



To: Members of Utttoxeter Town Council's Policy and Planning Committee

Dear Councillor,

NOTICE IS HEREBY GIVEN that a meeting of the Town Council's **Policy and Planning Committee** will be held in the **Alan Dean Suite, Utttoxeter Town Hall** commencing at **10.00am on Tuesday, 26 May 2026** and Members are hereby summoned to attend for the purposes of transacting the following business.

The meeting will be open to the public and the press unless the Council otherwise directs as in accordance with Public Bodies (Admission to Meetings) Act 1960.

Any members of the public wishing to attend the meeting are encouraged to contact the Clerk 24 hours prior to the meeting to register their attendance within the meeting room for either addressing Council under Public Participation or wishing to attend within the public gallery.

SignedT L Jeffery.....

T L Jeffery
Town Clerk

20 May 2026

To: Councillors: B Houlihan (Chair), T Ashby (Vice-Chair), D Boot, J Glandfield, A Johnstone, P Krupski, A Noyes, L Sylvester, Z Krupski (ex-officio), A Mansfield (ex-officio)

Copy to: R Hawkins, D Holland, C Lancaster, S Page, C Sylvester, C Wain

AGENDA

1. CHAIR'S WELCOME

The Chair to provide a welcome to the Meeting and a brief on the provisions of the Filming of Meetings as in accordance with "The Openness of Local Government Bodies Regulations 2014", a reminder that the Council has Signed up to the Civility and Respect Pledge, the use of mobile phones during the meeting and the evacuation procedure in the event of a fire. Committee is advised that the Clerk, Councillors Ashby and Boot are the Council's trained Evac Chair Operators.

2. APOLOGIES FOR ABSENCE

- (a) To report receipt of approved apologies for absence.
- (b) To minute the names of Councillors who are absent, and apologies have not been received.

3. PUBLIC PARTICIPATION

In accordance with Standing Order 3(e-h), the meeting be adjourned for up to 15 minutes to allow for public participation where members of the public may make representations, answer questions and give evidence at a meeting which they were entitled to attend in respect of the business on the Agenda.

The period of time designated for public participation at a meeting as in accordance with standing order 3(e) shall not exceed (3) minutes unless directed by the Chair of the meeting. It was noted that Members of the public may not take part in the Council meeting itself.

4. DECLARATIONS OF INTEREST

Declaration of any disclosable pecuniary interest in a matter to be discussed at the meeting, and which is not included in the register of interests. Members are reminded that they are required to leave the room during the discussion and voting on matters in which they have a disclosable pecuniary interest, whether or not the interest is entered in the register of members' interests maintained by the Monitoring Officer.

5. **ESBC - PLANNING APPLICATIONS**

Committee is asked to give consideration to Planning Applications:

- (a) P/2026/00413 - Erection of single storey rear/side extension with roof lanterns at Beech Grove, Stafford Road, ST14 8DN.
- (b) P/2026/00424 - Felling of a group of Mixed Broadleaves (G1), sever ivy to 1.5 metre, crown lift to 2.5 metres, prune back trees forming the group of a group of Mixed Broadleaves (G2), crown lift to 2.5 metres and prune back from sign to give clearance of one Birch tree (T42), crown lift to 2.5 metres to one Birch tree (T43), pruning of three Maple trees (T75, T76 & T77) (AMENDED DESCRIPTION) at Tesco Stores Ltd, Dovefields Retail Park, Town Meadows Way, ST14 8AZ.
- (c) P/2026/00449 - Display of one double sided D6 internally illuminated display totem sign (Advert Totem Sign) at Carters Square.

6. **ESBC - PLANNING COMMITTEE RE: P/2024/01375 AND P/2024/01376**

To report receipt of a letter on 1 May 2026 from ESBC' Democratic Services extending Council an invitation to attend/speak on the above mentioned, at its Planning Committee Meeting on 12 May 2026, as forwarded to Members. Committee is advised that Councillor Houlihan attended the meeting to speak on behalf of the Council.

7. **UTTOXETER NEIGHBOURHOOD PLAN – UPDATE**

Committee is asked to give consideration to the following, as prepared by the Neighbourhood Plan Steering Group and UVE CIC:

- (a) The draft Brownfield Site Assessment Report. See Appendix A. Committee is asked to review the sites included and consider recommending that they are allocated in the Neighbourhood Plan.
- (b) Committee is asked to agree that the Neighbourhood Plan is updated to reflect the allocation of the brownfield sites, once updated, to be considered and approved by Council prior to it being issued for screening.

