

Cabinet Member for City Services

5 November 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:

Bablake, Foleshill, Henley

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 November 2025.

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

5.1 Financial implications

The cost of pedestrian 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 legal implications as a result of the contents of 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	16/10/25	21/10/25
Vivian Robert	Traffic & Road Safety Manager	Regeneration and Economy	16/10/25	17/10/25
Caroline Taylor	Governance Services Officer	Law and Governance	16/10/25	16.10.25
Names of approvers for submission:				
John Seddon	Strategy Lead – Policy and Innovation	Regeneration and Economy	16/10/25	16/10/25
Sunny Heer	Lead Accountant	Finance and Resources	16/10/25	16/10/25
Rob Parkes	Team Leader, Legal Services	Law and Governance	16/10/25	20/10/25
Andy Williams	Director of Regeneration and Economy	Regeneration and Economy	21/10/25	23/10/2025
Councillor Patricia Hetheron	Cabinet Member for City Services	-	23/10/25	27/10/25

This report is published on the council's website:

<https://www.coventry.gov.uk/council-meetings>

Petition No.	Petition Title	No. of signatures	Councillor Sponsor	Type of letter to be sent to petition organiser(s) and sponsor	Actions agreed
15/25-26	CCTV and Parking - Ena Road and Newland Road	88	N/A	Determination	Due to limited budgets, we are unable to remove the planters to create additional parking. However, we will assess the location to see if the double yellow lines can be amended to permit parking on the tarmacked area between the planters. We will update the petition organiser with the outcome of our investigations once they are complete. The request for CCTV to be installed to monitor anti-social behaviour will be referred to the Cabinet Member for Policing & Equalities for his consideration.
E13-25/26	Hollyfast Lane, Pikers Lane and along Wall Hill Road - Traffic Calming Measures	257	Cllr B Christopher	Determination	Following concerns raised by the local community, a review of speed limits across the rural Allesley Parish has been undertaken and options to reduce speed limits in recognition of road characteristics and usage are being developed. This will see reduced speed limits promoted on an area-wide basis including on Wall Hill Road, Pikes Lane and Hollyfast Lane. It is anticipated that we will be able to share proposals with Ward Councillors and residents over the next two months, and we will subsequently bring forward proposals alongside the recently approved experimental Prohibition of Driving restriction for Watery Lane, work on which is ongoing.

Petition No.	Petition Title	No. of signatures	Councillor Sponsor	Type of letter to be sent to petition organiser(s) and sponsor	Actions agreed
E14-25/26	Keresley Road - Pedestrian Crossing	146	N/A	Determination	<p>In recognition of this request, a detailed pedestrian crossing survey will be undertaken to assess the level of usage and current desire lines. From this, the feasibility of providing a crossing facility will be assessed, mindful of the existing constrained nature of this part of the highway which includes vehicle accesses, bus stops and is in close proximity of the junction with The Scotchill.</p> <p>As part of this proposal, opportunities to address obstructive U-turn traffic movements at the junction with Kelmscote Road will also be assessed and traffic surveys commissioned to identify if a restriction on this movement would aid the flow of traffic on Keresley Road.</p> <p>If the survey shows that a crossing and restriction would be justified, the location will be added to the list for consideration for inclusion in a future year's Local Network Improvement Plan.</p>

Petition No.	Petition Title	No. of signatures	Councillor Sponsor	Type of letter to be sent to petition organiser(s) and sponsor	Actions agreed
E15-25/26	Shilton Lane, Lentons Lane and Woodway Lane - Install Traffic Safety Measures	221	N/A	Determination	<p>A junction improvement scheme has been developed for the junction of Shilton Lane, Lentons Lane and Woodway Lane. These enhancements, which include central refuges, bollards and signing and lining enhancements, are intended to aid safety and the operation of this junction, reducing the speed of vehicle turning at the junction. The scheme has been designed to be implemented quickly, and officers are working to deliver these enhancements as a priority.</p> <p>A second phase of enhancements are currently being considered for the remainder of Shilton Lane and will focus on initiatives to aid speed compliance. Officers will work closely with colleagues at West Midlands Police to support the development of proposals which will subsequently be put forward for prioritisation for funding as part of the next round of the Local Network Improvement Programme, due to commence in April 2026.</p>