

**TAMWORTH BOROUGH  
COUNCIL**

**LDS8**

**Local  
Development  
Scheme  
September  
2014**



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# 1 INTRODUCTION

## Development Plans

- 1.1 All local planning authorities are required to draw up a Development Plan for their area. The Plan sets out the Authority's policies and proposals for the development and other use of land. It also provides the framework for making decisions about planning applications and conservation matters within the area.
- 1.2 Since 2004 local authorities have been working on replacing their existing development plans with **Local Plans**. They are made up of various **Local Development Documents** (LDDs).
- 1.3 There are two types of Local Development Document: **Development Plan Documents** (DPDs), which are subject to independent examination and have development plan status, and **Supplementary Planning Documents** (SPDs), which are not subject to independent examination and do not have development plan status but will be material in respect of decision-making.

Adopted DPDs, which include Mineral and Waste DPDs, will comprise the statutory development plan, which is the basis upon which all planning decisions are made. DPDs will replace the saved policies of the Tamworth Local Plan 2001-2011 which were extended by the Secretary of State in June 2009.

The statutory development plan will also comprise the saved policies from the Staffordshire Minerals Local Plan and Waste Local Plan until they are replaced by Minerals & Waste Development Plan Documents prepared by Staffordshire County Council.

- 1.4 Local Plans must be "spatial" in their approach. That is, they need to be broader based, taking into account economic, social and environmental matters as well as the physical aspects of location and land use. Tamworth's Local Plan will reflect - and influence - the land use requirements of all Council departments and the Council's partners in service delivery (agencies, businesses and the voluntary sector). In particular, the Council is working closely with the Tamworth Strategic Partnership - to ensure that the Sustainable Community Strategy and the LP are co-ordinated.
- 1.5 The development plan for Tamworth currently consists of the saved policies in the adopted Tamworth Local Plan 2001-2011 and the saved mineral and waste policies.
- 1.6 A critical part of the Local Plan is the Local Development Scheme (LDS). This is a public statement setting out details of which LDDs will be produced, in what order and when. The LDS will be brought into effect by resolution of the Cabinet or Council.

## Local Development Scheme

- 1.7 A **Local Development Scheme (LDS)** provides the starting point for the local community and other stakeholders to find out about the Borough Councils programme for the preparation of LDDs over a three-year period. It is also required to set out a longer-term programme for LDD preparation beyond three years.

- 1.8 The three-year programme includes informing the public and other stakeholders about opportunities to get involved with the plan-making process and to let them know the likely dates for involvement.
- 1.9 Tamworth Borough Council is responsible for preparing a portfolio of Local Development Documents (LDDs) that will form the authority's Local Plan and the milestones set out in the LDS will need to be achieved.
- 1.10 Preparation of the LDS is currently a mandatory requirement under the Planning & Compulsory Purchase Act 2004. Guidance on their preparation suggests that the LDS should have regard to:
- whether the scheme adopts a robust approach to its preparation and is 'fit for purpose';
  - that it is deliverable with realistic time-scales supported by sufficient resources in terms of manpower and funding; and
  - whether it indicates a comprehensive approach to LDD production based on sound programme management and importantly an easy to understand guide as to what LDDs are to be prepared and when.

The Localism Act reinforces the requirement for LPAs to prepare and maintain a LDS remains along with the expectation that they publish up to date information on their progress in preparing DPDs

- 1.11 An important part of delivering a sound LDS is a robust evidence base. This version of the LDS is a revised submitted version to take account of the changes to the LDF process as a consequence of the Localism Act and the National Planning policy Framework.
- 1.12 Stakeholder and community engagement is a fundamental requirement of the planning system. However in view of the limited production of LDDs and timescales in this LDS it is not considered necessary to formally consult on the preparation of this LDS but appropriate stakeholders will be notified of its adoption.
- 1.13 The Council is committed to the programme set out in the LDS because of the benefits that an up to date and effective development plan and supplementary policies can have, including:
- Community commitment to the future of the area;
  - Providing a means for co-ordinating the activities of different departments, agencies and organisations;
  - The role of plans in promoting regeneration and investment; by creating certainty and commitment to change and improvement;
  - The need for a clear audit trail to link bids for public funds to a coherent and soundly based strategy for the area; and
  - Providing a strongly justified basis for successful negotiations over development proposals and for developer contributions.

