

Cabinet Member for City Services

8 December 2025

Name of Cabinet Member:

Cabinet Member for City Services – Councillor P Hetherton

Director Approving Submission of the report:

Director of Regeneration and Economy

Wards affected:

Wyken

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: 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 the end of December 2025.

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

5.1 Financial implications

There are no financial implications as a result of the contents of this report.

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	19/11/25	19/11/25
Vivian Robert	Traffic & Road Safety Manager	Regeneration and Economy	19/11/25	19/11/25
Michelle Salmon	Governance Services Officer	Law and Governance	19/11/25	19/11/25
Names of approvers for submission:				
John Seddon	Strategy Lead – Policy and Innovation	Regeneration and Economy	19/11/25	20/11/25
Sunny Heer	Lead Accountant	Finance and Resources	19/11/25	19/11/25
Rob Parkes	Team Leader, Legal Services	Law and Governance	19/11/25	19/11/25
Andy Williams	Director of Regeneration and Economy	Regeneration and Economy	20/11/2025	21/11/2025
Councillor Patricia Hetheron	Cabinet Member for City Services	-	21/11/2025	21/11/2025

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Petition No.	Petition Title	No. of signatures	Councillor Sponsor	Type of letter to be sent to petition organiser(s) and sponsor	Actions agreed
e19-25/26	Clifford Bridge Road - HGV Restrictions	145	Councillor Abbott	Determination	<p>Clifford Bridge Road is currently subject to construction works associated with the delivery of a cycleway extension. These works affect the section of road between the junction with the B4082 Link Road and the junction with Brinklow Road.</p> <p>At present, this section is closed to southbound traffic, which prevents the vehicle movement referenced in the petition. This closure will remain in place for the duration of the current phase of works, scheduled for completion in 2026.</p> <p>Existing signage at key decision points leading to either end of the affected section directs and encourages through traffic, including HGVs, to use the strategic road network via the A46. The A46 provides a more direct route for HGV traffic accessing Binley Industrial Estate. Consequently, HGV use of Clifford Bridge Road is expected to be minimal, except during periods of congestion or delay on the A46.</p> <p>Given the ongoing works, while the request for an HGV restriction is noted, it is not considered appropriate to implement or advertise such a restriction until the cycleway works are complete and the impact of the closure and new road layout on HGV movements has been assessed.</p> <p>The following actions will therefore be taken:</p>

					<p>We will monitor HGV usage and its impact on Clifford Bridge Road for a six-month period following the completion of the scheme and reopening of the road to two-way traffic.</p> <p>Compare observed usage against historical trend data prior to the current works.</p> <p>Use the findings of this assessment to determine whether introducing the requested weight restriction is justified.</p>
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