

SANDIACRE PARISH COUNCIL

www.sandiacreparishcouncil.org

Minutes of the Parish Council meeting held on Tuesday, 2 September 2025 at 7.00pm in the Memorial Institute, 19a Doncaster Avenue, Sandiacre, Derbyshire NG10 5FJ

PRESENT:

	Cllr W Major	Chairman
	Cllr S Bilbie	Vice-Chairman
	Cllr I Draper-Morgan	
	Cllr T Ford	
A	Cllr A Gibson	
	Cllr Mrs P Hallam	
A	Cllr G Hickton	
A	Cllr Mrs G Hickton	
	Cllr S Jarratt	
	Cllr J Lowrie	
	Cllr R Pound	
	Cllr T Sanghera	

IN ATTENDANCE: Mrs M Bloor Clerk to the Parish Council

MEMBERS OF THE PUBLIC: One: Presentation only
PC Moore & PCSO Hawksworth (Item 78.a)

The Chairman welcomed everyone to the meeting and announced the recent passing of Cllr Robert Stewart. He had been a Parish Councillor for many years, together with his wife Katharine, who had also recently passed. He would be very much missed, as would his commitment and dedication to the local community. Condolences were offered to his family.

PRESENTATION

The Chairman introduced Clare Ejiofor, (Erewash Voluntary Services) Community Activator for Sawley & Sandiacre Community Network.

Ms Ejiofor explained her background and the work she carried out to engage with local groups and organisations to promote their work within the community. Her role helped to encourage wider participation and alleviate loneliness and isolation.

Presently, she was working with the Insight Community Project to sustain youth sessions in Sandiacre and support them move to new premises. They had been established for some time and supported around 30 to 35 young people, but the group currently required a new venue and were looking for regular use of the Memorial Institute for one evening per week.

Following the presentation, Councillors offered their support to Ms Ejiofor for all her partnership work with local people. The Chairman thanked her for attending.

The main Council meeting commenced at 7.10pm.

72. APOLOGIES & APPROVAL FOR ABSENCE

Councillor	Apology for absence received
Mrs G Hickton	Unexpected family commitment
G Hickton	Unexpected family commitment

RESOLVED: to accept the apologies for absence received

It was noted Cllr Gibson had not forwarded apologies.

73. CO-OPTION - 3 VACANCIES FOR THE NORTH WARD

1. To consider co-option to the Council with immediate effect
EBC had confirmed 3 existing vacancies had not been contested, therefore the Council could move to co-option. It was confirmed 2 residents had applied.

RESOLVED: to co-opt Cllr Iain Draper-Morgan and Cllr Mrs Pam Hallam

Both were welcomed to the meeting and joined Councillors.

2. For new Members to sign the Declaration of Acceptance of Office
Declaration of Acceptance of Office forms were signed before the Clerk.
3. For new Members to complete a Disclosable Pecuniary Interest form
Disclosable Pecuniary Interest forms were completed and returned to the Clerk.

4. To continue to advertise the remaining vacancy
RESOLVED: to advertise the following vacancies:

- a) Existing vacancy: North Ward
- b) New vacancy for the South Ward created by the passing of Cllr R Stewart. To be advertised by EBC following the date of the funeral, when known

The Clerk would notify EBC of the latest vacancy and inform HSBC bank of the removal of a signatory from the mandate form.

74. TO RECEIVE DECLARATIONS OF INTERESTS

The following declarations of interest were made:

Cllr Bilbie	ERE/0825/0035 2 Lancaster Av.	Non-pecuniary interest being acquainted with the applicant
Cllr Draper-Morgan	ERE/0825/0035 2 Lancaster Av.	Non-pecuniary interest being a nearby neighbour

75. TO CONSIDER REQUESTS FOR DISPENSATION

There were no requests for dispensations.

76. VARIATION OF ORDER OF BUSINESS

Refer Agenda Item 80. Planning applications received after the Agenda was issued

To include:

ERE/0725/0059 **20 Park Drive**
ERE/0725/0064 **21 Maple Avenue**
ERE/0825/0035 **2 Lancaster Avenue**

Since the Council had not been consulted on 20 Park Drive, the Clerk was asked to notify EBC Planning of the oversight.

77. PUBLIC PARTICIPATION

No items were raised.

