

**MINUTES OF WOULDHAM PARISH COUNCIL MEETING**  
**TUESDAY 4<sup>th</sup> JULY, 2023 AT 7.30PM**  
**WOULDHAM VILLAGE HALL**

Present: Cllr Bell, Cllr Miles, Cllr Yard, Cllr Gray. BCllr Davis, BCllr Dalton T Miles (Clerk)

1.	<b>APOLOGIES:</b> Cllr Marr, Cllr Hopper, Cllr Britchfield	ACTION
2.	<b>MINUTES</b> The minutes of the Parish Council meeting held on 6 <sup>th</sup> June, 2023 were proposed by Cllr Miles and seconded by Cllr Yard. The minutes were to be signed by the Chairman	
3.	<b>MATTERS ARISING FROM MINUTES</b> Members agreed that any other matters arising from the minutes would be dealt with under the appropriate heading, as the meeting progressed through the agenda.	
4.	<b>DECLARATIONS OF INTEREST</b> - None	
5.	<b>EXTERNAL REPORTS</b>	
5.1	Borough Council: Cllr Bell gave a brief overview of the report (attached to the minutes) Bushy Wood: He asked BCllr Davis if there would be an opportunity to make a representation. BCllr Davis advised that speakers need to be assigned by 19 <sup>th</sup> July and would send further details tomorrow. Medway Green School: BCllr Davis has spoken to the case officer who will request that lights are turned off when the school finishes. The case officer may also issue an 'informative' for the application to have lockable gates. Part b of the application was objected to and BCllr Davis has asked the case officer to consider moving the exit further along the road in discussion with KCC Highways. Worral Drive – BCllr Alex McDermott is working on the problems of parking around the school and liaising with KCllr Andrew Kennedy, the School and other interested parties. Nursery conversion in Aylesford: If Planning is minded to approve this application for a holiday park, councillors have requested it to be called in to the Area 3 Committee.	
5.2	Community Warden: Not received	
6.	<b>Community Safety</b>	
6.1	<b>Speedwatch.</b> Cllr Bell reported that the weekly data showed that 114 vehicles were recorded as speeding in last month over 5 sessions. Cllr Gray noted that at one session there was no speeding reported so the % over the remaining 4 was higher. Cllr Bell advised that one speeder was recorded as travelling at 42mph and therefore will have a hand delivered letter from the police as this is over double the speed limit.	
6.2	<b>Police:</b> Report received from PC Marshall... <i>Having reviewed calls and crime reports, the following is of note:</i> <i>Yes – jet ski stolen middle of the day on 28/06/2023</i> <i>Nuisance vehicles, in particularly off-road bikes a common theme – Village Road, Wouldham (28/06/23); Worral Drive (03/06/23); North Downs</i> <i>1500 bottles of nitrous oxide found on Old Church Road – unknown origin</i> <i>Letters to those ignoring the No Entry will be going out tomorrow – will update on split as soon as I have a chance to review. As I have been off, my colleague has been reviewing the footage and noting down vehicle indexes – he is due to let me know indexes today, so I need to cross-reference with addresses and send the letters out but this is high on my priority list due to the time elapsed between the recording and now. I am sorry about the delay in this matter. I have asked Sgt Atkinson about the 6 who were stopped and will let you know what he says.</i>  <i>I will enquire today about tasking the Roads Policing Unit re boy racers over the weekend around New Court Road as they would be best placed to deal with this (and be the most effective). I can appreciate it gets tedious when people feel like they report and report and nothing happens, but without the reports we can't build up a picture of what is happening and then funds and resources get allocated accordingly.</i>  <i>Sorry for the rush report – I am just back and trying to catch up on everything that has happened and appreciate that I am running out of time to fill you in before the meeting.</i>	