## 2 PROPOSED LOCAL DEVELOPMENT DOCUMENTS AND PROGRAMME MANAGEMENT FOR PREPARATION

### Saved Plans

- 2.1 A number of policies in the Tamworth Local Plan 2001-2011 have been saved and form part of the Local Development Framework until superseded by emerging DPDs.
- 2.2 The various Supplementary Planning Guidance notes (SPGs) prepared and consulted on alongside the Draft Deposit and the Revised Draft Deposit Tamworth Local Plan have not been adopted as the new development plan requirements only allow for the Borough Council to produce Supplementary Planning Documents (SPDs) that are supported by sustainability appraisals. Therefore the Borough Council have adopted Interim Planning Guidance based on the SPGs produced and consulted on, some of which will be replaced by SPDs. SPDs have been produced relating to Planning Obligations, Open Space and Telecommunications. Appendix D lists the Interim Planning Guidance together with the related Local Plan policies and those that may be replaced.

### New Local Development Documents (LDDs)

- 2.3 Appendix A is a simple Gantt chart providing an overview of the timetable and project management for preparing the Local Plan and SPDs.
- 2.4 Appendix B sets out a schedule of the Local Plan and SPDs to be prepared by Tamworth Borough Council, together with their roles, chains of conformity and the main milestones to adoption.
- 2.5 The **Proposals Map** (with inset maps) will be the one in the Tamworth Local Plan, but it will be replaced by the emerging Policies Map as soon as the new Local Plan is adopted.
- 2.6 Having regard to the need to replace the Tamworth Local Plan with LDDs over the next three years it is considered that the Local Plan will be the key document in this respect. This will include strategic development sites and appropriate core policies that will alleviate the need for either a Site Allocations DPD or Development Management DPD.

### Annual Monitoring Scheme

- 2.7 The Council is currently required to monitor annually how effective its policies and proposals are in meeting the vision and the Local Plan DPD (when prepared). The Localism Act removes the requirement to publish an Annual Monitoring Report but the duty to monitor remains by requiring an 'authorities' monitoring report for local people. This will ensure monitoring information is made available online and in council offices as soon as it is available to the council. Discussions are currently ongoing as to the format and extent of monitoring indicators as this will be dictated by the Local Plan's emerging monitoring framework.
- 2.9 The Council will assess:
- whether it is meeting, or is on track to meet the key milestones set out in the LDS and, if not, the reasons why;

- whether it is meeting, or is on track to meet, the targets set out in the LDDs and, if not, the reasons why;
- what impact LDD policies are having on other targets set at national, regional or local level;
- whether any policies need to be replaced to meet sustainable development objectives; and
- what action needs to be taken if policies need to be replaced.

2.10 As a result of monitoring the Council will consider what changes, if any, need to be made and will bring forward any such changes through the review of the LDS as appropriate.

### **3 SUPPORTING STATEMENT**

3.1 This statement explains and justifies the approach set out in the Local Development Scheme. In addition, it explains how resources and the evidence base will be managed across the programme.

#### **About the Area**

3.2 The Borough of Tamworth is predominantly urban in nature as a consequence of its role as an overspill town in the 1960's and '70's. The 1980's saw a consolidation of the town concentrating on natural growth, which has continued up to 2001.

3.3 The town has its focus in the town centre which has continued to provide for the town's retail activities even with the development of out of centre retail area at Ventura, Jolly Sailor and Cardinal Point.

#### **Regional & Strategic Planning Context**

3.4 Regional Planning Guidance for the West Midlands was published in June 2004 and was the Regional Spatial Strategy. It identified Tamworth as a centre for the development of office, retail and leisure related activities.

3.5 The RSS has been revoked.

#### **Sustainable Community Strategy & Other External Strategies**

3.6 The current adopted Sustainable Community Strategy covers the period 2008 - 2021 and has been written by local people and other organisations coming together through the Tamworth Strategic Partnership (TSP). The LDDs will have regard to the SCS and ensure that land-use requirements arising from that strategy are addressed. In turn, as it is updated, the SCS is expected to address issues that arise from those development requirements driven by the RSS and ensure that partners have their plans in place to support development requirements. The TSP has agreed to take ownership of the Infrastructure Delivery Plan and will review and update annually.

