

**Time and Date**

3.00 pm on Monday, 6th November 2017

Place

Committee Room 2 - Council House

Public Business**1. Apologies****2. Declarations of Interests****3. Minutes**

(a) To agree the minutes of the meeting held on 18th September, 2017
(Pages 3 - 8)

(b) Matters Arising

4. Pre-Application Advice Scheme - Highways and Drainage (Pages 9 - 34)

Report of the Deputy Chief Executive (Place)

5. Petitions Determined by Letter and Petitions Deferred Pending Further Investigations (Pages 35 - 42)

Report of the Deputy Chief Executive (Place)

6. Outstanding Issues

There are no outstanding issues

7. 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

Martin Yardley, Deputy Chief Executive (Place), Council House, Coventry
Friday, 27 October 2017

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, Email: liz.knight@coventry.gov.uk / michelle.salmon@coventry.gov.uk

Membership:

Councillors J Innes (Cabinet Member) and R Lakha (Deputy Cabinet Member)

By invitation: Councillors T Sawdon (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

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Coventry City Council
Minutes of the Meeting of Cabinet Member for City Services held at 3.00 pm on
Monday, 18 September 2017

Present:

Members: Councillor J Innes (Cabinet Member)
Councillor R Lakha (Deputy Cabinet Member)

Other Members: Councillors R Bailey and G Williams

Employees:

L Knight, Place Directorate
R Parkes, Place Directorate
K Seager, Place Directorate
M Wilkinson, Place Directorate

Apologies: Councillor T Sawdon

Public Business

16. Declarations of Interests

There were no declarations of interest.

17. Minutes

The minutes of the meeting held on 7th August, 2017 were signed as a true record. There were no matters arising.

18. Petition - Double Yellow Lines at the Junction of Brandfield Road and Brownhill Green Road and Improving Safety along Kelmscote Road

The Cabinet Member considered a report of the Deputy Chief Executive (Place) concerning a petition, bearing 126 signatures, requesting double yellow lines at the junction of Brandfield Road and Brownhill Green Road and improvements to road safety along Kelmscote Road. The report had been requested by Councillor Williams, the petition sponsor, following the receipt of the determination letter. Councillor Williams, a Bablake Ward Councillor, attended the meeting with local residents Cynthia Campbell, J Butler and J McNulty and they outlined the petitioners' concerns. The petition organiser was invited but was unable to attend.

The report indicated that Kelmscote Road was a residential road connecting Brandfield Road and Keresley Road. A review of the latest three year personal recorded injury collision history of the road showed there had been no personal injury collisions recorded. The determination letter in response to the petition had advised of the actions to be taken in response to the issues raised as follows:

(i) The junction of Brandfield Road and Brownhill Green Road to be added to the waiting restriction request list for the installation of double yellow lines as part of the next review.

(ii) Kelmscote Road did not meet the criteria for a local safety scheme but the contact details were provided for a Community Speed Watch initiative if residents

were interested. A copy of the determination letter was set out at an appendix to the report.

The Cabinet Member noted that since the determination letter had been issued, the legal procedure to install double yellow lines at the junction of Brandfield Road and Brownhill Green Road had commenced with the proposal being advertised on 17th August, 2017. In addition, following the receipt of the petition, double yellow lines had been installed at the Kelmscote Road/Brownhill Green Road/Kipling Road junction.

Councillor Williams expressed support for the implementation of the double yellow lines at the Brandfield Road/ Brownhill Green Road junction. However he detailed concerns about the speed of traffic using Kelmscote Road, referring to the dangerous bends and indicating that the road was being used as a 'rat run'. He requested that the road safety concerns be investigated.

Mrs Campbell expressed concerns about the speeding traffic and detailed the problems for emergency vehicles being able to access the road due to the numbers of parked cars. She requested a reduction on the speed limit for Kelmscote Road. Mr McNulty drew attention to a number of accidents that had occurred on the road including having his garden wall knocked down on two separate occasions. He requested a reduced speed limit. Mr Butler referred to the heavy volume of speeding traffic requesting a 20mph limit or the inclusion of chicanes/ speed humps along the road. He also referred to the significant number of elderly residents living in the locality.

Councillor Innes, Cabinet Member referred to the requirement to have evidence of speeding traffic and recommended a community speed watch take place.

RESOLVED that:

(1) The petitioners' concerns be noted.

(2) The actions confirmed by determination letter to the petition spokesperson, as detailed in 1.6 of the report, be endorsed.

(3) A community speed watch exercise be arranged for Kelmscote Road involving Councillor Innes, Cabinet Member, Councillor Williams, Ward Councillor, local residents and the police.

19. Objections to Traffic Regulation Order - Proposed Revocation of Section of Bus Lane on Lockhurst Lane and Foleshill Road

The Cabinet Member considered a report of the Deputy Chief Executive (Place) concerning two objections that had been received to the Traffic Regulation Order advertised on 10th August, 2017 to revoke sections of the bus lane on Foleshill Road and Lockhurst Lane. Both objector were invited to the meeting but were unable to attend.

The report indicated that in Coventry over the last 15 years there had been a 20% increase in traffic on the City's road network. Locally Coventry was one of the fastest growing cities with an expanding economy which was also putting pressure

on the road network. There was a further concern associated with high levels of traffic and congestion, the impact this had on air quality.

To help address these concerns, in June 2016 Adkins Ltd were commissioned to undertake junction capacity remodelling to determine the impact of the removal of bus lanes along Foleshill Road and Lockhurst Lane. The following two options were considered:

Option 1 - All bus lanes/gates removed with no other changes to road layout

Option 2 – All bus lanes/gates removed with two continuous lanes inbound and one lane outbound.

The results of the modelling showed Option 2 was the preferred option as this showed an overall improvement in average journey times for general traffic and buses. Consequently it was decided to remove most of the bus lane, with the TRO being advertised on 10th August.

Two objections were received, the details of which were summarised at an appendix to the report. Comments were provided in response to all the issues raised.

RESOLVED that, having considered the two objections received, the implementation of the revocation Traffic Regulation Order ‘City of Coventry (Lockhurst Lane and Foleshill Road) (Bus Lane Revocation) Order 2017’ as advertised be approved.

20. **Objections to Proposed Waiting Restrictions**

The Cabinet Member considered a report of the Deputy Chief Executive (Place) concerning objections that had been received to a Traffic Regulation Order advertised on 17th August, 2017 relating to proposed new waiting restrictions and amendments to existing waiting restrictions in a number of Wards across the City. A total of 26 objections were received (one of which was a petition), 1 of which was subsequently withdrawn by the objector. In addition 1 letter of support to a proposal was also received. 3 subsequent e-mails had been received from objectors and these were reported at the meeting. A summary of the proposed restrictions, objections and responses were set out in an appendix to the report. All the respondents were invited to the meeting. Councillor Bailey, a Cheylesmore Ward Councillor attended the meeting in respect of the proposed waiting restrictions in his Ward.

