



Cabinet Member for City Services

Time and Date

3.00 pm on Wednesday, 21st June, 2023

Place

Diamond Rooms 1 and 2 - Council House, Coventry

Public Business

1. **Apologies**

2. **Declarations of Interests**

3. **Minutes**

(a) To agree the Minutes of the meeting held on 15th March 2023
(Pages 3 - 6)

(b) Matters Arising

4. **Petition 31/22 - Junction of Daintree Croft and Daventry Road - Request for Bollards** (Pages 7 - 14)

Report of the Director of Transportation and Highways

To consider the above petition bearing 32 signatures, which is being supported by Councillor R Bailey, a Cheylesmore Councillor, who has been invited to the meeting for the consideration of this item, along with the petition organiser.

5. **Petition E27/22 - Hen Lane Crossing** (Pages 15 - 22)

Report of the Director of Transportation and Highways

To consider the above petition bearing 200 signatures (47 e-signatures and 153 paper signatures), which is being supported by Councillor R Lancaster, a Holbrook Ward Councillor, who has been invited to the meeting for the consideration of this item, along with the petition organiser.

6. **Petitions Determined by Letter and Petitions Deferred Pending Further Investigations** (Pages 23 - 28)

Report of the Director of Transportation and Highways

7. **Outstanding Issues**

There are no outstanding issues

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

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

Private Business

Nil

Julie Newman, Chief Legal Officer, Council House, Coventry

Tuesday, 13 June 2023

Note: The person to contact about the agenda and documents for this meeting is Caroline Taylor / Michelle Salmon, Governance Services Officers, Email: caroline.taylor@coventry.gov.uk / michelle.salmon@coventry.gov.uk

Membership:

Councillor P Hetherton (Cabinet Member)

Councillor G Lloyd (Deputy Cabinet Member)

By Invitation:

Councillor M Heaven (Shadow Cabinet Member)

Councillor R Bailey (for Agenda Item 4)

Councillor R Lancaster (for Agenda Item 5)

Public Access

Any member of the public who would like to attend the meeting in person is encouraged to contact the officer below in advance of the meeting regarding arrangements for public attendance. A guide to attending public meeting can be found here: <https://www.coventry.gov.uk/publicAttendanceMeetings>

**Caroline Taylor / Michelle Salmon, Governance Services Officers,
Email: caroline.taylor@coventry.gov.uk /
michelle.salmon@coventry.gov.uk**

Coventry City Council
Minutes of the Meeting of Cabinet Member for City Services held at 2.30 pm on
Wednesday, 15 March 2023

Present:

Members: Councillor P Hetherton (Cabinet Member)
Councillor G Lloyd (Deputy Cabinet Member)
Councillor M Heaven (Shadow Cabinet Member)

Other Members: Councillor L Bigham (Chair of Communities and
Neighbourhoods Community Scrutiny Board (4))
Councillor G Duggins (for Item 47)

Employees (by Directorate):

Law and Governance R Parkes, C Taylor

Transportation and Highways C Archer, I Lewis, M Wilkinson

Public Business

45. Declarations of Interests

There were no disclosable pecuniary interests.

46. To agree the Minutes of the meetings held on 30th November and 5th December 2022

The minutes of the meeting on 30 November 2022 and 5 December 2022 were agreed and signed as a true record.

There were no matters arising.

47. Petition - Request for Traffic Calming Measures on Parrotts Grove and Alderman's Green Road

The Cabinet Member for City Services considered a report of the Director of Transportation and Highways regarding a request for Traffic Calming Measures on Parrotts Grove and Alderman's Green Road.

The Cabinet Member had considered the petition prior to the meeting and requested that the petition be dealt with by Determination Letter rather than a formal report being submitted to the meeting however, before the Determination Letter was issued, the petition sponsor requested that the issue be considered at a Cabinet Member for City Services meeting.

Parrots Grove and Alderman's Green Road did not meet the criteria for inclusion in the average enforcement programme however, Council was working with the Police to arrange mobile speed limit enforcement. The location of the Nuneaton and Bedworth boundary sign would be adjusted to improve the visibility of the

speed limit signs and Parrotts Grove and Alderman's Green Road would continue to be monitored as part of the annual citywide injury collision review.

Councillor G Duggins, the Petition Sponsor and Mr Collins, the Petition Organiser, spoke in support of the petition, and whilst welcoming the collaborative working with the police and Nuneaton and Bedworth Council, set out their concerns, advising of the dangers on that stretch of road and suggesting speed surveys be carried out on the full stretch of Parrotts Grove and Alderman's Green Road to the Elephant and Castle Bridge and that average speed enforcement cameras be installed.

