up
Flag Status: Flagged

Dear Town and Parish Councils

Thank you for requesting a commemorative blossom tree and plaque to honour community volunteers and remember those affected by the COVID19 pandemic.

The tree and plaque will be delivered to the address you provided by our contractor, English Woodlands, during the weeks commencing 23 February and 2nd March 2026 to ensure it is with you well in advance of the National Day of Commemoration on Sunday 8 March 2026. This will allow time for planting shortly before, or on, the day itself. English Woodlands will contact you directly to arrange the details of the delivery.

Please ensure the location for the tree is appropriate for its purpose. Applicants have the flexibility in choosing a site, but it should be a sensible and accessible area that allows space for the tree to grow and for people to visit. Please avoid locations where underground utilities may be damaged. If weather conditions are dry following planting, we ask you to water the tree regularly to help it establish. The plaque provided with your tree simply pushes into the ground next to the tree and does not need any additional preparations or materials.

We hope that in some cases, the local community might be involved in the planting of the commemorative tree. If you hold an event, we encourage you to invite your local District Councillor to your planting event. No doubt you will have contact details for your Ward Councillors but they can also be found on our [website](#).

We would love for you to share with us any photos of short videos of the planting taking place. We will do our best to use material sent to us to highlight the project.

For us to be able to use photos or video submitted we must have explicit permission from all the people in the images and/or videos. If you are happy for the District Council to share your photographs as part of wider communications, please email them to Communications@scambs.gov.uk providing us details of which town/village the tree has been planted in and the names of everyone in the images. Everyone in the images (or a guardian for those under 18) must have completed our online [consent form](#) for us to use the images. We cannot make any exceptions so please check with everyone in images before including them in shots.

The Government has published further information on the [National Day of Commemoration](#), including suggestions for community activities which parishes may find helpful.

If you have any questions, please do not hesitate to contact me.

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██████████ | Development Officer – Climate & Environment

Pronouns: She/her – please feel free to tell me your pronouns.