78. JUNCTION 25A: OPTION FOR REDUCING HGV

To consider notifying the local MP of problems experienced by Sandiacre residents affected by an increase in HGV traffic travelling through the parish to the M1/A52.

Councillors discussed continuing problems faced by residents from the significant increase in HGV traffic moving through Sandiacre to and from the M1/A52 as a result of long-term construction work at the extensive New Stanton Site development.

RESOLVED: the Council write to Adam Thompson MP offering support for his recent call for a new M1/J25A junction, but also highlighting past route options for HGV traffic to travel to the M1/A52 via other routes, such as Ilkeston Road towards Bramcote

The Clerk was asked to contact the MP and Cllr Lowrie was asked to produce a map showing the earlier suggested routes that directed HGV traffic away from the area.

79. TO RECEIVE REPORTS

a) Police

A police report had been circulated and officers were present at the meeting.

PCSO Hawksworth introduced PC Moore who had recently replaced PC Dugard.

PC Moore explained his background and that he had worked in Erewash for the past 3 years, so he was familiar with the area and local community issues.

The Chairman invited officers to attend future meetings since it allowed Councillors an opportunity to discuss local policing matters. He also thanked the police for providing and fitting free basketball nets for the Multi-Use Games Area (MUGA) through 'ProjectSwish', which encouraged youth participation in sport.

In response to a question, officers confirmed there had been no further activity at the Cemetery or reports of anti-social behaviour involving an individual.

Officers were thanked for attending and left the meeting at 7.25pm.

b) County Councillor

There was no report under this heading.

c) Borough Councillors

Cllr Major, Cllr Bilbie and Cllr Sanghera reported on the following:

- The proposed new housing development off Larch Drive for 100 homes was shortly expected to be decided by the Planning Inspectorate
- Proposals for Local Government re-organisation were explained by the Chairman. It was noted figures used by the Government were now shown to be out of date and actual costs would far exceed those first identified
- As part of Local Government re-organisation, EBC would be consulting on creating separate Town Councils for Ilkeston and Long Eaton
- Cllr Bilbie noted EBC now had reserves, but had chosen to introduce wall murals and not invest in grass cutting or improve previously reduced services

- EBC would soon introduce a new bin collection scheme for separating food waste. However, it was considered this would increase operating costs. Should a black bin be broken at any time, it would be replaced by a smaller one
- Reduction work to conifers at a local pub had not been carried out satisfactory and following complaints, EBC would look into the matter
- Cllr Bilbie noted the Bridge Street car park was underused due to increased charges and cars were parking on nearby streets in front of properties

80. TO RESOLVE THAT THE DRAFT MINUTES OF THE PARISH COUNCIL MEETING HELD ON TUESDAY, 1 JULY 2025 ARE A CORRECT RECORD

RESOLVED: the Minutes of the Parish Council meeting held on Tuesday, 1 July 2025, copies of which have been previously circulated to Members, were confirmed as a true record and signed by the Chairman

81. PLANNING

1. To consider planning application consultations received from EBC

ERE/0725/0020 **38 Park Drive**
T1 - Copper Beech present - Removal request
Delegated response over Recess: No objections

ERE/0725/0035 **2 Orchard Way**
Erection of 5 dwellings
Delegated response over Recess: Objections submitted, as follows:

- It is considered that the proposed residential development of 5 detached properties (houses) is not acceptable due to their intended height and scale.
- EBC Decision Notice of 8/10/24 (ERE/0824/0020), refers to '*four single storey dwellings and one two storey dwelling*', but the application now refers to '*5 houses*', therefore raising concerns over appearance, height, density, mass, scale and layout.
- It is considered there will be a detrimental impact upon neighbouring properties and bring about loss of light and overlooking issues.
- The proposed boundary line will be in close proximity (within 3 metres) to 12 Orchard Way, which will have a detrimental impact on this property and its amenity.
- Construction of a new road access will be required and provision made for adequate additional parking.
- The appearance of the new development will negatively impact upon the character of the street scene and not be in-keeping with surrounding properties.

