

The Planning Inspectorate

PLANNING APPEAL FORM (Online Version)

WARNING: The appeal **and** essential supporting documents **must** reach the Inspectorate within the appeal period. **If your appeal and essential supporting documents are not received in time, we will not accept the appeal.**

Appeal Reference: APP/Z3635/W/22/3312440

A. APPELLANT DETAILS

The name of the person(s) making the appeal must appear as an applicant on the planning application form.

Name

- - -

Company/Group Name

Future High Street Living (Staines) Ltd

Address

33 Wolverhampton Road
Cannock
WS11 1AP

Preferred contact method

Email



Post



B. AGENT DETAILS

Do you have an Agent acting on your behalf?

Yes



No



Name

Ms Grace Stevens

Company/Group Name

Cerda Planning

Address

Cerda Planning Ltd
Vesey House
Sutton Coldfield
West Midlands
B72 1XH

Phone number

01217481620

Email

grace.stevens@cerda-planning.co.uk

Preferred contact method

Email



Post



C. LOCAL PLANNING AUTHORITY (LPA) DETAILS

Name of the Local Planning Authority

Spelthorne Borough Council

LPA reference number

21/01772/FUL

Date of the application

19/11/2021

Did the LPA validate and register your application? Yes ☒ No ☐

Did the LPA issue a decision? Yes ☒ No ☐

Date of LPA's decision 06/06/2022

D. APPEAL SITE ADDRESS

Is the address of the affected land the same as the appellant's address? Yes ☐ No ☒

Does the appeal relate to an existing property? Yes ☒ No ☐

Address

Debenhams Plc
37-45 High Street
STAINES-UPON-THAMES
TW18 4QU

Is the appeal site within a Green Belt? Yes ☐ No ☒

Are there any health and safety issues at, or near, the site which the Inspector would need to take into account when visiting the site? Yes ☒ No ☐

Please describe the health and safety issues

Care will be required if the Inspector intends to enter the building as part of any site visit.

E. DESCRIPTION OF THE DEVELOPMENT

Has the description of the development changed from that stated on the application form? Yes ☒ No ☐

If YES, please state below the revised wording

Demolition of the former Debenhams Store and redevelopment of site to provide 226 Build-to Rent dwellings (Use Class C3) and commercial units (Use Class E) together with car and cycle parking, hard and soft landscaping, amenity space and other associated infrastructure and works

Please attach a copy of the LPA's agreement to the change.

☒ see 'Appeal Documents' section

Area (in hectares) of the whole appeal site [e.g. 1234.56] 0.28 hectare(s)

Area of floor space of proposed development (in square metres) 213205 sq metre(s)

Does the proposal include demolition of non-listed buildings within a conservation area? Yes ☒ No ☐

F. REASON FOR THE APPEAL

The reason for the appeal is that the LPA has:

1. Refused planning permission for the development. ☒
2. Refused permission to vary or remove a condition(s). ☐
3. Refused prior approval of permitted development rights. ☐
4. Granted planning permission for the development subject to conditions to which you object. ☐
5. Refused approval of the matters reserved under an outline planning permission. ☐

6. Granted approval of the matters reserved under an outline planning permission subject to conditions to which you object. ☐
7. Refused to approve any matter required by a condition on a previous planning permission (other than those specified above). ☐
8. Failed to give notice of its decision within the appropriate period (usually 8 weeks) on an application for permission or approval. ☐
9. Failed to give notice of its decision within the appropriate period because of a dispute over provision of local list documentation. ☐

G. CHOICE OF PROCEDURE

There are three different procedures that the appeal could follow. Please select one.

1. Written Representations ☐
2. Hearing ☐
3. Inquiry ☒

You must give detailed reasons below or in a separate document why you think an inquiry is necessary. The reasons are set out in

☒ see 'Appeal Documents' section

(a) How many witnesses do you intend to call?

5

(b) How long do they need to give their evidence?

Half a day each

(c) How long do you estimate the inquiry will last?

8 day(s)

H. FULL STATEMENT OF CASE

☒ see 'Appeal Documents' section

Do you have a separate list of appendices to accompany your full statement of case?

Yes

☒ No

☐

☒ see 'Appeal Documents' section

(a) Do you intend to submit a planning obligation (a section 106 agreement or a unilateral undertaking) with this appeal? (Please attach draft version if available)

Yes

☒ No

☐

(b) Have you made a costs application with this appeal?

