

**Time and Date**

3.00 pm on Monday, 21st October, 2019

**Place**

Diamond Room 2 - Council House

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**Public Business****1. Apologies****2. Declarations of Interests****3. Minutes** (Pages 3 - 8)

(a) To agree the minutes of the meeting held on 9th September, 2019

(b) Matters Arising

**4. Petition - Deterioration of Road Surface in Walton Close** (Pages 9 - 14)

Report of the Deputy Chief Executive (Place)

To consider the above petition, bearing 21 signatures, which has been submitted by Councillor R Lakha, a Binley and Willenhall Ward Councillor, who has been invited to the meeting for the consideration of this item along with the petition organiser.

**5. Objection to Proposed Waiting Restrictions - Browns Lane** (Pages 15 - 22)

Report of the Deputy Chief Executive (Place)

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

**6. Revise the Current Conditions for Private Hire Drivers, Private Hire Proprietors, Hackney Carriage Proprietors and Pedicabs & Tuk Tuks Proprietors to Ensure that when the Vehicle(s) are Working there are Functioning Facilities for Taking Cashless Payments.** (Pages 23 - 36)

Report of the Deputy Chief Executive (Place)

**7. Petitions Determined by Letter and Petitions Deferred Pending Further Investigations** (Pages 37 - 42)

Report of the Deputy Chief Executive (Place)

8. **Outstanding Issues**

There are no outstanding issues

9. **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**

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Martin Yardley, Deputy Chief Executive (Place), Council House, Coventry

Friday, 11 October 2019

Note: The person to contact about the agenda and documents for this meeting is Liz Knight / Michelle Salmon, Governance Services Officers, Tel: 024 7697 2644 /2643, Email: [liz.knight@coventry.gov.uk](mailto:liz.knight@coventry.gov.uk) / [michelle.salmon@coventry.gov.uk](mailto:michelle.salmon@coventry.gov.uk)

Membership:

Councillor P Hetherton (Cabinet Member) and G Lloyd (Deputy Cabinet Member)

Councillor T Mayer (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,  
Tel: 024 7697 2644 /2643, Email: [liz.knight@coventry.gov.uk](mailto:liz.knight@coventry.gov.uk) /  
[michelle.salmon@coventry.gov.uk](mailto:michelle.salmon@coventry.gov.uk)**

**Coventry City Council**  
**Minutes of the Meeting of Cabinet Member for City Services held at 3.00 pm on**  
**Monday, 9 September 2019**

Present:

Members: Councillor P Hetherton (Cabinet Member)  
Councillor G Lloyd (Deputy Cabinet Member)  
Councillor T Mayer (Shadow Cabinet Member)

Employees:

R Goodyer, Place Directorate  
L Knight, Place Directorate  
J Logue, Place Directorate  
R Parkes, Place Directorate  
A Walster, Place Directorate  
M Wilkinson, Place Directorate

## **Public Business**

### **29. Declarations of Interests**

There were no declarations of interest.

### **30. Minutes**

The minutes of the meeting held on 12<sup>th</sup> August 2019 were signed as a true record. There were no matters arising.

### **31. Petition - Objection to the Double Yellow Lines on the Bend at Ena Road**

The Cabinet Member considered a report of the Deputy Chief Executive (Place) concerning a petition, bearing 64 signatures, which had been submitted by the petition organiser who was invited to the meeting but was unable to attend. The report had been requested by the petition organiser following the receipt of the determination letter. The petitioners were requesting the removal of the double yellow lines (no waiting at any time) from one of the bends on Ena Road (outside 1 Ena Road).

The report indicated that Ena Road together with Newland Road and Thornhill Road formed a 'loop' of roads accessed from Leicester Causeway, with the roads all being one way. There was a bend at each end of Ena Road and the road narrowed at these locations. A location plan was set out at an appendix to the report.

The double yellow lines were originally proposed on the bends at each end of Ena Road in response to a request from Waste Services; parked vehicles were creating access issues resulting in missed collections.

The installation of double yellow lines required a Traffic Regulation Order (TRO) and the statutory legal procedure to install a TRO included the advertisement of

the proposal and a 21 day objection period. The TRO was advertised in the local press and notices were posted on lamp columns in the area of the proposed restrictions on 29th March 2018, advising that any formal objections should be made in writing by 19th April 2018. In addition, letters were also sent to residents who would be directly affected, due to waiting restrictions being installed on the public highway outside their property. No objections were received to the Ena Road proposals and the TRO became operational on 28th August 2018.

The Cabinet Member had received a copy of the covering letter with the petition which referred to personal reasons for the objection to the double yellow lines.

The determination letter had advised that the double yellow lines were implemented in the summer of 2018 and no objections to the proposals had been received. It also advised that the no waiting restriction applied to the back of the footway and that the area outside no. 1 was not suitable for parking due to the adjacent pedestrian accesses, in particular to the play area. Therefore, it was not proposed to remove the double yellow lines. A copy of the determination letter was set out at a second appendix.

**RESOLVED that:**

**(1) The concerns of the petitioners be noted.**

**(2) The actions confirmed by determination letter to the petition spokesperson (as detailed in paragraph 1.9 of the report) be endorsed.**

**32. Objection to Proposed Waiting Restriction - Browns Lane**

Further to Minute 26/19, the Cabinet Member received a report of the Deputy Chief Executive (Place) concerning an objection to a proposed waiting restriction for Brown's Lane that had been advertised in a Traffic Regulation Order. The Cabinet Member was informed that the objector was unable to attend the meeting for the consideration of this item and had requested that the item be deferred until the next meeting to allow for his attendance in support of his objection.

**RESOLVED that consideration of the report be deferred until the next Cabinet Member meeting on 21st October to allow the objector the opportunity to attend in support of his objection.**

**33. Plastic Energy Site Visit - Authority to Attend**

**RESOLVED that approval be given for Andrew Walster, Director of Streetscene and Regulatory Services, and Grant McKelvie, Commercial Business Director, to visit a Plant Energy Site Visit in Seville, Spain from 18th to 20<sup>th</sup> September, 2019.**

**34. Petitions Determined by Letter and Petitions Deferred Pending Further Investigations**

The Cabinet Member considered a report of the Deputy Chief Executive (Place) which 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. 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' requests. When it had been decided to respond to a 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.

It was noted that where holding letters were being 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 Cabinet Member meeting.

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

35. **Outstanding Issues**

There were no outstanding issues.

36. **Any Other Items of Public Business - New Average Speed Enforcement routes as part of 2019/20 Local Safety Scheme Programme - Henley Road and Binley Road**

The Cabinet Member considered a report of the Deputy Chief Executive (Place) which sought approval for the installation of two new Average Speed Enforcement (ASE) sites on Binley Road and Henley Road as part of the Local Safety Scheme programme. As part of the ASE programme, approval was also sought for the extension of the Ansty Road and London Road ASE projects. The report had been submitted as an additional item of public business because of the special circumstances involved, these being the need to be able to complete the works required to implement the schemes in the current financial year and to gain approval of the proposed sites.