SANDIACRE NEIGHBOURHOOD PLAN - POLICIES

Policy 1. Sustainable Development

2. As appropriate to its scale, nature and location, proposals should;
- b) Be of a scale, density, layout and design that is compatible with the local character, appearance and amenity of that part of the Parish in which it is located

Policy 3. Achieving Well Designed Places

3. As appropriate to their scale, nature and location, development proposals should;
- a) Respond to the local character of the area and immediately adjoining neighbouring properties
- b) Demonstrate sensitive positioning within plots and be of such a scale and form as to not dominate neighbouring properties or the streetscape

ERE/0725/0049 **16 Friesland Drive**
Extension to front porch, including bricking up of existing first floor side window
Delegated response over Recess: No objections

ERE/0825/0012 **St John Ambulance, Grasmere Street (Conservation Area)**
Erection of a new workshop building
RESOLVED: No objections be made

ERE/0825/0027 **10 Richmond Avenue**
Part two storey, part single storey rear extension, raised patio to the rear, and additional first floor side window
RESOLVED: No objections be made

ERE/0725/0059 **20 Park Drive**
Demolition of existing dwelling and development of 13 dwellings, comprising 12 new-builds with access road off Park Drive, and conversion and extension of outbuilding on Orchard Way to 1 dwelling

RESOLVED: to submit objections, as follows:

- It is considered that the proposed residential development of 13 dwellings is not acceptable due to their intended height and scale.
- It is considered there will be a detrimental impact upon neighbouring properties along Orchard Way and bring about loss of light and overlooking issues.
- Construction of a new road access will be required and provision made for adequate additional parking.
- The appearance of the new development will negatively impact upon the character of the existing street scene and not be in-keeping with surrounding properties.

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ERE/0725/0064 **21 Maple Avenue**
Works to protected tree - DC5 TPO 263 - T8 Lime Tree: Pollard of 6 metres
RESOLVED: No objections be made

ERE/0825/0035 **2 Lancaster Avenue**
Single storey front, side and rear extension along with alterations to the existing garage and its roof
RESOLVED: No objections be made

2. To note planning decisions taken by EBC

ERE/0325/0063 **2 Briar Avenue**
Construction of outbuilding for use as a beautician's business, resulting in a mixed-use plot (residential and beautician business)
EBC: Approved 2/7/25

ERE/0525/0007 **52 Bostocks Lane**
Variation of conditions 2 (Approved Plans) and 3 (Materials) of planning permission
ERE/1024/0042
EBC: Approved 2/7/25

ERE/0525/0028 **15 Park Drive**

Rear extension (ground floor and room in the roof) to create kitchen / dining space on the ground floor and master bedroom within roof space, single storey side extension to create new attached garage and to extend existing garage

EBC: Approved 9/7/25

ERE/0525/0030 **Sandiacre library**

Retrospective application for siting an in-post parcel locker

EBC: Approved 9/7/25

ERE/0525/0038 **6 Far New Close**

First floor extension over existing garage incl. garage conversion and new render to front façade, garage rear wall and side gable

EBC: Approved 15/7/25

ERE/0625/0017 **256 Derby Road**

Retrospective application for single-storey side extension & outbuilding.

EBC: Approved 4/8/25

ERE/0625/0017 **38 Park Drive**

T1 - Copper Beech (*Meripilus Giganteus*) present - Removal request

EBC: Approved 13/8/25

82. CHAIRMAN'S REPORT

Agenda Item 62 - Memorial.

The Chairman moved to report that the Council had not been contacted by the Church or Mr Noskwith on this matter, so could not assist further at this time.

83. REPORT OF THE CLERK

1. Crimes reported: The following figures were noted.

May 24 = 48	June 24 = 64
May 25 = 67	June 25 = 52

2. Carols Around the Tree: LE Silver Prize Band training band confirmed
LE Silver Prize Band's training band leader had confirmed they would be delighted to support the Council's public event each year with a small group of musicians.
3. Clerk's appraisal 12/8/25 with Chairman & Vice-chairman: Outcome
The Chairman and Vice-Chairman commended the Clerk's work and the high level of commitment and service she offered the Council and local community.

In particular, she was successful in sourcing outside grant funding and it was planned to obtain further funding for improvement work to Doncaster Avenue RG.

The Clerk thanked Councillors, especially the Chairman and Vice-Chairman for their continued help and support.