Mr Wells attended in respect of the proposed double yellow lines for junction protection at Ashington Road/ Abbey Road and outlined his concerns. He referred to the existing parking issues indicating that the restrictions would result in more vehicles parking on the grass verges. He referred to a local byelaw which should prevent the parking of vehicles on the verge and officers undertook to investigate this. Councillor Bailey informed of the parking concerns raised at a local residents association meeting.

Mr O’Shea attended with two family members and his lodger Miss Holmes and they outlined their concerns regarding the proposed double yellow lines junction protection at Bakers Lane and Maudslay Road. Mr O’Shea indicated that the lines were being introduced on land that had been given to him to use as a parking

space. Councillor Innes, Cabinet Member indicated that she would need to see documentary evidence to back up this claim and then the officers could investigate the situation. The family also drew attention to the build out at the junction. It was clarified that this had been provided as part of a junction treatment and was not to provide an area for parking as this would affect junction visibility. Concerns were raised about the issue of vibrations. It was acknowledged that the situation would be monitored.

Mr Durkin attended and detailed his concerns in respect of the proposals to include Benedictine Road in the Cheylesmore East Residents Parking scheme which had been requested via a petition. He felt that leaving vehicles unattended was a breach of the Road Traffic Act and was against the Council charging of permits. He felt that there wasn't a parking problem and residents didn't want such a scheme. Councillor Bailey drew attention to the support for the scheme.

The comments received via e-mail from Margaret Bull who was unable to attend the meeting relating to the installation of double yellow lines at the Cadden Drive/ Fir Tree Avenue junction were outlined. She was concerned about vehicles parking further into the cul-de-sac at Cadden Drive and the proposals wouldn't address these issues. It was reported that in response to her original concerns, a further review was undertaken and it was proposed to reduce the double yellow lines by 4 metres on Fir Tree Avenue.

Collette Burke and Leah Clarke spoke regarding the proposals to remove double yellow lines and extend the existing 30 minute limited parking bay on Holbrooks Lane. The owner of the hair salon asked that the limited parking be extended to 2-3 hours since 30 minutes did not allow sufficient time for a hair appointment. Concerns were also raised relating to the difficulties in crossing the busy road if clients parked in Yelverton Road. There was a request for fairness for all businesses. It was agreed that a consultation would be undertaken regarding the duration of the waiting time since different times had been requested due to different business needs and it was not possible to have the bay divided into different waiting times as this would be confusing to customers.

Regarding the proposals for a residents parking scheme for Lichfield Road, Frances Beaufoy was unable to attend the meeting and had requested that her concerns be reported at the meeting. These were taken into account by the Cabinet Member.

The Cabinet Member was informed of a last minute objection that had been received in response to the proposals for Poppleton Close/ Upper York Street and it was decided to defer consideration of this item to the next Cabinet Member meeting to allow the objector the opportunity to attend the meeting.

The cost of introducing the proposed TRO would be funded from the Highways Maintenance and Investment Capital Programme budget through the Local Transport Plan.

RESOLVED that, having considered the objections to the proposed waiting restrictions:

(1) The implementation of the restrictions as advertised on Ashington Road/Abbey Road, Bakers Lane/Maudslay Road, Benedictine Road, Laburnum Avenue/Barkers Butts Lane, Lichfield Road, Rex Close, Sunnyside Close and Welgarth Avenue/Courtland Avenue be approved.

(2) The implementation of a reduced scheme on Cadden Drive/Fir Tree Avenue, reducing the proposed extent of the double yellow lines by 4 metres on Fir Tree Avenue on the eastern side of the junction and the installation of the remainder as advertised be approved.

(3) The implementation of a reduced scheme on Poplar Road/Newcombe Road, reducing the proposed extent of double yellow lines by 5 metres on Poplar Road on the northern side of the junction and the installation of the remainder as advertised be approved.

(4) The implementation of the proposed restrictions on Holbrook Lane as advertised be approved and that a consultation is undertaken regarding a possible change to the duration of the limited waiting restriction, with any new proposals to be advertised as part of the next waiting restriction review.

(5) Approval be given that the proposed Traffic Regulation Order is made operational.

(6) Officers to investigate the issue of a byelaw prohibiting parking on the grass verges at Ashington Grove/Abbey Road.

(7) The decision on the proposed waiting restrictions for Poppleton Close and Upper York Street be deferred to the next Cabinet Member meeting on 6th November, 2017.

21. Petitions Determined by Letter and Petitions Deferred Pending Further Investigation

The Cabinet Member considered a report of the Deputy Chief Executive (Place) that provided a summary of the recent petitions received that were to be determined by letter, or where decisions had been deferred pending further investigations and holding letters were being circulated. Details of the individual petitions were set out in an appendix attached to the report and included target dates for action. Four petitions had been considered and it had been decided to send a decision letter in respect of each petition. The report was submitted for monitoring and transparency purposes.

The report indicated that each petition had been dealt with on an individual basis, with the Cabinet Member considering advice from officers on appropriate action to respond to the petitioners' request. When it had been 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.

RESOLVED that the actions being taken by officers as detailed in the appendix to the report, in response to the petitions received, be endorsed.

22. **Outstanding Issues**

The Cabinet Member considered a report of the Deputy Chief Executive (Place) that contained a list of outstanding issues and summarised the current position in respect of each item.

RESOLVED that the following items be discharged for the reasons indicated:

- (1) Further update report on the City Centre Review transfer process – the City Centre Review was now linked in with the overall Streetpride and Greenspace Restructure Post Implementation Review and had been included in the consultation. The review was nearly complete and implementation was to take place in October.**
- (2) Petition – Longford Road Junction with Oakmoor Road, further report with monitoring following implementation of option 4 – scheme had address the traffic concerns raised in the original petition**
- (3) Objection to TRO, proposed revocation of right turn only (Whitley/A444) – issue to be considered as part of the larger development proposals for Whitley Business Park and the area of Baginton in connection with the expansion of Jaguar Landrover. The consultants working on the planning application have been asked to take this into account.**

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

There were no additional items of public business.

(Meeting closed at 4.40 pm)



Cabinet Member for City Services

06 November 2017

Name of Cabinet Member:

Cabinet Member for City Services – Councillor J Innes

Director Approving Submission of the report:

Deputy Chief Executive (Place)

Ward(s) affected:

All

Title: Pre-application charging scheme – Highways and Drainage

Is this a key decision?

