



Cabinet Member for City Services

Time and Date

2.30 pm on Wednesday, 14th September, 2022

Place

Diamond Rooms 1 and 2 - Council House

Public Business

1. **Apologies**

2. **Declarations of Interests**

3. **Minutes**

(a) To agree the minutes of the meeting held on 3rd August 2022 (Pages 3 - 6)

(b) Matters Arising

4. **Petition - Request for Barrier along 377a Green Lane** (Pages 7 - 14)

Report of the Director of Transportation and Highways

To consider the above petitions, bearing 10 signatures which is being supported by Councillor Blundell, a Wainbody Ward Councillor, who has been invited to the meeting for the consideration of this item along with the petition organiser.

5. **Petitions Determined by Letter and Petitions Deferred Pending Further Investigations** (Pages 15 - 22)

Report of the Director of Transportation and Highways

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

Julie Newman, Director of Law and Governance, Council House, Coventry

Tuesday, 6 September 2022

Note: The person to contact about the agenda and documents for this meeting is Lara Knight, Governance Services Co-ordinator Email: lara.knight@coventry.gov.uk

Membership: Councillors L Bigham (By Invitation), M Heaven (Shadow Cabinet Member), P Hetherton (Cabinet Member) and G Lloyd (Deputy Cabinet Member)

By invitation Councillors L Bigham, J Blundell

Public Access

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Lara Knight, Governance Services Co-ordinator
Email: lara.knight@coventry.gov.uk

Coventry City Council
Minutes of the Meeting of Cabinet Member for City Services held at 2.30 pm on
Wednesday, 3 August 2022

Present:

Members: Councillor P Hetherton (Cabinet Member)

Employees: C Archer, Transportation and Highways
M Coggins, Licensing and Enforcement
R Goodyer, Transportation and Highways
R Parkes, Law and Governance
C Sinclair, Law and Governance

Apologies: Councillor L Bigham and G Lloyd

Public Business

8. Declarations of Interests

9. Minutes

The minutes of the meeting on 15 June 2022 were agreed and signed as a true record. There were no matters arising.

10. Policy Updates - Waiting Restrictions, Disabled Bays and Access Protection Markings Policies

The Cabinet Member for City Services considered a report of the Director of Transportation and Highways following a review and policy development for Waiting & Loading Restrictions, Advisory Disabled Parking Bays & Access Protection Markings.

The report indicated that, to be more cost effective, the proposals were considered in 'batches'. Recently, to try to address the large volume of outstanding requests, the number of waiting restrictions advertised in one review was substantial. However, in doing this, it highlighted a number of issues relating to how requests are dealt with and prioritised. Therefore, a review had been undertaken and a policy developed for dealing with these requests.

As well as waiting restrictions, the City Council also received many requests for access protection markings (also known as H-bar markings) and advisory disabled parking bays, both installed as part of Facilities for the Disabled works. There were approved application criteria for these requests. In addition, practices for their installation had evolved over time due to issues raised and experience gained. More requests are also being received from residents who did not meet the current criteria for an access protection marking, asking to be able to pay for a marking to be installed. Therefore, the existing policy and practices for installing these markings had been reviewed and a new policy developed for these types of requests.

The report set out 3 proposed policy documents, for waiting restriction requests, disabled bays and access protection markings.

The cost of making changes to/introducing new waiting restrictions, installing disabled bays and access protection markings was funded from the Highways Maintenance and Investment Capital Programme budget through the Local Transport Plan.

RESOLVED that the Cabinet Member for City Services

- i) Approve and adopt the Waiting, Stopping & Loading Restrictions Policy 2022**
- ii) Endorse that the existing Residents Parking Policy remains unchanged**
- iii) Approve and adopt the Advisory Disabled Parking Bay Policy 2022**
- iv) Approve and adopt the Access Protection Marking Policy 2022.**

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

The Cabinet Member for City Services considered a report of the Director of Transportation and Highways in respect of petitions received relating to the portfolio of the Cabinet Member for City Services and how officers proposed to respond to them.

In June 2015, amendments to the Petitions Scheme, which formed part of the Constitution, were approved in order to provide flexibility and streamline current practice. This change had 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 of the report set out all petitions received relating to the portfolio of the Cabinet Member for City Services and how officers proposed to respond to them.

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

12. Fares - Night Time and Bank Holiday Hackney Carriage Fares

The Cabinet Member for City Services considered a report of the Director of Transportation and Highways detailing the outcome of the consultation on

proposals for Hackney Carriage Fares 2022 in respect of night-time & bank holiday rates.