4. Clerk's Contract of Employment & Job Description updated to NALC versions
It was confirmed the Clerk's Contract of Employment & Job Description had been updated using the latest National Association of Local Councils (NALC) models.
5. Clerk free on-line DALC training 23/7/25: Public event risk assessments
It was noted the course covered Martyn's Law, identifying risks leading to a range of emergency plans and procedures for protecting public events from an attack.

6. External audit: AGAR Section 3 signed off without comment. Certificate issued
The Clerk was pleased to report the Annual Governance and Accountability Return (AGAR) had been signed off and the Certificate of external audit issued.

RESOLVED: the Notice of Conclusion of Audit be publically displayed for 14 days

7. Land Registry: Registering the determined Cemetery boundary line
It was confirmed Tower Associates had advised the Council to register the updated Cemetery boundary line with Land Registry following their findings.
- a) **RESOLVED:** the Clerk ascertain the costs involved and liaise with the neighbouring land owner to officially have the updated boundary line shown in property title deeds and plans
- b) **RESOLVED:** the Clerk, Chairman and Vice-Chairman be given delegated authority to obtain the services of a conveyancing Solicitor if specialist knowledge was required to bring the matter to conclusion
8. NEST pension enrolment 7/7/25 / Clerk opted-out of pension scheme 14/7/25
The above was noted.
9. Notice boards x 2 ordered: Padmore Moorings & Austins Drive
The above was noted.
10. Parish & Town Council Liaison Forum 5pm on Monday, 15/9/25 at Matlock
The above was noted.
11. Planter & Hanging basket tree on order / Permit / Base / Autumn planting
A Permit from DCC for the planter to be placed by the highway was awaited prior to Fox Landscapes clearing the large flower bed ready to install a solid base.
12. Police: Donated new netball post nets for the multi-use games area (MUGA)
The above was noted and discussed under Agenda Item 87a.
13. Premises: Roller shutter checks completed 11/8/25
The above was noted.
14. Springfield Park: Official footpath opening 12/8/25 / Press releases
The park perimeter footpath was officially opened by Cllr Bilbie who was joined by Cllr Sanghera, Cllr Lowrie, the late, Cllr Stewart, the Clerk, PCSO Hawksworth, a representative from Lightmain and several residents.
- The Clerk would arrange publicity to finalise the project.
15. Springfield Park: Welcome sign
A new sign had been ordered.
16. Summer play scheme: Attendance and feedback
It was confirmed the summer play scheme held at Cloudside Academy had been a success. Mr Metcalf would provide a report for the October meeting.
17. Village sign design option
A copy of the latest draft design was circulated. Under delegation, Councillors had requested a reversed design be created to show the Mill and Church more in keeping with the landscape. A final draft copy would be circulated when received.

18. Youth sessions run by Insight from September 2025

This item had been referred to in the earlier presentation. Confirmation that sessions would commence in the autumn at the Memorial Institute was awaited.

84. DELEGATION OVER SUMMER RECESS

To note decisions taken over the Summer Recess through delegation, not otherwise shown on the Agenda.

Three quotes had been considered for clearance work of the larger flower bed to introduce a solid base for the hanging basket planter. Fox Landscapes had provided the most competitive quote at a cost of £1,150 + VAT and were approved.

RESOLVED: to ratify the decision taken under delegation

85. NJC PAY AWARD 2025/26 - AGREEMENT REACHED

For the Council to apply the 3.2% pay award for the Clerk, back dated from 1/4/25, as per the NJC agreement.

RESOLVED: to apply the pay award and arrears due from 1/4/25

86. DIGITAL & DATA COMPLIANCE / AGAR 2025/26 – ASSERTION 10

For the Council to adopt an official website domain name of .org.uk owned and maintained by the Parish Council

The Clerk advised that from April 2026, all Councils were required to provide an official domain name that would be checked for compliance under Assertion 10 of the Practitioners Guide through internal and external audit.

Mr Bloor, as the Council's website provider, had produced a report identifying options the Council could consider and which involved limited maintenance and costs.

The Clerk advised she was currently undertaking compliance training with DALC and confirmed the Council could adopt .org.uk, if they wished.

RESOLVED: the Council adopt .org.uk as their preferred domain name

Official council email addresses offered to Councillors with IT access

The Clerk outlined the recommendation that Councillors with IT access had an official email address to avoid any risk of GDPR non-compliance and Freedom of Information requests when using personal devices.