No – although this proposals affects all Wards of the City it will not have a significant impact on communities

Executive Summary:

Despite the pressures that the Highway Authority and Lead Local Flood Authority have both been experiencing over recent years officers have continued to offer a free pre-application advice service in connection with planning applications to be determined by this authority. However, the service provided has been limited and dependent upon resources and capacity.

The increasing pressure on local authorities to be self-financing by 2020, the drive to be more commercially minded and the recognition that paid for pre-application advice is now widespread and generally accepted by developers. This has led to this proposal and in response to this it is the intention to introduce a pre application charging scheme for both the Highway Authority and Lead Local Flood Authority.

It is also proposed to review the planning pre-application charging schedules on an annual basis and to make adjustments to those fees where appropriate, to reflect the quality of the service and resources provided.

Recommendations:

The Cabinet Member is requested to approve the introduction of Pre-Application Charging Schemes for both the Highway Authority and the Lead Local Flood Authority.

List of Appendices included:

Appendix A - HDM/2017/001/A - Highway Authority Pre-application Charging Scheme.

Appendix B - LLFA/2017/001/A – Lead Local Flood Authority Pre-application Charging Scheme

Background papers:

None

Other Useful Documents

All background papers are available online

- Planning Practice Guidance – before submitting an application
<https://www.gov.uk/guidance/before-submitting-an-application#the-value-of-pre-application-engagement>
- Section 93 of the Local Government Act 2003
<http://www.legislation.gov.uk/ukpga/2003/26/section/93>

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?

The matter was discussed by Planning Committee 28th September 2017

Will this report go to Council?

No

Report title: Pre-application Charging Scheme – Highways and Drainage

1. Context (or background)

1.1 Pre-application advice usually involves developers seeking specialist advice from the local planning authority and other statutory and non-statutory consultees as part of the process for preparing a planning application. Developers want to know about the potential constraints on a particular site, the planning policy considerations/compliance and the type of information that would need to accompany a planning application.

1.2 Government Practice Guidance recognises the role of a pre-application advice service as it can offer:

‘significant potential to improve the efficiency and effectiveness of the planning application system and improve the quality of planning applications and their likelihood of success.’ (Ref Government Guidance ‘Before Submitting an Application, paragraph 001)

1.3 The City Council has offered a free pre-application service in connection with applications to be determined by this authority for many years however, over the recent years the service has been extremely limited and dependent upon capacity.

2. Options considered and recommended proposal

2.1 The increasing pressure on local authorities to be self-financing by 2020 and the recognition that paid for pre-application advice is now widespread and generally accepted by developers together with the focus to provide a high standard of service has led to the proposal being put forward.

2.2 The Government acknowledges that Councils can charge for this type of discretionary service on a not-for-profit basis and the Government’s Planning Practice Guidance states that:

‘Where charges are made they must not exceed the cost of providing the service. It is important that any charging does not discourage appropriate pre-application discussions. In this context local planning authorities need to consider whether charging is appropriate in all cases, given the potential for pre-application engagement to save time and improve outcomes later in the process. Where possible, local planning authorities are strongly encouraged to provide at least a basic level of service without charge.’ ([ref. Government Guidance ‘Before Submitting an Application, paragraph 004\)](#)

2.3 It is worth noting that the City Council already uses [Section 93 of the Local Government Act 2003](#) to charge for specialist services and the provision of information e.g. Historic Environment Record (£40 + VAT per hour), List of applications relating to a site (£40 inc. VAT per site), Supplementary questions relating to search results (charge per decision reviewed £15 inc. VAT). In addition it is also the intention for the Local Planning Authority to introduce pre application charging.

2.4 The majority of Local Authorities across the country now charge for pre-application advice including Nottingham, Derby and Birmingham. In addition a number of neighbouring authorities charge (Warwick, Nuneaton and Bedworth, Solihull and Stratford). Furthermore statutory consultees such as Natural England, the Environment Agency and Historic England also charge for their pre-application advice.

- 2.5 The proposed schemes and scale of charges are set out in Appendix A and B of this report.
- 2.6 The pre-application advice service will be explained on our web-site along with the charges which will be set according to the scale and complexity of the proposals. The charges have been set to recover the cost of providing the service.

3. Results of consultation undertaken

- 3.1 Consultation has not been undertaken and there is no statutory duty for consultation. Currently the City Council does not provide a pre-application service. Developers are not required to undertake pre-application discussion with the City Council they can choose whether or not to pay for the service.

4. Timetable for implementing this decision

- 4.1 It is proposed to commence the service from 1st December 2017 for all development proposals.

5. Comments from Director of Finance and Corporate Services

5.1 Financial implications

Guidance states that the charges for pre-application advice should not exceed the costs of providing it. In arriving at the scale of charges (Appendices A and B) due consideration has been taken to ensure this. Charges will be reviewed/revised on an annual basis.

5.2 Legal implications

Section 93 of the Local Government Act 2003 enables authorities to charge for discretionary services that the authority has the power to but is not under a duty to provide such as pre-application advice. A charge can be made for such services provided that it is on a not-for-profit basis.

Officers have confirmed within the report that the charges will not exceed the cost of providing the service.

6. Other implications

None

6.1 How will this contribute to the Council Plan (www.coventry.gov.uk/councilplan/)?

Providing pre-application advice will ensure the effective implementation of the policies within the emerging development plan which contribute to achieving the Council's key objectives as follows:

- A prosperous Coventry: The plans have sought to deliver a range of opportunities to deliver new homes and employment land across the city for the next 15-20 years. This will help to ensure that sufficient new homes are provided to meet the needs of local people and sufficient jobs are created and facilitated. It will also help ensure that businesses are not deprived of staff through a lack of housing and land opportunities;

- Citizens living longer, healthier, independent lives: Choosing the right approach to delivering the city's housing, employment, retail and infrastructure needs will help promote improvements to the existing built environment. The most valuable and sensitive green spaces will also be protected from inappropriate development. Both Plans also contain specific policy promoting improvements to health and wellbeing including improvements to health inequalities and life expectancy.
- Making Coventry an attractive and enjoyable place to be: Choosing the right approach to delivering the city's housing, employment, retail and infrastructure needs will help promote improvements to the existing built environment. This will also create opportunities for the city centre to develop and regenerate supporting increased tourism and ensuring the most valuable and sensitive green spaces will also be protected from inappropriate development.
- Providing a good choice of housing: In partnership with neighbouring authorities both Plans make provisions to fully meet the city's housing needs. This will ensure that sufficient new homes are provided to meet the needs of local people within the Housing Market Area.
- Making places and services easily accessible: New homes and job opportunities will be brought forward in a planned and sustainable way. In practical terms this will help ensure the right amount of new development happens to ensure that services are viable and accessible. Both Plans will also promote sustainable development with adequate provision of infrastructure and improved accessibility to key services and facilities.
- Encouraging a creative, active and vibrant city: Both Plans promote a centres first policy, establishing designated centres as the hub for new retail, leisure and community investments within their surrounding communities. New homes and job opportunities will be brought forward in a planned and sustainable way. In practical terms this will help ensure the right amount of new development happens to ensure that services are viable and accessible.
- Developing a more equal city with cohesive communities and neighbourhoods: By planning proactively for the city's housing and employment needs both Plans can help to ensure that more people will be adequately housed, with greater access to new jobs, leisure provisions and community facilities.
- Improving the environment and tackling climate change: The Plans proactively seek to mitigate the impacts on the environment brought about by development and include specific policy on combating climate change. The Plans will help bring about improvements to areas in need of investment and will protect the most valuable and sensitive areas of green space from inappropriate development.