Signed \_\_\_\_\_

Date \_\_\_\_\_

6.3	<p><i>Hopefully the dust will settle over the next few weeks and I can come more prepared and orderly for the next one</i></p> <p><i>Thank you for your patience as I get sorted, I really do appreciate it. Kind regards, Georgia</i></p> <p><b>Neighbourhood Watch:</b> NW rep reported that there had been a number plate thefts. A male was reported for exposing himself at old church and that there has been a change in the neighbourhood teams. He also noted that there are dispersal orders in Medway for problem bikes in order that they may be ceased. It could be that as the bike seem to be going across the borough borders, perhaps there could be some partnering with Medway. Cllr Bell thanked him for his report.</p>	
7.	<p><b>Administrative and Finance</b></p> <p>7.1 Authorisation of payment request. Cllr Bell signed, to be signed outside the meeting by Cllrs Marr and Hopper</p> <p>7.2 Cllr Bell advised that a proposal had been put forward to move additional money into the Reserves Account. Cllr Gray suggested the item could be deferred until all the Finance Team were in attendance. Cllr Miles felt that deferring until September would leave the Council exposed for the amount over the banks guarantee of 85k. Cllr Yard proposed that 25k should be moved to reserves to reduce risk, seconded by Cllr Miles. AGREED</p> <p>7.3 Support packages for councillors: Cllr Gray had asked for this to be on the agenda. Cllr Bell asked what she was looking for?. Cllr Gray explained that there could be some form of induction for new councillors. However, she is unable to get a plan together by September meeting. Clerk asked if Burham had an induction process that could be used. BCllr Dalton advised that new councillors were invited to attend the KALC sessions, but there is nothing internally. Clerk noted that she had sent out around 10 emails outlining courses available, but had only received one response, which was 'no thank you'.</p>	
8	<p><b>Members of the Public</b></p> <p>8.1 <b>MOP1</b> Chair of allotment ass handed a sensitive letter to the chair of the PC. After reading the letter, the Chair noted an inaccuracy, whilst the Council had agreed to hold the funds until a bank account was set up, after a further conversation, the Chair of the Association asked for the funds to be left with the outgoing committee. However, the original offer was still there if needed and he can ask for the money to be passed over although he feels that the account should be set up by now.</p> <p>8.2 <b>MOP2</b> queried whether the new trees planted could have Tree Preservation Orders placed on them. Cllr Miles noted that she didn't think they were big enough. Cllr Bell confirmed that he had checked and there needs to be 2-3 years growth. This means that the Christmas Tree can support a request.</p> <p>8.3 <b>MOP3</b> noted that the sign at the entrance of Oldfield Drive has graffiti on it and is bent. Cllr Gray asked whether it could be replaced in a better position. Cllr Bell advised that he has spoken to KCC and it is due to be replaced also there is one the other side of the road which is obscured by bushes, he will ask the engineer to put it in a more prominent position.</p> <p>8.4 <b>MOP4.</b> Asked if the Brownies could have access to the recreation ground on 19/7 as they are finishing painting the roundels and would like an ice cream van to be close to them as it is the last session of the summer term. She confirmed that she had sent the Clerk the risk assessment and public liability insurance. Cllr Bell advised that it was on the agenda for a decision later in the meeting.</p> <p>8.5 <b>MOP5</b> updated on Peters Village. There seems to be an appetite for Residents Association representing residents living on the estate. He advised that Holly Scholefield is the manager of the Community Centre and she would like to set up a smaller steering group. Cllr Gray noted that she had set up the Residents Association and that there are now 245 members. Ellie Drake has asked her to remain involved for the time being. Meeting to be held for PV residents on 19<sup>th</sup> July in the Village Hall.</p> <p>8.6 <b>MOP6</b> asked if there any idea of when the hedges will be cut. Cllr Gray advised that she has been in touch with South East Water re the leak on School Lane. MOP noted that this was a problem as white lines cannot be completed until its fixed. She also noted that she had reported Hall Road as the side Trenport are responsible for is blocking the view around the</p>	<p>EB</p> <p>EB</p> <p>TG</p>