The report indicated that whilst the total number of accidents in Coventry was falling, the number of people killed or seriously injured (KSI) on the city's main roads was increasing. Over the 3 year period (1st June 2016 to 31st May 2019), a total of 367 people were killed or seriously injured on Coventry's road network. The City Council was the West Midlands Combined Authority (WMCA) Road Safety Lead, and was committed to reducing the numbers of people killed or seriously injured (KSI) by 40% over the next 10 years using the 3 year average (2014, 2015 & 2016) as the baseline.

In pursuance of mitigating the KSI trends on high traffic volume routes within the city, the Council introduced ASE on London Road and Ansty Road. ASE cameras were a relatively new speed enforcement technique. The cameras detected vehicles through Automatic Number Plate Recognition (ANPR) and calculated their average speed by measuring the time taken to travel between defined points,

a known distance apart. A clear signing strategy was used to inform drivers that they were entering an average speed control zone. The criteria for selecting a site was very similar to conventional 'fixed' camera enforcement sites and the report detailed the criteria.

ASE was introduced on Ansty Road and London Road in January 2019. The Cabinet Member was informed that early indications had revealed that in the first 6 months of operation there has been no recorded personal injury collisions on either Ansty Road or London Road in the area where ASE was in place since the projects became operational. Vehicular speeds had also reduced since the projects were introduced.

A citywide analysis of KSI trends highlighted the worst affected roads (in terms of high numbers of injury collisions attributed to inappropriate speeds) during the previous 3 years as Binley Road and Henley Road. Appendix A to the report set out a personal recorded injury collision breakdown for each of these locations which highlighted speed as the significant contributory factor.

The report detailed that over the three year period (1st June 2016 to 31st May 2019), 33 personal injury collisions had been recorded on Binley Road (from its junction with A444 Jimmy Hill Way to its junction with Brinklow Road), resulting in 3 fatalities and 5 serious personal injuries. This included a significant number of vulnerable road user personal injury collisions involving 5 pedestrians and 9 cyclists. Henley Road and Hall Green Road (from the Bellbrooke Close junction to the junction with Caradoc Close) had experienced 30 personal injury collisions, resulting in 2 fatal and 10 serious injuries over the three year period. Further analysis revealed that a significant number of collisions occurred at the junction of Henley Road with Roseberry Avenue. Analysis of the accidents revealed drivers could be increasing speeds on the approach to get through the signals on green, and not leaving sufficient time to slow down if the lights changed. There were also a significant number of pedestrian accidents on Henley Road.

In accordance with Coventry City Council, West Midlands Police and the Police and Crime Commissioner legal agreement, it was the intention to install the Binley Road and Henley Road ASE projects in the current financial year. This would assist to reduce vehicular speeds and therefore reduce the severity of accidents if they did occur. Subject to available budget after the installation of these projects, it was proposed to extend the Ansty Road and London Road ASE projects in the current financial year. It was therefore recommended that the associated procurement process for the ASE equipment was undertaken together with collaboration with partner organisations, West Midlands Police and other West Midlands Local Authorities.

**RESOLVED that:**

**(1) The implementation of the ASE schemes on Binley Road and Henley Road in the 2019/2020 financial year be approved.**

**(2) Subject to funding, the extension of London Road and Ansty Road ASE projects be approved.**

**(3) Approval be given for the associated procurement process for ASE equipment to be undertaken and to the collaborating with partner organisations (West Midlands Police and other West Midlands Local Authorities).**

(Meeting closed at 3.15 pm)

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Cabinet Member for City Services

21<sup>st</sup> October 2019

**Name of Cabinet Member:**

Cabinet Member for City Services – Councillor P Hetherton

**Director Approving Submission of the report:**

Deputy Chief Executive (Place)

**Ward(s) affected:**

Binley & Willenhall

**Title:** Petition – Deterioration of Road Surface in Walton Close

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**Is this a key decision?**

No

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**Executive Summary:**

This report responds to a petition containing 21 signatures which was submitted to Coventry City Council and is supported by Councillor Lakha. The petition requests that the Council:

*‘Review the deterioration of the road surface in Walton Close.’*

In accordance with the City Council's procedure for dealing with petitions, those relating to highway maintenance are heard by the Cabinet Member for City Services.

The cost of carrying out highways maintenance, is funded from the Transportation and Highway Maintenance Capital Programme budget.

**Recommendations:**

Cabinet Member for City Services is recommended to:

1. Note the petitioner's concerns;
2. Approve that the road at Walton Close be held on Coventry City Council's forward programme list and its condition will continue to be monitored and scored against all other similar sites citywide.

**List of Appendices included:**

Appendix A – Location Plan

**Background Papers**

None

**Other useful documents:**

None

**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: Petition – Deterioration of Road Surface in Walton Close.

## **1. Context (or background)**

- 1.1 A petition of 21 signatures has been received requesting that the Council makes reviews the condition of the road at Walton Close. The petition is supported by Councillor Lakha.
- 1.2 Walton Close is a local residential cul-de-sac, part of which serves as an access road for garages. A location plan is shown in Appendix A of this report.
- 1.3 In accordance with the City Council's procedure for dealing with petitions, those relating to highway maintenance issues are heard by the Cabinet Member for City Services.
- 1.4 Records show that the last annual programmed safety inspection took place on the 28<sup>th</sup> February 2019, at which time no intervention level were identified. There have also been no customer enquiries made regarding road condition in the last 12 months.
- 1.5 Following receipt of the petition an engineer made a separate visit (15<sup>th</sup> August 2019) to make an assessment of the construction and overall condition of the road and pavements. It was noted that the road is a traditional tarmac construction, the main carriageway section has been subject to a surface treatment some time ago. The garage area, which was not subject to this treatment is showing signs of deterioration. The pavements are of a slab construction. Both the road and pavements are somewhat aged and although not aesthetically pleasing at the time of inspection there were no intervention level defects identified.

## **2. Options considered and recommended proposal**

- 2.1 Following the engineer's assessment, and given the current condition and usage the recommended treatment would be repair the areas of deterioration by way of localised patching and then apply a surface treatment (Micro Asphalt) over the whole area to prevent the ingress of water and prevent further deterioration. If a priority score is reached by the Councils Asset Management System, they will be included in a future capital funded improvement programme, budget permitting. Until such time we will continue to make safe any defects at or above our intervention level as identified.

## **3. Results of consultation undertaken**

- 3.1 No consultation has been undertaken.

## **4. Timetable for implementing this decision**

- 4.1 Future capital maintenance programmes and proposed treatments to carriageways and pavements are established on a 'worst first' basis across all road categories. The decision for inclusion in any year's programme will be taken by Cabinet at their meeting in March of any given financial year. It will be dependent on the level of funding that is made available for Capital Highway maintenance in that year and will further depend on the condition of the carriageway or pavement when compared to other similar roads citywide. Therefore, the actual scheduling of the works is based on priority of the scheme and funds available.