3.7 There are economies of scale in synchronising community & stakeholder engagement for both the SCS and LDDs, providing statutory requirements for statutory LDD consultation are met. Similarly, integration with the Council's corporate communications strategy is also desirable.

- 3.8 A key objective of the new planning system is to strengthen community involvement. An integral part of the Borough's LDF is the **Statement of Community Involvement** (SCI). This sets out how communities will be engaged in the preparation and revision of LDDs and consideration of planning applications. The new SCI was adopted on 2014.
- 3.9 The Council has a number of strategies that have land-use implications and these will be taken into account in the preparation of LDDs insofar as the strategies accord with the Sustainable Community Strategy.
- 3.10 The Tamworth Local Transport Plan will have a key influence on future development patterns and the County Transportation Group will be a key consultee and advisor in the land use planning process. The Tamworth Place Strategy and Action Plan will play an important role in aligning objectives from the Local Plan, in particular focusing on regenerating the town centre.
- 3.11 It is not considered necessary at present for the Council to produce joint documents with neighbouring authorities. However, it will be necessary for the Borough Council to engage with adjoining authorities and Staffordshire County Council to ensure that the Local Plan provides a realistic framework which is functional. It is the Borough Councils intention to continue to engage with both Lichfield and North Warwickshire to address any issues that cannot be dealt with within the Borough.
- 3.12 The Borough Council is part of The Greater Birmingham & Solihull Local Enterprise Partnership (GBSLEP). The spatial aspects of the LEP's emerging Economic Strategy; in particular its focus on job creation will be taken forward through the Local Plan. GBSLEP also operates as a forum of co-operation on sub regional issues. The borough council is not a formal member of the Stoke on Trent & Staffordshire LEP although due to its location within Staffordshire is working closely with the LEP.

### **Resources**

- 3.13 The following in-house resources will be made available for preparing local development documents:
- Head of Strategic Planning and Development 5%
  - Development Plan Manager 90%
  - Economic Development Service Team 5%
  - 3 x Development Plan Officers 90%
  - Development management Service team 10%
- 3.14 Consultants will be engaged on specific projects where there is a lack of expertise or capacity in-house. In providing a robust evidence base to inform the work on the Local Plan it may be necessary to engage further external support.
- 3.15 The effective LDS was based on the budgetary setting process for 2014-2015 and the forward planning budgetary arrangements still hold good. The budget setting process for 2015-2016 and beyond will need to include appropriate consideration of resources to deliver the LDS programme.

## **Programme Management and Responsibilities**

- 3.16 Appendix A sets out the timetable for LDD production indicating the key milestones in accordance with the NPPF.
- 3.17 Management responsibilities for each area of work include:
- Corporate Management Team (SCI)
  - Head of Planning and Regeneration (programme overview)
  - Development Plans Manager (day to day programme, staff & resource management).
- 3.18 The LDS and preparation of LDDs is reported to the Corporate Management Team Meetings as appropriate.
- 3.19 Monthly meetings are held between the Head of Planning and Regeneration and the Development Plan Manager to ensure lines of communication are working and to review progress.
- 3.20 E-mail and shared work directories to facilitate joint working link all officers engaged on the project and a Development Plan Team meeting is held weekly. A meeting room is permanently available to these officers as well.

## **Council Procedures and Reporting Protocols**

- 3.21 For each DPD and the SCI, the levels of political responsibility are as follows:
- Executive Decision (Cabinet) for all pre-submission stages
  - Cabinet Member will review evidence and results of consultation at each stage and make recommendation to Cabinet.
  - Council Resolution required for publication, submission and adoption stages.
- 3.22 For each SPD, the levels of political responsibility are as follows:
- Executive Decision (Cabinet) for all stages.
  - Cabinet Member will review evidence and results of consultation at each stage and make recommendation to Cabinet.
  - Cabinet resolution required for adoption stage.
- 3.23 The role of the Corporate Management Team will be to ensure that the evidence base is robust and that real (and audited) community & stakeholder engagement takes place. The Team will also seek to broker agreements between stakeholders using external mediation where necessary