Officers advised that a review of traffic calming measures at all Coventry schools was being undertaken, which would include Alderman's Green school, following which safety measures may be improved in that area. Officers undertook to investigate if any additional funding was available to implement safety measures in the area.

The Cabinet Member, having considered the report, the comments made by the Petition Sponsor, the Petition Organiser and the officers who presented and responded to questions, agreed to undertake a site visit with Members to investigate the matter further.

RESOLVED that the Cabinet Member for City Services having considered the report:

- 1. Notes the petitioners' concerns.**
- 2. Requests that officers arrange an appropriate site visit for Councillors to investigate this matter further.**

48. Section 278 and Section 38 Fees

In accordance with the City Council's procedure for dealing with fees and charges, those relating to highway adoptions were agreed by the Cabinet Member for City Services. It was standard practice to review each of the fees and charges and increase in line with current inflation levels on an annual basis. The last review of the fee levels was in April 2019 and therefore a review had been undertaken. This had concluded that it was appropriate to update the fees and charges and therefore, it was proposed to uplift and amend the existing Section 278 (S.278) and Section 38 (S.38) (Highway Act 1980) fees such that the fees were aligned with the level charged by other Authorities and to ensure that the level of risk placed on the Council when covering staff costs was reduced. It was also intended that the increase in fees would provide sufficient additional revenue to provide continuing flood risk and drainage work in connection with the S.278 and S.38 process.

RESOLVED that the Cabinet Member for City Services having considered the report, approves the uplift and amendment to the fees in connection with the technical approvals of Section 278 and Section 38 works as set out in Appendix A to the report.

49. **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 forms 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 set out petitions received relating to the portfolio of the Cabinet Member for City Services and how officers propose to respond to them.

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

50. **Outstanding Issues**

There were no outstanding issues.

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

There were no other items of public business.

(Meeting closed at 3.15 pm)

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Cabinet Member for City Services

21 June 2023

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:

Cheylesmore

Title:

Petition 31/22 – Request for bollards at the Daintree Croft and Daventry Road junction

Is this a key decision?

No

Executive Summary:

A petition with 32 signatures was received requesting bollards at the Daintree Croft and Daventry Road junction.

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 at the junction that prohibit waiting on the road and the pavement. The junction is visited regularly by the Council's Parking Enforcement Team and additional patrols have been requested in response to the petitioners' concerns. The petition organiser was also provided with a direct phone number for Parking Enforcement, should they wish to report any vehicles contravening the waiting restrictions.

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 and 1.6 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 31/22 – Request for bollards at the Daintree Croft and Daventry Road junction

1. Context (or background)

- 1.1 A petition with 32 signatures was received requesting bollards at the Daintree Croft and Daventry Road junction. The petition was sponsored by Councillor Bailey.
- 1.2 The petition reads as follows:
“We the undersigned call on Coventry City Council to install bollards on the junction of Daintree Croft with the Daventry Road and into the Croft where there are currently double yellow lines, leaving gaps or drop-down bollards where necessary for drive access and to reposition the Access Only signage further into the croft so they are more visible to drivers. This is because of issues with illegally parked cars blocking the pavement and road and causing issues for both residents and emergency vehicles.
- 1.3 Daintree Croft is a residential cul-de-sac off Daventry Road. 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 at the junction that prohibit waiting on the road and the pavement. The junction is visited regularly by the Council's Parking Enforcement Team and additional patrols have been requested in response to the petitioners' concerns. The petition organiser was also provided with a direct phone number for Parking Enforcement, should they wish to report any vehicles contravening the waiting restrictions.
- 1.6 It is not proposed to relocate the 'No motor vehicles except for access signs', as their current location ensures that they are visible by drivers on their approach to the junction.

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 paragraphs 1.5 and 1.6 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 (paragraphs 1.5 and 1.6).

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 One Coventry Plan?

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**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 Area	Date doc sent out	Date response received or approved
Contributors:				
Ravinder Sekhon	Principal Officer, Traffic Management	Transportation and Highways	08/06/2023	12/06/2023
Caroline Taylor	Governance Services Officer	Law and Governance	08/06/2023	08/06/2023
Names of approvers: (officers and members)				
Graham Clark	Lead Accountant	Finance	08/06/2023	08/06/2023
Rob Parkes	Team Leader	Law and Governance	08/06/2023	12/06/2023
Councillor Hetherton	Cabinet Member for City Services	-	12/06/2023	12/06/2023

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Appendix A – Location plan



	Double yellow lines
	Parking bay

Appendix B – Copy of text of determination letter

I am writing with regard to the above petition and your request for bollards at the junction of Daintree Croft and Daventry Road.

The matter was discussed with Councillor Hetherton, 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.

