

From: ELLIS, Dawn [<mailto:dawn.ellis@parliament.uk>]
Sent: 17 July 2018 09:47
To: shona.bendix@lowestofttowncouncil.uk
Subject: FW: The Queen's Commonwealth Canopy tree donation: Further info from the Woodland Trust

Hi Shona,

Please see email below, Peter has asked me to contact you to ask where they could be planted as the parks are owned by Lowestoft Town Council.

I look forward to hearing from you.

Kind regards

Dawn

Mrs Dawn Ellis
Constituency Secretary & Diary Manager to Peter Aldous MP for Waveney
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From: Woodland Trust Government Affairs [<mailto:GovernmentAffairs@woodlandtrust.org.uk>]
Sent: 16 July 2018 15:31
To: Woodland Trust Government Affairs <GovernmentAffairs@woodlandtrust.org.uk>
Subject: The Queen's Commonwealth Canopy tree donation: Further info from the Woodland Trust

Thank you for registering your interest in receiving a tree to plant in your constituency as part of the Queen's Commonwealth Canopy (QCC), in response to the letter you received from the Rt Hon Frank Field MP. This project is supported by our lead partner Sainsbury's, which since 2004 has raised over £7 million for the planting of more than 3 million trees across the UK.

We are delighted that more than 500 MPs will be taking part in this initiative across the UK. We have received many very positive responses and questions and we are now writing to let you know more details about the initiative and what to expect.

What type and size of tree will I receive?

You will receive five saplings of about 40-60cm in height, and the tree species will be hazel (x 1), silver birch (x 2) and rowan (x 2), which should be planted a minimum of 2m apart. If correctly planted and well maintained, the trees can expect to reach 12-25m in height. Full instructions for planting and maintenance will be sent out with the trees. The trees are all UK sourced and grown.

Why five trees and why these species?

We originally intended to send each MP a single hazel sapling, but following requests for additional trees and species we have decided to replicate the packs that will be sent to members of the public taking part in the ITV QCC tree giveaway campaign (with the addition of tree guards for MPs so that you are not spending time making your own). Hazel, silver birch and rowan are all generally plentiful and will suit many types of site size and location.

Where will the trees be delivered?

Your trees will be delivered to the address provided in your initial response - **if you have not yet supplied an address for delivery, please do so as soon as possible by replying to this email.**

When will I receive the trees and how long will I have to plant them?

We will despatch the trees on 19th October and they should arrive at your address the week commencing 22nd October, and very likely by the 24th. Ideally, you should aim to plant the trees within two weeks of receiving them, or, if you wish to wait a bit longer to coincide with other planting events in November, please see the details below. Full instructions for planting and maintenance will be sent out with the trees.

Where should I plant my trees?

The trees could be planted as part of an existing planting, or as new planting at a suitable site, as long as they are properly protected (see below), as the saplings are vulnerable when planted in isolation. In order to find an appropriate place to plant the trees, or organise an event around the planting, we encourage your office to liaise directly with members of the local community, staff from your local Sainsbury's store, local authority or schools, which may wish to apply to the Woodland Trust for further free trees, as below.

How do I protect the trees?

For each of your saplings you will receive an Ezee Tree Guard - a non-plastic, sustainable guard made from 100% recycled material which is fully compostable and biodegradable, and which will protect the trees against small mammals such as rabbits.

How do I get more trees or a different species?

If you would like more trees to plant alongside your five, or trees of a different species, and to help engage and involve your constituents, we suggest you work with members of your local community or school to encourage them to apply to the Woodland Trust free trees scheme (www.woodlandtrust.org.uk/freetrees), or visit our shop (www.woodlandtrustshop.com). Applications to the free trees scheme must be made by **15th August**, which would see trees delivered by 15th November. If you wish to plant your trees alongside schools or community groups in receipt of Free Tree Packs then please keep the roots of your five trees moist and store in a cool place, sheltered from frost and wind until the school or community planting date.

How should I promote the planting event?

Nearer the time, we will send you a template press release and suggested tweets your office can use to help publicise the planting. As the QCC free tree scheme is being supported by Sainsbury's, you might also like to contact your local Sainsbury's store to invite them along to the planting and to help promote the event.

About the Sainsbury's and Woodland Trust partnership

Sainsbury's is the Woodland Trust's largest corporate partner. We have worked together since 2004 with the Woodland Trust benefiting from donations from sales of free range eggs, chicken, turkey, apples and honey. Since the partnership began, Sainsbury's has raised over £7 million which has

funded the planting of over 3 million trees across the UK – helping us engage with thousands of communities and helping children to reconnect with nature. Sainsbury's has been our lead partner in a number of projects including Jubilee Woods, First World War Centenary Woods and most recently The Queen's Commonwealth Canopy tree giveaway campaign.

In the meantime...

In the coming weeks we will be sending you a brochure all about the Queen's Commonwealth Canopy giveaway, so please look out for that in the post.

Many thanks again for your willingness to link your local area with the Queen's Commonwealth Canopy - a rare opportunity to unite the whole Commonwealth family and save one of the world's most important natural habitats, forests.

Best wishes,

The Woodland Trust Government Affairs Team
0343 770 5493