## **5. Comments from Director of Finance and Corporate Services**

### **5.1 Financial implications**

There are no immediate financial implications of the recommendation. If a priority score is reached the repairs would be included in a future capital improvement programme, budget permitting. Repair is currently valued at approximately £13,000

### **5.2 Legal implications**

Pursuant to Section 41(1) of the Highways Act 1980, the Council has a duty to maintain those adopted highways that it is responsible for to a standard where they are reasonably passable to ordinary traffic. The scope of the duty under S.41(1) Highways Act 1980 is based on an objective standard and depends on the level of use of the highway in question.

## **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)?**

Highway Maintenance is part of Coventry City Council's vision for better pavements and roads which is a key objective. Completing this work would contribute to this objective.

### **6.2 How is risk being managed?**

Financial risks are managed through regular monitoring meetings with the budget holder and the capital finance team. Risk assessments are carried out as part of the design process to ensure that risks are designed out and that construction takes place by approved contractors in a safe way.

### **6.3 What is the impact on the organisation?**

The work would be delivered using existing resources.

### **6.4 Equalities / EIA**

No specific equalities impact assessment has been carried out.

### **6.5 Implications for (or impact on) Climate Change and the Environment**

Positive impacts of carrying out Highway Maintenance schemes are to improve the road/pavement surface for driving or walking on.

### **6.6 Implications for partner organisations?**

None specifically but all road users of Walton Close would benefit from the improvement to the road and pavement surfaces.

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

Tracy Cowley  
Highways Technical Services Manager

**Directorate:**

Place

**Tel and email contact:**

Tel: 024 7697 7035

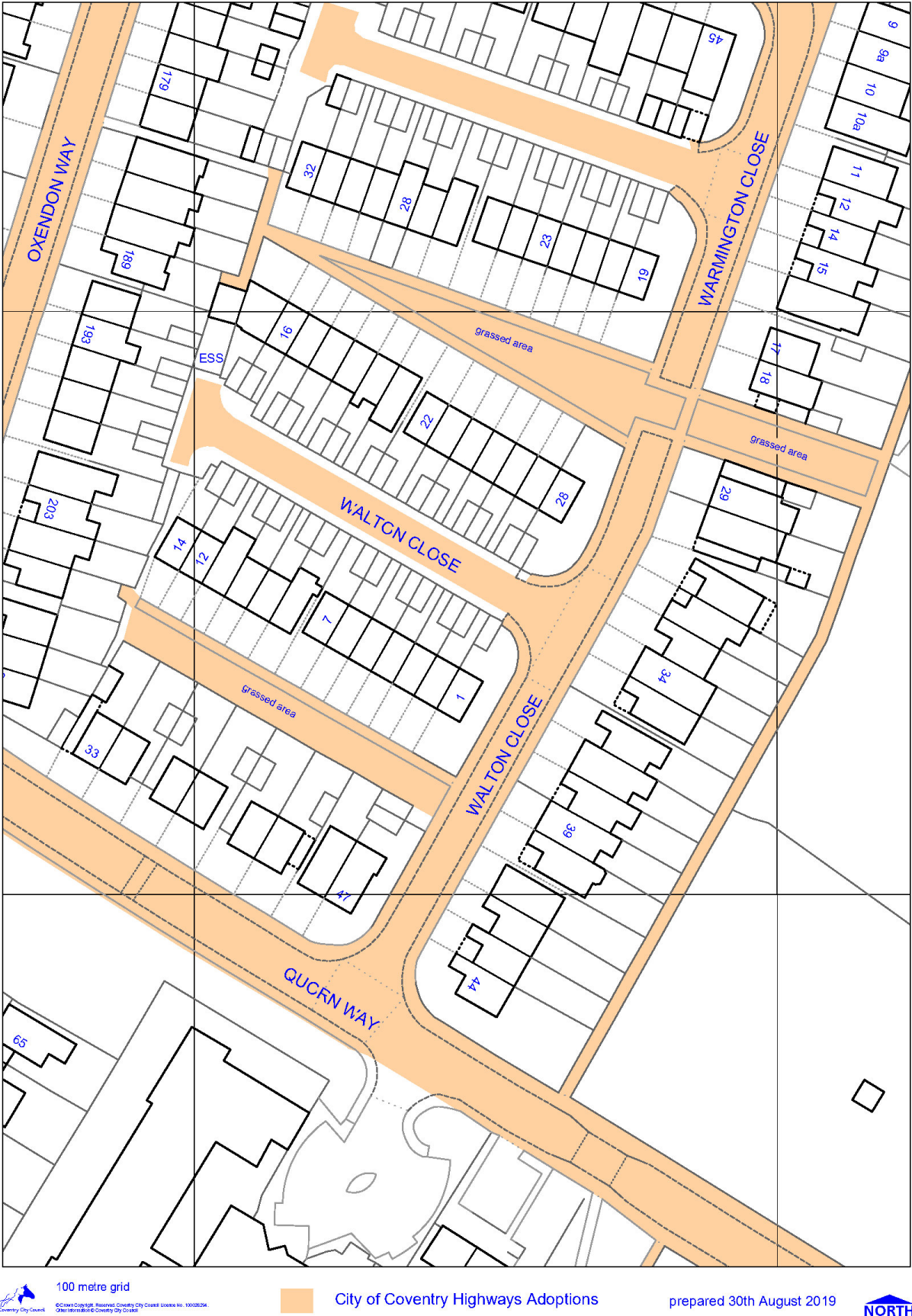
Email: [tracy.cowley@coventry.gov.uk](mailto:tracy.cowley@coventry.gov.uk)

Enquiries should be directed to the above person

<b>Contributor/ approver name</b>	<b>Title</b>	<b>Directorate or organisation</b>	<b>Date doc sent out</b>	<b>Date response received or approved</b>
<b>Contributors:</b>				
Colin Knight	Director (Transportation and Highways)	Place	04/09/19	09/10/2019
Neil Cowper	Head of Highways	Place	04/09/19	04/09/2019
Michelle Salmon	Governance Services Officer	Place	04/09/19	06/09/2019
<b>Names of approvers: (officers and members)</b>				
Graham Clark	Lead Accountant	Place	04/09/19	04/09/2019
Rob Parkes	Team Leader, legal services	Place	04/09/19	12/09/2019
Councillor P Hetherton	Cabinet Member for City Services	-		30/09/2019

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Appendix A – Location plan



Cabinet Member for City Services

21<sup>st</sup> October 2019

**Name of Cabinet Member:**

Cabinet Member for City Services – Councillor P Hetherton

**Director Approving Submission of the report:**

Deputy Chief Executive (Place)

**Ward(s) affected:**

Bablake

**Title:**

Objection to Proposed Waiting Restriction – Brown's Lane

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**Is this a key decision?**

No

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**Executive Summary:**

Waiting restrictions within Coventry are reviewed on a regular basis.

