



Cabinet Member for Public Services

Time and Date

11.00 am on Monday 13th June 2016

Place

Committee Rooms 2 and 3 - Council House

Public Business

1. **Apologies**

2. **Declarations of Interests**

3. **Minutes** (Pages 3 - 6)

(a) To note the minutes of the meeting held on 15th March 2016

(b) Matters Arising

4. **Objection to Clifford Park Estate Residents Parking Scheme**
(Pages 7 - 14)

Report of the Executive Director of Place

Note: The objector has been invited to the meeting for the consideration of this item.

5. **Changes to Council Car Parks and Variations to the Off Street Parking Places Order** (Pages 15 - 22)

Report of the Executive Director of Place

6. **Petitions Determined by Letter and Petitions Deferred Pending Further Investigations** (Pages 23 - 30)

Report of the Executive Director of Place

7. **Outstanding Issues** (Pages 31 - 34)

Report of the Executive Director of Resources

8. **Any other items of Public Business**

Any other items of public business which the Cabinet Member decides to take as matters of urgency because of the special circumstances involved

Private Business

Nil

Chris West, Executive Director, Resources, Council House, Coventry

Friday 3 June 2016

Note: The person to contact about the agenda and documents for this meeting is Liz Knight / Michelle Salmon, Governance Services Officers, Tel: 024 7683 3072/3065, E-mail: liz.knight@coventry.gov.uk/michelle.salmon@coventry.gov.uk

Membership: Councillor J Innes (Cabinet Member) and R Lakha (Deputy Cabinet Member), Councillor M Hammon (Shadow Cabinet Member)

Please note: a hearing loop is available in the committee rooms

If you require a British Sign Language interpreter for this meeting OR if you would like this information in another format or language please contact us.

Liz Knight / Michelle Salmon
Governance Services Officers

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Coventry City Council
Minutes of the Meeting of Cabinet Member for Public Services held at 10.00 am on
Tuesday, 15 March 2016

Present:

Members: Councillor R Lancaster (Cabinet Member)
Councillor M Lapsa (Shadow Cabinet Member)

Other Members: Councillor L Bigham

Employees:

C Archer, Place Directorate
L Knight, Resources Directorate
S McGinty, Resources Directorate
C Robson, Resources Directorate
K Seager, Place Directorate
M Wilkinson, Place Directorate

Public Business

73. Declarations of Interests

There were no declarations of interest.

74. Minutes

The minutes of the meeting held on 22nd February, 2016 were signed as a true record. There were no matters arising.

75. Petition - Request for Traffic Lights at Junction of Longford Road and Oakmoor Road

The Cabinet Member considered a report of the Executive Director of Place concerning a petition, bearing 42 signatures, requesting the introduction of traffic lights at the junction of Longford Road and Oakmoor Road to address concerns over delays to traffic exiting Oakmoor Road. Similar petitions on this issue had been submitted to previous Cabinet Member meetings in January, 2011 and November, 2014. The petition organiser Lonnie Downes attended the meeting and spoke on behalf of the petitioners. Councillor Bigham, a Longford Ward Councillor who had supported the previous petitions also attended and spoke on behalf of the petitioners.

The report indicated that at her meeting on 17th March, 2015, in response to the 2014 petition, the Cabinet Member gave approval for a detailed traffic management study to be undertaken along Longford Road including its junction with Oakmoor Road to look at options and report back on the findings, Minute 97/14 refers. The study had been completed and the five options considered were set out in the report. Attention was drawn to the fact that Longford Road was an important bus corridor used by up to 30 buses per hour with two bus stops being in close proximity to the Oakmoor Road junction. It was important that any solution

for this junction didn't have a detrimental impact to other journey times along Longford Road.

The following five options were assessed:

- 1) Traffic Signals
- 2) Roundabout
- 3) Southbound bus layby
- 4) Southbound bus layby and relocation of northbound bus stop
- 5) Roundabout and relocation of northbound bus stop.

Findings concluded that the best option overall was option 4 which showed significant benefit to traffic on both Longford Road and Oakmoor Road. The Cabinet Member noted the intention to monitor the effectiveness of the changes for approximately six months following implementation.

Both Lonnie Downes and Councillor Bigham outlined their support for option 4 and for all the detailed work that had been undertaken by officers to address the traffic issues. Councillor Lancaster indicated that Ward Councillors would be kept updated as regards to progress.

RESOLVED that:

(1) The concerns and requests of the petitioners be noted.

(2) Approval be given that option 4 (southbound bus layby and relocation of northbound bus stop) be designed and implemented in the 2016/17 financial year as outlined in paragraphs 2.4 and 2.5 of the report.

(3) Approval be given that following implementation of option 4 as outlined in recommendation (2) above, the effectiveness of the changes be monitored for a period of approximately 6 months, after which a further report be presented to a future Cabinet Member meeting detailing the results of the monitoring and any subsequent findings.

76. Petitions Determined by Letter and Petitions Deferred Pending Further Investigations

The Cabinet Member considered a report of the Executive Director of Place which provided a summary of the recent petitions received that had been determined by letter, or where decisions had been deferred pending further investigations and holding letters had been circulated. Details of the individual petitions were set out in an appendix attached to the report. The report was submitted for monitoring or transparency purposes.

The report indicated that in June 2015 amendments were made to the Council's petition scheme which provided flexibility and streamlined the current petitions process. The amendments allowed a petition to be dealt with or responded to by letter without being formally presented in a report to a Cabinet Member meeting. As well as saving costs by reducing bureaucracy, it meant that petitions could be dealt with and responded to quicker so improving the service to the public.

Each petition was dealt with on an individual basis, with the Cabinet Member considering advice from officers on appropriate action to respond to the petitioners' request. Councillor Lancaster drew attention to the process whereby, if it was decided to respond to the petition without formal consideration at a Cabinet Member meeting, both the relevant Councillor/ petition organiser could still request that their petition be the subject of a Cabinet Member report.