Yes

☐ No

☒

I. (part one) SITE OWNERSHIP CERTIFICATES

Which certificate applies?

CERTIFICATE A

I certify that, on the day 21 days before the date of this appeal, nobody, except the appellant, was the owner of any part of the land to which the appeal relates;

☐

CERTIFICATE B

I certify that the appellant (or the agent) has given the requisite notice to everyone else who, on the day 21 days before the date of this appeal, was the owner of any part of the land to which the appeal relates, as listed below:

☒

Owner's Name:

Mr Nick Cummings

Address at which notice was served:

Spelthorne Borough Council Knowles Green Staines TW18 1XB

Date the notice was served:

02/12/2022

CERTIFICATE C and D

If you do not know who owns all or part of the appeal site, complete either Certificate C or Certificate D and attach it below.

☐

I. (part two) AGRICULTURAL HOLDINGS

We need to know whether the appeal site forms part of an agricultural holding.

(a) None of the land to which the appeal relates is, or is part of, an agricultural holding.

☒

(b)(i) The appeal site is, or is part of, an agricultural holding, and the appellant is the sole agricultural tenant.

☐

(b)(ii) The appeal site is, or is part of, an agricultural holding and the appellant (or the agent) has given the requisite notice to every person (other than the appellant) who, on the day 21 days before the date of the appeal, was a tenant of an agricultural holding on all or part of the land to which the appeal relates, as listed below.

☐

J. SUPPORTING DOCUMENTS

01. A copy of the original application form sent to the LPA.

☒

02. A copy of the site ownership certificate and agricultural holdings certificate submitted to the LPA at application stage (if these did not form part of the LPA's planning application form).

☐

03. A copy of the LPA's decision notice (if issued). Or, in the event of the failure of the LPA to give a decision, if possible please enclose a copy of the LPA's letter in which they acknowledged the application.

☒

04. A site plan (preferably on a copy of an Ordnance Survey map at not less than 10,000 scale) showing the general location of the proposed development and its boundary. This plan should show two named roads so as to assist identifying the location of the appeal site or premises. The application site should be edged or shaded in red and any other adjoining land owned or controlled by the appellant (if any) edged or shaded blue.

☒

05. (a) Copies of all plans, drawings and documents sent to the LPA as part of the application. The plans and drawings should show all boundaries and coloured markings given on those sent to the LPA.

☒

05. (b) A list of all plans, drawings and documents (stating drawing numbers) submitted with the application to the LPA.

☒

05.(c) A list of all plans, drawings and documents upon which the LPA made their decision.

☒

06. (a) Copies of any additional plans, drawings and documents sent to the LPA but which did not form part of the original application.

☒

06. (b) A list of all plans, drawings and documents (stating drawing numbers) which did not form part of the original application.

☒

07. A copy of the design and access statement sent to the LPA (if required).

☒

08. A copy of a draft statement of common ground if you have indicated the appeal should follow the hearing or inquiry procedure.

☒

09. (a) Additional plans, drawings or documents relating to the application but not previously seen by the LPA. Acceptance of these will be at the Inspector's discretion.

☐

09. (b) A list of all plans and drawings (stating drawing numbers) submitted but not previously seen by the LPA.

☐

10. Any relevant correspondence with the LPA. Including any supporting information submitted with your application in accordance with the list of local requirements.

☐

11. If the appeal is against the LPA's refusal or failure to approve the matters reserved under an outline permission, please enclose:

- (a) the relevant outline application; ☐
- (b) all plans sent at outline application stage; ☐
- (c) the original outline planning permission. ☐

12. If the appeal is against the LPA's refusal or failure to decide an application which relates to a condition, we must have a copy of the original permission with the condition attached. ☐

13. A copy of any Environmental Statement plus certificates and notices relating to publicity (if one was sent with the application, or required by the LPA). ☐

14. If the appeal is against the LPA's refusal or failure to decide an application because of a dispute over local list documentation, a copy of the letter sent to the LPA which explained why the document was not necessary and asked the LPA to waive the requirement that it be provided with the application. ☐

K. OTHER APPEALS

Have you sent other appeals for this or nearby sites to us which have not yet been decided? Yes ☐ No ☒

L. CHECK SIGN AND DATE

(All supporting documents must be received by us within the time limit)

I confirm that all sections have been fully completed and that the details are correct to the best of my knowledge.