On 13<sup>th</sup> June 2019, a Traffic Regulation Order (TRO) relating to proposed new waiting restrictions and amendments to existing waiting restrictions was advertised. Objections were received and these were considered at the Cabinet Member for City Services meeting on 12<sup>th</sup> August 2019.

All objectors were invited to attend and speak at the meeting on 12<sup>th</sup> August. However, the objector to the proposal for Brown's Lane advised they were not able to attend the meeting and requested that the consideration of this item was deferred. The Cabinet Member agreed.

In accordance with the City Council's procedure for dealing with objections to TROs, they are reported to the Cabinet Member for City Services for a decision as to how to proceed. As the Brown's Lane proposal was not considered at the August meeting, it is to be considered at this meeting.

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

**Recommendations:**

Cabinet Member for City Services is recommended to:

- 1) Consider the objection to the proposed waiting restriction.
- 2) Subject to recommendation 1), approve the implementation of the restrictions as advertised at Brown's Lane and that the proposed Traffic Regulation Order is made operational.

**List of Appendices included:**

Appendix A – Summary of proposed restriction, objection and response

**Background Papers**

Cabinet Member for City Services 12<sup>th</sup> August 2019 - Objections to Proposed Waiting Restrictions (Variation 8) Report

**Other useful documents:**

None

**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:** Objection to Proposed Waiting Restriction – Brown’s Lane

**1. Context (or background)**

- 1.1 On 13<sup>th</sup> June 2019, a Traffic Regulation Order (TRO) relating to proposed new waiting restrictions and amendments to existing waiting restrictions was advertised. Objections to these proposals were considered at the Cabinet Member for City Services meeting on 12<sup>th</sup> August 2019.
- 1.2 However, the objector to the proposed double yellow lines (no waiting at any time) restriction for Brown’s Lane requested a decision on that restriction was deferred, as they were unable to attend the meeting. The Cabinet Member agreed to defer the decision for this location.
- 1.3 The request for the extension of the existing double yellow lines on Brown’s Lane at its junction with Lyons Drive had been made by a resident who advised of safety concerns when turning right out of Lyons Drive due to reduced visibility caused by parked vehicles on Browns Lane. The proposal in response, as advertised, is shown in Appendix A to the report.
- 1.4 Generally, 10 metres of double yellow lines are provided for junction protection, this is in accordance with the advice from the Highway Code regarding parking at a junction. The Highway Code (243) states ‘Do not stop or park opposite or within 10 metres (32 feet) of a junction, except in an authorised parking space’. This is to provide visibility at a junction. 10 metres was the length of double yellow lines originally installed at the junction, therefore the request to extend the double yellow lines further was carefully considered; as whilst it is not a duty of the City Council to provide on street parking we are aware of the impact introducing double yellow lines can have on residents and their visitors who park on street. A photo taken by an Officer investigating the request shows the impact of parking on visibility at the Lyons Drive junction.
- 1.5 As part of the statutory procedure, the TRO was advertised in the local press and notices were posted on lamp columns in the area of the proposed restrictions on 13<sup>th</sup> June 2019, advising that any formal objections should be made in writing by 4<sup>th</sup> July 2019. In addition, letters were also sent to residents who would be directly affected due to waiting restrictions being installed on the public highway outside their property. One objection was received to the Brown’s Lane proposal. This is detailed in Appendix A to the report.

**2. Options considered and recommended proposal**

- 2.1 The proposed TRO, which included the Brown’s Lane proposal, was advertised on 13<sup>th</sup> June 2019, 40 objections were received (39 individual objections, and 1 petition). In addition, 8 responses in support of proposals and 4 comments were also received. Apart from the objection to the Brown’s Lane proposal, these were all considered at the Cabinet Member meeting of 12<sup>th</sup> August 2019.
- 2.2 The original objection to the Brown’s Lane proposal, additional comments received from the objector, response to the objection and origin of the proposed waiting restriction are summarised in the table in Appendix A to the report. Where the objection refers to personal details, these have not been detailed in this report, however the objection has been forwarded in full to the Cabinet Member for City Services.
- 2.3 In considering the objection received, the options are to:
  - i) make the order for the proposal as advertised;
  - ii) make the order for a shorter extension of double yellow lines (3 metres);
  - iii) make other amendments to the proposal, which may require the revised proposal to be advertised;
  - iv) not to make the order relating to the proposal.

- 2.4 The recommended proposal is to install the double yellow lines (no waiting at any time) on Brown's Lane as advertised.

### **3. Results of consultation undertaken**

- 3.1 The proposed TRO for the waiting restrictions was advertised in the Coventry Telegraph on 13<sup>th</sup> June 2019; notices were also placed on street in the vicinity of the proposals. In addition, letters were sent to properties which would be directly affected. Letters were also sent to other various consultees. The responses received were, 40 objections (39 individual objections and 1 petition), 8 responses in support of proposals and 4 comments. One objection related to the proposals for Brown's Lane.

### **4. Timetable for implementing this decision**

- 4.1 The original TRO which the Brown's Lane proposal is part of has not yet been sealed. Therefore, following the consideration of the objection to Browns Lane, any decision which does not require the proposal to be advertised again will be incorporated into the TRO and the restriction installed as approved by the end of September 2019.
- 4.2 If any approved proposal requires the proposal to be advertised, this will be incorporated in to the legal procedure for the next citywide waiting restriction review, which is to be undertaken in October 2019.

### **5 Comments from Director of Finance and Corporate Services**

#### **5.1 Financial implications**

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

#### **5.2 Legal implications**

The Road Traffic Regulation Act 1984 allows the Council to make a Traffic Regulation 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.

There is an obligation under the Road Traffic Regulation Act 1984 to advertise our intention to make Traffic Orders and to inform various stakeholders, including the Police and the public. The Authority is obliged to consider any representations received. If representations are received, these are considered by the Cabinet Member for City Services. Regulations allow for an advertised Order to be modified (in response to objections or otherwise) before a final version of the Order is made.

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 proposed changes to the waiting restriction as recommended 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 introduction of waiting restrictions will reduce obstruction of the carriageway, therefore increasing safety for all road users.