## **Risk Assessment**

- 3.24 In preparing the Local Development Scheme, it is considered that the main areas of risk relate to:
- **Staff Turnover.** Having regard to the current staff levels there is a risk to the delivery of the Local Plan as set out in the LDS should staff leave. The Council has established good working relationships over the years with specialist consultants who have an understanding of the town but their support is subject to available budget allocations.
  - **Political Conflicts.** This has been reduced by having a commitment by all parties to a process that will ensure that actions are taken through Cabinet



and endorsed by Council to ensure the submission of DPDs to PINS for examination of “soundness” are to agreed time-scales. A Member led Local Plan Working Group of senior Members has been set up to monitor progress

- **Capacity of PINS and other agencies to cope with demand nation-wide.** This is out of our hands but we will give early warning of our programme to them.
- **“Soundness” of DPDs.** We will minimise the risk by working closely with PINS at all milestone stages and in the run up to submission of DPDs.
- **Legal Challenge.** We will minimise this by ensuring that DPDs are “sound” and founded on a robust evidence base and well-audited stakeholder & community engagement systems.
- **Programme slippage.** This will be affected if resources are not secured or they are reduced. The programme attempts to ensure that the milestones are not affected should there be a need to put contingency arrangements in place. A key element of the examination process which is dependent on the availability of a competent programme officer.

### **Evidence Base, Monitoring, Strategic Environmental Assessment (SEA) and Sustainability Appraisal (SA)**

- 3.25 The requirements of the Strategic Environmental Assessment (SEA) Directive have been linked with Regulations covering Sustainability Appraisals which requires authorities to take account of social, economic and environmental considerations. From this flows the need for the process of LDD preparation to:
- Identify strategic alternatives;
  - Collect base-line monitoring information;
  - Predict significant effects more thoroughly;
  - Secure greater consultation with the public and stakeholders; and
  - Address and monitor the significant effects of the plan;
- 3.26 As part of the process, the Council must:
- Prepare a report on the significant effects of issues and options;
  - Carry out consultation on the issues and options and accompanying reports;
  - Take into account those reports and the results of consultation in decision making;
  - Provide information when the plan is adopted and show how the results of the SEA have been taken into account.
- 3.27 The Council will secure an audit trail to cover the requirements for consultation of stakeholders and the community with regard to SEA & SA requirements and the LDD processes.
- 3.28 In order to comply fully with Regulations, secure efficient working and provide a robust and transparent evidence base, SA & SEA will be embedded into production of LDDs at the very start of preparation and updated at each milestone change. (Options, Publication, Submission and Adoption).
- 3.29 The Council will ensure that an up to date audit trail exists between the Sustainable Community Strategy and the LDDs

## Identified Priorities

3.30 Priorities flow from;

- Policies and proposals set out in the Tamworth Local Plan
- Land-use requirements arising from the Sustainable Community Strategy;
- New legislation and regulations arising from the emerging National Planning Policy Framework and changes to the regulations for plan making
- The emerging evidence base & monitoring
- Discussions stakeholders; and
- Known development interest

3.31 Priorities are:

- The adoption of a Local Plan for Tamworth
- The production of a Design SPD

## How the Local Plan Fits Together

3.32 Appendix C shows the relationship between the different documents that will comprise the Local Plan.

3.33 The rationale for selecting these documents for inclusion in the Council's Local Plan is as follows, and expands on information already given above.

- **Tamworth Local Plan** - this was adopted on 6 July 2006 and sets out the policies and proposals for the period up to 2011.
- **Statement of Community Involvement** - sets out standards and the approach to involving stakeholders and the community in the production of all LDDs and planning applications. It is the Council's service level agreement with the community and stakeholders. It was adopted in 2014.
- **Local Plan Development Plan Document (DPD)** - comprising the area-specific vision, measurable objectives (linked to ongoing monitoring arrangements) and area-based local strategic policies (backed by a proposals map) to provide a coherent spatial strategy for a minimum 15 year period post adoption i.e. 2028. It will identify areas and strategic sites (rather than specific sites) where major change should take place to address development, transport and infrastructure needs. It will have regard to the Sustainable Community Strategy and the saved Structure Plan where appropriate. It is a priority because all other local development documents must be in conformity with the Local Plan.
- **Supplementary Planning Documents (SPDs)** – as referred to in Paragraph 2.3 Interim Planning Guidance has been adopted and will be replaced by Supplementary Planning Documents as appropriate. (Refer to Appendix D).