I confirm that I will send a copy of this appeal form and supporting documents (including the full statement of case) to the LPA today.

Signature Ms Grace Stevens

Date 02/12/2022 18:10:20

Name Ms Grace Stevens

On behalf of - - -

The gathering and subsequent processing of the personal data supplied by you in this form, is in accordance with the terms of our registration under the Data Protection Act 2018.

The Planning Inspectorate takes its data protection responsibilities for the information you provide us with very seriously. To find out more about how we use and manage your personal data, please go to our [privacy notice](#).

M. NOW SEND

Send a copy to the LPA

Send a copy of the completed appeal form and any supporting documents (including the full statement of case) not previously sent as part of the application to the LPA. If you do not send them a copy of this form and documents, we may not accept your appeal.

To do this by email:

- open and save a copy of your appeal form
- locating your local planning authority's email address:

<https://www.gov.uk/government/publications/sending-a-copy-of-the-appeal-form-to-the-council>

- attaching the saved appeal form including any supporting documents

To send them by post, send them to the address from which the decision notice was sent (or to the address shown on any letters received from the LPA).

When we receive your appeal form, we will write to you letting you know if your appeal is valid, who is dealing with it and what happens next.

You may wish to keep a copy of the completed form for your records.

N. APPEAL DOCUMENTS

We will not be able to validate the appeal until all the necessary supporting documents are received.

Please remember that all supporting documentation needs to be received by us within the appropriate deadline for the case type. Please ensure that any correspondence you send to us is clearly marked with the appeal reference number.

You will not be sent any further reminders.

The documents listed below were uploaded with this form:

Relates to Section:	DESCRIPTION OF DEVELOPMENT
Document Description:	A copy of the LPA's agreement to the change.
File name:	Confirmation of BtR only Scheme.pdf
Relates to Section:	CHOICE OF PROCEDURE
Document Description:	Document containing detailed reasons why an inquiry is necessary.
File name:	Justification for a Public Inquiry.pdf
Relates to Section:	FULL STATEMENT OF CASE
Document Description:	A copy of the full statement of case.
File name:	Statement of Case.pdf
Relates to Section:	FULL STATEMENT OF CASE
Document Description:	A separate list of appendices to accompany your full statement of case
File name:	Appendix 3 - Knight Frank Yield Advice.pdf
File name:	Appendix 5 - Bailey Venning Associates Updated Viability Appraisal and Position.pdf
File name:	Appendix 4 - Avison Young Valuation Addendum.pdf
File name:	Appendix 6 - Economic Assessment.pdf
File name:	Appendix 1 - Accurate Visual Representations Part15.pdf
File name:	Appendix 1 - Accurate Visual Representations Part14.pdf
File name:	Appendix 1 - Accurate Visual Representations Part2.pdf
File name:	Appendix 1 - Accurate Visual Representations Part1.pdf
File name:	Appendix 1 - Accurate Visual Representations Part12.pdf
File name:	Appendix 1 - Accurate Visual Representations Part3.pdf
File name:	Appendix 1 - Accurate Visual Representations Part6.pdf
File name:	Appendix 1 - Accurate Visual Representations Part11.pdf
File name:	Appendix 1 - Accurate Visual Representations Part8.pdf
File name:	Appendix 1 - Accurate Visual Representations Part10.pdf
File name:	Appendix 1 - Accurate Visual Representations Part7.pdf
File name:	Appendix 1 - Accurate Visual Representations Part9.pdf
File name:	Appendix 1 - Accurate Visual Representations Part4.pdf
File name:	Appendix 1 - Accurate Visual Representations Part5.pdf
File name:	Appendix 1 - Accurate Visual Representations Part13.pdf
File name:	Appendix 2 - Conversion Feasibility and Viability Appraisal.pdf
Relates to Section:	SUPPORTING DOCUMENTS
Document Description:	01. A copy of the original application sent to the LPA.
File name:	ApplicationForm (1).pdf
Relates to Section:	SUPPORTING DOCUMENTS
Document Description:	03. A copy of the LPA's decision notice (if issued). Or, in the event of the failure of the LPA to give a decision, if possible please enclose a copy of the LPA's letter in which they acknowledged the application.
File name:	Decision Notice.pdf
Relates to Section:	SUPPORTING DOCUMENTS