Committee is advised that UVE CIC will be in attendance in the meeting. Committee instruction is sought.

8. **SCC – PROPOSAL TO TEMPORARY CLOSE THE FOOTWAY IN PINFOLD STREET**

As Recommended by Committee on 24 March 2026 that the Clerk write to SCC's Solicitor to request that:

- *A pedestrian route continue to be provided from Balance Hill to the town centre via Pinfold Street throughout the works for the development of the former Bamfords site.*
- *During the works, local residents would understand if the road was closed on occasions, for short periods (maximum of 2 weeks at a time), due to necessary health and safety reasons subject to appropriate notice/advertising.*
- *The Council opposes the closure of the pedestrian route for 12-18 months as being suggested.*

To report receipt of the following emails dated:

- (a) 23 April 2026 from SCC's Legal Services Manager 'acknowledging safe receipt of the Council's email and to advise that SCC are checking with the client department in Economy, Infrastructure and Skills who I need to refer your email to and as soon as I receive this confirmation I will revert to you with this information.'
- (b) 28 April 2026 from SCC's Traffic & Network Co-ordination Manager (East Staffordshire) advising Council that:
 - *'Thank you for raising your concerns regarding the upcoming closure of Pinfold Street, Uttoxeter.*
 - *Whilst there are no works taking place on SCC Highway Extents, the closure of this location to pedestrians are solely for public safety during works being undertaken for the residential development.*
 - *I will forward your concerns over to the relevant company undertaking the works, but we cannot amend their Health and Safety Site Risk Assessments.'*Committee instruction is sought.

9. **DOVE WAY - SPEED LIMIT**

The Clerk to provide Committee with an update, if available, from County Councillor Allen.

10. **A50/A500 UPDATE**

As Recommended by Committee on 28 April 2026 that 'the Clerk liaise with Jacob Collier MP to advise that Council:

- *Welcomes the plans for upgrading the four roundabouts located within the A50 including McDonalds roundabout within the town.*
- *Looks forward to receiving updates on the project including further information on designs, the public consultation and timescales for the improvements to be implemented.*

Committee is advised that no further correspondence has been received at the time the Agenda was issued. The Clerk to provide Committee with an update, if available.

11. **ENFORCEMENT OF THE PLANNING CONDITIONS FOR BRAMSHALL MEADOWS/ST MODWEN DEVELOPMENT FOR THE LINK ROAD**

As Resolved by Council on 12 May 2026 that 'Councillor Mansfield be tasked with liaising with ESBC to seek updates on the connection road/link road/spine road included within the development and provide Council/Policy and Planning Committee with updates accordingly.'

To report that at the time the Agenda was issued, no updated had been received from Councillor Mansfield. The Clerk to provide an update, if available. Committee instruction is sought.

12. **EMAIL FROM SPCA RE: LETTER FROM SCC RE: GRITTING BIN – PROPOSED APPROACH TO ENHANCED PROVISION VIA SCC COMMISSIONED SERVICES**

To report receipt of an email on 6 May 2026 from SPCA circulating a letter from SCC regarding SCC's proposed approach to enhanced provision with SCC commissioned services, as forwarded to Members. See Appendix B. Committee instruction is sought.

13. **ALLOTMENTS – NATIONAL ALLOTMENTS ASSOCIATION**

To report receipt of the following emails from the National Association of Allotments, as forwarded to Members, dated:

- (a) 7 May 2026 Re: April Newsletter.
- (b) 7 May 2026 Re: NAS WM Quarterly Meeting - 16 May 2026

14. **PARISH ONLINE**

To report receipt of the following email from Parish Online, as forwarded to Members:

- (a) Parish Online Newsletter #66 dated 28 April 2026.
- (b) Join our FREE webinar today at 12pm introducing Parish Online Wellbeing dated 5 May 2026.

15. **RURAL SERVICES NETWORK**

To report receipt of the following email from Rural Services Network, as forwarded to Members dated:

- (a) The Rural Bulletin dated 28 April 2026.
- (b) You're Invited! RSN National Rural Conference 2026 dated 1 May 2026.
- (c) The Rural Bulletin dated 6 May 2026.
- (d) RSN Rural Funding Digest - May 2026 Edition dated 7 May 2026.
- (e) The Rural Bulletin dated 12 May 2026.
- (f) The Rural Bulletin - 19 May 2026.