Where holding letters were sent, this was because further investigation work was required. Once matters had been investigated either a follow up letter would be sent or a report submitted to a future a Cabinet Member meeting.

It was the intention that an updated monitoring report would be submitted to future Cabinet Member meetings.

RESOLVED that:

(1) Approval be given that, where appropriate, a summary of petitions received which are determined by letter and/or where decisions are deferred pending further investigation, be reported to meetings of the Cabinet Member for Public Services for monitoring purposes.

(2) The actions being taken by officers as set out in Section 2 and Appendix A of the report in response to the petitions received be endorsed.

77. Outstanding Issues

The Cabinet Member noted a report of the Executive Director of Resources that contained a list of outstanding issues and summarised the current position in respect of each item. She agreed that the report on the review of residents parking schemes would be considered once the finalised report had been discussed at Scrutiny.

78. Any other items of Public Business

There were no additional items of business.

(Meeting closed at 10.20 am)

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Cabinet Member for Public Services

13th June 2016

Name of Cabinet Member:

Cabinet Member for Public Services – Councillor Innes

Director Approving Submission of the report:

Executive Director of Place

Ward(s) affected:

Wyken

Title:

Report – Objection to Clifford Park Estate Residents' Parking Scheme.

Is this a key decision?

No

Executive Summary:

A Residents' Parking Scheme came in to operation in the northern half of the Clifford Park Estate in January 2004. The scheme operates 24 hours a day, 7 days a week and was introduced in connection with the development of University Hospital.

In November 2008, in response to a petition, it was proposed that the southern part of the estate be included in a programme of parking schemes which would extend residents' parking in locations further away from the hospital, due to on-going issues with parking generated by the hospital taking place on residential streets.

On 17th July 2014 a Traffic Regulation Order (TRO) proposing a new residents' parking scheme for the whole estate was advertised. 9 objections and a 58 signature petition objecting to parts of the proposal were received.

On consideration of these objections and petitions it was approved at the Cabinet Member for Public Services meeting on the 6th October 2014 that an amended parking scheme would be implemented, utilising an experimental order to provide residents and road users the opportunity to see how the scheme worked and raise any objections during the first 6 months of operation.

2 objections were received during the objection period, 1 objection has since been withdrawn. In accordance with the City Council's procedure for dealing with objections to TROs they are reported to the Cabinet Member for Public Services for a decision as to how to proceed.

The cost of making permanent the experimental TRO, if approved, will be funded from Section 106 funds from the development of the University Hospital allocated for residents' parking.

Recommendations:

Cabinet Member for Public Services is recommended to:

1. consider the objection to the Experimental Traffic Regulation Order;
2. subject to recommendation 1, approve that the Experimental Traffic Regulation Order, the 'City of Coventry (Clifford Park Estate) (Residents Parking Zone) (Experimental Order 2015' is made permanent.

List of Appendices included:

Appendix A – Plan of experimental residents parking scheme as introduced.

Appendix B – Copy of objection

Other useful background papers:

Cabinet Member (Public Services) meeting 6 October 2016, Report – Objections to Proposed Clifford Park Estate Residents Parking Scheme

Copies of reports available at modern.gov.coventry.gov.uk

Has it been or will it be considered by Scrutiny?

No

Has it been or will it be considered by any other Council Committee, Advisory Panel or other body?

No

Will this report go to Council?

No

Report title: Report - Objection to Clifford Park Estate Residents' Parking Scheme.

1. Context (or background)

- 1.1 On 17th July 2014 a Traffic Regulation Order (TRO) proposing a new residents' parking scheme for the whole Clifford Park Estate was advertised. In response to these proposals 9 objections and a 58 signature petition objecting to parts of the proposal were received. These objections were considered at the Cabinet Member for Public Services meeting on 6th October 2014 and in response it was approved that a revised parking scheme would be introduced utilising an experimental TRO.
- 1.2 On 1st February 2015 an Experimental Traffic Regulation Order creating a single new residents' parking scheme for the whole of the Clifford Park Estate became operational. The revised proposals are shown in Appendix A. The first 6 months of operation of the scheme were an objection period. 2 objections were received, 1 of which has been withdrawn.

2. Options considered and recommended proposal

2.1 The options considered

- i) Not to make the experimental TRO permanent and return to the original scheme (which was a residents parking scheme on half of the estate); or
- ii) To make the experimental TRO permanent

2.2 Option i) is not recommended as a large number of residents in the southern part of the estate actively sought the introduction of a residents parking scheme in view of the problems they were experiencing; they have made no objections to the operation of the scheme. In addition the original scheme did not include shared use bays, therefore reverting back to the original scheme would result in there being no legal available parking for non-permit holders to park whilst visiting the school.

2.3 The objection received advises it is made on behalf of parents and children who attend Pearl Hyde Primary School and Hinckley Road Nursery, however no supporting evidence is provided that this is the case nor have additional objections been received from parents. The main concern raised is the distance that parents have to park away from the school, to park legally, and the objector advises that *'restricting parking on side of the school and all along this said side is extremely impractical'*.

2.4 The restrictions installed have taken into consideration the road safety of children. The area directly outside the school is subject to a school keep clear marking, which has a no stopping restriction which applies at school entry and exit times. To the south of school keep clear marking is a bus stop, which should not be parked in and parking has been prevented to the north of the school keep clear marking as this is a bend. The restrictions can be seen on the plan in Appendix A. The opposite side of the road to the school has numerous driveways and a vehicle parked in this location is likely to obstruct a driveway. The nearest parking bay is located 135m from the school entrance. Site visits have been undertaken at school entry and exit times and people collecting children from the school have been observed using the shared use parking bays.

2.5 Taking in to account the objection raised and the considered response, as detailed above, it is recommended that option ii (the making permanent of the experimental TRO) is approved.

3. Results of consultation undertaken

3.1 The experimental TRO for the waiting restrictions was advertised in the Coventry Telegraph on 22nd January 2015, notices were also placed on street in the vicinity of the proposals. The responses received were 2 objections, 1 of which was removed.