Document Description:	04. A site plan (preferably on a copy of an Ordnance Survey map at not less than 10,000 scale) showing the general location of the proposed development and its boundary. This plan should show two named roads so as to assist identifying the location of the appeal site or premises. The application site should be edged or shaded in red and any other adjoining land owned or controlled by the appellant (if any) edged or shaded blue.
File name:	301R1 121021 Site Location Plan Rev 1 21115-CW-XX-ZZ-A-DR-0301 Rev 1.pdf
Relates to Section:	SUPPORTING DOCUMENTS
Document Description:	05.a. Copies of all plans, drawings and documents sent to the LPA as part of the application. The plans and drawings should show all boundaries and coloured markings given on those sent to the LPA.
File name:	207 291021 Fire Statement Staines.pdf
File name:	Planning Statement.pdf
File name:	Statement of Community Involvement.pdf
File name:	209V02 291021 Ventilation Strategy Issue 02 Staines.pdf
File name:	Former Debenhams, Staines AHVS Compiled.pdf
File name:	213R2 011121 Env Noise Impact Assess Rev 2 28986-RP-ADS1-REV2 Staines.pdf
File name:	216v2 181021 Telecoms Impact A10800A Issue 2.pdf
File name:	201v1.251021 Aerodrome Safeguard Assess V1.0 0CL-5704-RPT-002 V1.0.pdf
File name:	223V4 021121 Wind Microclimate Report V4 02 Nov 2021 Staines.pdf
File name:	217V2 2910211 Transport Statement V2 ADC2743-RP-C-v2.pdf
File name:	Wind Microclimate Report 1V4_compressed.pdf
File name:	Staines Lighting Impact Assessment 03.pdf
File name:	218V2 291021 Travel Plan Statement V2 ADC2743-RP-E-v2.pdf
File name:	220V01 2910211 Utilities Statement V01 Staines.pdf
File name:	Heritage Statement Part 2.pdf
File name:	205v1.0 221021 Daylight Sunlight Report 21545 v1.0 Staines.pdf
File name:	202R3 261021 Air Quality Assess rev 3 4698r3 Staines.pdf
File name:	219V3 291021 TVIA V3 Staines.pdf
File name:	DAS Part 1.pdf
File name:	208v3 281021 FRA and Drainage Strategy V3 ADC2743-RP-B-v3.pdf
File name:	Heriatge Statment Part 1.pdf
File name:	DAS Part 2.pdf
File name:	DAS Part 3.pdf
File name:	203V1 291021 Archaeological Assessment Version 1 Staines.pdf
File name:	Staines Energy + Sustainability Statement 04.pdf
File name:	204 281021 Stage 1 SI 1027_001 July 21-compressed.pdf
File name:	0301 021121 Extg Site Location Plan Rev P0 21115-0301-P-00.pdf
File name:	301R1 121021 Site Location Plan Rev 1 21115-CW-XX-ZZ-A-DR-0301 Rev 1.pdf
File name:	Accommodation Schedule rev P0 21115-5000 - P-00.pdf
File name:	0302P0 021121 Extg Site Plan Rev P0 21115-0302-P-00 - Existing Site Plan P0.pdf
File name:	0316P0 021121 Fire Strategy Grd Flr Rev P0 21115-CW-XX-00-A-0316 P0.pdf
File name:	0312P0 021121 Roof GA Rev P0 21115-CW-XX-RF-A-0312 P0.pdf
File name:	0221P0 021121 Extg Elevs 1 2 3 4 and 5 Rev P0 21115-0221-P-00.pdf
File name:	0307P0 021121 Mezz GA Rev P0 21115-CW-XX-G1-A-0307 P0.pdf
File name:	0311P0 021121 14th Flr GA Rev P0 21115-CW-XX-14-A-0311 P0.pdf
File name:	0222P0 031121 Extg Street Elevs Rev P0 21115-CW-XX-ZZ-A-0222 P0.pdf
File name:	0202P0 021121 Extg Mexzz and 1st Flr GA Rev P0 21115-0202-P-00.pdf
File name:	0310P0 021121 12th to 13th Flr GA Rev P0 21115-CW-XX-ZZ-A-0310 P0.pdf
File name:	0201P0 021121 Extg Basement and Grd Flr GA Rev P0 21115-0201-P-00.pdf
File name:	0304 021121 Site Plan Rev P0 21115-CW-XX-XX-A-0304 P0.pdf
File name:	0305P1 021121 Basement GA RevP1 21115-CW-XX-B1-A-0305 P1.pdf