6.2 How is risk being managed?

Whilst it is recognised that there is a risk that the introduction of charges will put off some developers from seeking pre-application advice the charge will help in managing demand and the use of increasingly stretched City Council resources by discouraging speculative developers who have no serious intentions. Furthermore should a developer wish to submit an application without paying for advice they can still do so.

6.3 What is the impact on the organisation?

The provision of the service will have a small impact upon resources however if the service creates significant work which in turn would generate a significant income then additional resources could be justified.

6.4 Equalities / EIA

No EIA has been carried for this scheme however, there is no evidence from an initial assessment of an adverse impact on equality. There will be significant economic and social benefits to the city through the development of new homes and employment opportunities in Coventry. The pre-application advice service will ensure that schemes, when submitted to the Council, are of good quality, saving time and improving outcomes at later stages in the planning process.

6.5 Implications for (or impact on) the environment

None

6.6 Implications for partner organisations?

None

Report author(s):

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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	Director (Planning, Transport and Highways)	Place	09.10.2017	11.10.2017
Karen Seager	Head of Traffic and Network Management	Place	09.10.2017	09.10.2017
Neil Cowper	Head of Highways	Place	09.10.2017	12.10.2017
Michelle Salmon	Governance Services Officer	Place	09.10.2017	09.10.2017
Names of approvers for submission: (Officers and Members)				
Graham Clark	Lead Accountant	Place	09.10.2017	11.10.2017
Rob Parkes	Place Team Leader	Place	09.10.2017	11.10.2017
Councillor Innes	Cabinet Member for City Services	-	12.10.2017	16.10.2017

This report is published on the council's website: www.coventry.gov.uk/councilmeetings



HIGHWAY AUTHORITY PRE-APPLICATION CHARGING SCHEME

Adopted: XX XXXX 2017
Reference: HDM/2017/001/A

Introduction

Coventry City Council's Highway Authority operates a scheme of charging for pre-application advice for development proposals and project work. This note provides guidance on the procedure and charging arrangements for pre- application advice.

The Highway Authority considers around 700 consultations each year. The advice of the Highway Authority is an important consideration for the Planning Authority when determining planning applications as a statutory consultee. The Highway Authority welcomes and encourages discussions before a developer submits a planning application. These discussions can result in better quality applications which stand a better chance of a successful outcome and help speed up the decision making process after submission. As a consequence they can help to minimise subsequent costs and avoid abortive applications.

To enable the Highway Authority to provide this service to a consistent and high standard the Highway Authority allocates significant resources to the service. The Council has decided that the cost of providing the service should be recovered directly from the developer and not fall as a general cost to the council taxpayer, in accordance with Section 93 of the Local Government Act 2003. It should be noted that the current statutory planning fees do not cover the cost of pre-application advice given by the Highway Authority.

Development Management approach

The principle of front loading the local planning process is detailed within the National Planning Policy Framework (NPPF). The NPPF highlights the benefit for pre-application discussions to be held in order to assist in resolving issues prior to the formal application stage. This will aid in the submission of the right information that is crucial to good decision-taking by the Local Planning Authority.

Manual for Streets (March 2007) and subsequent Manual for Streets 2 (September 2010) also emphasise the need for a collaborative approach to shaping development proposals, where developers, local authorities and other public agencies work together to ensure developments are designed and delivered with consideration of all relevant issues.

What do we expect of you?

Applicants are expected to be aware of Coventry City Council's Planning Policies in considering the early stages of a proposal as this provides the most efficient basis for discussion. If the proposals do not accord with our planning policies, the applicant would be expected to provide sound reasons why they are contrary to policy. While we appreciate that some information may not be available for pre-application discussions, we expect a minimum level of information to be provided to enable us to provide quality advice and guidance and ensure that time is used effectively.

The benefits of pre-application discussions

- Understanding how national, regional and local guidance will be applied to your development;
- Potential for reducing the time your professional advisors spend in formulating your proposals;
- Written confirmation of the advice given at the pre-application stage;
- Indicate any proposals which are completely unacceptable in highway terms, so saving the cost of pursuing a formal application;
- Identify if specialist input will be required;
- Identify the supporting documents that will be required to be submitted with a formal application to be considered favourably by the Highway Authority;
- Advice that is consistent, reliable, up to date and tailored to your needs.

If an application is submitted which requires significant change, where pre-application advice has not been sought or followed or where no explanation has been provided to support a proposal which does not follow published advice, the Highway Authority will respond to the Planning Authority based upon the information submitted with the application, it is unlikely that, at that stage, an applicant will be invited to discuss the proposal. We therefore expect that any applicant will seek pre-application advice before committing to make an application.

What are the levels of charging?

The fee is directly related to the complexity of the proposed development and reflects the amount of time required and the need for possible ongoing update meetings where larger developments are proposed:-

Category A – Small Scale Development - £60 (£50 + VAT)

- 2 or fewer dwellings
- Up to 100 m² Commercial Floorspace
- Dropped kerbed accesses

Category B – Small Scale Development - £120 (£100 + VAT)

- 3 to 9 dwellings
- 100 - 500 m² Commercial Floorspace
- Change of Use of up to 500 m² floor space
- Telecommunication mast

Category C – Medium Scale Development - £600 (£500 + VAT)

- 10 to 49 Dwellings
- 500 to 1,000 m² Commercial Floorspace
- Change of Use of up between 500 and 1,000 m²
- Minerals and Waste sites below 1ha

Category D – Large Scale Development - £1200 (£1000 + VAT)

- 50 to 79 Dwellings
- 1,000 to 2,000 m² Commercial Floorspace
- Reserved matter applications for outline schemes with category E
- Other developments requiring;
 - Transport Statements¹
 - Travel Plan Statements¹
- Amendments to previously agreed schemes within category E
- Change of use between 1,000 and 2,000 m²
- Minerals and Waste sites between 1ha & 15ha

Category E – Major Scale Development - £1800 (£1500 + VAT)