3.2 Appendix B details the objection received.

4. Timetable for implementing this decision

4.1 Subject to approval, it is proposed to make the Experimental TRO permanent by end of July 2016.

5. Comments from Executive Director, Resources

5.1 Financial implications

The cost of making permanent the Experimental TRO, if approved, will be funded from Section 106 funds from the development of the University Hospital allocated for residents' parking.

5.2 Legal implications

The Road Traffic Regulation Act 1984 allows the Council to make a Traffic Order, including an experimental order, on various grounds e.g. improving safety, improving traffic flow and preserving or improving the amenities of an area provided it has given due consideration to the effect of such an order.

In accordance with Section 122 of the Road Traffic Regulation Act 1984, when considering whether it would be expedient to make a traffic order the Council is under a duty to have regard to and balance various potentially conflicting factors e.g. the convenient and safe movement of traffic (including pedestrians), adequate parking, improving or preserving local amenity, air quality and/or public transport provision.

An experimental order takes effect 7 days after public notice is given and can remain in force for up to 18 months. Objections may be made during the first 6 months of operation and any objections must be considered before any decision to make the order permanent.

The 1984 Act provides that once a Traffic Order has been made it may only be challenged further via the High Court on a point of law (i.e. that the Order does not comply with the Act for some reason).

6. Other implications

6.1 How will this contribute to achievement of the Council's key objectives / corporate priorities (corporate plan/scorecard) / organisational blueprint / Local Area Agreement (or Coventry Sustainable Community Strategy)?

The experimental waiting restrictions, if made permanent, will contribute to the City Council's aims of ensuring that citizens, especially children and young people, are safe and the objective of working for better pavements, streets and roads.

6.2 How is risk being managed?

None

6.3 What is the impact on the organisation?

None

6.4 Equalities / EIA

The making permanent of the experimental waiting restrictions will continue the existing situation of reducing obstruction of the carriageway, therefore increasing safety for all road users

6.5 Implications for (or impact on) the environment

None

6.6 Implications for partner organisations?

None

Report author(s)

Name and job title:

Caron Archer, Team Leader (Traffic Management)

Directorate:

Place

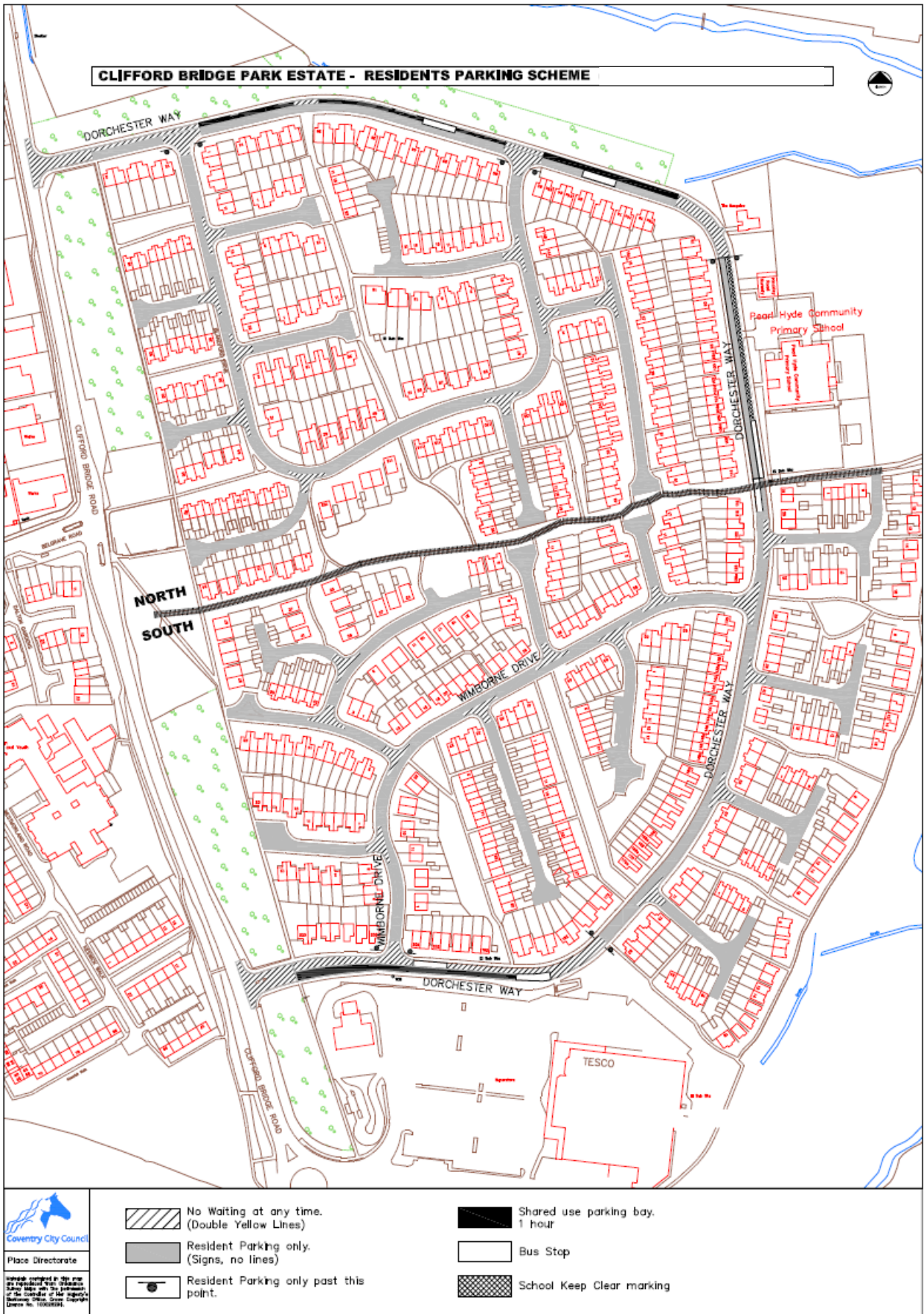
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Enquiries should be directed to the above person.

