

Cabinet Member for City Services

24 September 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:

Foleshill, Longford, Westwood, Woodlands

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 October 2025.

5. Comments from the Director of Finance and Resources and the Director of Law and Governance

5.1 Financial implications

The cost of parking surveys and Local Network Improvement Plan scheme development work forms part of the approved 2025/26 Local Network Improvement Plan (LNIP) which is funded from the City Region Sustainable Transport Settlement (CRSTS).

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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Enquiries should be directed to the above person.

Contributor/ approver name	Title	Directorate	Date doc sent out	Date response received or approved
Contributors:				
David Keaney	Head of Network Management	Regeneration and Economy	03/09/25	04/09/2025
Vivian Robert	Traffic & Road Safety Manager	Regeneration and Economy	03/09/25	04/09/2025
Dan O'Neill	Engineer – Traffic Management	Regeneration and Economy	03/09/25	04/09/2025
Paul Bowman	Parking Services Manager	City Services	03/09/25	04/09/25
Caroline Taylor	Governance Services Officer	Law and Governance	03/09/25	04/09/2025
Names of approvers for submission:				
John Seddon	Strategy Lead – Policy and Innovation	Regeneration and Economy	03/09/25	03/09/2025
Helen Williamson	Finance Manager	Finance and Resources	03/09/25	05/09/2025
Julie Sprayson	Deputy Team Leader, Legal Services	Law and Governance	03/09/25	05/09/2025
Andy Williams	Director of Regeneration and Economy	Regeneration and Economy	09/09/2025	10/09/2025
Councillor Patricia Hetherton	Cabinet Member for City Services	-	10/09/2025	11/09/2025

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
e05/25-26 & 20/24-25	Cross Road – Residents' Car Parking Scheme	160 & 81	Councillors S Nazir and A S Khan	Determination	The request has achieved the required level of support. Therefore, consideration of the request will proceed to the next stage, namely for parking surveys to be undertaken to ascertain whether the parking availability criteria is met (less than 40% of spaces available during the weekday daytime). However, it should be noted that a residents' parking scheme may not resolve the parking issues if demand for parking from residents exceeds the space available on-street.
e04/25-26	The Glade - Parking Problems	19	Councillor G Ridley	Determination	The petitioners' concerns are noted. However, due to limited budgets, we are unable to fund the creation of additional parking. As part the access road to the garages and a strip of the grass adjacent to it are in private ownership, any works to convert the rest of the grassed area into parking would require the relocation of existing street furniture and would therefore be cost-prohibitive.

e10/25-26	Park Hill Primary School road safety issues	187	N/A	Determination	The location has been included in this year's Local Network Improvement Plan, and a scheme is currently under development. Ward councillors, the school and local residents will be consulted on proposals in due course.
e09/25-26	Eastern Green - Traffic Calming	6	N/A	Determination	Measures in the local area are under development to mitigate the impact of nearby developments. Broad Lane has been added to the list for consideration for inclusion in the safety scheme programme. Locations on the list are prioritised each year according to their collision history. Broad Lane has not yet been prioritised for inclusion in the programme. However, it will continue to be monitored as part of the citywide annual review of personal injury collisions.
e02/25-26	Tile Hill - Traffic Speed Controls	76	Councillor A Jobbar	Determination	It is important that we target road safety measures in the city. We do this using personal injury collision data to ensure the funding we have is used carefully. A review of the recorded personal injury collision history has shown that there was one personal injury collision recorded by the Police on Station Avenue in the last three years and none on the roads highlighted. Therefore, Station Avenue, Tanners Lane & Duggins Lane do not meet the criteria for average speed enforcement, and there are no proposals to introduce 20mph limits on Nailcote Avenue & Conway Avenue. However, improvements are planned at the junction of Duggins Lane and Station Avenue as part of works related to nearby developments, and all

					the roads referred to in the petition will continue to be monitored as part of the annual review of personal injury collisions. As the petitioners are concerned about speeding, they may wish to get involved in the Community Speed Watch initiative. This is a speed monitoring and awareness scheme that is co-ordinated by the Police and run by a group of local volunteers who use speed detection devices to monitor traffic and identify speeding drivers on a specific road or small area. Further information is available from the Police by emailing: cvcsw@west-midlands.pnn.police.uk .
e02/25-26	Boar Croft Accessibility	7	Councillor G Ridley	Determination	The petitioners' concerns are noted. However, due to limited budgets, we are unable to fund the creation of additional parking.
6/25-26	Canal Road - Residents Parking Scheme	41	Councillor A S Khan	Determination	The request has achieved the required level of support. Therefore, consideration of the request will proceed to the next stage, namely for parking surveys to be undertaken to ascertain whether the parking availability criteria is met (less than 40% of spaces available during the weekday daytime). However, it should be noted that a residents' parking scheme may not resolve the parking issues if demand for parking from residents exceeds the space available on-street.