- 80 to 200 Dwellings
- 2000 to 5,000 m² Commercial Floorspace
- Change of use between 2,000 and 5,000 m²
- Minerals and Waste sites between 1ha & 15ha
- Other developments requiring;
 - Transport Assessments¹
 - Travel Plans¹

Category F – Project/Major Work - £2400 min fee (calculated on request) (£2000 + VAT)

- 200 + Dwellings
- 5,000 m² or more Commercial Floorspace
- Change of use of over 5,000 m²
- Minerals and Waste Sites over 15ha

If your development does not clearly fall within an above category please contact the Highway Authority for further advice

¹ As agreed with the Highway Authority

Exemptions

The charging scheme will not apply to enforcement or advice to any local resident affected by a development. Such advice at this time will continue to be provided free of charge. Advice to District and Borough Councils on the following policy work will continue to be provided free of charge:

- Advice on policy preparation of Master Plans;
- Advice on policy preparation of Local Development Framework Submissions;
- Advice on policy preparation of Strategic Sites;
- No chargeable advice will be given over the telephone.

Additional Charges

The standard charge for major development/ project work inquiries relates to the amount of time taken by the case officer(s), from the investigation stage to a meeting with the applicant and the subsequent written confirmation of advice.

The Authority reserves the right to advise that the scope for further discussion has been exhausted. Any additional work required to respond to additional queries beyond this point will be charged at an hourly rate. Hourly rates will be charged at cost. Where additional specialist advice is required to be provided by other groups within Coventry City Council, fees will be charged at cost.

Additional meetings will only be attended where all action points agreed at the previous meeting have been addressed to our satisfaction and may require an additional fee.

Payment of Charges

All fees are required upfront and no response to your enquiry will be possible until payment has been received and processed.

Pre-Application Process

STEP 1

Applicant to complete the pre-application advice form to request pre-application advice and attach the required information

STEP 2

Within 10 working days the Highway Authority will notify the applicant if the service is appropriate and/or confirm the fee required for the advice requested



YES: The applicant will receive written confirmation of who will be dealing with the enquiry and an invoice for required fee. If necessary any further information will also be requested.

NO: The applicant will receive written confirmation that the service is unsuitable and will be provided with what other sources of advice are available

STEP 3

Once the information has been received the Officer will contact the applicant to arrange the Pre-Application Meeting (if required) and/or confirm whether the information submitted is sufficient or not to enable the Highway Authority to provide the Pre-Application Advice.

STEP 4

Attend the Pre-Application Meeting (if required). The LPA will also be invited to attend if requested by the applicant.

STEP 5

Within 21 working days of the meeting and following receipt of a full submission, the Highway Authority will provide the applicant with a written response outlining its advice on the proposals, along with any further actions needed to ensure any forthcoming planning application will be valid in highway terms.

STEP 6

If, following the written response the applicant requests further meetings or advice then additional fees will be applicable.

Information Required for Pre-application Discussion

Coventry City Council's Highway Authority requires a sufficient level of information to be provided before any pre-application advice is given or meetings are attended. This is to enable us to provide quality advice and guidance to be given and ensure the meeting time is used effectively.

The following list is the requirement for information. You will be informed at the relevant stage of the process if additional information is required. You must ensure that we receive all of the information 10 working days before a pre-application meeting otherwise the meeting may need to be rescheduled.

The more information that is provided to the Highway Authority the better able we will be to ensure that all the issues are identified early in the discussion process.

The following information is required:

1. Confirmation that you are willing to pay the appropriate fee by signing the declaration;
2. A site location plan (scale 1:1250) with site extents indicated;
3. Description, (including site layout plans) of the proposed development and schedule of uses (sketch plans for dropped kerbed accesses maybe acceptable).

In addition the following information should be provided at the earliest point available:

1. Reference to supporting national, regional and local Planning documents and policies;
2. Schedule of existing uses, including planning history with reference numbers;
3. Parking Strategy, including provision of parking for all forms of transport;
4. Relevant data collected to date;
5. Summary of reasons supporting site access/highway works proposals, including plan (scale 1:200 or similar) with achievable visibility splays indicated;
6. Location plan of key services indicating locations of education, employment, food retail, non-food retail and health care facilities;
7. Final Stage 1 Road Safety Audit (if required) of site access and designers response, including amended plans.

For Category D proposals and above, the following information should also be provided at the earliest point available:

1. Information related to any necessary Transport Statement/Assessment;
2. Proposed trip rates supported with TRICS outputs and site selection methodology;
3. Proposed traffic growth factors supported with NTEM/TEMPO growth factors and methodology.

Standard of Service

If you have a proposal which is likely to be subject to a charge you can contact us in a number of ways:

Write to us at: Highways Development Management, Floor 8, Civic Centre 4, Much Park Street, Coventry CV1 2PY

Email us at HighwaysDevelopmentControl@coventry.gov.uk

Telephone us on (02476) 833394

Visit our web site www.coventry.gov.uk

When you contact us we will ask you to fill out a 'pre-application advice form' and provide us with the required information (as above). The form can be sent to you by post, email or can be downloaded from our website.

What will you get from the Service?

We will:

- a. Provide written confirmation within 10 working days of receiving your request to tell you whether the service is right for you;
- b. Provide details of what further information you may need to supply;
- c. Contact you to arrange a date for a meeting if required;
- d. Arrange a meeting with you and invite the planning officers to advise you on your case, including any site visits needed;
- e. Provide detailed written confirmation within 21 working days of the meeting, or receipt of a full submission, of our advice. This will include what you will need to supply to support your application;
- f. Advise on whether a Section 106 agreement is likely and the process we use to agree it (this will cover Highway related requirements and not Education, libraries etc.);
- g. Advise on whether S38 or S278 agreements will be required;
- h. Advise on Public Rights of Way issues/requirements;
- i. Advise on S147 & S157 orders in relation to both general highways and PRoW;
- j. Ensure any necessary confidentiality;
- k. Advise that will remain directly relevant to the proposals for 90 days.

Pre-Application Meeting

Subject to the availability of all of the required information, the date and venue for the pre-application advice meeting will be confirmed by all parties.

Normally, the meeting will be held at the Highway Authority's offices in Much Park Street, Coventry however, we can also consider site meetings or alternative venues if required.

Written Confirmation of Officer Advice

Following the pre-application meeting, or the submission of a full pre-application package, you will receive a written response confirming our advice. Our aim is to issue a response within 21 working days of the meeting being held. Where this is not possible due to the issues being more complex, a specific time scale reflecting this will be agreed at the meeting.

If you request further discussions following the receipt of this written advice a further fee is likely to be required.

Where proposals for project work, large or major schemes with highly complex issues a series of meetings or pre application submissions may be required. This will be discussed and an approach agreed during an initial pre-application meeting. An additional fee may be required.