16. **COMMITTEE IN PRIVATE – PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

Pursuant to Section 1(2) of the above Act it is requested that the public and press are not present due to the confidential nature of the business to be transacted and are asked to withdraw.

17. **ESBC OWNED CARPARKS WITHIN THE TOWN**

18. **FUTURE SPORTS PROVISIONS FOR THE TOWN**

19. **WAR MEMORIAL**

20. **SUPPORT IMPROVEMENTS TO HEALTH PROVISIONS FOR THE TOWN RESIDENTS – UTTOXETER NEIGHBOURHOOD HEALTH HUB**

Assessment of Brownfield Sites for Housing Allocation in the Emerging Uttoxeter Neighbourhood Plan

May 2026

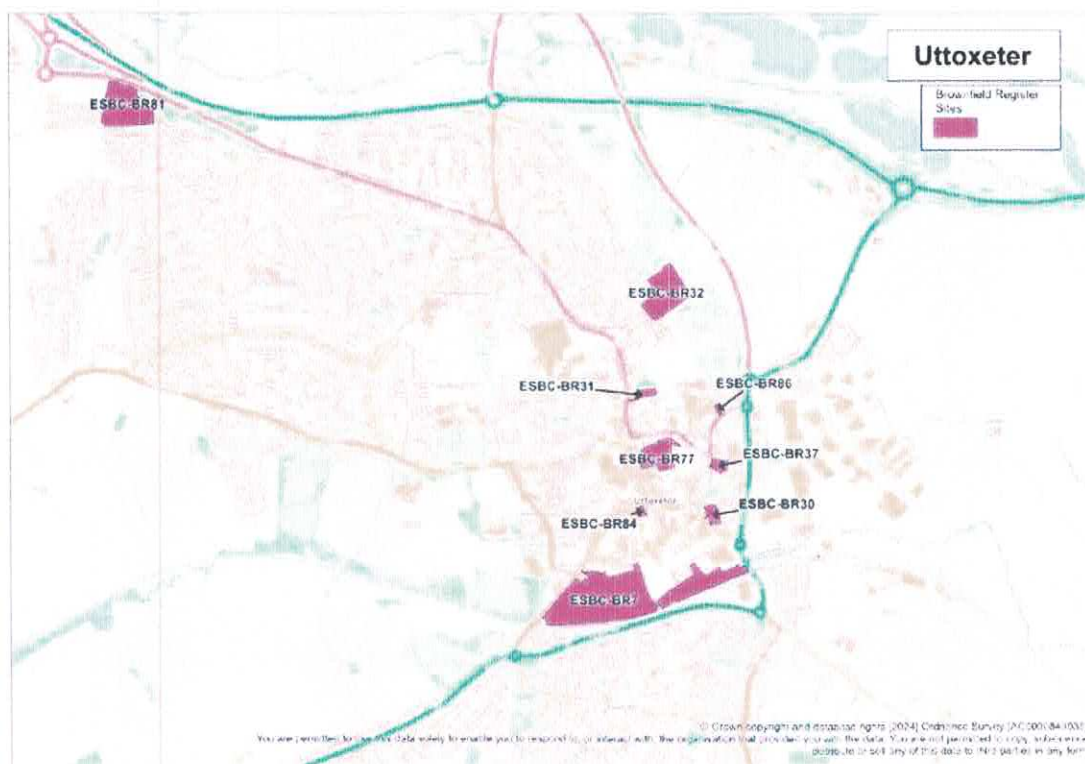
Introduction

This report prepared by the Uttoxeter Town Council Neighbourhood Plan Steering Group considers each site currently held on the East Staffordshire Borough Council brownfield register, within the Uttoxeter Neighbourhood Area (see figure 1).

The purpose of this report is to consider their suitability for allocation for housing development in the emerging Uttoxeter Neighbourhood Plan to help meet the identified need set by East Staffordshire Borough Council of **[insert number from Heidi at ESBC here when provided]** new homes in the Neighbourhood Plan Period to 31st December 2038.