As you are aware, there are existing double yellow lines at the above junction; these prohibit waiting on the road and the pavement. The junction is visited regularly by our Parking Enforcement Team and we have requested that additional patrols are undertaken in response to your concerns. Parking Enforcement can also be contacted directly on 024 7683 4367.

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 will have the opportunity to speak on behalf of the petitioners. If no response is received within four weeks of the date of this letter, we will record this as your acceptance of the determination letter and the petition will be closed.

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Cabinet Member for City Services

21 June 2023

Name of Cabinet Member:

Cabinet Member for City Services – Councillor P Hetherton

Director Approving Submission of the report:

Director of Transportation and Highways

Ward affected:

Holbrook

Title:

Petition E27/22 – Hen Lane Crossing

Is this a key decision?

No

Executive Summary:

A petition with 200 signatures was received requesting improvements to the zebra crossing on Hen Lane, including the upgrade of the crossing to a toucan crossing.

In accordance with the City Council's procedure for dealing with petitions, those relating to road safety 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. However, before the determination letter was issued, the petition sponsor requested that the issue be considered at a Cabinet Member for City Services meeting.

The agreed determination letter was to advise that the location does not meet the criteria for inclusion in the safety scheme programme, which is a programme to address recorded personal injury collisions. Therefore, it is not proposed to upgrade the crossing to a signalised crossing. Furthermore, the location is not suitable for a signalised crossing as it is too close to a side road junction. However, warning signage on the approaches to the crossing will be renewed and SLOW markings installed, a proposal for double yellow lines at the junction with Briscoe Road will be considered as part of the next waiting restriction review, pedestrian dropped kerbs will be installed on Briscoe Rd and tactile paving will be installed at the zebra crossing. Road markings at the zebra crossing and on the junction with Briscoe Road have recently been refreshed.

The cost of introducing road safety measures 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 which had been agreed to be issued by determination letter to the petition organisers (as detailed in paragraphs 1.5 and 1.6 of the report).

List of Appendices included:

Appendix A – Location plan
Appendix B – Speed survey results

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 E27/22 – Hen Lane Crossing

1. Context (or background)

1.1 A petition with 200 signatures was received requesting improvements to the zebra crossing on Hen Lane, including the upgrade of the crossing to a toucan crossing. The petition was sponsored by Councillor Lancaster.

1.2 The petition reads as follows:

“We the undersigned petition the Council to cut back the trees on the approach to the junction and crossing, renew the road markings in the area around the junction and crossing, provide extra signage such as road ‘slow’ signs or other appropriate prompts. Install bollards on the corner of Hen Lane and Briscoe Road to prevent vehicles parking and obscuring both the junction and the crossing. Measure the volume and speed of traffic at this location for a period of no less than two weeks and not during school holidays and undertake investigations into replacing the Zebra crossing to a signalled Toucan crossing.

We, the residents of Hen Lane and surrounding area, have significant concerns regarding speeding traffic, unclear signage and poor visibility at the junction of Briscoe Road and Hen Lane, which also impacts the adjacent zebra crossing, causing safety issues for pedestrians.

This Zebra crossing is used by children going to John Shelton Primary school and President Kennedy Secondary school, and there have been several near misses where children have narrowly avoided being hit by vehicles.”

1.3 Hen Lane is a residential local distributor road between Wheelwright Lane and Winding House Lane. It is subject to a 30mph speed limit. 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 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 enable the matter to be dealt with more efficiently. However, before the determination letter was issued, the petition sponsor requested that the issue be considered at a meeting of the Cabinet Member for City Services.

1.5 It is important that road safety measures in the city are targeted. This is done using personal injury collision data to ensure the available funding is utilised carefully. A review of the collision data for the zebra crossing on Hen Lane and the adjacent junction with Briscoe Road showed that there was one personal injury collision recorded by the Police in the last three years (January 2020 – January 2023). Locations where there have been six or more personal injury collisions in the previous three years are considered for inclusion in the Council's safety scheme programme; the location highlighted in the petition does not meet this criterion. Therefore, it is not proposed to upgrade the crossing to a signalised crossing. Furthermore, the location is not suitable for a signalised crossing, as it is too close to the side road junction.

- 1.6 However, in response to the petition and following an inspection of the location, the following measures will be taken:
- warning signage on the approaches to the crossing will be renewed and SLOW markings installed;
 - a proposal for double yellow lines to prohibit waiting at the junction with Briscoe Road will be considered as part of the next review of waiting restrictions;
 - pedestrian dropped kerbs with tactile paving will be installed on Briscoe Road and tactile paving will be installed at the zebra crossing.
- 1.7 Road markings at the zebra crossing and on the junction with Briscoe Road have recently been refreshed.
- 1.8 Speed surveys undertaken on Hen Lane west of Briscoe Road during school term time in March 2023 showed that both the mean and 85th percentile speeds were at or below the speed limit of 30mph (see Appendix B).