### **6.5 Implications for (or impact on) Climate Change and 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

**Tel and email contact:**

Tel: 024 75270950

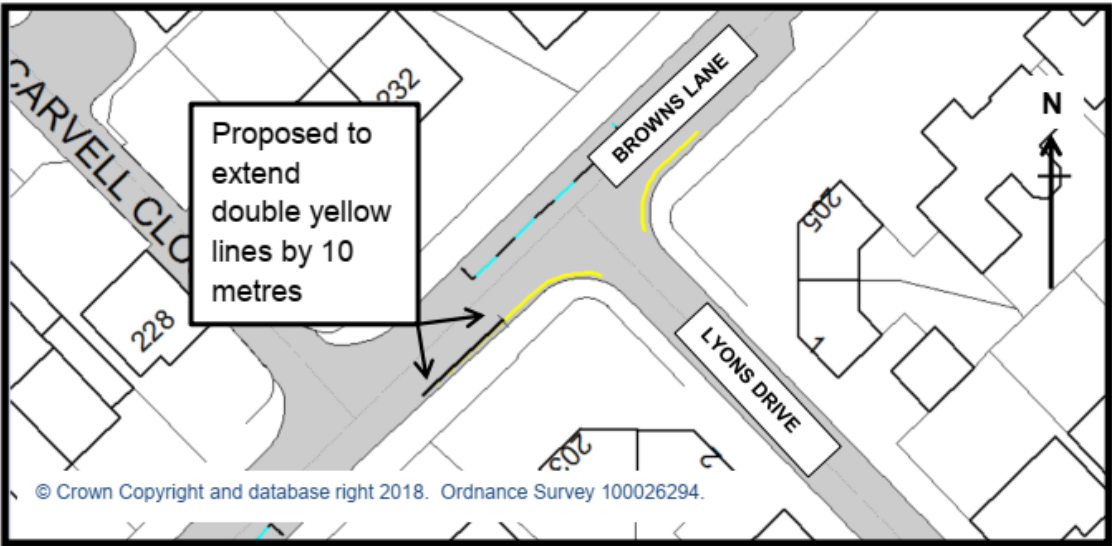
Email: [caron.archer@coventry.gov.uk](mailto:caron.archer@coventry.gov.uk)


Enquiries should be directed to the above person.

Contributor/ approver name	Title	Directorate or organisation	Date doc sent out	Date response received or approved
<b>Contributors:</b>				
Karen Seager	Strategic Lead, Transport and Highways Operations	Place	27.08.2019	29.08.2019
Rachel Goodyer	Traffic and Road Safety Manager	Place	27.08.2019	29.08.2019
Liz Knight	Governance Services Officer	Place	27.08.2019	28.08.2019
<b>Names of approvers: (officers and members)</b>				
Mark Williams	Lead Accountant	Place	27.08.2019	27.08.2019
Rob Parkes	Team Leader, Legal Services	Place	27.08.2019	29.08.2019
Councillor P Hetherton	Cabinet Member for City Services	-	28.08.2019	29.08.2019

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## Appendix A – Summary of proposed restriction, objection and response

Location (Ward)	Brown's Lane (Bablake)
Original Request	Request to extend existing double yellow lines at the junction with Lyons Drive due to parked cars creating visibility issues for drivers trying to exit Lyons Drive.
Proposal	<p>Proposed to extend the existing double yellow lines on the western side of the junction with Lyons Drive by approximately 10 metres.</p> 
Objection	<p>I object to the proposal to extend the double yellow lines at the above location. The proposal would cause both myself and my neighbours inconvenience.</p> <p>I park in this location because I do not have parking directly outside of my own home. This is because of the yellow lined bus stop that traverses both 230 and 232 Browns Lane. There is no parking place between these houses and Carvell Close to the South West. Parking to the North East of these house would impact the speed reduction pinch point installed by the City Council in the recent past.</p> <p>The established junction of Browns Lane/Lyons Drive already has yellow lines that are sufficient to meet regulations and do not cause a dangerous impediment to the line of sight for traffic emerging from this junction.</p> <p>Purchasers of these recently built houses fronting Browns Lane knew full well that they were purchasing on a road junction before their purchase. They should not seek to impose an inconvenience on longer established residents. Furthermore, there is no direct access to the footpath from their own frontages because of landscaping conditions imposed as a condition of planning permission for the whole Lyons Drive Estate.</p> <p>I fail to see what benefit the proposal to extend the existing yellow lines would bring, other than the visual benefit of not seeing parked cars from their windows. In my view the proposal has no merit and I urge you to reject the request.</p>
Additional information provided by the objector	<p>As stated in your earlier email this week, would you kindly ask the Cabinet Member for a deferral to another date. If they are unwilling to do that then please place the following before them.</p> <p>The proposal for the Browns Lane/Lyons Drive junction arises from concerns about safely</p>

	<p>exiting this junction onto Browns Lane. The source of the concern is unknown to me. Over the last four years- in fact since the junction was built - there have been no accidents or near misses illustrating that the existing precautions are adequate. I am well placed to know this as [personal details]. [Reference to property location] my CCTV cameras also show the junction beyond my drive in full. The Technical Officer does not mention the speed reduction "pinch point" or the bus stop that when a bus is parked there, congests the junction.</p> <p>The perceived threat to road safety is misplaced. In fact there is a greater threat to safety from opening up the lines of sight. Only IF cars are parked there, there may be a need to "Creep and Peep", a technique highlighted in the Highway Code. This is far safer because it forces oncoming traffic to reduce speed.</p> <p>I would ask you not to extend the double yellow lines any further that they are at present, but if you are not persuaded, then to limit their extension to 3 metres.</p>
<p><b>Response to objection</b></p>	<p>The double yellow lines were proposed in response to concerns raised regarding visibility when drivers were exiting Lyons Drive on to Brown's Lane. An Officer visited the site to observe the situation and to undertake this manoeuvre as part of the investigation to determine whether to propose to increase the double yellow lines and the extent of any increase. The presence of the existing traffic calming features on Browns Lane was taken into consideration as part of the review. A vehicle was parked at this location during the site visit and impacted on visibility, making it difficult when exiting, therefore it was proposed to extend the existing double yellow lines provided for junction protection for safety reasons.</p>  <p>It is not a duty of the City Council to provide on street parking.</p> <p><b>Recommendation</b> – Install the restriction as advertised.</p>



## **Public report** Cabinet Member Report

**Name of Cabinet Member:**

Cabinet Member for City Services – Councillor Hetherton

21 October 2019

**Director Approving Submission of the report:**

Deputy Chief Executive (Place)

**Ward(s) affected:**

All Wards

**Title:**

Revise the current conditions for private hire drivers, private hire proprietors, hackney carriage proprietors and pedicabs & tuk tuks proprietors to ensure that when the vehicle(s) are working there are functioning facilities for taking cashless payments.

---

**Is this a key decision?**

‘No – Although the matter may affect all Wards in the City, it is not anticipated that the impact will be significant’

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**Executive Summary:**

With the growth of cashless payments and the UK having the highest revenue in cashless payments in the European Union, and most of the population not carrying cash, it is reasonable to ensure that private hire and hackney carriage vehicles have facilities to offer cashless payments if required by the passenger.

**Recommendations:**

The Cabinet Member for City Services is recommended to:  
Approve the proposed additional conditions, detailed in the report, be brought into effect so that private hire drivers, private hire proprietors, hackney carriage proprietors and pedicabs & tuk tuks proprietors ensure that when the vehicle(s) are working there are functioning facilities for taking cashless payments.

**List of Appendices included:**

Appendix A – Current Private Hire Drivers’ Conditions of Licence  
Appendix B – Current Private Hire Vehicle Proprietor’s Conditions of Licence  
Appendix C – Current Hackney Carriage Vehicle Proprietor’s Conditions of Licence  
Appendix D – Current Private Hire Pedicabs and Tuk Tuks Vehicle Proprietor’s Conditions of Licence

**Other useful background papers:**

None

**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:**

Revise the current conditions for private hire drivers, private hire proprietors, hackney carriage proprietors and pedicab & tuk tuk proprietors to ensure that when the vehicle(s) are working there are functioning facilities for taking cashless payments.