The report is an evidence-based assessment that supports strategic decision-making regarding future housing provision within the Neighbourhood Area. The brownfield register is a list of previously developed land within the borough that may be considered for residential development, in line with national, local and neighbourhood plan policy to promote sustainable growth and optimise land use.

Figure 1: Map of Brownfield Sites



Methodology

The assessment of each site is undertaken using a set of formal criteria designed to objectively measure suitability for housing allocation. These criteria include site location and context; site size and capacity; accessibility to transport and local amenities; physical and environmental constraints; and overall development potential.

Data is sourced directly from the East Staffordshire Borough Council brownfield register, supplemented by site-specific information where available. Each site is analysed individually, and findings are summarised in a comparative table to facilitate informed recommendations.

Current Housing Delivery

The adopted Local Plan suggests the development split for residential development across the Borough, noting 17.7% in Uttoxeter. Policy SP2 sets the development hierarchy with Uttoxeter identified as one of the two main towns. This is reflected in the growth strategy that seeks to provide a total of 1497 new dwellings across the Neighbourhood Area. East Staffordshire Borough Council confirmed that this is the housing figure for the Local Plan period (2012-2031). The housing figure for the emerging Neighbourhood Plan is **[insert number here]** new homes in the plan period to 31st December 2038.

Housing growth is delivered through a range of policies and strategic site allocations in the adopted Local Plan. The following table lists the relevant housing sites and their delivery that collectively contribute to the delivery of 1497 houses across the Uttoxeter Neighbourhood Area.

This data has been extracted from the recently published ESBC 5-year Land Supply report 31st March 2025, published December 2025. It demonstrates that housing delivery is across a range of sites from strategic site allocations and medium-small scale windfall developments.

Table 1: Housing Delivery and Recent Consents

Adopted Local Plan Policy Ref or Windfall	Site: Site Allocation or Application Reference	Number of Units in Local Plan or Granted Consent
SP4	Brownfield: Brookside Industrial Estate	90
SP4	Brownfield: JCB Pinfold Road	257
SP7	Land West of Uttoxeter	261
SP7	Hazelwalls	429
Windfall	Land at Stafford Road	80
Windfall	Roycroft Farm	140
Windfall	Wheatsheaf Inn 54 Bridge Street	10
Windfall	Uttoxeter Household Waste Site, Pennycroft Lane	44
Windfall	The Parks (Care Home)	76
Windfall	Cathedral Close/ Holly Road	9
Total:		

ESBC Brownfield Register

The most recent published ESBC Brownfield Register is December 2025.

Town and Country Planning (Brownfield Land Register) Regulations 2017 makes provision for local authorities (ESBC) to prepare, maintain and publish a register of brownfield land.

The register should identify previously developed sites in the borough that ESBC have assessed as being suitable for housing.

The register comprises a standard set of information, prescribed by the Government that is kept up-to-date and made publicly available. The purpose of the register is to provide certainty for developers, communities and stakeholders. It also aims to encourage investment in local areas, identifying sites of development potential, making effective use of previously developed land.

The register is also used to monitor the Government's commitment to the delivery of brownfield sites.

Site Assessments

The following section provides an individual analysis of each brownfield site listed in the ESBC register (see figure 1 for a map of the sites). Table 2 lists all of the sites shown on the map in figure 1.

Note that the red sites will not be considered as they are either a strategic site already allocated in the adopted local plan or they have been developed.

Table 2: ESBC Brownfield Register Updated December 2025

Site Ref	Strategic Site allocated in the Adopted Local Plan	Developed or Undeveloped	Size (Ha)	Potential yield net range from ESBC calculations (Nos units)
ESBC-BR7 JCB Pinfold Street, Uttoxeter	Yes	Undeveloped	5.47	58-108
ESBC-BR30 Rear of 38-54 Bridge Street, Uttoxeter	No	Undeveloped	0.20	6-10
ESBC-BR31 Wellington Inn, Uttoxeter	No	Undeveloped	0.15	5
ESBC-BR32 Uttoxeter Household Waste Site	No	Under construction	1.41	43-44
ESBC-BR37 Land adjacent to Eastfield Uttoxeter	No	Undeveloped	0.17	5-25
ESBC-BR77 The Maltings, Uttoxeter	No	Undeveloped	0.80	24-32
ESBC-BR81 The Parks New Road Uttoxeter ST14 5DS	No	Developed	1.66	1-9
ESBC-BR84 7 Carter Street Uttoxeter Staffordshire ST14 8HD	No	Undeveloped	0.05	1-6
ESBC-BR86 Happy Hours Day Nursery (Kensington House) 33 Dove Bank ST14 8DY	No	Developed	0.04	1-6

For each of the following sites, details are presented regarding its location, size, accessibility, constraints, and housing development potential. This structured

approach ensures transparency and consistency in evaluating suitability for allocation.