Following a three-week consultation period with the Coventry City Council trade, four proposals of fare increase were considered, and the results were detailed in at Appendix A of the report. Comments by the trade were detailed in Appendix B of the report.

Option B was the Taxi Trade preferred option, with 52.12% of the trade choosing this option as their number one choice. Noting this and acknowledging that a number of the trade had preferred other options, the Cabinet Member agreed to approve option B, with a review of the impact to be brought back in a year's time.

RESOLVED that the Cabinet Member for City Services, having considered the four proposals:

(a) Approve Option B, as detailed in the report, subject to advertising and objections.

(b) Receive a review report one year after the implementation of Option B.

13. Taxi Licensing Matters

The Cabinet Member for City Services considered a report of the Director of Transportation and Highways which provided information to enable the Cabinet Member for City Services to assess whether there should be changes to Drivers and Vehicles Conditions of Licence. The proposed changes were in respect of (1) card payment machines being registered as a "transport" provider and (2) prohibiting drivers vaping in licensed Private Hire and Hackney Carriage Vehicles.

RESOLVED that the Cabinet Member for City Services

i) Authorise amendment to Conditions of Licence for Private Hire Drivers, Private Hire Vehicle Proprietors, Private Hire Pedicab Proprietors and Hackney Carriage Vehicle Proprietors to ensure that any card payment machines used must be registered as a "transport" provider or other suitable wording dependant on the provider of the card payment machine (proposed changes highlighted in Appendix A of the report).

ii) Authorise Condition of Licence for Private Hire Drivers, Private Hire Vehicle Proprietors, Private Hire Pedicab Proprietors and Hackney Carriage Vehicle Proprietors to prohibit drivers vaping in licensed Private Hire and Hackney Carriage Vehicles (proposed new condition highlighted in Appendix A).

14. Outstanding Issues

There were no outstanding issues.

15. Any other items of Public Business

There were no other items of public business.

(Meeting closed at 2.50 pm)

Cabinet Member for City Services

14 September 2022

Name of Cabinet Member:

Cabinet Member for City Services – Councillor P Hetherton

Director Approving Submission of the report:

Director of Transportation and Highways

Ward(s) affected:

Wainbody

Title:

Petition – Request for barrier along 377a Green Lane (Daleway Road)

Is this a key decision?

No

Executive Summary:

A petition with 10 signatures was received requesting a barrier to prevent parking on Daleway Road adjacent to 377a Green Lane.

In accordance with the City Council's procedure for dealing with petitions, those relating to on-street parking are heard by the Cabinet Member for City Services. The Cabinet Member had considered the petition prior to this meeting and requested that the petition was dealt with by letter (determination letter) rather than a formal report being submitted to a meeting, to be able to deal with the matter more efficiently.

The determination letter advised that there are existing double yellow lines that prohibit waiting on the pavement and road, and that the Council would not propose to extend the existing pedestrian guard rail, which is already more extensive than at many similar locations. Civil Enforcement Officers increased patrols at the school and further visits were made before the end of the summer term.

On receipt of the determination letter, the petition organiser advised that he wanted the issue to be considered at a Cabinet Member for City Services meeting.

The cost of physical measures to prevent parking is 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. Note the petitioners' concerns
2. Endorse the actions confirmed by determination letter to the petition organiser (as detailed in paragraph 1.5 of the report).

List of Appendices included:

Appendix A – Location plan
Appendix B – Determination letter

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 - Request for barrier along 377a Green Lane (Daleway Road)

1. Context (or background)

1.1 A petition with 10 signatures was received requesting a barrier to prevent parking on Daleway Road adjacent to 377a Green Lane. The petition was sponsored by Councillor Blundell.

1.2 The petition reads as follows:

“A petition to Coventry City Council requesting that a barrier is erected along the length of 377A Green Lane, (the wall in Daleway Road) next to the kerb stones, to stop cars parking half on the road and kerb, even though the road has freshly painted double yellow lines. The illegal parking makes pedestrians walking to the Primary School or shops harder and made worse by vehicle engines idling only approximately 80m from the entrance to the Primary School and approximately 40/60m from the zebra crossing where parents and children congregate, awaiting the opening of the school gates.”

1.3 Daleway Road is a residential road off Green Lane, opposite Finham Primary School. A location plan is shown in Appendix A to the report.

1.4 In accordance with the City Council's procedure for dealing with petitions, those relating to road safety and parking issues are heard by the Cabinet Member for City Services. The Cabinet Member considered the petition prior to this meeting and in response requested that the issue was dealt with by determination letter rather than a formal report being submitted to a meeting, to be able to deal with the matter more efficiently.