**1. Context (or background)**

With the growth of cashless payments and the UK having the highest revenue in cashless payments in the European Union, and most of the population not carrying cash, it is reasonable to ensure that private hire and hackney carriage vehicles have facilities to offer cashless payments if required by the passenger.

**2. Recommended proposals****2.1 Proposal**

Approve the proposed additional condition, set out below, is brought into effect to ensure private hire drivers take cashless payments. Current conditions are set out at Appendix A.

“14. Functioning cashless facilities must be carried and cashless payments cannot be refused and must not incur the passenger additional costs”.

**2.2 Proposal**

Approve the proposed additional condition, set out below, is brought into effect to ensure private hire vehicle proprietors make certain that their vehicle(s) have functioning facilities to take cashless payments. Current conditions are set out at Appendix B.

“11. Functioning cashless payment facility in vehicles

Proprietors) must ensure their vehicles are equipped with a functioning cashless payment facility.”

**2.3 Proposal**

Approve the proposed additional condition, set out below, is brought into effect to ensure hackney carriage proprietors make certain that their vehicle(s) have functioning facilities to take cashless payments. Current conditions are set out at Appendix C.

“11. Proprietors must ensure their vehicles are equipped with a functioning cashless payment facility.”

**2.4 Proposal**

Approve the proposed additional condition, set out below, is brought into effect to ensure private hire pedicab & tuk tuk vehicle proprietors make certain that their vehicle(s) have functioning facilities to take cashless payments. Current conditions are set out at Appendix D.

“8. Functioning cashless payment facility in vehicles

Proprietors must ensure their vehicles are equipped with a functioning cashless payment facility.”

### **3. Results of Consultation Undertaken**

The recognised representatives of the Coventry licensed taxi trade, Unite Union, have been consulted with.

### **4. Timetable for implementing these decisions**

Subject to approval of the recommendations the decision will take effect immediately, but the trade will be given a period of up to the 1 December 2019 to source, purchase and provide the cashless payment facilities.

### **5. Comments from the Director of Finance and Corporate Services**

#### **5.1 Financial implications**

There are no financial implications as a result of this proposal.

#### **5.2 Legal implications**

The Council has powers under s 47 & 48 of the Local Government (Miscellaneous Provisions) Act 1976 to attach such conditions on private hire driver & vehicle licences and hackney carriage vehicle licences as they may consider reasonably necessary. Any person aggrieved by any conditions attached to the licence may appeal to a Magistrates' Court.

### **6. Other implications**

None

#### **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)?**

It will help to facilitate improvements in the taxi services available to the people of Coventry, which will contribute towards ensuring that children and young people are safer; making places and services accessible and encouraging a creative, active and vibrant city.

#### **6.2 How is risk being managed?**

Through established reporting and governance arrangements.

#### **6.3 What is the impact on the organisation?**

None

#### **6.4 Equalities / EIA**

None

#### **6.5 Implications for (or impact on) Climate Change and the Environment**

None

#### **6.6 Implications for partner organisations?**

None

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

Mick Coggins, Senior Licensing Enforcement Officer & Andrew Walster, Director for Streetscene and Regulatory Services

**Directorate:**

Place

**Tel and email contact:**

024 7683 2297

mick.coggins@coventry.gov.uk

Enquiries should be directed to the above person.

<b>Contributor/approver name</b>	<b>Title</b>	<b>Directorate or organisation</b>	<b>Date doc sent out</b>	<b>Date response received or approved</b>
<b>Contributors:</b>				
Andrew Walster	Director of Streetscene & Regulatory Services	Place	25/09/2019	08/10/2019
Liz Knight	Governance Services Officer	Place	25/09/2019	01/10/2019
Other members				
<b>Names of approvers for submission: (officers and members)</b>				
Finance: Cath Crosby	Finance Manager	Place	25/09/2019	08/10/2019
Legal: Amy Wright	Criminal & Licensing Solicitor	Place	10/09/2019	16/09/2019
Director: Martin Yardley	Director of Place	Place	30/09/2019	02/10/2019
Members: Cllr Hetherton	Cabinet Member for City Services		30/09/2019	02/10/2019

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**Private Hire Drivers' Conditions of Licence**

**1. Conduct of Driver**

The driver shall;-

- (a) afford all reasonable assistance with passengers' luggage,
- (b) at all times be clean and respectable in his/her dress and person and behave in a civil and orderly manner,
- (c) take all reasonable steps to ensure the safety of passengers conveyed in, entering or alighting from the vehicle driven by him/her,
- (d) not without the express consent of the hirer, drink or eat in the vehicle,
- (e) not without the express consent of the hirer, play any radio or sound reproducing instrument or equipment or equipment in the vehicle other than for the purpose of sending or receiving messages in connection with the operation of the vehicle,
- (f) at no time, cause or permit the noise emitted by any radio or other previously mentioned equipment in the vehicle which he/she is driving to be source of nuisance or annoyance to any person, whether inside or outside the vehicle,

**2. Passengers**

- (1) The driver shall not convey or permit to be conveyed in a private hire vehicle a greater number of persons than that prescribed in the licence for the vehicle.
- (2) The driver shall not allow there to be conveyed in the front of a private hire vehicle:-
  - (a) any child below the age of ten years; or
  - (b) more than one person above that age.
- (3) The driver shall not without the consent of the hirer of a vehicle convey or permit to be conveyed any other person in that vehicle.

**3. Lost Property**

- (1) The driver shall immediately after the termination of any hiring of a private hire vehicle or as soon as practicable thereafter, carefully search the vehicle for any property which may have been accidentally left there.
- (2) If any property accidentally left in a private hire vehicle by any person who may have been conveyed therein is found by or handed to the driver the latter shall seek to identify the owner thereof failing which the property shall be delivered to the nearest police station with an explanation of the circumstances.

**4. Written Receipts**

The driver shall if requested by the hirer of a private hire vehicle provide him/her with a written receipt of the fare paid.

**5. Animals**

The driver shall not convey in a private hire vehicle any animal belonging to or in the custody of him/herself or the proprietor or operator of the vehicle.

**6. Prompt Attendance**

The driver of a private hire vehicle shall, if he/she is aware that the vehicle has been hired to be in attendance at an appointed time and place or he/she has otherwise been instructed by the operator or proprietor of the vehicle to be in attendance at an appointed time and place, punctually attend at that appointed time and place, unless delayed or prevented by sufficient cause.

**7. Deposit of Licence**

If the driver is permitted or employed to drive a private hire vehicle of which the proprietor is someone other than him/herself, he/she shall before commencing to drive

that vehicle deposit this licence with that proprietor for retention by him/herself until such time as the driver ceases to be permitted or employed to drive the vehicle or any other vehicle of his/her.