Additional meetings will only be attended where all action points agreed at the previous meeting have been addressed to our satisfaction.

Please Note:

Requesting Coventry City Council's Highway Authority's Pre-Application advice is not mandatory. However the Highway Authority will no longer enter into discussion over the in depth scope or content of any specialist highways and transport advice outside the Pre-Application Advice Scheme.

Any advice given by the Highway Authority officers for pre-application enquiries does not constitute a formal response. Any views or opinions are given in good faith, and on the best of ability, without prejudice to the formal consideration of any planning application, which will be subject to public consultation and ultimately decided by the Planning Authority.

You should therefore be aware that officers cannot give guarantees about the final formal decision that will be made on your planning or related applications. However, the advice note will form the basis of our consultation response to the Planning Authority, who will determine any subsequent planning applications, subject to the proviso that circumstances and information may change or come to light that could alter the position.

It should be noted that little or no weight will be given to the content of the Councils Pre-Application advice for schemes submitted more than 12 months after the date of the advice being used.

We cannot guarantee that any subsequent application you make will be valid or will get approval. However, the pre-application advice we give you will aid this process significantly.

All additional charges/invoices should be paid within 30 days.

Any advice given in relation to the planning history of the site, planning constraints or statutory designations does not constitute a formal response under the provisions of the Local Land Charges Act 1975.

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Coventry City Council

LEAD LOCAL FLOOD AUTHORITY PRE-APPLICATION CHARGING SCHEME

Adopted: **XX XXXX 2017**
Reference: **LLFA/2017/001/A**

Introduction

Coventry City Council's Lead Local Flood Authority (LLFA) operates a scheme of charging for pre-application advice for development proposals and project work. This note provides guidance on the procedure and charging arrangements for pre-application advice.

The LLFA considers around 240 consultations each year. The advice of the LLFA is an important material consideration for the Planning Authority when determining planning applications as a statutory consultee. The LLFA welcomes and encourages discussions before a developer submits a planning application. These discussions can result in better quality applications which stand a better chance of a successful outcome and help speed up the decision making process after submission. As a consequence they can help to minimise subsequent costs and avoid abortive applications.

To enable the LLFA to provide this service to a consistent and high standard we allocate significant resources to the service. The Council has decided that the cost of providing the service should be recovered directly from the developer and not fall as a general cost to the council taxpayer, in accordance with The Local Government Act 2003. It should be noted that the current statutory planning fees do not cover the cost of pre-application advice given by the LLFA.

Development Management approach

The principle of front loading the local planning process is detailed within the National Planning Policy Framework (NPPF). The NPPF highlights the benefit for pre-application discussions to be held in order to assist in resolving issues prior to the formal application stage. This will aid in the submission of the right information that is crucial to good decision-taking by the Local Planning Authority.

Manual for Streets (March 2007) and subsequent Manual for Streets 2 (September 2010) also emphasise the need for a collaborative approach to shaping development proposals, where developers, local authorities and other public agencies work together to ensure developments are designed and delivered with consideration of all relevant issues.

What do we expect of you?

Applicants are expected to be aware of Coventry City Council's Planning Policies in considering the early stages of a proposal as this provides the most efficient basis for discussion. If the proposals do not accord with our planning policies, the applicant would be expected to provide sound reasons why they are contrary to policy. While we appreciate that some information may not be available for pre-application discussions, we expect a minimum level of information to be provided to enable us to provide quality advice and guidance and ensure that time is used effectively.

The benefits of pre-application discussions

- Understanding how national, regional and local guidance will be applied to your development;
- Potential for reducing the time your professional advisors spend in formulating your proposals;
- Written confirmation of the advice given at the pre-application stage;
- Indicate any proposals which are completely unacceptable in flood risk and drainage terms, so saving the cost of pursuing a formal application;
- Identify if specialist input will be required;
- Identify the supporting documents that will be required to be submitted with a formal application to be considered favourably by the LLFA;
- Advice that is consistent, reliable, up to date and tailored to your needs.

If an application is submitted which requires significant change, where pre-application advice has not been sought or followed or where no explanation has been provided to support a proposal which does not follow published advice, the LLFA will respond to the Planning Authority based upon the information submitted with the application, it is unlikely that, at that stage, an applicant will be invited to discuss the proposal. We therefore expect that any applicant will seek pre-application advice before committing to make an application.

What are the levels of charging?

The fee is directly related to the complexity of the proposed development and reflects the amount of time required and the need for possible ongoing update meetings where larger developments are proposed:-

Category A – Small Scale Development - £60 (£50 + VAT)

- 2 or fewer dwellings
- Up to 100 m² Commercial Floorspace
- Dropped kerbed accesses

Category B – Small Scale Development - £120 (£100 + VAT)

- 3 to 9 dwellings
- 100 - 500 m² Commercial Floorspace
- Change of Use of up to 500 m² floor space
- Telecommunication mast

Category C – Medium Scale Development - £600 (£500 + VAT)

- 10 to 49 Dwellings
- 500 to 1,000 m² Commercial Floorspace
- Change of Use of up between 500 and 1,000 m²
- Minerals and Waste sites below 1ha

Category D – Large Scale Development - £1200 (£1000 + VAT)

- 50 to 79 Dwellings
- 1,000 to 2,000 m² Commercial Floorspace
- Reserved matter applications for outline schemes with category E
- Other developments requiring;
 - Transport Statements¹
 - Travel Plan Statements¹
- Amendments to previously agreed schemes within category E
- Change of use between 1,000 and 2,000 m²
- Minerals and Waste sites between 1ha & 15ha

Category E – Major Scale Development - £1800 (£1500 + VAT)

- 80 to 200 Dwellings
- 2000 to 5,000 m² Commercial Floorspace
- Change of use between 2,000 and 5,000 m²
- Minerals and Waste sites between 1ha & 15ha
- Other developments requiring;
 - Transport Assessments¹
 - Travel Plans¹

Category F – Project/Major Work - £2400 min fee (calculated on request)(£2000 + VAT)

- 200 + Dwellings
- 5,000 m² or more Commercial Floorspace
- Change of use of over 5,000 m²
- Minerals and Waste Sites over 15ha

If your development does not clearly fall within an above category please contact the LLFA for further advice

¹ As agreed with the LLFA

Exemptions

The charging scheme will not apply to enforcement or advice to any local resident affected by a development. Such advice at this time will continue to be provided free of charge.

Additional Charges

The standard charge for major development /project work inquiries relates to the amount of time taken by the case officer(s), from the investigation stage to a meeting with the applicant and the subsequent written confirmation of advice.