1.5 The determination letter (copy in Appendix B to the report) advised that there are existing double yellow lines that prohibit waiting on the pavement and road and that the Council would not propose to extend the existing pedestrian guard rail, which is already more extensive than at many similar locations. Civil Enforcement Officers increased patrols at the school and further visits were made before the end of the summer term.

2. Options considered and recommended proposal

2.1 The recommended actions in response to the issues raised have already been approved and are detailed in paragraph 1.5 and in the determination letter (Appendix B to the report).

3. Results of consultation undertaken

3.1 No formal consultation has been undertaken.

4. Timetable for implementing this decision

4.1 The agreed actions have already been implemented.

5. Comments from the Chief Operating Officer (Section 151 Officer) and the Director of Law and Governance

5.1 Financial implications

There are no financial implications to the Council of the recommended actions (paragraph 1.5).

The cost of physical measures to prevent parking is funded from the Highways Maintenance and Investment Capital Programme budget through the Local Transport Plan. The scheduling of works is based on the priority of the scheme and the funds available.

5.2 Legal implications

There are no legal implications of the recommended proposal.

6. Other implications

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

N/A.

6.2 How is risk being managed?

N/A.

6.3 What is the impact on the organisation?

None.

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

None.

6.6 Implications for partner organisations?

None.

Report author(s)

Name and job title:

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Senior Officer - Traffic Management

Service:

Transportation and Highways

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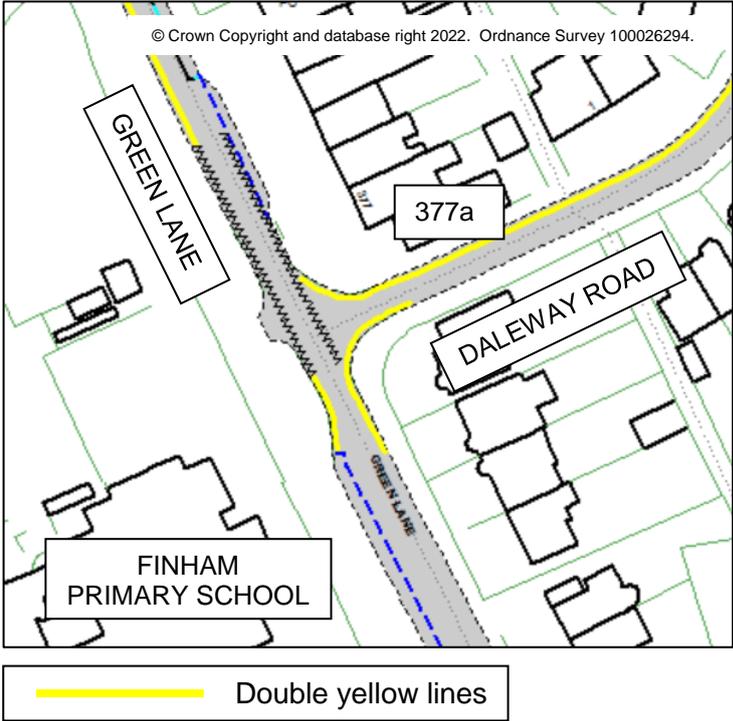
Enquiries should be directed to the above person.

Contributor/approver name	Title	Service Area	Date doc sent out	Date response received or approved
Contributors:				
Rachel Goodyer	Head of Traffic	Transportation and Highways	18/08/2022	18/08/2022
Caron Archer	Team Leader, Traffic Management	Transportation and Highways	18/08/2022	26/08/2022
Suzanne Bennett	Governance Services Co-ordinator	Law and Governance	18/08/2022	18/08/2022
Names of approvers: (officers and members)				
Graham Clark	Lead Accountant	Finance	18/08/2022	22/08/2022
Rob Parkes	Team Leader	Law and Governance	18/08/2022	19/08/2022
Councillor Hetherton	Cabinet Member for City Services		06/09/2022	

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www.coventry.gov.uk/councilmeetings

Appendix A – Location plan



Appendix B – Copy of text of determination letter

I am writing with regard to the above petition and your request for a barrier to prevent parking on Daleway Road adjacent to 377a Green Lane.

The matter was discussed with Councillor Hetheron, Cabinet Member for City Services, who has requested that this be dealt with by way of letter rather than a formal report being submitted to a future meeting, so that it can be dealt with more quickly.

We would not propose to extend the existing pedestrian guard rail at the junction of Daleway Road and Green Lane, as this is already more extensive than at many similar locations in the city.