7/25-26	Bryn Road Separate Parking Zone	47	Councillor A S Khan	Determination	The Council takes a zonal approach to residents' parking schemes, incorporating adjoining roads in one zone. This helps to reduce the effects of displacement of parking onto adjacent streets and increases the overall amount of on-street parking available during the hours of operation. With regards to the issue of permit misuse referred to in the petition, the Council will actively investigate any such reports. If evidence is found of permit misuse, appropriate action will be taken, including withdrawing permits from use and excluding the culprits from the scheme.
8/25-26	Top Rank, the Burges	1,648	N/A	Determination	The request to create a new taxi rank fronting The Burges/Cross Cheaping as an alternative to the current arrangement on Palmer Lane at the junction of The Burges/Cross Cheaping is noted. Due to existing road widths, it would not be physically possible to install a rank within the current carriageway alignment due to the position of the existing adjacent bus stop clearway. Following submission of a previous petition on the same subject, a site meeting took place in April 2024 with representatives of the Taxi Forum, at which the historic road layout was discussed along with the risks and opportunities associated with the existing and requested location of the rank. Following this meeting a preliminary design for a revised rank on The Burges/Cross Cheaping was prepared and subsequently presented to the Taxi Forum at their meeting in July 2024. The proposed design involved reducing the footway width outside of 2-12 The Burges/Cross Cheaping to create a new recessed taxi rank which had a length of

					<p>approximately 26m and would provide ranking capacity for approximately 5 vehicles. To facilitate this design, the pedestrian footway fronting the properties referenced above would be reduced, however existing trees would be retained. The pedestrian crossing to the southern end of the site would also need to be relocated. The preliminary design has been costed at circa £30,000. This does not include costs associated with utility asset diversion or reinforcement or changes to drainage that may be necessitated by this design. As such it is expected that the total scheme budget would be significantly more than the initial £30,000 cost estimated. Detailed utility and drainage surveys would be necessary to further refine this estimate.</p> <p>Currently, the proposal is unfunded and as such not in a position to proceed. It is therefore proposed to retain the proposed design and to await funding opportunities which may enable it to come forward at a point in the future. It is also noted that works on the adjacent Palmer Lane regeneration scheme are nearing completion and that changes to parking restrictions on The Burges/Cross Cheaping have recently been implemented as part of the ongoing City Centre Traffic Management Plan. These schemes have the potential to impact how traffic and pedestrians use this area and there is clearly benefit in allowing these schemes to be completed, so that their impact can be fully understood before bringing forward further changes to this area. As such it is proposed that officers continue to engage and work positively with representatives</p>
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					of the Taxi Forum concerning their operations in this area, but that plans to bring forward a change in the taxi rank location are deferred until the current phase of works in this location have been completed and it can be demonstrated that both the need remains and that suitable funding is available and secured to enable delivery.
10/25-26	Cobden Street - Residents Parking Permits	21	Councillor S Nazir	Determination	We would not propose a residents' parking scheme for just one side of street. There are also currently no proposals to introduce a one-way system on Cobden Street. It should be noted that converting the street to one-way may encourage higher traffic speeds and would result in increased journey times for residents. However, officers will explore any opportunities to implement measures to mitigate the issues highlighted in the petition as part of any traffic management changes proposed in the area, should such opportunities arise.
29-24/25	Windmill Road, Longford - Prevent HGV Lorries from travelling along this road	14	Councillor L Bigham	Determination	Windmill Road is on the designated lorry route between Aldermans Green Industrial Estate and the A444 & M6 North. There are currently no plans to change this designation. However, the road will continue to be monitored as part of the annual review of personal injury collisions.