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Date \_\_\_\_\_

<p>8.7</p> <p>8.8</p> <p>8.9</p>	<p>build-outs. Cllr Bell noted that the hedges along School Lane and Pilgrims Way had been reported several times. It appears that only the top of School Lane has been cut which looks very good. Cllr Bell also noted that he had spoken a senior KCC engineer at School Lane and explained the timescales given by South East Water to fix the leak. The engineer agreed to chase up through his office too. MOP6 also noted that he had reported the dead badger at the top of School Lane, which had been removed and the fly-tipping, which was now attracting further rubbish.</p> <p><b>MOP7</b> asked if there had been any progress with the petition for safety of road around All Saints school. Cllr Bell noted that there had been site visits and he had spoken to BCllr McDermott, who is leading on it. He is trying to arrange a meeting with the new Head to find a solution. Cllr Bell believed that some of the actions implemented by the previous Head i.e. banning parents using the car park had just moved problem from school to the road and now the same health and safety issues are being quoted.</p> <p><b>MOP6</b> also noted that the buildout at the end of Hall Road had been mentioned in a recent planning objection and asked if there is any movement. Cllr Bell advised that there was not at the moment. But explained that previously KCC were going to remove it, however, when a previous council asked for the priority to be changed, the build out was left on the plans, so it didn't get changed.</p> <p><b>MOP8</b> noted that the allotment inspection report only mentioned 7 pipes in need of lagging. However, there are actually 8. He thinks the one for the horses field may have been missed. Cllr Yard confirmed that this one had not been included and will add an extra length to the order to cover it.</p>	<p>CLERK</p> <p>OS</p>
<p>9</p> <p>9.1</p> <p>9.2</p> <p>9.3</p> <p>9.4</p>	<p><b><u>Planning</u></b></p> <p><b><u>Planning applications considered and commented upon:</u></b>                  23/00803/FL - <b>7 High Street</b>, Erection of a three-bedroom, two storey house on land adjacent to No 7 High Street, Wouldham, this will include parking for two cars at the front and two new parking bays in rear garden of no.7 High Street – Objection submitted.</p> <p>Cllr Bell noted that there had been 3 additional applications validated in July                  23/01292/FL <b>12 Cornwall Crescent</b> Rear and side extension to dwelling to include front porch. Planning will need to check on the size and if there are any neighbour issues.                  23/01359/RD <b>Pelican View Business Park</b> Tree planting schedule                  23/01159/FL <b>Unit 3 Peters Village Centre</b> New shop front and extraction to rear elevation in connection with new pizza oven. Cllr Bell noted that he was concerned about the amount of additional rubbish that will be generated as the bins already get filled up. MOP noted that the black bin belonged to the Co-op and all other bins in the area are cleared regularly.</p> <p><b><u>Planning Consent Issued:</u></b>                  23/00830/PDVLR - <b>9 Nelson Road</b> - Prior Notification for Larger Home Extension Single storey rear extension to a depth of 4.5m, max roof height of 3m, and eaves height of 3m                  23/00584/RD - <b>Phase 5 Worrall Drive</b> Details pursuant to condition 29 (details of below ground excavation items) of permission TM/15/01485/OAEA in relation to Parcels 3A and 3B                  23/00594/FL - <b>22 Oldfield Drive</b> Conversion of loft to habitable room incorporating two side dormers, side roof light and rear window                  23/00333/NMA - <b>Phase 5 Worrall Drive</b> Non-Material Amendment application to planning permission TM/19/00486/RM- To amend the landscaping proposals for the site in the area of the proposed LAP</p> <p><b><u>Planning applications refused/withdrawn:</u></b></p> <p><b><u>Other Planning Matters:</u></b>                  Cllr Dalton asked that if there are objections, can they be copied into the Borough Councillors</p>	<p>DD</p>
<p>10</p> <p>10.1</p> <p>10.2</p>	<p><b><u>Roads, Footpaths &amp; Lighting</u></b></p> <p><b>Working Group Update:</b> Cllr Gray noted that she had been in touch with KCC regarding hedge cutting, but they are on a 28 day plan. However, she will continue to chase.</p> <p><b>No Entry:</b> Cllr Bell advised that monitoring shows around a 76% reduction of traffic one way along the High Street. However, he noted that a local was seen traveling at speed through the</p>	