File name:	0203P0 021121 Extg 2nd and 3rd Flr GA Rev P0 21115-0203-P-00.pdf
File name:	0314P0 021121 Demolition Pln Rev P0 21115-0314-P-00.pdf
File name:	0337P1 021121 Typical Bay Tower Top Floor Rev P1 21115-CW-XX-ZZ-A-0337 P1.pdf
File name:	0317P0 021121 Adjoining Windows Mezz level Rev P0 21115-0317-P-00.pdf
File name:	0306P0 021121 Grd Flr GA rev P0 21115-CW-XX-00-A-0306 P0.pdf
File name:	0318P0 021121 Adjoining Windows 1st Flr Rev P0 21115-0318-P-00.pdf
File name:	0331P0 021121 Section AA Rev P0 21115-CW-XX-ZZ-A-0331 P0.pdf
File name:	0231P0 021121 Extg Sections AA BB and CC Rev P0 21115-0231-P-00.pdf
File name:	0322P0 021121 Section BB Rev P0 21115-CW-XX-ZZ-A-0332 P0.pdf
File name:	0308P0 021121 1st Flr GA Rev P0 21115-CW-XX-01-A-0308 P0.pdf
File name:	0332P0 021121 Section BB Rev P0 21115-CW-XX-ZZ-A-0332 P0.pdf
File name:	0336P0 021121 Typical Bay Tower Intermediate Rev P0 21115-CW-XX-ZZ-A-0336 P0.pdf
File name:	0335P0 021121 Typical Bay Grd Level Rev P0 21115-CW-XX-ZZ-A-0335 P0.pdf
File name:	0315P0 021121 Phasing Plan Rev P0 21115-CW-XX-ZZ-A-0315 P0.pdf
File name:	0309P0 021121 2nd to 11th Flr GA Rev P0 21115-CW-XX-ZZ-A-0309 P0.pdf
File name:	0338P0 021121 Typical Bay Tower Intermediate (Balcony) Rev P0 21115-CW-XX-ZZ-A-0338 P0.pdf
File name:	0326P0 021121 Street Elevs Rev P0 21115-CW-XX-ZZ-A-0326 P0.pdf
File name:	0322P0 021121 Elev B High Str Rev P0 21115-CW-XX-ZZ-A-0322 P0.pdf
File name:	0321P0 021121 Elev A Thames Str Rev P0 21115-CW-XX-ZZ-A-0321 P0.pdf
File name:	L001R1 281021 Roof Garden Park Rev 01 LP2282-FIR-00-ZZ-DR-L-0001 REV 01.pdf
File name:	0325P0 021121 Elev E Terraces rev P0 21115-CW-XX-ZZ-A-0325 P0.pdf
File name:	0324P0 021121 Elev D Elmsleigh Rd Rev P0 21115-CW-XX-ZZ-A-0324 P0.pdf
File name:	0323P0 021121 Elev C North Elev Rev P0 21115-CW-XX-ZZ-A-0323 P0.pdf
Relates to Section:	SUPPORTING DOCUMENTS
Document Description:	05.b. A list of all plans, drawings and documents (stating drawing numbers) submitted with the application to the LPA.
File name:	List of Documents - Submitted and Revised.docx
Relates to Section:	SUPPORTING DOCUMENTS
Document Description:	05.(c) A list of all plans, drawings and documents upon which the LPA made their decision.
File name:	List of Documents - LPA Decision.docx
Relates to Section:	SUPPORTING DOCUMENTS
Document Description:	06.a. Copies of any additional plans, drawings and documents sent to the LPA but which did not form part of the original application (e.g. drawings for illustrative purposes).
File name:	Debenhams, Staines BtR 12% AH with PW Changes Specified door numbers.pdf
File name:	plan markup with levels.pdf
File name:	Further revisions to appraisals.docx
File name:	Debenham, Staines - AF Response to HSE Comments - 07.04.2022.pdf
File name:	21115-0306-P-03 Proposed Ground Floor Plan.pdf
File name:	21115-0323-P-03 Proposed Elevation C - North Elevation.pdf
File name:	Ashton Fire Response to HSE Comments - 09.02.2022.pdf
File name:	Response to Officer Comments.pdf
File name:	Fire Statement 09.02.22.pdf
File name:	Daylight & Sunlight response to comments.pdf
File name:	ADC response to LHA comments.pdf
File name:	Ventilation Strategy Statement.pdf
File name:	LP2282-FIR-00-ZZ-DR-L-0001 Staines Landscape Masterplan Rev 02.pdf
File name:	ADC response to LPA comments.pdf
File name:	Energy + Sustainability Statement.pdf