Councillors gave consideration to the item and noted the report provided by Mr Bloor.

To introduce a new IT Policy covering GDPR and FOI requirements

RESOLVED: to adopt a Policy at the next meeting, which included a period of retention for official email addresses held by Councillors

87. HANGING BASKETS 2026

To consider re-introducing 10 hanging baskets on lamp columns in the village centre from 2026 to compliment the new hanging basket tree by the village sign.

Following discussion, it was **RESOLVED:**

- a) To enter into a 3-year agreement with Plantscape from 2026 for Summer planting
- b) To obtain 4 hanging baskets for the new planter (Autumn 2025)
- c) To obtain 10 Summer hanging baskets for lamp columns & 4 smaller ones for the planter (Summer 2026)
- d) To obtain 10 metal plaques displayed on columns showing: 'Sponsored by Sandiacre Parish Council'

88. CONSULTATION ON REVISED GREEN BELT ASSESSMENT FRAMEWORK

Sandiacre Parish Council consultee

Consultation by Gedling BC on an updated Framework for undertaking Green Belt assessments. Between 14/8/25 and 12/9/25.

Gedling Borough Council Planning Policy team by email

planningpolicy@gedling.gov.uk or by phoning (0115) 901 3733/34

RESOLVED: to note the above without comment

89. SANDIACRE NEIGHBOURHOOD DEVELOPMENT PLAN (SNDP)

For Councillors to note decision taken by EBC:

EBC full Council meeting 24/7/25

'To make the SNDP part of the statutory Development Plan for Erewash. The policies of the SNDP would become principal material considerations in the determination of planning applications in the parish'.

To note the resolution taken

'**RESOLVED:** that the SNDP be made part of the Development Plan for the Sandiacre Parish of Erewash Borough'.

RESOLVED: to note the above

90. HEARTWOOD COMMUNITY FOREST PLANTING SCHEME

Springfield Park Working Group

Outcome of the meeting with Matt Smith (Woodland Creation Advisor) on 8/7/25 and final recommendation for planting.

RESOLVED: to approve the Working Party recommended design for tree planting, which avoided nearby residential properties, created shade, but avoided density of ground coverage in order to retain open views and deter anti-social behaviour

The Clerk would notify Mr Smith of the decision and liaise with him on the project.

91. CEMETERY MATTERS

1. Burials since the last meeting

16/7/25	Area 2, Row F, G1
24/7/25	G27

2. Interment of Ashes since the last meeting

7/8/25	A215
13/8/25	Un-consecrated area
28/8/25	A228

3. Reserved Graves / Plots since the last meeting
A218 (Out of area)

RESOLVED: to note the above

92. PARKS & OPEN SPACES

To consider any incidents or maintenance issues since the last meeting.

Doncaster Avenue RG

1. Damage to tree branches around park
2. Skate Park fence panel removed. Police notified 23/7/25 & Crime number obtained
3. Fence panels running along Albert Road: Screws removed
4. Illegal disposal of cat litter fly-tipped into park bins

Springfield Park

1. Report of dog hindering residents from using the park (July)
2. Official opening of footpath 12/8/25

RESOLVED: to note the above

93. DERBYSHIRE ASSOCIATION OF LOCAL COUNCILS (DALC) NEWSLETTERS

Newsletters circulated electronically to Councillors: July & August

RESOLVED: to note the above

94. FINANCIAL MATTERS

1. Financial report

The Clerk circulated the following information:

- Bank reconciliation aligned to month ending statements
- Details of income received
- Potential risks affecting the Council's finances
- Schedule of payments to be authorised
- Transfer between accounts by the Clerk: 3/7/25 & 26/7/25
- VAT accumulated from 1/4/25 to 31/8/25 = £15,232.70

2. Payment schedules to be authorised for July & August

DD 1/7	Water Plus (48)	Premises supply	17.11
DD 7/7	British Gas (78)	Premises electricity supply	72.46
DD 8/7	ICO	GDPR: Data Protection Registration to 9/7/26	47.00
CHG 21/7	HSBC	Banking service: Monthly fee	8.00
BP 3/7	Fox GM	Grounds Maintenance (June)	1,638.13
BP 3/7	Dukeries Domestic	Waste collection bags - Annual supply	213.84
BP 13/7	WRS (Tree Services)	DARG: Uplifting 4 trees	720.00
BP 31/7	Mrs Bloor	Monthly salary	1,826.88
BP 31/7	HMRC	Tax & NIC	559.87
BP 31/7	Mr Wallace	Litter picking (4 weeks)	837.00