Contributor/approver name	Title	Directorate or organisation	Date doc sent out	Date response received or approved
Contributors:				
Colin Knight	Assistant Director (Planning, Transport and Highways)	Place	31.05.2016	01.06.2016
Karen Seager	Head of Traffic and Network Management	Place	31.05.2016	01.06.2016
Jas Bilen	HR Manager	Resources	31.05.2016	01.06.2016
Liz Knight	Governance Services Officer	Resources	31.05.2016	01.06.2016
Other members				
Names of approvers: (officers and members)				
Finance: Graham Clark	Lead Accountant	Resources	31.05.2016	01.06.2016
Legal: Sam McGinty	Place Team Leader	Resources	31.05.2016	01.06.2016
Other members: Cllr Innes	Cabinet Member for Public Services		31.05.2016	

Appendix A – Plan of residents parking scheme as introduced experimentally in February 2015



Appendix B – Copy of Objection

Re: Clifford Park Estate Parking Scheme

Ref: TM/CA/CliffordPark

I write to you as part of and on behalf of parents of children who attend Pearl Hyde Primary School and Hinckley Road Nursery.

We understand a new scheme for parking had been introduced on 1st February 2015 and most of Dorchester way has become permit holders only and restricted parking.

This has posed problems this morning to begin with and no doubt will cause further issues as the issue continues, innumerable parents including myself, are travelling over two miles to get to the school on time. With traffic issues in the area anyway this has now caused further issues as we are having to park practically at the end of the road and rushing to get small children into school with bags and bottles in hand.

We understand restrictions may have been required where local residents have parking problems for themselves. But restricting parking on side of the school and all along this said side is extremely impractical.

This issue has caused problems for many of us to the extent that we are considering removing our children from the school.

We hope that you would take into consideration the points raised and possibly reconsider the extent of the parking restrictions placed.

Kind Regards

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Cabinet Member for Public Services

13 June 2016

Name of Cabinet Member:

Cabinet Member for Public Services – Councillor J Innes

Director Approving Submission of the report:

Executive Director of Place

Ward(s) affected:

All Wards

Title:

Changes to Council car parks and variations to the Off Street Parking Places Order

Is this a key decision?

No

Executive Summary:

The Council is required to control parking within its car parks through an Off-Street Parking Places Order (OSPPO) made under the Traffic Regulation Act 1984. The Order forms the legal basis for charging and the enforcement in Council operated car parks.

The variations to the City of Coventry Off-Street Parking Places Order 2005 (as amended) described in this report reflect recent and planned changes to the Council's car park estate including the addition of new car parks and proposals to close another.

Where necessary, the Council is required to advertise the proposals and consider any objections made by the public.

Recommendations:

The Cabinet Member for Public Services is recommended to:

1. Approve the closure of Christchurch Basement car park in light of the pending development of the new leisure centre and waterpark on the Christchurch House / Spire House site.
2. Approve the addition of Spon Street as a new public car park and the proposed pricing structure.
3. Approve the addition of Watch Close car park for private use.
4. Approve the reinstatement of Grosvenor Road public car park together with the proposed pricing structure
5. Subject to the approval of points 1-4 above, instruct officers to commence the process of advertising the relevant Notice of Proposals and considering any objections.
6. Subject to point 5 above and there being no objections received within the relevant statutory time period, delegate authority to officers to proceed with the Notice of Making and make the amendments to the OSPPO.

List of Appendices included:

None

Background papers:

None

Other useful

Cabinet Report – City Centre Sports and Public Leisure Facility Development (August 2014)
Cabinet Report - Friargate Collaboration Agreement – Heads of Terms (February 2011)

Has it been or will it be considered by Scrutiny?

No

Has it been or will it be considered by any other Council Committee, Advisory Panel or other body?

No

Will this report go to Council?

No

Report title:

Changes to Council Car Parks and Variations to the Off Street Parking Places Order 2005

1. Context (or background)

- 1.1 The Council is able to control the use of car parks by virtue of the Off Street Parking Places Order (OSPPO). The OSPPO sets out the terms and conditions for use of the Council car parks and the charges which apply to customers using them. Where necessary, any proposed changes to the Order need to be advertised in the local press and any objections need to be considered and responded to accordingly.
- 1.2 A number of changes are required to some Council car parks and the nature of these changes requires a variation to the existing OSPPO. The background to each of the issues is as described as follows.

2. Options considered and recommended proposal

- 2.1 A variation to the City of Coventry (Off-Street Parking Places) Order 2005 (as amended), is required before the Council can manage and control the operation of car parks. The OSPPO sets out the terms and conditions of use of Council owned car parks and once it has been made and varied, it forms the legal basis on which the Council can enforce or charge for their use.
- 2.2 Do Nothing - To 'do nothing' is not an option as the Council is required to control the use of car parks through the production of the OSPPO which is made under the Road Traffic Regulations Act 1984.
- 2.3 The following proposals are recommended:

2.3.1 Christchurch Basement Car Park

In August 2014, Cabinet approved the development of a new city centre public sports and leisure facility on the existing site of Christchurch House and Spire House. This development is due to commence in the summer 2016 and will require the vacant possession of the building together with the basement car park underneath.

Christchurch car park has space for 90 cars. It operates exclusively as a private car park by pass holders during Monday to Friday and as a 'Pay on Foot' public car park during Saturdays and Sundays.

Ultimately the land will be subject to development as part of the new sports and leisure centre and as such Christchurch car park will cease to operate as either a private or public car park. The car park is owned and operated by Coventry City Council and is listed in Schedule 1 (Short Stay Car Parks) of the OSPPO.