**8. Taximeter**

If a private hire vehicle being driven by the driver is fitted with a taximeter, the driver shall not cause the fare recorded thereon to be cancelled or concealed until the hirer has had a reasonable opportunity of examining it and has paid the fare.

**9. Fare to be Demanded**

The driver shall not demand from any hirer of a private hire vehicle a fare in excess of any previously agreed for that hiring between the hirer and the operator or, if the vehicle is fitted with a taximeter the fare shown on the face of the taximeter.

**10. Change of Address**

The driver shall notify the council of any change of his/her address during the period of the licence within 7 days of such change taking place.

**11. Convictions/Cautions**

The driver shall within 7 days disclose to the council in writing details of any conviction or caution imposed on him/her during the period of the licence.

**12. Return of Badge**

The driver shall upon the expiry (without immediate renewal), revocation or suspension of this licence forthwith return to the council the driver's badge issued to him/her by the council when granting this licence.

**13. Records**

- (1) The driver shall maintain and carry within the vehicle driven by him/her a record in the form of a loose leaf or bound book and shall enter therein before the commencement of each journey the following details:-
  - (a) The name of the driver.
  - (b) The registration number of the vehicle being driven.
  - (c) The name and address of the hirer or passenger to be carried.
  - (d) The time and date for commencement of journey.
  - (e) The destination of journey.
  - (f) The point of pick-up.
  - (g) Signature of driver
- (2) The records shall be retained by the driver and delivered to the operator not later than 7 days from the date of the last entry.

**Private Hire Vehicle Proprietors Conditions of Licence**

1. Maintenance of Vehicle

The vehicle and all its fittings and equipment shall at all times when the vehicle is in use or available for hire be kept in an efficient, safe, tidy and clean condition and all relevant statutory requirements including in particular those contained in the Motor Vehicles (Construction and Use) Regulations shall be fully complied with.

2. Details of Vehicle

All vehicles shall be painted in a single colour save that two colours may be permitted provided only one appears above or below the contour line of the vehicle.

No material alterations or change in the specification, design, condition or appearance of the vehicle shall be made without the approval of the council at any time while the licence is in force.

3. Identification Plate (+ Disk)

The plate identifying the vehicle as a private hire vehicle and required to be exhibited on the vehicle, pursuant to Section 48(6) of the Local Government (Miscellaneous Provisions) Act 1976 shall be securely fixed to the rear of the vehicle in a conspicuous position and in such a manner as to be removable by an authorised officer of the council or a police officer.

4. Interior Markings

The proprietor shall cause to be clearly marked and maintained inside the vehicle in such a position as to be visible at all times to persons conveyed therein the number of this licence and the number of passengers prescribed in this licence.

5. Safety Equipment

There shall be provided and maintained in the vehicle at all times when it is in use or available for hire a suitable and efficient fire extinguisher and a suitable first aid kit containing appropriate first aid dressings and appliances, such equipment to be carried in such a position in the vehicle as to be readily visible and available for immediate use in an emergency.

6. Signs, Notices, Etc.

- a No signs, notices, advertisements, plates, marks, numbers, letters, figures, symbols, emblems or devices whatsoever shall be displayed on, in or from the vehicle except as may be required by any statutory provision or required or permitted by these conditions; provided however that this condition shall not apply to any indication on a taxi meter fitted to the vehicle.
- b The proprietor shall cause to be affixed and maintained in the vehicle in a conspicuous position in accordance with the directions of the council any sign or notice relating to private hire vehicles which the council may from time to time require.
- c There may be displayed within the vehicle for the information of passengers a table of fares in a form and printing previously submitted to and approved by the council.

7. Change of Address

The proprietor shall notify the council in writing of any change of his/her address during the period of the licence within seven days of such change taking place.

8. Convictions

The proprietor shall within seven days disclose to the council, in writing, details of any convictions imposed on him (or, if the proprietor is a company or partnership, on any of

the directors or partners) during the period of the licence.

9. Deposit of Driver's Licences

If the proprietor permits or employs any other person to drive the vehicle as a private hire vehicle, he shall before that person commences driving the vehicle cause the driver to deliver to him his private hire driver's licence for retention until such time as the driver ceases to be permitted or employed to drive the vehicle or any other vehicle of his/hers.

10. Notification of Drivers

A proprietor shall inform the Taxi Licensing Office of Coventry City Council of the names and addresses of all licensed drivers permitted or employed to drive licensed vehicles within seven days of the date of appointment or termination as the case may be.

**Hackney Carriage Vehicle Proprietors Conditions of Licence**

1. A proprietor shall be engaged in a full time capacity in the business of letting for hire one or more hackney carriages.
2. A proprietor shall keep proper records in the form approved by the city council of all journeys undertaken by drivers engaged by him/her and of the hours worked by such drivers.
3. A proprietor shall provide and thereafter maintain in respect of the licence granted a hackney carriage of the metropolitan type which shall be of one colour approved by the city council.
4. A proprietor shall cause to be delivered to him and shall retain in his possession the licence of any driver engaged by him and shall ensure that such driver is in possession of the appropriate driver's badge issued by the city council.
5. A proprietor shall keep the licensed hackney carriage in a fit and road-worthy condition at all times and shall clean the same inside and outside daily.
6. A proprietor shall inform the Taxi Licensing Office of Coventry City Council of the name and address of all licensed drivers engaged by him/her and of any such driver ceasing to be so engaged within seven days of the date of appointment or termination as the case may be.
7. The licence granted shall remain in force for one year.
8. Advertisements shall not be displayed on any hackney carriage, either internally or externally, (including upon any window), without the written approval of the city council.
9. Where approval for the display of advertisements has been granted, the proprietor shall ensure the advertisement(s) are displayed in the prescribed manner and maintained in a clean and tidy condition.
10. Stickers identifying the vehicle as a licensed hackney carriage (including current plate number) and issued by the City Council shall be adhered directly to the vehicle to which they relate as follows:
  - a. One to the nearside quarterlight and one to the offside quarterlight, located towards the bottom when viewed from outside and readable from outside the vehicle.
  - b. One located at the top of the windscreen and readable from outside the vehicle.
  - c. If the information on any of the stickers is inaccurate or not clearly readable the vehicle must not be used for hire until replacement stickers have been issued by the City Council and adhered to the vehicle. The information on the stickers must not be altered or obliterated other than by the City Council. Stickers must not be located elsewhere on the vehicle without prior written approval from the City Council.



**Private Hire Pedicabs and Tuk Tuks Vehicle Proprietors Conditions of Licence**

**1. Introduction**

Pedicabs and Tuk Tuks permitted to be licensed in Coventry are motor assisted vehicles with three wheels, used for the purpose of carrying fare paying passengers.

As with all licensed taxi's these vehicles have to comply with Conditions of Fitness and are required to meet a minimum standard that must be maintained throughout the licensing period.

