

Cabinet Member for City Services

22 January 2025

**Name of Cabinet Member:**

Cabinet Member for City Services – Councillor P Hetherton

**Director Approving Submission of the report:**

Director of City Services and Commercial

**Ward(s) affected:**

Lower Stoke, Sherbourne, Woodlands

**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 Cabinet Member for City Services), where appropriate, for monitoring and transparency purposes.

Appendix A to the report 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 to 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: [edemocracy.coventry.gov.uk](http://edemocracy.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 to the 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 to 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 to the report will be sent out by February 2025.

#### **5. Comments from the Director of Finance and Resources 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 One Coventry Plan?**

(<https://www.coventry.gov.uk/strategies-plans-policies/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**

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**Service:**

City Services and Commercial

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<b>Contributor/ approver name</b>	<b>Title</b>	<b>Service Area</b>	<b>Date doc sent out</b>	<b>Date response received or approved</b>
<b>Contributors:</b>				
David Keaney	Head of Network Management	City Services and Commercial	10/01/2025	13/01/2025
Dan O'Neill	Interim Traffic and Road Safety Manager	City Services and Commercial	10/01/2025	13/01/2025
Michelle Salmon / Caroline Taylor	Governance Services Officer	Law and Governance	10/01/2025	10/01/2025

This report is published on the council's website: <https://www.coventry.gov.uk/council-meetings>

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

<b>Petition No.</b>	<b>Petition Title</b>	<b>No. of signatures</b>	<b>Councillor Sponsor</b>	<b>Type of letter to be sent to petition organiser(s) and sponsor</b>	<b>Actions agreed</b>
e32-24/25	Road Safety Campaign in Stoke Aldermoor	304	Councillor McNicholas	Determination	<p>The existing 20mph Zone includes the majority of roads in Stoke Aldermoor. The signage has recently been audited and all damaged or missing signs are in the process of being replaced.</p> <p>School Keep Clear markings are to be installed on Acorn Street outside the school entrance as a matter of priority. Our Parking Services Team will continue to conduct targeted patrols in the area at the beginning and end of the school day to enforce the existing waiting restrictions.</p> <p>Further investigations will be undertaken to assess whether any additional road safety measures are required. The implementation of any such measures would be subject to securing the necessary funding.</p> <p>The provision of a School Crossing Patrol would be dependent on the school funding the annual cost of the post.</p> <p>The petitioners' concerns regarding the use of off-road motorbikes in the area have been brought to the attention of the local policing team.</p>

e54/23	Lavender Avenue - Yellow Lines	6	N/A	Determination	A proposal for double yellow lines on the inside of the bend on Lavender Avenue will be advertised as part of the next citywide review of waiting restrictions, which is due to be undertaken during the first half of 2025.
e07-24/25	Woodlands Ward - Road Safety	59	Councillor Lepoidevin	Determination	The petition sponsor has highlighted two particular issues of concern in Woodlands Ward: 1. A high number of HGV using Broad Lane, Hockley Lane and Pickford Green Lane - Access to the Eastern Green Development from the A45 is now open and construction traffic for all sites accessible from the A45 will now use that access. This will significantly reduce the number of HGVs using the roads listed above. 2. Speeding on Broad Lane and request for Average Speed Enforcement (ASE) - Speed surveys will be undertaken on each section of Broad Lane. The results of the surveys and a collision analysis will then be discussed with the Police. If the data supports the provision of ASE, Broad Lane will be added to the list of locations for consideration as part of the future programme.