It is proposed that the Council advertise a Notice of Proposals to close the car park in order to facilitate the construction of the new sports and leisure centre. Subject to the Council receiving no objections within the statutory time period, it is further proposed that the Council advertises the Notice of Making and amends the OSPPO to remove Christchurch car park.

It is expected that the existing users of the car park will be displaced to other nearby car parks, including the Barracks multi-storey and New Union Street car parks which are in the immediate vicinity.

2.3.2 Spon Street ‘Pocket’ Car Park

During February 2016, the Council completed the construction of a new car park off Spon Street close to the junction with Fleet Street. The car park has space for 15 cars.

In order that the Council can manage the car park as a going concern, including the enforcement of any inconsiderate or illegal parking and charging for its use, the Council is required to add Spon Street ‘pocket park’ to the OSPPO.

This report seeks approval to advertise the Notice of Proposal and to add Spon Street car park to the OSPPO. It is also proposed that the scale of charges that is introduced in the car park is consistent with the existing on-street parking charges in Spon Street which fall within city centre zone 1. The scale of charges is as follows:

Area	Charge (Monday to Saturday 8.00am to 6.00pm)					Maximum duration of stay (hours)	Evening charge (after 6.00pm)	Sunday/ Bank Holiday charge (10am to 4pm)
	Up to 30mins	Up to 1 hour	Up to 2 hours	Up to 3 hours	Up to 4 hours			
Zone 1	50p	£1.00	£2.00	n/a	n/a	2	Free	As per weekday

Subject to there being no objections received within the statutory time period, it is further proposed that the Council advertises the Notice of Making and amends the OSPPO to include Spon Street car park.

2.3.3 Watch Close Car Park

Watch Close car park is located off Spon Street and is managed by the Council as a privately operated car park. It has capacity for 16 cars.

The car park has historically been used by several local traders based in Spon Street but in recent times it has become used more and more by members of the public free of charge and this has caused a lot of consternation with the traders. To date, the Council has been unable to control its use and misuse as the car park isn’t listed in the OSPPO.

This report seeks approval to advertise the Notice of Proposal to add Spon Street car park to the OSPPO so that the Council can manage the car park as a going concern, including the enforcement of any inconsiderate or illegal parking and charging for its use. It is proposed that local traders buy annual season tickets to permit them to use the car park. Currently, the cost of a season ticket for Watch Close car park is set at £600.00 per year.

Subject to the Council receiving no objections within the statutory time period, it is further proposed that the Council advertises the Notice of Making and amends the OSPPO to include Watch Close car park.

2.3.4 Grosvenor Road Car Park

In September 2014 the Cabinet Member (Public Services) approved a report to close Grosvenor Road car park as the site was due to transfer to Friargate LLP and be redeveloped as part of the Friargate development. As a result, the car park was removed from the OSPPO by a variation to the Order and ceased to operate as a public car park.

Friargate LLP hasn’t yet taken ownership of the land and they are unlikely to do so until spring 2017. Consequently, the site isn’t being managed as a car park.

Grosvenor Rd car park has capacity for 83 cars. In order that it can be reinstated as a public car park under the day-to-day management of the Council, it needs to be added to the OSPPO. Consequently, this report seeks approval to advertise the Notice of Proposal to add Grosvenor Road car park to the OSPPO and to charge the public the following rates for using it:

TARIFFS APPLY	Charge by the hour (Mon-Fri)					Sat		Sun	Bank Hol (Monday)
	0 to 1	1 to 2	2 to 3	3 to 4	4+	0 to 2	2+		
08:00 – 18:00	£3.00	£4.00	£4.50	£5.00	£8.00	50p	£1.00	Single charge 50p per visit	
18:00 – 08:00	50p								

Subject to the Council receiving no objections within the statutory time period, it is further proposed that the Council advertises the Notice of Making and amends the OSPPO to include Grosvenor Road car park.

It is recommended that the proposals that are outlined in this report are advertised as Notices of Proposals (NoPs) in the local press and on site. The NoPs provide the public and users of the car park with 21 days notification of the changes in which they can object.

3. Results of consultation undertaken

- 3.1 No consultation has been undertaken. The NoPs referred to above are in line with our obligations to consult the public. This process affords the public and any other users with a 21 day objection period.

4. Timetable for implementing this decision

- 4.1 If the recommendations in this report are approved officers will progress immediately with the relevant adverts to advertise the NoP's on site and in the local press.

5. Comments from Executive Director, Resources

5.1 Financial implications

The estimated positive financial impacts associated with the opening / re-opening of Spon Street, Watch Close and Grosvenor Rd car parks are not expected to be significant. The effect of the closure of Christchurch basement car park is also not expected to be large; it is hoped that the displacement of users into other nearby car parks should mitigate any adverse impact on car park income.

An estimate of the financial impact of the changes is presented in the table below:

Car Park	Annual Income (Current) £000	Est. Annual Income (Projected) £000	Est. Costs to set up	Est. Impact of Change £000	Comment
Christchurch	5	0	0	(5)	
Spon St	0	18	0	18	Assumes income equivalent to £4 per space per day
Watch Close	7	10	(2)	1	Costs for additional signage. Income from traders' permits
Grosvenor Rd	6	8	(10)	(8)	Repairs to surface and lining
Total	18	36	(12)	6	

The costs of advertising the proposed amendments to the OSPPO will be met from existing revenue budgets.

5.2 Legal implications

Under section 32 of The Road Traffic Regulation Act 1984 the Council has powers to enable it to provide off-street parking places. The Council can choose to use its land as an off-street car park and can choose to stop doing so.

It can also choose whether to regulate the use of that car park through an Off Street Parking Order which gives the Council charging and enforcement powers. The subsequent removal of parking controls is subject to a statutory notice/objection process and the due consideration of any objections received.

6. Other implications

6.1 How will this contribute to achievement of the Council's key objectives / corporate priorities (corporate plan/scorecard) / organisational blueprint / Local Area Agreement (or Coventry Sustainable Community Strategy)?