## APPENDIX B

### STATEMENT OF COMMUNITY INVOLVEMENT

<b>Purpose:</b> To set out how the local community will be consulted on Local Development Documents and on all planning applications.	
<b>Status:</b> Not a Development Plan Document or Supplementary Planning Document, and now not subject to independent Examination by an Inspector.	
<b>Content</b> Strategy for Involvement Types of Consultee Methods of Involvement Consultation on Development Control decisions	
<b>Geographical Coverage:</b> Will apply to whole Borough	
<b>Relationship with other Local Development Documents (Conformity):</b> All LDDs will need to be prepared in conformity with the Statement of Community Involvement.	
<b>Relationship with partner/stakeholder documents:</b> Relationship with Sustainable Community Strategy. Local Strategic Partnership is an integral part of community involvement.	
<b>Time period:</b> Not applicable.	
<b>Review timescale:</b> Not applicable..	
<b>Target milestones/completion dates</b>	
Commencement of the preparation process	Not applicable.
Consultation on draft SCI	Not applicable.
Submission to the Secretary of State	Not applicable.
Commencement of the examination	Not applicable.
Adoption & Publication	2014
<b>Parts of Local Plan replaced:</b> Not applicable	

### The Local Plan for Tamworth

<b>Purpose:</b> A spatial strategy and vision for Tamworth Borough and the core policies for delivering them.	
<b>Status:</b> Development Plan Document	
<b>Content</b> <u>Vision:</u> the overall aim of the whole Local Plan. <u>Strategic Objectives:</u> the Council's long term intentions, providing the framework for developing the core policies in accordance with national and regional policy. <u>Core Policies:</u> the means for delivering the Objectives. They will be accompanied by reasoned justification. The subject areas to be covered by the Core Policies are: economic growth, housing delivery, role of the town centre & network of centres, sustainable transport, community infrastructure, design & the historic environment, the natural environment, tourism and culture, renewables and regeneration. Includes strategic allocations	
<b>Geographical Coverage:</b> Will apply to whole Borough.	
<b>Relationship with other Local Development Documents (Conformity):</b> Other LDDs must conform to this Local Plan. Conformity with National Planning Policy Framework.	
<b>Relationship with partner/stakeholder documents:</b> Close linkage to Sustainable Community Strategy. Linkages with spatial aspects of Council's other Strategies, including Service Plans, and with other bodies' Strategies.	
<b>Time period:</b> To 2031	
<b>Review timescale:</b> Annual monitoring.	
<b>Target milestones/completion dates</b>	
Commencement of the preparation process	November 2006
Publication	October 2014
Submission to Secretary of State	December 2014 / January 2015
Pre-hearing meeting	Depends if required
Commencement of the examination	Examination technically starts upon the date of submission. The hearing sessions will start as soon as reasonably possible.
Adoption	Late 2015
<b>Parts of Local Plan replaced:</b> Majority of Saved Local Plan policies	

## Design SPD

<b>Summary:</b> This will set out key guidelines to enhance the quality and distinctiveness of places when developing in Tamworth. The document will seek to raise the quality of the built environment, including the historic environment and ensure that high standards of design are achieved throughout the borough. It will also provide guidance to assist applicants in complying with the requirements of historic environment policies set out in the Local Plan and to provide guidance on how the Council expects the historic environment to be taken into account in the development management process	
<b>Geographical Coverage:</b> Will apply to whole borough	
<b>Relationship with other Local Development Documents (Conformity):</b> Need to be in conformity with emerging Local Plan.	
<b>Relationship with partner/stakeholder documents:</b> Sustainable Community Strategy	
<b>Target milestones/completion dates</b>	
Consultation on Draft SPD	Mid 2015
Adoption & Publication	January 2016
<b>Parts of Local Plan replaced:</b> Not applicable	

## Planning Obligations SPD

<b>Summary:</b> This will give guidance on when and how the Council will enter into planning obligations and the type of facilities and other benefits, including establishing standards the Council expects developers to provide. Production of this is dependant on the progress of a CIL	
<b>Geographical Coverage:</b> Will apply to whole borough	
<b>Relationship with other Local Development Documents (Conformity):</b> Need to be in conformity with emerging Local Plan.	
<b>Relationship with partner/stakeholder documents:</b> Local Plan / CIL	
<b>Target milestones/completion dates</b>	
Consultation on Draft SPD	
Adoption & Publication	
<b>Parts of Local Plan replaced:</b> Not applicable	