The existing double yellow lines prohibit waiting on the pavement and road. Our Civil Enforcement Officers have increased their patrols at the school to enforce vehicles that are parked on double yellow lines since the problem was first drawn to our attention. They will also arrange for further visits to take place before the end of term. If you see vehicles parked incorrectly, you can report this to the Parking Services Team directly by calling 024 7683 4367. Arrangements can then be made for future visits to be planned.

I would be grateful if you could please confirm in writing, either by email or letter, that you agree that the petition be progressed by way of this letter. If you do not agree, a report responding to your petition will be prepared for consideration at a future Cabinet Member meeting. You will be invited to attend this meeting where you have the opportunity to speak on behalf of the petitioners.

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Cabinet Member for City Services

14 September 2022

Name of Cabinet Member:

Cabinet Member for City Services – Councillor P Hetherton

Director Approving Submission of the report:

Director of Transportation and Highways

Ward(s) affected:

Foleshill, Longford, Holbrook, Sherbourne, Wainbody

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:

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: 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 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 of the report.
- 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 of the report will be sent out by October 2022.

5. Comments from the Chief Operating Officer (Section 151 Officer) and the Director of Law and Governance

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 the Council Plan (www.coventry.gov.uk/councilplan)?

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

Service:

Transportation and Highways

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Enquiries should be directed to the above person.

Contributor/approver name	Title	Service	Date doc sent out	Date response received or approved
Contributors:				
Rachel Goodyer	Head of Traffic	Transportation and Highways	01/09/2022	
Caron Archer	Principal Officer – Traffic Management	Transportation and Highways	01/09/2022	
Lara Knight	Governance Services Co-ordinator	Law and Governance	01/09/2022	01/09/2022

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

Petition No.	Petition Title	No. of signatures	Councillor Sponsor	Type of letter to be sent to petition organiser(s) and sponsor	Actions agreed
40/21	Parking problems on Lythalls Lane due to businesses	26	Cllr Nazir	Determination	Request meets parking availability criteria (less than 40% of spaces available during the daytime), but petition was signed by fewer than the required 60% of affected households. Therefore, a consultation will be undertaken on a residents' parking scheme, to see if the number of households in favour meets the 60% threshold. Refer to option of applying for disabled parking bay.
09/22	Residents Parking Scheme for Crabmill Lane	72	Cllr Nazir	Determination	Request meets parking availability criteria (less than 40% of spaces available during the daytime). A consultation will be undertaken on extending the Bryn Road residents' parking scheme to include Crabmill Lane and Silverton Road.
10/21	Parking Permits for residents of Crabmill Lane	13	Cllr A S Khan	Determination	Request meets parking availability criteria (less than 40% of spaces available during the daytime). A consultation will be undertaken on extending the Bryn Road residents' parking scheme to include Crabmill Lane and Silverton Road.
10/22	Residents Parking Scheme for Silverton Road	22	Cllr Nazir	Determination	Request meets parking availability criteria (less than 40% of spaces available during the daytime). A consultation will be undertaken on extending the Bryn Road residents' parking scheme to include Crabmill Lane and Silverton Road.

12/22	Pearson Avenue - Request for Traffic Calming Measures	22	Cllr Duggins	Determination	Does not meet the criteria for inclusion in the safety scheme programme (review of personal recorded injury collisions shows none recorded in last three years). Refer to Community Speed Watch.
13/22	Tallants Road - Request for Traffic Calming Measures	43	Cllr Duggins	Determination	Does not meet the criteria for inclusion in the safety scheme programme (review of personal recorded injury collisions shows none recorded in last three years). Refer to Community Speed Watch.
E03/22 and 07/22	Reduce the traffic speeds on Parkgate Road	187	Cllr Lancaster	Determination	Does not meet the criteria for inclusion in the safety scheme programme (review of personal recorded injury collisions shows one recorded in last three years, not in vicinity of school). Refer to Community Speed Watch.
06/22	Traffic Calming Hadleigh Road and Brentwood Ave	46	Cllr Sawdon	Determination	Does not meet the criteria for inclusion in the safety scheme programme (review of personal recorded injury collisions shows one recorded in last three years on Hadleigh Rd and none on Brentwood Ave). Refer to Community Speed Watch.
E54/21	Road Safety Measures on Evenlode Crescent	74	Cllr Simpson	Holding	Speed surveys to be conducted.
E1/22	Make Windmill Road Safe For Our Children	218	Cllr Bigham	Holding	Further investigations to be undertaken.

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