The construction of the new leisure centre and water park facility will contribute to the regeneration of the city and specifically the city centre.

The management of car parks including the enforcement of restrictions in car parks contribute to the expeditious movement of traffic on the city's road network which improves the accessibility and reliability to the city centre.

6.2 How is risk being managed?

There is a financial risk associated with the Do Nothing option that could result in a loss of car park income to the Council.

6.3 What is the impact on the organisation?

There is a potential negative reputational damage if the Council does not effectively tackle the issues of illegal parking in car parks.

6.4 Equalities / EIA

No formal equalities impact assessment has been carried out. However, it is not expected that there will be any disadvantage to persons with disabilities or any other relevant characteristics if the proposed changes are introduced.

Disabled Blue badge holders are entitled to free parking within the Council operated public car parks.

6.5 Implications for (or impact on) the environment

None

6.6 Implications for partner organisations?

None

Report author(s)**Name and job title:**

Paul Bowman, Team Manager (Parking Services)

Directorate:

Place

Tel and email contact:

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Email: paul.bowman@coventry.gov.uk

Enquiries should be directed to the above person.

Contributor/approver name	Title	Directorate or organisation	Date doc sent out	Date response received or approved
Contributors:				
Liz Knight	Governance Services Officer	Resources	24/5/16	25/5/16
Karen Seager	Head of Traffic and Transportation	Place	24/5/16	26/6/16
Rob Parkes	Commercial Lawyer	Resources	24/5/16	24/5/16
Graham Clark	Lead Accountant	Resources	24/5/16	24/5/16
Names of approvers:				
Colin Knight	Assistant Director (Planning, Transport & Highways)	Place	24/5/16	24/5/16
Finance: Phil Helm	Finance Manager	Resources	24/5/16	24/5/16
Legal: Sam McGinty	Team Leader Legal Services	Resources	24/5/16	24/5/16
Martin Yardley	Executive Director	Place	26/5/16	26/5/16
Councillor J Innes	Cabinet Member for Public Services	-	26/5/16	26/5/16

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Cabinet Member for Public Services

13 June 2016

Name of Cabinet Member:

Cabinet Member for Public Services – Councillor J Innes

Director Approving Submission of the report:

Executive Director of Place

Ward(s) affected:

All

Title:

Petitions Determined by Letter and Petitions Deferred Pending Further Investigations

Is this a key decision?

No – Although the matter affects more than two Wards of the City, this report is for monitoring purposes only.

Executive Summary:

In accordance with the City Council's procedure for dealing with petitions, those relating to traffic management and road safety issues are considered by the Cabinet Member for Public Services.

In June 2015, amendments to the Petitions Scheme, which forms part of the Constitution, were approved in order to provide flexibility and streamline current practice. This change has reduced costs and bureaucracy and improved the service to the public.

These amendments allow for a petition to be dealt with or responded to by letter without being formally presented in a report to a Cabinet Member meeting.

In light of this, at the meeting of the Cabinet Member for Public Services on 15 March 2016, it was approved that a summary of those petitions received which were determined by letter, or where decisions are deferred pending further investigations, be reported to subsequent meetings of the Cabinet Member for Public Services, where appropriate, for monitoring and transparency purposes.

Appendix A sets out the petitions received since the previous meeting of the Cabinet Member for Public Services and how officers propose to respond to them.

Recommendations:

Cabinet Member for Public Services is recommended to endorse the actions being taken by officers as set out in Section 2 and Appendix A of the report in response to the petitions received.

List of Appendices included:

Appendix A – Petitions Determined by Letter and Petitions Deferred Pending Further Investigations

Background Papers

None.

Other useful documents:

Cabinet Member for Policing and Equalities on 18 June 2015
Report: Amendments to the Constitution – Proposed Amendments to the Petitions Scheme

A copy of the report is available at modern.gov@coventry.gov.uk.

Has it been or will it be considered by Scrutiny?

No.

Has it been or will it be considered by any other Council Committee, Advisory Panel or other body?

No.

Will this report go to Council?

No.

Report title: Petitions Determined by Letter and Petitions Deferred Pending Further Investigations

1. Context (or background)

- 1.1 In accordance with the City Council's procedure for dealing with petitions, those relating to traffic management, road safety and highway maintenance issues are considered by the Cabinet Member for Public Services.
- 1.2 Amendments to the Petitions Scheme, which forms part of the Constitution, were approved by the Cabinet Member for Policing and Equalities on 18 June 2015 and Full Council on 23 June 2015 in order to provide flexibility and streamline current practice.
- 1.3 These amendments allow a petition to be dealt with or responded to by letter without being formally presented in a report to a Cabinet Member meeting. The advantages of this change are two-fold; firstly it saves taxpayers money by streamlining the process and reducing bureaucracy. Secondly it means that petitions can be dealt with and responded to quicker, improving the responsiveness of the service given to the public.
- 1.4 Each petition is still dealt with on an individual basis. The Cabinet Member considers advice from officers on appropriate action to respond to the petitioners' request, which in some circumstances, may be for the petition to be dealt with or responded to without the need for formal consideration at a Cabinet Member meeting. In such circumstances and with the approval of the Cabinet Member, written agreement is then sought from the relevant Councillor/Petition Organiser to proceed in this manner.

2. Options considered and recommended proposal

- 2.1 Officers will respond to the petitions received by determination letter or holding letter as set out in Appendix A of this report.
- 2.2 Where a holding letter is to be sent, this is because further investigation work is required of the matters raised. Details of the actions agreed are also included in Appendix A.
- 2.3 Once the matters have been investigated, a determination letter will be sent to the petition organiser or, if appropriate, a report will be submitted to a future Cabinet Member meeting, detailing the results of the investigations and subsequent recommended action.

3. Results of consultation undertaken

- 3.1 In the case of a petition being determined by letter, written agreement is sought from the relevant Petition Organiser and Councillor Sponsor to proceed in this manner. If they do not agree, a report responding to the petition will be prepared for consideration at a future Cabinet Member meeting. The Petition Organiser and Councillor Sponsor will be invited to attend this meeting where they will have the opportunity to speak on behalf of the petitioners.