## APPENDIX C

<b>Interim Planning Guidance ( Will be replaced by SPDs in accordance with paragraph 2.3 indicated by **)</b>	<b>Related Saved Policy Tamworth Local Plan 2001-2011</b>
Open Space & Play Areas** (Replaced May 2007)	ENV11: Protection Open Space ENV12: Open Space for New Developments ENV14: Loss of Playing Fields & Sports Pitches
Green Travel Plans	TRA5: Green Travel Plans
Employment - Bonehill Road Extension	TRA7: Car Parking Standards EMP2[c]: Provision of Employment Land - Allocated Sites
Employment - Hedging Lane	TRA7: Car Parking Standards EMP2[i]: Provision of Employment Land - Allocated Sites
Employment - Coton Lane	TRA7: Car Parking Standards EMP2[g]: Provision of Employment Land - Allocated Sites
Telecommunications Development** (Replaced May 2007)	EMP11: Telecommunications Masts
Residential - Glascote Farm	ENV12: Open Space for New Developments TRA7: Car Parking Standards HSG2[b]: Housing Proposal Sites HSG5A: Phasing of Housing Proposal Sites HSG10: Affordable Housing
Residential - Land South of St Peters Close	ENV12: Open Space for New Developments TRA7: Car Parking Standards HSG2[b]: Housing Proposal Sites HSG5A: Phasing of Housing Proposal Sites HSG10: Affordable Housing
Residential - Parkfield House, Two Gates	ENV12: Open Space for New Developments TRA7: Car Parking Standards HSG2[b]: Housing Proposal Sites HSG5A: Phasing of Housing Proposal Sites
Residential - Cottage Farm Road	ENV12: Open Space for New Developments TRA7: Car Parking Standards HSG2[b]: Housing Proposal Sites HSG5A: Phasing of Housing Proposal Sites HSG10: Affordable Housing
Comprehensive Development Anker Valley	ENV12: Open Space for New Developments TRA7: Car Parking Standards TRA8[c]: Anker Valley Link EMP2[a]: Provision of Employment Land - Allocated Sites HSG3: Anker Valley - Strategic Housing Proposals HSG5A: Phasing of Housing Proposal Sites HSG5B: Amending the Order of Release HSG10: Affordable Housing
Affordable Housing**	HSG10: Affordable Housing
Houses in Multiple Occupation	HSG16: Houses in Multiple Occupation
Redevelopment of Gungate Precinct & Adjacent Car Park	TCR2: Shopping Proposals
Planning Obligations** (Replaced July 2007)	HSG9: Planning Obligations
Built Environment** <ul style="list-style-type: none"> <li>• Amington Green Conservation Area</li> <li>• Amington Hall Estate Conservation Area</li> <li>• Dosthill Conservation Area</li> <li>• Town Centre Conservation Area</li> <li>• Victoria Road/Albert Road</li> </ul>	ENV17: High Quality Design ENV18: Protection of the Built Environment ENV19: Development within or affecting Conservation Areas ENV19A: Demolition of Unlisted Buildings within Conservation Areas ENV20: Preservation of Listed Buildings ENV20A: Alteration, Extension or Change of Use of Listed

<p>Conservation Area</p> <ul style="list-style-type: none"> <li>• Hospital Street Conservation Area</li> <li>• Wilnecote Conservation Area</li> <li>• Conservation Strategy for Tamworth</li> <li>• Conservation Areas, Listed Buildings and the Local List</li> <li>• Listed Building Consent and Conservation Area Consent</li> <li>• Living in a Conservation Area</li> <li>• Repairing and Restoring Historic Buildings</li> </ul>	<p>Buildings</p> <p>ENV20B: Demolition of Listed Buildings</p> <p>ENV21: Development Affecting Locally Listed Buildings</p> <p>ENV24: Archaeology</p>
<p>Shopping Frontages**</p> <ul style="list-style-type: none"> <li>• Shop Front Design within the Town Centre</li> <li>• Shop Front Security within the Town Centre</li> <li>• Shop Front Signs and their Illumination</li> </ul>	<p>TCR4: Shopping Frontages</p>
<p>Development Control**</p>	

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