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<p>10.3</p> <p>10.4</p> <p>10.5</p>	<p>give way, which is not only against Highway rules, but is really dangerous. Further road marking is scheduled but cannot be completed until the water leak has been fixed.</p> <p><b>Highways Improvement Plan.</b> The Council are currently developing a forward plan to present to KCC Highways. Cllr Bell felt that many of the concerns raised by residents are a direct result of local infrastructure not being taken into consideration before allowing development to take place. But this is not specific to Wouldham. Cllr Gray noted that the Residents Association in Peters Village are looking to reduce the speed limit across the whole estate.</p> <p>Cllr Gray asked have the roads been adopted in Peters Village. Cllr Bell advised that the only ones adopted were Village Road, Keepers Cottage Lane and Worrall Drive. BCllr Davis noted that the other roads were not up to the standard required to be adopted, it therefore remains the responsibility of the management companies/developers to repair any faults. BCllr Dalton suggested that the KCC Councillor could be invited to answer questions on roads as this was their remit</p> <p>Cllr Gray also asked if the bridge was adopted now. BCllr Dalton advised that it was not and it was unlikely to be although roads leading to the bridge have been adopted.</p> <p>Cllr Bell reported that we are still awaiting confirmation from the BCllrs who are arranging a meeting with Trenport. He noted that money for infrastructure needed in Peters Village had been set aside to support residents. For example, it has been agreed to provide salt bins as the area is deemed too flat for KCC to install. However, we need permission and suggestions of where to site them from Trenport.</p>	<p>TG</p>
<p>11.</p> <p>11.1</p> <p>11.2</p> <p>11.3</p> <p>11.4</p> <p>11.5</p> <p>11.6</p>	<p><b><u>Open Spaces</u></b></p> <p>Clerk advised that lease the for the area adjacent to the allotments had not been returned, no money had been received and no works carried out and asked for advice on next steps needed. Cllr Miles suggested that an invoice should be issued, if it is not paid by September, a decision could be made then as to whether to rescind the lease. Clerk to send invoice.</p> <p>Cllr Miles reported that Wouldham Common had been vandalised more extensively than first thought. She circulated photos of the damage. Her suggestion was that the BBQ could be left as it still offers a fire break, but that it was not worth re-building. She proposed to remove one of the badly damaged benches. Seconded by Cllr Yard – AGREED.</p> <p>Cllr Miles reported that she had received quotes for friendship benches but need to agree where to put them. Cllr Gray suggested meeting with the Resident Association to get some ideas (subject to Trenport’s approval). Areas for Wouldham village still needed to be identified.</p> <p>Cllr Yard reported that 58 High Street has put a gate in the wall without permission and felt all residents should be sent a letter saying that no gates allowed in the wall. Cllr Gray queried what happens to those who already have gates or permission as Trenport will want it reinstated in 60 years’ time. Cllr Miles suggested that a legal letter sent to residents rather than a general one. BCllr Dalton agreed that a legal letter needs to be sent then if there are any accidents the insurance company would claim from the resident. Cllr Miles proposed to seek legal advice Seconded by Cllr Yard – AGREED. BCllr Davis our insurance company may be able to advise. Clerk to investigate.</p> <p>Proposal to allow ice cream van in the rec for Brownies: Proposed by Cllr Yard, seconded by Cllr Miles</p> <p>Proposal to allow a remembrance tree to be planted in the wildlife area in front of 72 High Street: Cllr Gray asked that a condition be placed on the tree that it is not placed too close to the wall, or have an invasive root structure due to potential damage in the future. Proposed by Cllr Yard, seconded by Cllr Bell. – AGREED</p>	<p>CLERK</p> <p>CLERK</p> <p>CLERK</p>
<p>12.</p> <p>12.1</p> <p>12.2</p>	<p><b><u>Village Hall</u></b></p> <p>Update on current situation –.Clerk advised that works on the kitchen and disabled toilet are due to start on 24/7. Cllr Bell noted that figures had been received from the committee showing that the loss of revenue by Jellybeans ceasing trading is being addressed and a marketing campaign will take place once work has been completed. Hourly rates will then also be reviewed.</p> <p>Cllr Bell understood that Jellybeans had made the decision to close due to falling numbers and lack of sign-up for September which would not make it viable. Their work over the last 30 years</p>	