BP 31/7	Mr Wallace	Parks: Low level work	300.00
BP 31/7	Spens Garden Serv's	Burial grounds x 5 weeks: Veg. clearance & Park work	1,147.86
BP 31/7	Mr Wilford	Amenity areas contract: 4 of 6	575.00
BP 31/7	Mr Wilford	Padmore Moorings: Uplift trees / Vegetation clearance	300.00
Total:			<u>8,263.15</u>
DD 1/8	Water Plus (48)	Premises supply	17.11
DD 4/8	BT	Broadband: 1/4/25 - 30/6/25	247.00
CHG 21/8	HSBC	Banking service: Monthly fee £8 + £3 charges	11.00
DD 5/8	British Gas (78)	Premises electricity supply: 23/6/25 - 22/7/25	68.55
BP 1/8	Fox GM	Grounds Maintenance (July)	1,638.13
BP 4/8	EBC	Cemetery/Burial grounds: Trade waste: 1/7/25 - 30/9/25	286.00
BP 12/8	Dewbar	DARG Skate Park: Reinstate removed fence panel	78.00
BP 12/8	Ashfield Doors	Premises: Roller shutter inspection	120.00
BP 26/8	AM Sports	Summer play scheme: 4 weeks	4,000.00
BP 29/8	PKF Littlejohn LLP	External audit 2024/2025	504.00
BP 29/8	Mrs Bloor	Monthly salary + arrears 1/4/25 (NJC agreement)	2,072.63
BP 29/8	HMRC	Tax & NIC	706.56
BP 29/8	Mr Wallace	Litter picking (5 weeks)	1,046.25
BP 29/8	Mr Wallace	Parks: Low level work	30.00
BP 29/8	Mr Wilford	Amenity areas contract: Month 5 of 6	575.00
BP 29/8	Spens Garden Serv's	Burial grounds: Vegetation clearance & removal	970.00
Total:			<u>12,370.23</u>

RESOLVED: to authorise payments shown above

3. To note income received for July & August

2	A218: Plot/Interment x 2 (Out of area)	588.00
15	VAT refund claim: 1/2/25 to 30/6/25	16,274.52
24	A224: Plaque	98.00
24	A228: Plot / Interment / Pre-paid interment	392.00
24	Area 2, Row F, G1: Grave/burial (Out of area)	861.00
30	Lymns C-in-Stone: Row E, G4 - Headstone / £14 due for new fees	380.00
31	A219: Co-op FC (ST) Plaque	98.00
31	G27 Burial	392.00
31	HSBC Savings (Deposit) A/C - Interest	103.12
31	Savings A/C: EBC electoral admin. costs - Interest	5.46
31	HSBC Savings A/C: Grants - Interest	4.88
Total:		<u>19,196.98</u>
8	Baileys: H/S Row B, G1 £197 & A215 Plaque £98	295.00
12	A220: Plot x 1 + Interment x 1 (Out of area - France)	588.00
15	Lymns C-in-Stone: Row E, G4 - Headstone / £14 due for new fees	14.00
30	HSBC Savings (Deposit) A/C - Interest	100.50
30	Savings A/C: EBC electoral admin. costs - Interest	5.24
30	HSBC Savings A/C: Grants - Interest	8.33
Total:		<u>1,011.07</u>

RESOLVED: to note income received

4. To consider any financial risks affecting the Council

None identified to date.

95. **CORRESPONDENCE**

To receive correspondence not already covered on the Agenda: None.

96. **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

*If the Council decides to exclude the public it will be necessary to pass a resolution in the following terms: **RESOLVED:** That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.*

97. **DATE & TIME OF NEXT PARISH COUNCIL MEETING**

TUESDAY, 7 OCTOBER 2025 at 7.00pm

The Memorial Institute, 19a Doncaster Avenue, Sandiacre NG10 5FJ

The meeting closed at 8.55pm

Signed by the Chairman: _____ **Date:** _____

Initialed by the Chairman: _____