The Authority reserves the right to advise that the scope for further discussion has been exhausted. Any additional work required to respond to additional queries beyond this point will be charged at an hourly rate. Hourly rates will be charged at cost. Where additional specialist advice is required to be provided by other groups within Coventry City Council, fees will be charged at cost.

Additional meetings will only be attended where all action points agreed at the previous meeting have been addressed to our satisfaction and may require an additional fee.

Payment of Charges

All fees are required upfront and no response to your enquiry will be possible until payment has been received and processed.

Pre-Application Process

STEP 1

Applicant to complete the pre-application advice form to request pre-application advice and attach the required information

STEP 2

Within 10 working days the Lead Local Flood Authority will notify the applicant if the service is appropriate and/or confirm the fee required for the advice requested



YES: The applicant will receive written confirmation of who will be dealing with the enquiry and an invoice for required fee. If necessary any further information will also be requested.

NO: The applicant will receive written confirmation that the service is unsuitable and will be provided with what other sources of advice are available

STEP 3

Once the information has been received the Officer will contact the applicant to arrange the Pre-Application Meeting (if required) and/or confirm whether the information submitted is sufficient or not to enable the Lead Local Flood Authority to provide the Pre-Application Advice.

STEP 4

Attend the Pre-Application Meeting (if required). The LPA will also be invited to attend if requested by the applicant.

STEP 5

Within 21 working days of the meeting and following receipt of a full submission, the Lead Local Flood Authority will provide the applicant with a written response outlining its advice on the proposals, along with any further actions needed to ensure any forthcoming planning application will be valid in highway terms.

STEP 6

If, following the written response the applicant requests further meetings or advice then additional fees will be applicable.

Information Required for Pre-application Discussion

Coventry City Council's LLFA requires a sufficient level of information to be provided before any pre-application advice is given or meetings are attended. This is to enable us to provide quality advice and guidance to be given and ensure the meeting time is used effectively.

The following list is the requirement for information. You will be informed at the relevant stage of the process if additional information is required. You must ensure that we receive all of the information 10 working days before a pre-application meeting otherwise the meeting may need to be rescheduled.

The more information that is provided to the LLFA the better able we will be to ensure that all the issues are identified early in the discussion process.

The information below is a guide to the documents expected to be submitted for pre-application discussion with the LLFA:

Category A – Small Scale Development

- (a) Location plan with red line boundary (minimum scale 1:2500 Ordnance Survey).
- (b) Site layout plans, proposed and existing.
- (c) Identification of water features (e.g. culverts) within the footprint of the proposed development.
- (d) Assessment of surface water flooding and fluvial flooding, which can be undertaken by referencing the Environment Agency's flood maps for planning.
 - Where the development is vulnerable to flooding, an appropriately scaled flood risk assessment will be required.
 - Proposed sustainable drainage disposal techniques.

Category B – Small Scale Development

- (a) Location plan with red line boundary (minimum scale 1:2500 Ordnance Survey).
- (b) Site layout plans, proposed and existing.
- (c) Identification of water features and drainage infrastructure (e.g. culverts) within the footprint and within close proximity of the proposed development.
- (d) Appropriately scaled flood risk assessment or statement in line with NPPF and PPG.
- (e) Topographical survey with spot levels and contours.
- (f) Flow route details.
 - Definition of the natural drainage characteristics of the site, and natural flow paths for surface water runoff should be identified on a plan where appropriate. Demonstration that the drainage proposals will integrate with, and not compromise the function of, the natural drainage systems.
 - Flood water flow routes in the event of exceedance or blockage of the drainage system should be indicated on a plan.
- (g) Ground investigation.
 - Provide an intrusive ground investigation report to assess the existing geology, ground

conditions and permeability of the site. Percolation tests should be undertaken in accordance with BRE Digest 365 or other appropriate testing methods, in order to determine the ground water level and the suitability of infiltration SuDS for the management of water on site.

(h) Drainage Design.

- Proposed discharge rate and supporting calculations – all sites shall be treated as a greenfield site and shall discharge at green field $Q_{bar}-20\%$ or 5 l/s, whichever is greater.
- Include proposed SuDS attenuation techniques and location if required.
- Proposed sustainable drainage disposal techniques.
- Where infiltration is not viable, identify proposed Surface water outfalls, where these are located offsite, evidence that a connection is viable. Where relevant, approval in principle for the proposed flow to discharge.
- Identify proposed Foul Water outfalls, where these are located offsite, evidence that a connection is viable. Where relevant, approval in principle for the proposed flow to discharge.

Category C proposals and above – Medium/Large Scale Development

(a) Location Plan with red line boundary (minimum scale 1:2500 Ordnance Survey).

(b) Site layout plans, proposed and existing.

(c) Identification of water features and drainage infrastructure (e.g. culverts) within the footprint

and within close proximity of the proposed development.

(d) Appropriately scaled flood risk assessment in line with NPPF and PPG.

(e) Topographical survey with spot levels and contours.

(f) Flow route details.

- Definition of the natural drainage characteristics of the site, and natural flow paths for surface water runoff should be identified on a plan where appropriate. Demonstration that the drainage proposals will integrate with, and not compromise the function of, the natural drainage systems.

- Flood water flow routes in the event of exceedance or blockage of the drainage system should be indicated on a plan.

(g) Ground investigation.

(h) Provide an intrusive ground investigation report to assess the existing geology, ground conditions and permeability of the site. Percolation tests should be undertaken in accordance

with BRE Digest 365 or other appropriate testing methods, in order to determine the ground water level and the suitability of infiltration SuDS for the management of water on site.

(i) Drainage design.

- Proposed discharge rate and supporting calculations – all sites shall be treated as a greenfield site and shall discharge at green field $Q_{bar}-20\%$ or 5 l/s, whichever is greater.
- Include proposed SuDS attenuation techniques and location if required.
- Identification of proposed SW and FW outfalls, where these are located offsite, evidence

that a connection is viable. Where relevant, approval in principle for the proposed flow to discharge.

Standard of Service

If you have a proposal which is likely to be subject to a charge you can contact us in a number of ways:

Write to us at: Flood Risk Management & Drainage Services, Whitley Depot, 259 London Road, Whitley, Coventry, CV3 4AR.

Email us at: flooding@coventry.gov.uk

Telephone us on 08085 834333

Visit our web site www.coventry.gov.uk

When you contact us we will ask you to fill out a 'pre-application advice form' and provide us with the required information (as above). The form can be sent to you by post, email or can be downloaded from our website.

What will you get from the Service?

We will:

- a. Provide written confirmation within 10 working days of receiving your request to tell you whether the service is right for you;
- b. Provide details of what further information you may need to supply;
- c. Contact you to arrange a date for a meeting if required;
- d. Arrange a meeting with you and invite the planning officers to advise you on your case, including any site visits needed;
- e. Provide detailed written confirmation within 21 working days of the meeting, or receipt of a full submission, of our advice. This will include what you will need to supply to support your application;
- f. Ensure any necessary confidentiality;
- g. Advise that will remain directly relevant to the proposals for 90 days.

