

**Letter of Agreement for NHS sites receiving NHS Forest trees from the Centre for Sustainable Healthcare**

**This Agreement is between:**

The Centre for Sustainable Healthcare (“the lead organisation”; “CSH”)  
Registered address: 8 King Edward Street, Oxford, OX1 4HL.  
Postal address: Cranbrook House, 287-291 Banbury Road, Oxford, Oxfordshire, OX2 7JQ

and

**please insert name and address of site / trust / health board here**

regarding trees planted at

**please list all sites where trees will be planted**

**Definitions:**

The NHS Forest is run by the Centre for Sustainable Healthcare (CSH). The aims of the NHS Forest are:

- To improve biodiversity on the NHS green estate
- To enable the delivery of nature-based interventions as part of a sustainable healthcare system

Further details of the initiative can be found on the NHS Forest website: [www.nhsforest.org](http://www.nhsforest.org)

CSH: The Centre for Sustainable Healthcare is responsible for coordinating the NHS Forest and is the lead organisation with overall control of the project.

NHS site: Managed facility operated under the UK National Health Service including GP surgeries, health centres, ambulance stations and hospitals.

The grants: The majority of our tree planting is funded by Defra in partnership with the Forestry Commission as part of the Nature for Climate Fund to support tree planting on public land. We are also funded by the Trees Call to Action Fund which was developed by Defra in partnership with the Forestry Commission and is being delivered by the Heritage Fund. Our tree planting is also supported by the generous donations of individuals and corporate sponsors.

**Data protection:**

By submitting your data to CSH, you are accepting our privacy policy and authorise CSH to collect, store and process your information in the ways explained.

You can view CSH’s privacy policy here: [www.sustainablehealthcare.org.uk/who-we-are/privacy-policy](http://www.sustainablehealthcare.org.uk/who-we-are/privacy-policy)

**The Centre for Sustainable Healthcare**

[info@nhsforest.org](mailto:info@nhsforest.org) | [www.sustainablehealthcare.org.uk](http://www.sustainablehealthcare.org.uk) | [www.nhsforest.org](http://www.nhsforest.org)

The Centre for Sustainable Healthcare is registered as a company limited by guarantee in England & Wales No. 7450026 and as a charity No. 1143189. Registered address 8 King Edward Street Oxford OX1 4HL

## Terms and Conditions of participation in NHS Forest tree planting:

### Tree planting monitoring

It is important we can undertake accurate reporting for the trees we provide and can evidence that they have been planted and are thriving.

The NHS Site is responsible for registering with CSH to become a member of the NHS Forest via <https://nhsforest.org/get-involved/register-your-site> for reporting progress on tree planting.

We ask for the following information ahead of confirming a tree delivery:

- a. A map detailing the area/s to be planted. This can be a Google Maps screenshot or similar with the outline of all planting location(s) identified as part of the image.
- b. Accurate GPS coordinates or an OS grid reference for the tree planting area/s.
- c. A photograph of each tree planting site/s before planting\*.
- d. A named contact for any queries relating to the trees.

On receipt of the trees we will also require the following within 30 days of planting:

- e. A second photograph from the same location after planting with trees in situ\*.
- f. Planting date/s.

CSH may request seek permission from the NHS site for access to the planting areas (including by but not limited to CSH staff and our representatives, and funding bodies such as the Forestry Commission and/or Defra) for the purpose of inspecting the planted trees in situ. Any request will be made in advance via the named contact above (point d).

### Tree planting activity

1. Ahead of the 2024-25 planting season CSH will organise three online workshops in partnership with The Orchard Project for all applicants receiving fruit trees. These sessions - which will be viewable live or retrospectively - will cover design, maintenance and utilisation of orchards in healthcare settings, and will be a requirement in order to receive trees as part of the healthcare orchards scheme.
2. On completion of the training CSH will agree a delivery date with you and supply 10 - 100 fruit trees and shelters that you have requested to an address of your choice. We will make every effort to supply the planting materials as outlined, but CSH reserves the right to vary species in line with stock availability as necessary. Any changes will be confirmed to the recipient in writing ahead of time.
3. The NHS site is responsible for checking the tree order upon delivery and must notify CSH of any inconsistencies within 5 working days of receipt. CSH will arrange for replacements to be supplied in lieu of any shortfalls or incorrectly supplied items.
4. All reasonable measures should be taken to ensure the trees thrive, and to this end we strongly recommend following the step-by-step planting guidance in the supplied Tree Planting Manual.
5. The NHS site is responsible for ensuring the suitability of all areas for tree planting, including but not limited to checks for any landscape features, through services, public rights of way, extant wayleave agreements, drains, landscape designations, restrictions relating to line of sight or any other potential impediments to planting.
6. The NHS site is responsible for the organisation of tree planting activity and long-term management of the established trees, including:

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\* Where photographs of identifiable individuals are provided, CSH will require the NHS site to obtain written consent from all individuals pictured covering the use of these images. CSH can provide consent forms on request. We reserve the right to utilise photographs which do not include identifiable individuals for marketing purposes with prior notice.

- a. any necessary ground preparation (such as clearing existing vegetation or mowing)
  - b. planning, planting, and aftercare / general maintenance to ensure the trees' survival
  - c. protecting the site from pests such as rabbits and deer using the supplied guards
  - d. restricting any works that could damage the integrity of the site.
7. All trees must be planted in their ultimate intended planting location as soon as is practicable on receipt; the stock should not be potted on or planted and then moved, nor left unplanted beyond the end of the planting season in which it is supplied.
8. All trees must be planted directly into the ground so that their roots can establish without restriction. Trees supplied within this funding scheme may not be used for any kind of containerised tree project - including but not limited to, planting in pots, raised beds or tree pits of any size without express consent from CSH in writing.
9. Fruit trees should be planted in such a way as to allow adequate space for them to develop and establish as orchards allowing a minimum average spacing of 2 – 8 metres between trees (as appropriate for the supplied rootstocks). Any non-orchard planting must be agreed with CSH in writing including the specifics of how the trees are to be used ahead of confirming the tree order.
10. The aim of this grant is for trees to establish and deliver long-term benefits for the healthcare setting. To ensure the protection and longevity of these trees, the NHS site must have long-term oversight of the land on which the trees are being planted. If the site is managed on a leasehold basis, the NHS site must have tenure for at least the next 30 years; please check with your contact at CSH if you are unsure regarding the land ownership situation.
11. The NHS site is responsible for ensuring that the area/s where the trees will be planted is not scheduled for development that will impinge on the trees within the next 10 years. If development takes place in the next 10 years and there is no way to save the NHS Forest trees, the NHS site must replant 110% of the original number of trees supplied at an alternative site and provide evidence to CSH that there was no choice but to remove them.
12. Trees which fail within the first five years due to negligence, avoidable damage or inaction on the part of the NHS site will be replaced by the grant recipient at their own expense.
13. The NHS site is responsible for compliance with fiscal and legal obligations including planning, building control, statutory consents, health and safety, and abiding with any environmental legislation that would be impinged by tree planting.
14. The NHS site is responsible for ensuring that adequate public liability insurance is in place to cover all activity conducted on-site in relation to tree planting or other green space improvements and activities. The public liability insurance shall be sufficient in scope to indemnify and keep indemnified CSH and its delivery partner organisations against any claim, loss or damage suffered or incurred in relation to all such activity or operations carried out.
15. We would like the NHS Forest to be enjoyed, acknowledging the health benefits of access to nature. The NHS site will endeavour to facilitate access to NHS Forest tree planting areas for staff, patients, and community groups where this is feasible, other than in exceptional circumstances pre-agreed with CSH.

## Communications and PR

CSH would like to celebrate the difference your participation with our work is making towards enhancing the green estate and encourage NHS sites to assist in promotion of our work.

1. CSH may refer to the site name and address in project publicity, including on our website, on social media and in our newsletter in relation to your involvement with NHS Forest. We may also contact the NHS site to request images for publicity and/or further information to produce a case study
2. When trees are planted that have been supplied to the NHS site by CSH, the NHS site shall include references to the Centre for Sustainable Healthcare and the NHS Forest in any related communications and publicity, internally or externally.
3. Our tree planting is funded by Defra in partnership with the Forestry Commission as part of the Nature for Climate Fund to support tree planting on public land. In acknowledgement of this any signage or publicity about the tree planting must also mention Defra and the FC.

### Signed on behalf of:

The Centre for Sustainable Healthcare  
8 King Edward Street, Oxford, OX1 4HL

Please insert name and address of site here

Name: Rachel Stancliffe

Name: contact name

Signature:



Signature: insert signature

Date: date of agreement

Date: date of agreement