



10<sup>th</sup> May 2013

Dear Mr Lawton

*Town Clerk*  
Helen Pitman

### **Redesignation of the Caistor Neighbourhood Plan Boundary**

Caistor Town Council initially defined the Neighbourhood Plan boundary as the administrative boundary for the town. It was believed that this would provide the basis for key planning issues affecting the town to be addressed effectively. A range of consultation events have occurred which has refined the key issues and considerations for the Neighbourhood Plan to address. This included two issues affecting land outside of the parish boundary. Formal engagement has taken place with the residents of Nettleton and Cabourne to discuss the full implications of these issues.

The outcome of these meetings is that Caistor Town Council requests that the Neighbourhood Plan boundary be revised to include a parcel of land that lies within Cabourne parish. This land is known locally as Caistor Top. The site has been identified as being a gateway into the town that requires a site specific design brief to enable appropriate redevelopment of the site. The site is not considered currently to create an appropriate entrance to the town.

The site is geographically much more closely aligned with the town of Caistor than it is with the small village of Cabourne so it is not surprising that the community see this as an opportunity to address the future of the site through the Neighbourhood Plan. Key aspects of the vision set out to date relate to creating employment opportunities and addressing the negative impact of derelict properties and land. This site could address these aspects of the vision.

A Parish Meeting was held in Cabourne on 21<sup>st</sup> March where the background to the Neighbourhood Plan and the reason for the Caistor Top site being identified as a priority were explained. The meeting was advised that the inclusion of the site was with a view to creating a design brief to facilitate the site's redevelopment. The minutes of the meeting (attached) confirms that the inclusion of the site would enable the residents of Cabourne to be formally engaged in the process but that the lead accountable body would be Caistor Town Council.

In conclusion, the process to date has identified the site as a priority for action in the context of the vision of the Neighbourhood Plan by Caistor residents which has been endorsed by the residents of Cabourne through the Parish Meeting. Caistor Town Council therefore, formally requests that WLDC re-advertise a revised Neighbourhood plan boundary.

Yours sincerely

  
Helen Pitman

## CABOURNE PARISH MEETING

NOTES OF A PARISH MEETING HELD AT CABOURNE PARISH CHURCH  
Thursday March 21st 2013 at 7.30pm

Present : 12 adult residents and 1 juvenile.

District Councillor Alan Caine gave a welcome & brief explanation of why the meeting had been called and invited residents to elect a Chairman

### 1 Election of a Chairman

Mrs Penny Buckley was proposed by Tim Dixon & seconded by Dinah Dixon  
There were no other nominations & Mrs Buckley was duly elected.

2 Apologies for absence. none were noted.

3. Declarations of Interest . none were stated

### 4. To discuss the inclusion of part of Cabourne parish in the Caistor Neighbourhood Plan

Mrs Buckley invited Andy Gutherson & Oliver Lawrence , both members of the Caistor Neighbourhood Plan steering group.

***An overview of the Neighbourhood Planning Process was provided including the background to Caistor's status as a frontrunner project.***

***An overview of the consultation processes carried out to date was provided.***

The Caistor Neighbourhood Plan consultation has indicated that the Caistor Top Garage/Toppers/MJ Lawrence site should be one of the principal sites for future improvement. This site on Caistor Top is in Cabourne Parish , hence the call for a Parish Meeting to permit explanation & consultation with Cabourne residents.

Oliver Lawrence declared that the site under discussion was in his families ownership, but that the site had been identified in Caistor consultations prior to his joining the steering group.

It was stressed that no plan for the site had been put forward, that at present the inclusion in the Caistor Neighbourhood Plan would permit all parties future involvement & consultation.

***It was confirmed that the process of including the site within the NP boundary would be subject to formal notification and advertisement by WLDC and that this would ultimately result in Cabourne residents being entitled to a vote in the Neighbourhood Plan referendum.***

***It was confirmed that the changes to the NP boundary would be limited to the physical extent of the site and would not include other land in Cabourne Parish.***

***Residents were advised that the lead body for the NP process would be Caistor Town Council but this would only affect the site under consideration and no other land within Cabourne.***

On being put to the vote, Proposed Tim Dixon, seconded John Buckley ,  
to include the garage site into the Neighbourhood Plan it was agreed unanimously to include it in the Caistor Neighbourhood Plan

5. Cllr Alan Caine, with the Chairmans permission, suggested that Cabourne residents may take this opportunity to consider creating a Cabourne Parish Meeting or investigate joining the Parish with nearby Councils.

The meeting concluded at 7.50pm