Site 1: ESBC 30

Location: Rear of 38-54 Bridge Street, Uttoxeter

Size: 0.20 Ha

Accessibility: Town Centre Location.

Constraints: Conservation Area, previously developed site, vehicular access to site and the existing road network and active travel.

Development Potential: Full planning permission granted for *** units in **** and a revised application is being prepared with pre-application suggesting circa 14- 16 new dwellings.

Site 2: ESBC 31

Location: Wellington Inn, Uttoxeter

Size: 0.15 Ha

Accessibility: Town Centre Location

Constraints: Conservation Area, previously developed site, Wellington Inn is a listed building, existing vehicular access may need upgrading to meet highways requirements.

Development Potential: ESBC Brownfield Register acknowledges 5 units as a potential yield.

Site 3: ESBC 37

Location: Land adjacent to Eastfield Uttoxeter

Size: 0.17 Ha

Accessibility: Town Centre Location

Constraints: Existing vehicular access may need upgrading to meet highways requirements, potential conflict with the main highway network that would need addressing. Conservation Area, site topography.

Development Potential: ESBC Brownfield Register acknowledges 5-25 units as a potential yield.

Site 4: ESBC 77

Location: The Maltings, Uttoxeter

Size: 0.80 Ha

Accessibility: Town Centre Location

Constraints: Conservation Area, existing vacant buildings

Development Potential: ESBC Brownfield Register acknowledges 24-32 units as a potential yield.

Site 5: ESBC 84

Location: 7 Carter Street, Uttoxeter, Staffordshire, ST14 8HD

Size: 0.05 Ha

Accessibility: Town Centre Location

Constraints: Conservation Area, adjacent to a listed building, no vehicular access, servicing the site.

Development Potential: ESBC Brownfield Register acknowledges 1-6 units as a potential yield.

Summary Table

The following table draws on the above assessments to clearly list which sites are suitable for allocation for residential development.

Table 3: Summary of Brownfield Sites Suitability

Site Ref	Location	Size (ha)	Accessibility	Constraints	Potential Yield from ESBC Calculations	Suitability for Allocation
ESBC-BR30	Rear of 38-54 Bridge Street, Uttoxeter	0.20			6-10	
ESBC-BR31	Wellington Inn, Uttoxeter	0.15			5	
ESBC-BR37	Land adjacent to Eastfield Uttoxeter	0.17			5-25	
ESBC-BR77	The Maltings, Uttoxeter	0.80			24-32	
ESBC-BR84	7 Carter Street Uttoxeter Staffordshire ST14 8HD	0.05			1-6	

These sites support a brownfield-first approach to growth and can contribute to meeting local housing need. The focus on these sites can help unlock smaller, deliverable housing schemes that strengthen regeneration and make the best use of land that is already in the built area of Uttoxeter.

Some of these sites are currently vacant and this report seeks to support their regeneration, rather than further challenging their viability with the release of greenfield sites. This is in line with National Planning Policy.

Conclusion

Based on the analysis of the East Staffordshire Borough Council brownfield register, each site has been objectively assessed against established suitability criteria. The comparative overview enables clear identification of sites that are most promising for housing allocation, balancing capacity, accessibility, and constraints.

It is recommended that the council prioritises those sites demonstrating high suitability and development potential for inclusion in future residential allocations in the emerging Uttoxeter Neighbourhood Plan. Further site-specific investigations may be required to resolve outstanding constraints and optimise development opportunities, these recommendations are based on the principle of residential development only.

Cabinet Member for Strategic Highways

Staffordshire County Council
1 Staffordshire Place
Stafford
Staffordshire
ST16 2DH

Sent via email to Staffordshire
District, Borough, Town and
Parish Councils

Telephone: AS BELOW

Email: REMOVED FOR CIRCULATION.

