

Cabinet Member for City Services

23 July 2025

Name of Cabinet Member:

Cabinet Member for City Services – Councillor P Hetherton

Director Approving Submission of the report:

Director of Regeneration and Economy

Ward(s) affected:

Woodlands, Sherbourne, Westwood, Foleshill and Longford

Title:

Petitions Determined by Letter and Petitions Deferred Pending Further Investigations

Is this a key decision?

No.

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: edmocracy.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 the end of August 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

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Service:

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Contributor/ approver name	Title	Service Area	Date doc sent out	Date response received or approved
Contributors:				
John Seddon	Strategy Lead – Policy and Innovation	Regeneration and Economy	10/07/2025	10/07/2025
David Keaney	Head of Network Management	Regeneration and Economy	10/07/2025	10/07/2025
Mark O' Connell	Head of Public Realm	Regeneration and Economy	10/07/2025	10/07/2025
Michelle Salmon / Caroline Taylor	Governance Services Officer	Law and Governance	10/07/2025	10/07/2025
Names of approvers for submission:				
Helen Williamson	Finance Manager	Finance and Resources	10/07/2025	10/07/2025
Rob Parkes	Team Leader, Legal Services	Law and Governance	10/07/2025	10/07/2025
Andy Williams	Director of Regeneration and Economy		10/07/2025	10/07/2025
Councillor Patricia Hetherton	Cabinet Member for City Services	-	10/07/2025	14/07/2025

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

Petition No.	Petition Title	No. of signatures	Councillor Sponsor	Type of letter to be sent to petition organiser(s) and sponsor	Actions agreed
e57/ 24-25	Alderminster Road – Crossing Point	278	Councillor G Ridley	Holding	The desire line for the crossing in question will need to be identified before a pedestrian and vehicle survey is arranged. This survey can be carried out this financial year and will be used to determine need and the type of crossing facility most suitable to aid pedestrian at this location. The positioning of a crossing point will be challenging due to forward visibility, the presence of junctions, turning traffic and that pedestrians cross either side of Aynho Close. Officers will discuss further with Ward Members as there are other schemes in the vicinity which are scheduled for 2025-26. If a suitable scheme is identified, it will be put forward for consideration as part of the 2026/27 Local Network Improvement Programme, with the current years programme (2025/26), being fully committed.

e63/ 24-25	Butts Road Spon End – residential parking provision	201	Councillor J Gardiner	Determination	<p>The buildings at the Godiva Carpets site have been demolished, and the site cleared. Designs are being drawn up for car parking for residents and businesses at Spon End. Varying options are being considered in discussion with Ward Members and will be brought forward for final decision by Cabinet Member.</p> <p>Long-term future of the site will be subject to further discussion involving relevant service areas including Property Services, taking account of Council statutory responsibilities for asset management and achieving value for money. Consultation on future options will take place at the appropriate time.</p>
e66/24-25	Broadmere Rise – add double yellow lines on the corner	xx	Councillor G Lewis	Determination	<p>Officers have undertaken visits to the location and the request will be considered for inclusion in the next citywide review of waiting restrictions. Any new waiting restrictions or changes to existing restrictions are subject to a legal process; this includes a 21-day period during which interested parties may object. Any objections received must then be considered by the Council's Cabinet Member for City Services.</p>

1/ 25-26	Broad Street – Residents Parking Permit	65	Councillor Nazir	Holding	<p>For a residents' parking request to be considered, it must have the support of at least 60% of affected households. There are between 105 – 110 residential properties on Broad Street, three quarters of which are on the northern side of the road. The southern side is a mixture of commercial units, residential properties and places of worship and contains a medical centre and Library, whilst the northern side of the road also has several commercial buildings and also features the Broad Street Centre which is an adult learning centre having regular classes for learners. This combination of use types within the road, create significant trip generators which would likely be displaced into neighbouring streets should a scheme be introduced. As part of the factors to be considered when determining if a residents parking scheme should come forward, there must also be less than 40% of parking spaces available during the daytime on the road(s) in question. Having now received the petition, a parking survey will be undertaken to ascertain whether this is the case. A survey can not be undertaken during school holidays and as such will now be organised for Autumn 2025. Initial observations suggest there is approximately enough available kerbside space to accommodate 75 cars (including 5 EV spaces). This is significantly below the current number of properties on the road. As such, even with the introduction of a resident parking scheme, demand is likely to exceed available capacity and would likely result in displacement of non-residential parking into neighbouring streets. The</p>
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					impact on Broad Street Centre, commercial premises and neighbouring roads will need further consideration prior to a decision being taken as to whether this scheme should come forward.
02/ 25-26	Armfield Street – Traffic Calming Measures	5	Councillor Duggins	Determination	There have been no recorded Personal Injury Collisions (PICs) in the previous three years. As such this road has not been identified as a priority site within the current 2025/26 Local Network Improvement Programme, which is now fully committed. To assess its feasibility for future measures, a speed survey and traffic volume count is to be undertaken to assess adherence to the current speed limit. Information collated through the speed survey will be shared with West Midlands Police as appropriate and be use to determine if any further interventions should be put forward for consideration as part of the 2026/27 Local Network Improvement Programme. In doing so officers are to liaise with Ward Members to determine if there are any local issues that may contribute to speeding overnight that could be addressed in the interim.