Pre-Application Meeting

Subject to the availability of all of the required information, the date and venue for the pre-application advice meeting will be confirmed by all parties.

Normally, the meeting will be held at the LLFA's offices at Whitley Depot, London Road however, we can also consider site meetings or alternative venues if required.

Written Confirmation of Officer Advice

Following the pre-application meeting, or the submission of a full pre-application package, you will receive a written response confirming our advice. Our aim is to issue a response within 21 working days of the meeting being held. Where this is not possible due to the

issues being more complex, a specific time scale reflecting this will be agreed at the meeting.

If you request further discussions following the receipt of this written advice a further fee is likely to be required.

Where proposals for project work, large or major schemes with highly complex issues a series of meetings or pre application submissions may be required. This will be discussed and an approach agreed during an initial pre-application meeting. An additional fee may be required.

Additional meetings will only be attended where all action points agreed at the previous meeting have been addressed to our satisfaction.

Please Note:

Requesting Coventry City Council's LLFA's Pre-Application advice is not mandatory. However the LLFA will no longer enter into discussion over the in depth scope or content of any specialist highways and transport advice outside the Pre-Application Advice Scheme.

Any advice given by the LLFA officers for pre-application enquiries does not constitute a formal response. Any views or opinions are given in good faith, and on the best of ability, without prejudice to the formal consideration of any planning application, which will be subject to public consultation and ultimately decided by the Planning Authority.

You should therefore be aware that officers cannot give guarantees about the final formal decision that will be made on your planning or related applications. However, the advice note will form the basis of our consultation response to the Planning Authority, who will determine any subsequent planning applications, subject to the proviso that circumstances and information may change or come to light that could alter the position.

It should be noted that little or no weight will be given to the content of the Councils Pre-Application advice for schemes submitted more than 12 months after the date of the advice being used.

We cannot guarantee that any subsequent application you make will be valid or will get approval. However, the pre-application advice we give you will aid this process significantly.

All additional charges/invoices should be paid within 30 days.

Any advice given in relation to the planning history of the site, planning constraints or statutory designations does not constitute a formal response under the provisions of the Local Land Charges Act 1975.



Cabinet Member for City Services

6 November 2017

Name of Cabinet Member:

Cabinet Member for City Services – Councillor J Innes

Director Approving Submission of the report:

Deputy Chief Executive (Place)

Ward(s) affected:

Binley and Willenhall, Cheylesmore, Foleshill, Holbrook, Westwood, Woodlands

Title:

Petitions Determined by Letter and Petitions Deferred Pending Further Investigations

Is this a key decision?

No - 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, road safety and highway maintenance issues are considered by the Cabinet Member for City 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 (now amended to Cabinet Member for City Services), where appropriate, for monitoring and transparency purposes.

Appendix A sets out petitions received relating to the portfolio of the Cabinet Member for City Services and how officers propose to respond to them.

Recommendations:

Cabinet Member for City 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 Meeting 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 City 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 December 2017.

5. Comments from Director of Finance and Corporate 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:

Martin Wilkinson
Senior Officer - Traffic Management

Directorate:

Place

Tel and email contact:

Tel: 024 7683 3265
Email: martin.wilkinson@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:				
Karen Seager	Head of Traffic and Network Management	Place	19/10/17	24/10/2017
Caron Archer	Principle Officer - Traffic Management	Place	19/10/17	20/10/2017

This report is published on the council's website: moderngov.coventry.gov.uk

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

Petition Title	No. of signatures	Councillor Sponsor	Type of letter to be sent to petition organiser(s) and sponsor	Actions agreed	Target Date for Determination Letter / CM Report
16/17, E77 - Road Safety Measures Alderminster Road	466	Councillor Lepoidevin	Determination	<p>Refresh existing 'slow' and other road markings.</p> <p>Advertise 'No waiting at any time restriction' (double yellow lines) at junctions with Beausale Crescent, Ayhno Close and access road to the shops as part of the next waiting restriction review planned for November.</p> <p>Refer to Community Speed Watch. Location will also be included in schedule of sites for mobile vehicle-activated speed reduction signs.</p>	December
18/17, E63 - 20mph Zone for a Safer and Healthier Tile Hill Village	314	Councillor Skinner	Determination	<p>5 Personal Injury Collisions in last 3 years in the area highlighted in the petition, none of which involved pedestrians. Therefore, criteria for the Safety Scheme programme are not met.</p> <p>However, negotiations are currently underway with developers regarding proposals in the local area. The planning process includes the possibility of securing mitigation measures such as traffic calming and improvements to signalised junctions. Any proposals will be subject to local consultation.</p>	December
E64 - Ease Traffic at A45/Herald Way Junction	6	N/A	Determination	Request for removal of section of bus lane. Lane was revoked on an experimental basis on 14 September 2017. Permanent order is subject to an objection period ending on 22 May 2018.	December

E70 - Keep Clear Box to Provide Access to Seymour Close	24	N/A	Holding	Location to be monitored via CCTV; footage to be reviewed to assess need for yellow box junction.	January
E71 - Remove Kerb and Grass, Request for Seymour Close	14	N/A	Determination	Grass verge not adopted. Residents should direct request to landowner who would need to discuss any proposals with the Council's Planning Team.	December
E72 - Enlarge Pedestrian Crossing Buttons	42	N/A	Holding	Request to be investigated.	January
E73 - Lack of Parking in Roosevelt Drive Cul-de-sac, Tile Hill	15	N/A	Determination	Grass verges are not adopted. Issues raised should be directed to the landowner, in this case Whitefriars. Any proposals would need to be discussed with the Council's Planning Team.	December
E75 - Request to Implement a One Way Traffic Flow System on Holmsdale Road	5	N/A	Determination	Does not meet criteria for the Safety Scheme programme (no Personal Injury Collisions in last 3 years). Proposal would also result in detour for residents and potential increase in traffic on residential part of Holmsdale Rd and neighbouring streets.	December
E76 - Speed Ramps on Whitmore Park Road	8	N/A	Determination	Does not meet criteria for Safety Scheme programme (no Personal Injury Collisions in last 3 years). Refer to Community Speed Watch.	December
E80 - Put a Mirror onto the Bridge on St James Lane	19	N/A	Determination	We do not install mirrors on the highway, as they can distort the reflected image, sunlight or headlights can reflect and dazzle other drivers, it is difficult to judge the speed of vehicles reflected in the mirror. There are also maintenance and vandalism issues. No Personal Injury Collisions in last 3 years at this location.	December

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