File name: 21115-8000-004 Design and Access Statement [Part 1].pdf
File name: Heritage Statement - High Street_ Staines-upon-Thames version 4 (opt).pdf
File name: Wind Microclimate Addendum 2V1.pdf
File name: 21115-8000-004 Design and Access Statement [Part 2].pdf
File name: 21115-8000-004 Design and Access Statement [Part 3].pdf
File name: 21115-0307-P-02 Proposed Mezzanine Level.pdf
File name: 21115-0306-P-02 Proposed Ground Floor Plan.pdf
File name: 21115-0305-P-03 Proposed Basement Level.pdf
File name: 21115-0308-P-01 Proposed First Floor Plan.pdf
File name: 21115-0318-P-01 Adjoining Windows First.pdf
File name: 21115-0312-P-01 Proposed Roof Level.pdf
File name: 21115-0317-P-01 Adjoining Windows Mezzanine.pdf
File name: 21115-0331-P-01 Proposed Section AA.pdf
File name: 21115-0335-P-01 Typical Bay - Ground Floor.pdf
File name: 21115-5000-P-01 - PROPOSED ACCOMMODATION SCHEDULE.pdf
File name: 21115-0310-P-01 Proposed 12-13 Floor Plan.pdf
File name: 21115-0321-P-02 Proposed Elevation A - Thames Street.pdf
File name: 21115-0309-P-01 Proposed 2-11 Floor Plan.pdf
File name: 21115-0322-P-02 Proposed Elevation B - High Street.pdf
File name: 21115-0304-P-01 Proposed Site Plan.pdf
File name: 21115-0311-P-01 Proposed 14 Floor Plan.pdf
File name: 21115-0323-P-02 Proposed Elevation C - North Elevation.pdf
File name: 21115-0316-P-01 Fire Strategy - Ground Floor.pdf
File name: 21115-0332-P-01 Proposed Section BB.pdf
File name: Debenhams, Staines BtR Compliant with PV Changes.pdf
File name: Debenhams Staines Valuation Report Mar 22.pdf
File name: Response to BPS Independent Viability Review.docx
File name: Debenhams, Staines BtR 10% AH with PV Changes.pdf
File name: 21545_Debenhams Staines Shadowing Letter 2022.04.21 + Appendix.pdf
File name: Post meeting Note.docx
File name: 21115-8000-005 Design and Access Statement - pg 82.pdf
File name: Draft Heads of Terms.pdf
File name: 503a 181021 Cost Plan rev 3a ECC No.3 - Staines 18.10.21.pdf
File name: 214a 181121 Ecological Assessment Rev A
File name: 14253_R01_EA_MJ_CW_15112021 A Staines.pdf
File name: ADC2743-RP-E-v3 (Travel Plan).pdf
File name: Staines Lighting Impact Assessment 03.pdf

Relates to Section: SUPPORTING DOCUMENTS
Document Description: 06.b. A list of all plans, drawings and documents (stating drawing numbers) which did not form part of the original application.
File name: List of Documents - Submitted and Revised.docx

Relates to Section: SUPPORTING DOCUMENTS
Document Description: 07. A copy of the design and access statement sent to the LPA.
File name: 21115-8000-004 Design and Access Statement [Part 2].pdf
File name: 21115-8000-004 Design and Access Statement [Part 3].pdf
File name: 21115-8000-004 Design and Access Statement [Part 1].pdf
File name: 21115-8000-005 Design and Access Statement - pg 82.pdf

Relates to Section: SUPPORTING DOCUMENTS
Document Description: 08. A copy of a draft statement of common ground.
File name: Draft Statement of Common Ground.docx

Completed by MS GRACE STEVENS

Date 02/12/2022 18:10:20