Website: www.staffordshire.gov.uk

My Ref: PM He109/ES

Date 6th May 2026

Dear Chief Executive and Town Clerk,

Gritting Bin – Proposed approach to enhanced provision via Staffordshire County Council (SCC) commissioned services.

SCC currently own and manage in the region of 3000 grit bins across Staffordshire. These are split approximately into:

- 1800 Strategic grit bins. These are filled prior to the commencement of the winter season and refilled once during the winter maintenance season.
- 1200 Community grit bins. These are filled once prior to winter season commencement.

In addition to SCC managed grit bins, there are other grit bins provided by other authorities (for example, Parish councils across the county). The location, management and operating arrangements of these grit bins is poorly recorded, leading to confusion and a mistaken assumption that they are SCC's responsibility.

When compared with other similar authorities, Staffordshire's grit bin provision is favourable. For example, Derbyshire have c2000 grit bins in total which is significantly below our provision of c3000.

Despite the level of provision, there continues to be pressure from communities and elected members, alongside District, Borough, Town and Parish councils to increase grit bin provision. However, there exists a defined set of criteria by which SCC assess and provide grit bins. Many of the requests from other local authorities and communities do not meet these conditions.

To agree to these requests would bring significant financial pressure on the County Council budgets that cannot, in the current environment, be absorbed. Therefore, this proposal seeks to set out possible approaches to address the requests for additional grit bin provision while protecting SCC from the implications that arise.

Request from all Districts, Boroughs, Town and Parish Councils

Firstly, an exercise in recording all bins provided by others needs to be undertaken to establish the exact baseline position. This will be achieved through:

District, Borough, Town and Parish councils providing the following details:

- The total number of bins provided by you for community use, alongside the location of each grit bin if sited on the highway. If sited on the highway, confirmation of whether SCC approval/agreement for each location has been sought and received.
- Confirmation as to whether public liability insurance provision is held by you covering the bin(s) concerned. If not, a request can be made for SCC highways to provide this at an annual fee per bin (see schedule 1), payable each year in advance. Approval of location and confirmation of insurance are a condition of approval to siting on the highway.
- Confirmation that any grit bins sited on the highway continue to be serviced/refilled by the relevant local authority. Alternatively, a request for SCC to provide a filling/refill service for these bins can be made. This service will come with an annual fee per bin (see schedule 1), payable in advance (pre-winter maintenance season commencing). For example, 10 grit bins provided by the requesting authority but filled by SCC will require a single total payment of £1,000 to cover the prewinter season fill service of all 10 grit bins.
- We request that every grit bin on the highway under your authority's ownership be marked accordingly with clear reference to your organisation, so the public know who to contact in the first instance. This will be a condition of any approval they remain sited on the highway.
- Following the above any grit bin sited on the highway not notified and without official ownership and recording of the above details will be removed by SCC.

We request this exercise is carried out as soon as possible with responses returned no later than 31/07/2026. This will allow time to add these to the map before the next winter maintenance season planning activities.

Any future bins to be provided by you on the highway will need to meet the approval requirements set out in this proposed plan before deployment, with agreement on the ongoing insurance and maintenance arrangements.

In addition, SCC can undertake the provision on your behalf if requested to do so for a one-off charge (see schedule 1). Going forward all requests for new grit bins on the highway, requests for SCC to fill grit bins on highways, and payments for requested services must be received by 31/07 each year to allow for inclusion in the next year winter maintenance plans.

Your replies to this request should be sent initially to me at peter.mason@staffordshire.gov.uk. Going forward an on-line process will be established to make future applications more streamlined. I will write again to advise of this once available.

Schedule 1 – Initial applicable payments (subject to ongoing review)

Item	Fee £	Notes
Public Liability Insurance	10.00	Annual fee payable per bin to be covered on SCC public liability insurance.
Annual pre-season grit fill	100.00	Annual fee per bin to be filled.
Provision of new grit bin	250.00	Per bin provided. The costs include administration costs of adding the bin to the SCC gritting map, approving the location, the initial fill, and the delivery of the bin to the site.
Additional grit fill requests (members only)	100.00 (multiple bins) 200.00 (single bin)	Subject to resources and timing to maximise the number of bins filled at each visit.

Yours sincerely

SIGNATURE
REMOVED
FOR
CIRCULATION

Cabinet Member for Strategic Highways