Signed \_\_\_\_\_

Date \_\_\_\_\_

	has been appreciated by many and the Council wish staff and students all the best for the future.	
<b>13. Health &amp; Safety/Risk Management</b>		
<b>13.1 Defibrillators</b>	: Cllr Bell reported that he had checked the Peters Village defibrillator. Clerk noted that the Village Hall had been taken by SECAM (ambulance service) but was not used, therefore re-registered. However, a week later the battery alarm came on, so she replaced it with the spare. A new battery has been purchased. Both area ready for use and the inspection form has been completed.	
<b>13.2 Lifebuoys:</b>	Cllr Bell reported that he had made a visual check to ensure they were in situ with the relevant lines and usable and has completed the inspection form. MOP noted that the anti-tamper flap needs to be reset and will show the Clerk where it is, if needed.	
<b>13.3</b>	Zip line: Has now been re-sited, repaired and is now back in use.	
<b>13.4</b>	VH – nothing to report	
<b>13.5</b>	Risk assessments. none.	
<b>14. General Village Business</b>		
<b>14.1</b>	Items for the Community Magazine: Please let Clerk know asap with any items.	
<b>14.2</b>	Questions for PPP meeting. Any questions to be passed to Cllr Bell or Cllr Gray by 30th July. BCllr Dalton advised that the next meeting will be on 31/8 via TEAMS, then in Chambers on 2/11 questions need to be submitted one month before the meeting.	EB/ TG
<b>14.3</b>	Men's Shed project - Cllr Bell is still working on options, but is on hold whilst the allotments and hall are in a state of flux.	
<b>14.4</b>	Community Minibus: Clerk explained that 2 other companies had been approached to provide the daily service. A meeting had taken place with one charity and another is due next week with Farleigh. Cllr Gray asked where it would be stored. Clerk explained that it was likely to be in the car park due to the height barrier and there could possibly be an area fenced off and locked to provide extra protection.  Cllr Yard advised that she had a resident report of cars cutting through the tram path. This had not been seen by anyone else and it was noted that there is usually at least one car blocking the entrance and another in the parking bay. Cllr Miles suggested that the resident be asked to give details of dates and times.  Cllr Bell explained that traditionally, the Parish Council contributed to the graveyard upkeep. However, this must be only used for the church yard and cannot be put into general church funds. We also need an official invoice to prove this as a requirement for the Auditor. He has spoken to a rep from the Parochial Church Council to see how they would spend the money and how to prove the spend is only for the graveyard. Cllr Gray asked why were the council contributing in the first place. Clerk explained that graveyards can be maintained by councils, but funds cannot be passed to any religious institution for general costs.  Cllr Yard noted that a football team played in the rec on Sunday. Cllr Bell had spoken to them who told him that they had permission from J. Head. When this was challenged, they said that someone had told them that it was an open pitch. Cllr Bell explained that it has been removed from the list over a year ago and they would have to ask for formal permission. He was also told that a lot of players were from Wouldham. Cllr Miles noted that there was a lot of rubbish left and we do not have a risk assessment or their public liability details. Cllr Yard also felt it was unfair to make the Mammoths rugby team move to the top of the rec. Cllr Bell believed it was bad manners that they felt that they could just use it without asking.	TY
<b>15. Correspondence:</b>		
<b>16. DATE OF NEXT MEETING</b>	<b>5<sup>th</sup> September, 2023 at 7.30 – Venue: Village Hall</b> <b>(NOTE NO MEETING IN AUGUST)</b>	
<b>17. QUESTIONS FROM COUNCILLORS, CHAIRPERSON AND CLERK:</b>		
<b>17.1</b>	Cllr Miles asked if we could discuss having the odd meeting at the Community Centre, now open	
<b>17.2</b>	Cllr Gray asked if someone could clean the BBQ.	
<b>18. Meeting Closed: 9.34pm</b>		

Signed \_\_\_\_\_

Date \_\_\_\_\_

## REPORT TO WOULDHAM PARISH COUNCIL 4<sup>th</sup> July 2023

**By the Tonbridge and Malling Borough Councillors for  
Aylesford North and North Downs Ward  
Councillors Dave Davis Alex McDermott and Roger Dalton**

### BUSHEY WOOD APPLICATION

1. Trenport have now gone to appeal on the Bushey Wood planning application.
2. On 8<sup>th</sup> June at the Area 3 Planning Committee TMBC were asked to decide what TMBC's position would have been had this come to the committee instead of going to appeal. It was unanimously agreed that it would have been refused because the outstanding National Highways issues were not resolved.
3. We have just received notification that the appeal will be heard at TMBC's Gibson building in Kingshill starting at 09:00 on 17<sup>th</sup> October 2023 and will run for 4 days.