4. Timetable for implementing this decision

- 4.1 Letters referred to in Appendix A will be sent out by the end of June 2016.

5. Comments from Executive Director of Resources

5.1 Financial implications

There are no specific financial implications arising from the recommendations within this report.

5.2 Legal implications

There are no specific legal implications arising from this report.

6. Other implications

6.1 How will this contribute to achievement of the Council's key objectives / corporate priorities (corporate plan/scorecard) / organisational blueprint / Local Area Agreement (or Coventry Sustainable Community Strategy)?

Not applicable.

6.2 How is risk being managed?

Not applicable.

6.3 What is the impact on the organisation?

Determining petitions by letter enables petitioners' requests to be responded to more quickly and efficiently.

6.4 Equalities / EIA

There are no public sector equality duties which are of relevance.

6.5 Implications for (or impact on) the environment

None.

6.6 Implications for partner organisations?

None.

Report author(s)**Name and job title:**

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Directorate:

Place

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Enquiries should be directed to the above person.

Contributor/approver name	Title	Directorate or organisation	Date doc sent out	Date response received or approved
Contributors:				
Colin Knight	Assistant Director (Planning, Transport and Highways)	Place	31/05/16	02/06/16
Karen Seager	Head of Traffic and Network Management	Place	31/05/16	03/06/16
Caron Archer	Principle Officer - Traffic Management	Place	31/05/16	02/06/16
Tracy Cowley	Highways Technical Services Manager	Place	31/05/16	01/06/16
Jas Bilen	Human Resources Manager	Resources	31/05/16	01/06/16
Liz Knight	Governance Services Officer	Resources	31/05/16	01/06/16
Names of approvers: (officers and Members)				
Mark Williams	Lead Accountant	Resources	02/06/16	02/06/16
Sam McGinty	Solicitor, Legal Services	Resources	31/05/16	01/06/16
Councillor J Innes	Cabinet Member for Public Services	-	31/05/16	02/06/16

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Appendix A – Petitions Determined by Letter and Petitions Deferred Pending Further Investigations

Petition Title	Councillor Sponsor	Type of letter to be sent to petition organiser(s) and sponsor	Actions agreed	Target Date for Determination Letter / CM Report
14/15 - Request for a Residents Parking Scheme in Poplar Road	N/A	Holding letter sent 23 February 2016	Request being considered as part of current review of Earlsdon Residents Parking Scheme and neighbouring roads.	Sept / Oct
26/15 – Safer Crossing from ASDA Store to Daventry Road Shops	N/A	Determination	No relevant reported personal injury collisions in last 5 years. Add to Perceived Safety Scheme list for prioritisation after adoption of revised criteria.	June
30/15 - Residents Parking Scheme at Glover Street and Double Yellow Lines at Junction with Lichfield Way	Councillor Bailey	Holding letter sent 23 February 2016	Request being considered as part of current review of Cheylesmore Residents Parking Scheme and neighbouring roads.	Sept / Oct
41/14 - Request to Prevent Parking on the Grass Verges at Princethorpe Way	Councillor Lakha	Determination	Proposed No Waiting at Any Time (double yellow lines) on southern side of Princethorpe Way north of Nene Close to be advertised in June and 5 bollards to be installed adjacent to vehicular access to rear of properties to prevent inappropriate parking.	June
43/15 - Speeding Traffic and Parking Issues in Sunningdale Avenue	Councillor Clifford	Determination	Average speed under 28mph. Therefore, does not meet Perceived Safety Scheme criteria. Monitor as part of annual collision review. Sunningdale Avenue / Holbrook Lane junction added to list of waiting restriction requests.	June
49/15 - Parking Controls in Cannon Park Road	Councillor Blundell	Determination	Consultation on proposed controlled parking zone under preparation.	June
50/14 - Request to Allow Parking on the Verges at Princethorpe Way	Councillor Lakha	Determination	Proposed No Waiting At Any Time (double yellow lines) on southern side of Princethorpe Way north of Nene Close to be advertised in June and 5 bollards to be installed adjacent to vehicular access to rear of properties.	June
55/15 - Request for Residents Parking Schemes in Burnsall Road, Burnsall Grove and Sir Henry Parkes Road	Councillor Andrews	Holding	Petition will be considered following conclusion of discussions with Covpress Ltd. regarding the possibility of additional staff car parking provision.	Tbc
58/15 - Resurfacing of Paxmead Close	Councillor Clifford	Determination	Defects identified on footway and highway to be repaired. Condition of remaining areas is satisfactory. Road will be kept on the Forward Planner.	18 April 2016

Petition Title	Councillor Sponsor	Type of letter to be sent to petition organiser(s) and sponsor	Actions agreed	Target Date for Determination Letter / CM Report
59/15 - Safety Concerns London Road at the Junction of Abbey Road	Councillor Bailey	Determination	Proposals currently under development, including junction improvements and measures to assist pedestrian movements and reduce speeds. Implementation subject to consultation and dependent on funding being available.	June
60/15 - Residents Parking Scheme for Conway Avenue, Duggins Lane, Station Avenue and Nailcote Avenue	N/A	Holding	Request being considered as part of recent consultation exercise and analysis of results.	July
61/15 - Residents Parking Scheme for King Edward Road	Councillor O'Boyle	Determination	Commence legal process to implement Residents' Parking Scheme.	June
62/15 - Road Traffic Measures for Templar Avenue by Templars Primary School	Councillor Skinner	Determination	Scheme currently under development, including proposed trial of child-shaped 'Billy bollards'.	June
64/15 - Request for Additional Parking on Slip Road at London Road	Councillor Bailey	Determination	Not a priority due to lack of resources. Consideration will be given to permitting residents to fund the works if they wish to do so. Works would be dependent on the outcome of a feasibility study.	June
65/15 - Benedictine Road, Request for Residents Parking Scheme and Double Yellow Lines at the Junction with Carthusian Road	Councillor Bailey	Holding	Request being considered as part of current review of Cheylesmore Residents Parking Scheme and neighbouring roads.	Sept / Oct
69/15 - Residents Parking Scheme, Lichfield Road	Councillor Bailey	Holding	Request being considered as part of current review of Cheylesmore Residents Parking Scheme and neighbouring roads.	Sept / Oct
72/15 and E179 - Improve Road Safety Measures on Princethorpe Way	Councillor Lakha	Determination	Additional road markings at the start of the 20mph Zone and school warning signage to be installed this financial year and a maintenance inspection conducted of Princethorpe Way. Installation of vehicle-activated signage will be considered for inclusion in a future year's capital programme.	June
E175 - Increase Car Parking Spaces in Morgan's Road	N/A	Determination	Not a priority due to lack of resources. Consideration will be given to permitting residents to fund the works if they wish to do so. Works would be dependent on the outcome of a feasibility study.	June