2. Options considered and recommended proposal

- 2.1 The recommended actions in response to the issues raised have already been agreed and are detailed in paragraphs 1.5 and 1.6 of this 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 will be undertaken during the current financial year.

5. Comments from the Interim Chief Executive (Section 151 Officer) and the Chief Legal Officer

5.1 Financial implications

The cost of introducing road safety measures is funded from the Highways Maintenance and Investment Capital Programme budget through the Local Transport Plan.

5.2 Legal implications

The proposed introduction of any new waiting restrictions is subject to a statutory legal procedure pursuant to the Road Traffic Regulation Act 1984. The process includes a 21-day public objection period which commences when proposals are advertised. Any objections received are considered by the Council's Cabinet Member for City Services, who decides whether the proposed restrictions are introduced as advertised or revised in some way,

6. Other implications

6.1. How will this contribute to the One Coventry Plan?

By enhancing road safety, active travel and accessibility, the agreed actions will contribute to all five priorities of the One Coventry Plan.

6.2 How is risk being managed?

Health and safety risks relating to the agreed works will be managed through established contractual and supervisory processes.

6.3 What is the impact on the organisation?

None.

6.4 Equalities / EIA

The agreed actions will be of particular benefit to local residents, including children and young people who use the crossing on their way to and from school.

6.5 Implications for (or impact on) climate change and the environment

By enhancing pedestrian facilities, the agreed works will encourage active travel, thereby minimising the impact of travel on the environment and its contribution to climate change.

6.6 Implications for partner organisations?

By enhancing road safety, active travel and accessibility, the agreed works will benefit the health and wellbeing of local residents, including children and young people attending local schools.

Report author

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	01/06/2023	02/06/2023
Caron Archer	Team Leader, Traffic Management	Transportation and Highways	01/06/2023	02/06/2023
Caroline Taylor	Governance Services Officer	Law and Governance	01/06/2023	02/06/2023
Names of approvers: (officers and members)				
Graham Clark	Lead Accountant	Finance	01/06/2023	05/06/2023
Rob Parkes	Team Leader, Legal Services	Law and Governance	01/06/2023	02/06/2023
Councillor Hetheron	Cabinet Member for City Services	-	09/06/2023	13/06/2023

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Appendix A – Location plan



Appendix B – Speed survey results

Site (March 2023)	Direction	Average weekday		
		Mean speed (mph)	85%ile speed (mph)	Traffic flow
Hen Lane, west of Briscoe Road	Eastbound	25.3	29.8	2473
	Westbound	25.0	30.2	2318

Cabinet Member for City Services

21 June 2023

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:

Henley, Westwood, Whoberley, Woodlands

Title:

Petitions Determined by Letter and Petitions Deferred Pending Further Investigations

Is this a key decision?

No. This report is for monitoring purposes only.

Executive Summary:

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

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

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

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

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

Recommendations:

Cabinet Member for City Services is recommended to:

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 July 2023.

5. Comments from the Interim Chief Executive (Section 151 Officer) and the Chief Legal Officer

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 One Coventry Plan?

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

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:				
Caron Archer	Principal Officer – Traffic Management	Transportation and Highways	06/06/2023	06/06/2023
Caroline Taylor	Governance Services Officer	Law and Governance	09/06/2023	12/06/2023

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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
43/22	Hathaway Road - residents parking scheme	31	Councillor Lapsa	Holding	Parking surveys to be undertaken
45/22	Conway Avenue – residents' parking	58	Councillor Lapsa	Holding	Parking surveys to be undertaken
E37/22	Hermes Crescent - traffic calming measures	156	Councillor Seaman	Determination	Does not meet the criteria for inclusion in the safety scheme programme (review of recorded personal injury collisions shows one collision on Hermes Crescent in last three years). Details of Community Speed Watch to be provided. Hermes Crescent to be added to programme for deployment of temporary vehicle-activated speed limit signs.
25/22 & E22/22	Alderminster Road - traffic calming measures	183	Councillor Male	Determination	Does not meet the criteria for inclusion in the safety scheme programme (review of recorded personal injury collisions shows no collisions on Alderminster Road in last three years). Road to continue to be monitored as part of annual citywide review of personal injury collisions.
E04/22	Allesley Park & Whoberley - Primary School 20mph zones	140	Councillor B Singh	Determination	Wildcroft Road has existing advisory 20mph speed limit outside Whoberley Hall Primary School. Speed survey results indicate that Winsford Avenue meets national guidance for introduction of 20mph speed limit. Public consultation to be undertaken on introduction of area-wide 20mph speed limit between Winsford Avenue and Allesley Hall Drive. Scheme to consist of signage and road markings only.