### MEDWAY GREEN SCHOOL PARKING

4. After Discussions with your clerk and chairman Dave spoke with the case officer and made the following points:
  - a. That the new car park on the sports field is fully supported by all and will be an asset to the area. Subject to:
    - (1). Any car park lighting being switched off after the school has closed for the day. The case officers view was this could be made a Condition and he would consider it.
    - (2). That the gate is locked when not in use to discourage trespass. The case officers view was this could not be made a Condition but could be considered as an Informative.
  - b. That if the case officer, in his discussions with KCC Highways, were looking to approve the exit from the School Car Park into Oldfield Drive that consideration should be given to:
    - (1). Moving the exit as far away as possible from the houses in Oldfield Drive towards the junction of School Lane and Oldfield Drive.
    - (2). That parking restrictions should be considered for the School opening times especially during the School drop off and pick up times.

### WOULDHAM SCHOOL CROSSING WORRAL DRIVE

5. In response to concerns raised by members of the public, Alex McDermott has liaised with the appropriate officers at TMBC, who have provided a detailed response, however, ultimately this is primarily a matter for KCC, particularly about requested provision of a crossing, and we will continue to work closely with Andrew Kennedy to ensure that such progress that is possible is made. In the meantime, residents can of course raise their ongoing concerns with us, for us to pass them on to Andrew Kennedy and any other relevant parties.

### NURSERY ROCHESTER ROAD AYLESFORD

6. Concern has been raised by some councillors about the planning application TM/01072/FL. Proposed change of use of land from a nursey (plants) to mixed equestrian and a holiday park comprising 7 mobile homes, 4 serviced camper van places and a recreational area.
7. If officers are minded to approve this, we have asked for it to come to Area 3 Planning Committee
8. This location is also the subject of enforcement action. The enforcement action is on hold until this application is decided. We are working on this case and will update you with our progress.

Signed \_\_\_\_\_

Date \_\_\_\_\_

<b>Finances up to June 27th</b>		<b>July Meeting</b>		
Opening Balance Nat West 6/6				<b>£117,166.81</b>
<b>RINGFENCED TOTALS</b>				
Monies from car park donations			£ 228.00	
Monies from membership grant			£ 1,700.00	
Monies from Big Lottery			£ 93.99	
KCC Community Transport Grant			£ 59,000.00	
<b>Current available monies ringfenced</b>			<b>£ 61,021.99</b>	
<b>Receipts made up to June 27th</b>				
<b>TOTAL INCOME</b>				
				<b>£ -</b>
<b>Payments made up to June 24th</b>				
CLEARED	TEEC			£28.80
April	Staffing Costs			1513.51
April	Nest	Pension	BAC	42.28
	PAYE		BAC	
April	Office		BAC	216.66
April	Giffgaff		DD	6
April	Gmail (est)		DD	12.72
April	EDF		DD	18
April	N Power		DD	38.68
To April	Tina Miles	EXP.	BAC	270.78
April	Landscape Services	Line marking	BAC	1,482.00
May	PWL repayment	Car park	DD	5,224.04
May	Falconda	Website	BAC	29.85
May	April Skies	Int. Audit	BAC	227.60
22-May	Hadlum Design & Print	Newsletter	BAC	65.00
<b>TOTAL EXPENDITURE</b>				<b>£ 9,175.92</b>
	P & L for period		-£	9,175.92
	Balance (inc ringfenced)		<b>£</b>	<b>46,968.90</b>
	Pending			
	Closing Bank Balance @ 24/6			<b>£ 107,990.89</b>
<b>Payments to be agreed at July meeting</b>				
May	Staffing Costs			1513.51
May	Nest	Pension	BAC	42.28
May	PAYE		BAC	265.15
May	Office		BAC	216.66
May	Giffgaff		DD	6
May	Gmail (est)		DD	2.76
May	EDF		DD	18
May	N Power		DD	36.13
June	Harlequin Play	Final payment	BAC	5389.76
13-Jun	KALC	Subscription	BAC	1021.66
June	T. Miles	Expenses	BAC	25.19
				<b>8,537.10</b>
				<b>£ 8,537.10</b>
<b>TOTAL COMMITTED SPEND @</b>				
<b>ESTIMATED BALANCES</b>				
Estimated Bank total		<b>£</b>	<b>99,453.79</b>	
<b>RINGFENCED TOTALS</b>		<b>£</b>	<b>61,021.99</b>	
<b>TOTAL AVAILABLE</b>		<b>£</b>	<b>38,431.80</b>	

Signed \_\_\_\_\_

Date \_\_\_\_\_