

Appendix 2. Offley Parish Council

=Document Control:

Version	Issue Date	Changes
1.0	NA	First Draft (BE)

Reference	6130			
Name of Organisation	Offley Parish Council			
Organisation Type	Parish Council			
Ward	Offa			
Project Type	Christmas trees and lights			
Green option considered?	While artificial trees can be reused, they have a higher production footprint and are often non-recyclable. Potted trees offer a lower carbon impact but are costly and hard to source. Real trees were the preferred option due to their biodegradability and potential for recycling.			
NHC Councillor involvement that may constitute a conflict of interest	District Cllr Steven Patmore is on Offley Parish Council			
Previous financial support within six years	From Southern Rural Community Forum: <ul style="list-style-type: none"> £2,000 in March 2025 towards refurbishment MUGA £610 in June 2023 towards two benches at Offley Recreation Centre £500 in Sept 2022 towards new noticeboards £2,000 in March 2021 towards playground equipment 			
Documentation reviewed and approved*	Safeguarding	Yes	Accounts	Yes
	Demonstrates clear governance	Yes		
Total applied for	£600	Total project cost	£1,200	
Officer Summary				
<p>Following requests from local residents, Offley Parish Council intend to erect three Christmas trees and outdoor lights across the village and hamlets of Cockernhoe, Mangrove Green, and Tea Green. This is with the aim of bringing comfort and joy during the festive period. Offley Village already benefits from a similar installation, and this expansion ensures a more inclusive celebration across the parish.</p> <p>To mark the installations, three public Christmas light switch-on events will be held in collaboration with the School PTA and the Cockernhoe Memorial Hall Committee. These will feature carol singing, soft drinks, and light refreshments, inviting residents of all ages. The events are designed to strengthen community bonds and support the wellbeing of residents.</p> <p>The total cost of the project is £1,200, which includes the purchase of three Christmas trees (£480), erection and removal services (£300), two sets of lights (£60), three battery sets (£60), and event expenses (£300). The lights and battery packs will be stored for future reuse.</p> <p>The parish council is contributing £600 towards the project and is seeking the additional £600 from the Southern Rural Community Forum.</p>				

*Funding will only be released on receipt and approval of all supporting documentation