Petition Title	Councillor Sponsor	Type of letter to be sent to petition organiser(s) and sponsor	Actions agreed	Target Date for Determination Letter / CM Report
E178 - Install Vehicle Activated Speed Signs on Allesley Old Road West Bound by Maudslay Road Junction	Councillor B Singh	Holding	Speed survey to be undertaken.	June
E180 - Reduce Speed of Traffic along Kynner Way	N/A	Holding	Speed survey to be undertaken.	June
3/16 - Closure of the Side Gate to Templars Primary School at Monksfield Close	Councillor Mayer	Determination	Closure of the school gate has previously been ruled out after extensive investigation. Reasons cited include the need for an alternative access to the school for health and safety reasons. This is still the case. In addition, surveys have shown that the access is well used by pupils.	June
4/16 - Residents Parking Scheme at Monksfield Close between 8.30 – 9am and 3.20 – 4pm	Councillor Mayer	Determination	Consultation on controlled parking zone planned for June / July. Provisional date for scheme to become operational: September.	June

Cabinet Member for Public Services

13th June 2016

Name of Cabinet Member:

Cabinet Member for Public Services – Councillor J Innes

Director Approving Submission of the report:

Executive Director of Resources

Ward(s) affected:

None

Title:

Outstanding Issues

Is this a key decision?

No

Executive Summary:

In May 2004 the City Council adopted an Outstanding Minutes System linked to the Forward Plan, to ensure that follow up reports can be monitored and reported to Members. The attached appendix sets out a table detailing the issues on which further reports have been requested by the Cabinet Member for Public Services so she is aware of them and can monitor progress.

Recommendations:

The Cabinet Member for Public Services is requested to consider the list of outstanding issues and to ask the Member of the Management Board or appropriate officer to explain the current position on those which should have been discharged at this meeting or an earlier meeting.

List of Appendices included:

Table of Outstanding Issues

Other useful background papers:

None

Has it or will it be considered by Scrutiny?

No

Has it, or will it be considered by any other Council Committee, Advisory Panel or other body?

No

Will this report go to Council?

No

Report author(s):

Name and job title:

Liz Knight / Michelle Salmon
Governance Services Officer

Directorate:

Resources

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Enquiries should be directed to the above person.

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	Subject	Date for Further Consideration	Responsible Officer	Proposed Amendment to Date for Consideration	Reason for Request to Delay Submission of Report
1	<p>City Centre Maintenance Contract</p> <p>Further report providing an update on the City Centre Review transfer process and seeking approval for future maintenance standards (Minute 55 of Cabinet Member for Public Services refers – 15th December 2015).</p>	September, 2016	<p>Executive Director of Place</p> <p>Graham Hood</p>		
2	<p>Residents' Parking Schemes</p> <p>A list of outstanding residents' parking schemes, including Stoke Row, be reviewed and a report to be presented to a future meeting on the outcome of the review (minute 5/14 of Cabinet Member for Public Services refers – 19th June 2014).</p>	April, 2016	<p>Executive Director of Place</p> <p>Caron Archer</p>	September, 2016	Awaiting results of review
3	<p>The Introduction of an ANPR Camera Car to Enforce Dangerous and Illegal Parking</p> <p>Further report on the results of the 12 month trial period with recommendations (Minute 17/14 of Cabinet Member for Public Services refers – 7th July, 2014).</p>	June, 2016	<p>Executive Director of Place</p> <p>Paul Bowman</p>	July 2016	

	<p>Petition – Safety Measures on Swan Lane</p> <p>Further report on progress following 12 months of implementation (Minute 75/14 of Cabinet Member for Public Services refers – 19th January, 2015).</p>	September, 2016	<p>Executive Director of Place</p> <p>Caron Archer</p>		
5	<p>Petition – Speeding Problems on Hockley Lane</p> <p>Further report on progress following 12 months of implementation (Minute 75/14 of Cabinet Member for Public Services refers – 19th January, 2015).</p>	March, 2016	<p>Executive Director of Place</p> <p>Caron Archer</p>	July, 2016	Speed Counts being undertaken, results to be reported to Cabinet Member in due course.
6	<p>Petition – Longford Road Junction with Oakmoor Road</p> <p>Further report with results of six months monitoring exercise following the implementation of Option 4 (Minute 75/15 of Cabinet Member for Public Services refers – 15th March, 2016).</p>	To Be Confirmed	<p>Executive Director of Place</p> <p>Caron Archer</p>		
7	<p>Petitions – Parking on the Grass Verge at Princethorpe Way</p> <p>Report deferred to allow further consultation with all residents (Minute 98/14 of Cabinet Member for Public Services refers – 17th March, 2015)</p>	June, 2016	<p>Executive Director of Place</p> <p>Caron Archer</p>		Determination letter to be sent following site visit – as agreed at Agenda Briefing on 26 th May, 2016

* Identifies items where a report is on the agenda for your meeting