**2. General Requirements**

- a. Licensed vehicles must be of a design which has the driver/rider to the front and the passengers seated to the rear.
- b. Vehicles will have a minimum of three wheels and must be fitted with an electric (maximum 250 watts) or zero emission capability engine / motor (maximum 50 cc).
- c. If pedalled the vehicle must be fitted with an electric motor to either power the vehicle unassisted or to assist with pedalling (maximum 250 watts).
- d. Vehicles licensed by this authority will operate within the inner ring road and the Railway Station only.
- e. Pedicabs and Tuk Tuks are only permitted to accept pre booked fares received through a Coventry licensed Private Hire Operator and are not permitted to utilise hackney carriage ranks.
- f. The maximum number of passengers that can be carried in each vehicle will be assessed and determined by the Taxi Licensing Office and this number must be displayed on the licence plate issued by the Council to be fixed securely to the rear of the vehicle. This plate must also display the expiry date of the licence.
- g. Vehicles must be maintained in a sound, mechanical and structural condition and comply with all relevant legislation that affects the construction and use of such vehicles to include but not restricted to:-
  - a. Motor Vehicles (Construction and Use) Regulations
  - b. Road Vehicle Lighting Regulations
  - c. The Pedal Cycle (Construction and Use) Regulations 1983 and the Pedal Cycle (Construction and Use) (Amendment) Regulations 2015.
  - d. The Pedal Cycle (Safety) Regulations 2003.
  - e. The Pedal Bicycle (Safety) Regulations 2010.

f. The Electrically Assisted Pedal Cycle Regulation 19863 and the Electrically Assisted Pedal Cycle (Amendment) Regulations 2015.

3. Vehicle Testing

- a. All vehicles are subject to a mechanical examination prior to licensing and every 12 months thereafter. Any vehicle over 3 years old is required to undertake 6 monthly inspections.
- b. All inspections must be undertaken at Whitley depot or an alternative facility as appointed and authorised by the Council. Failure to secure a pass certificate will prevent a licence being issued or result in suspension of a licence (if at 6 monthly inspection).
- c. Where applicable a current MOT certificate will be required to be submitted with an application for a licence and annually thereafter on renewal of a licence.

4. Maintenance of Vehicle

The proprietor shall ensure that;

- a. The bodywork of the vehicle is in good condition and the paint work is clean and well maintained.
- b. Any roof covering is watertight.
- c. The condition, fixing and routing or positioning of electric cables and fitting, if any, are such that there is no risk of electrical fire or other incident.
- d. The vehicle is provided with an audible warning device such as a bell or a horn.
- e. Any door hinges, locks and handrails and any grab handles fitted to the vehicle are secure and sound, and not liable to injure any passengers, damage or soil their clothing or luggage.
- f. A suitable spare wheel and tyre is provided and readily available for use or an alternative temporary repair system is provided, together with the tools and equipment required to carry out any emergency replacement or repairs required to the vehicle.
- g. The vehicle is fitted with seatbelts to each seat. The seat belts shall be readily accessible for use by all passengers and must be maintained in a safe condition at all times.
- h. The fittings and furniture of the vehicle are clean and well maintained and in every way fit and safe for public use.
- i. Any internal linings of the vehicle are sound, clean and not liable to damage or soil passengers' clothing or luggage, and the floor is provided with a carpet, mat or other suitable, non-slip floor covering which is sound and clean.
- j. The seats are properly cushioned and covered by a water resistant material and that seat covers are in a sound and clean condition, which may be easily cleaned and dried.
- k. There shall be provided and maintained in the vehicle at all times a dry powder fire extinguisher of at least 1kg in weight and stamped EN3 or BSEN3 (which should be red in

colour). The fire extinguisher must have a dial reader and be serviceable. A basic first aid kit must be carried which is CE, HSE, BSI, BS or DIN compliant.

## 5. Insurance

The proprietor or owner of the vehicle shall present, on application for a licence a valid vehicle insurance policy covering private hire for private hire use. This policy shall include details of;

- a. The proprietor or owner as the policy holder.
- b. Cover for any other persons who drive the vehicle who shall be named on the policy and be licensed Coventry private hire drivers.

## 6. Drivers

An applicant for a driver's licence for a Pedicab or Tuk Tuk shall;

- a. Undertake all the (relevant) requirements for a Coventry licensed private hire driver as stipulated in the Driver Information Document 044 plus any additional / amended requirements specific to the licensing of Pedicabs and Tuk Tuks.
- b. Meet the DVLA Group 2 medical standards (a medical examination form from the Council must be completed by the applicants own GP).
- c. Notify the Council of any medical condition which arises after the issue of the licence which may affect their ability to perform their duties.
- d. Not be permitted to drive any other type of private hire vehicle unless the relevant application, tests and assessments are undertaken and passed and the correct licence held.

## 7. Licence Requirements

Drivers of Pedicabs and Tuk Tuks must;

- a. be over 21 years of age
- b. hold a full DVLA driving licence

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## **Public report** Cabinet Member Report

Cabinet Member for City Services

21 October 2019

**Name of Cabinet Member:**

Cabinet Member for City Services – Councillor P Hetherton

**Director Approving Submission of the report:**

Deputy Chief Executive (Place)

**Ward(s) affected:**

Cheylesmore, Lower Stoke, Sherbourne, St Michael's

**Title:**

Petitions Determined by Letter and Petitions Deferred Pending Further Investigations

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**Is this a key decision?**

No. This report is for monitoring purposes only.

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**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:-

1. 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 [moderngov.coventry.gov.uk](http://moderngov.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 the end of November 2019.

## **5. Comments from Director of Finance and Corporate Services**

### **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) Climate Change and 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:**

024 7697 7139, 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
<b>Contributors:</b>				
Caron Archer	Principle Officer - Traffic Management	Place	09/10/19	09/10/19

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# 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 letter to be issued
E172 - Parking for parents on Torrington Avenue at Leigh C of E School	14	N/A	Determination	Location is opposite a commercial access used by heavy goods vehicles. We would not facilitate parking at this location. Therefore, no action is proposed.	November
E6/19 - Reduce Car Speeds on Quinton Road	8	N/A	Determination	Quinton Road to be added to programme for deployment of mobile vehicle-activated speed limit signs (VAS). Signs will also collect data on vehicle speeds. Petitioners to be referred to Community Speed Watch.	November
70/18 – Problems with parking & access to Coundon Street	12	Councillor Kelly	Determination	Proposals for residents' parking scheme to be developed and consultation undertaken with residents and Bablake School.	November
22/19 - Irresponsible Parking in Stonehouse Lane and Sedgemoor Road	34	Councillor R Ali and Councillor Brown	Holding	Parking surveys to be conducted.	November
24/19 - Residents Parking Permit Scheme Kings Grove	18	Councillor McNicholas	Determination	Due to the layout of the road (narrow with passing place/turning area), Kings Grove is not suitable for a residents' parking scheme, as this would indicate that the full length of the road is suitable for parking. Therefore, no further action is proposed. There have been no changes in circumstances since the same response was sent to a previous petition making the same request.	November