

Cabinet Member for City Services

15 September 2026

Name of Cabinet Member:

Cabinet Member for City Services – Councillor P Hetherton

Director Approving Submission of the report:

Interim Director of Economic Growth and Interim Director of City Services

Wards affected:

Binley & Willenhall, Cheylesmore, Henley, Tile Hill & Canley, Whoberley

Title:

Petitions Determined by Letter and Petitions Deferred Pending Further Investigations

Is this a key decision?

No

Executive Summary:

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 recent petitions received relating to the portfolio of the Cabinet Member for City Services and how officers propose to respond to them.

Recommendations:

The 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 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.
- 1.2 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 and secondly it means that petitions can be dealt with and responded to quicker, improving the responsiveness of the service given to the public.
- 1.3 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 the 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 September 2026.

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

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.

In line with the Council's procedure for dealing and responding to petitions bearing 5 or more signatories, the Council is required to inform the public on how it plans to deal with the petition.

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**Name and job title:**

Martin Wilkinson

Senior Officer - Traffic Management

Directorate:

Economic Growth

Tel and email contact:

Tel: 024 7697 7139

Email: martin.wilkinson@coventry.gov.uk

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	Strategic Lead - Network Management	Economic Growth	26/08/26	02/09/26
Vivian Robert	Traffic and Road Safety Manager	Economic Growth	26/08/26	27/08/26
Bob Foy	UTMC Traffic Systems Manager	Economic Growth	26/08/26	26/08/26
Rob Little	Highways Technical Team Manager	City Services	26/08/26	26/08/26
Caroline Taylor / Asher Veness	Governance Services Officers	Law, Governance and Safer Communities	26/08/26	02/09/26
Names of approvers for submission:				
Mark O'Connell	Acting Strategic Lead – Operations & Delivery	City Services	01/09/26	01/09/26
Xiao-Ming Hu	Lead Accountant	Finance and Resources	02/09/26	02/09/26
Rob Parkes	Team Leader, Legal Services	Law, Governance and Safer Communities	02/09/26	03/09/26
Steve Weir	Interim Director	Economic Growth	04/09/26	04/09/26
Mark Adams	Interim Director	City Services	04/09/26	04/09/26
Councillor Patricia Hetherton	Cabinet Member for City Services	-	04/09/26	07/09/26

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
e03-26/27	St James Lane Bridge - Installation of Filtered Traffic Lights	146	Cllr J Odje	Determination	Letter of determination to be sent setting out the findings of the previous traffic signal trial, during which portable traffic signals were installed on a temporary basis and traffic surveys were undertaken to assess their impact on traffic flow and queue lengths at the bridge. The results of the trial demonstrated that signalisation led to a significant increase in queue lengths throughout the day when compared with the existing priority arrangement. A consultation exercise was undertaken alongside the trial, which found that approximately 60% of respondents opposed the introduction of permanent traffic signals, citing concerns over increased congestion and delays. In addition, the collision record shows that only one personal injury collision has been recorded at the location within the last three years, and this incident was associated with a police pursuit rather than the normal operation of the bridge. Taken together, the evidence indicates that the installation of traffic signals would be unlikely to deliver a measurable safety benefit whilst having a detrimental impact on traffic conditions. It was also noted that the installation of a new signal-controlled junction would require a capital investment of approximately £150,000, together with ongoing maintenance, inspection and

					electricity costs throughout its operational life. On the basis of this evidence, at the current time whilst the request for the installation of traffic signals at the bridge is noted, it is not something that the Council intends to progress. It should be noted that opportunities to amend the existing kerb line on the approach to the bridge from the London Road side of the structure are currently being explored, and subject to approval being subsequently obtained from National Rail, the owners of bridge structure; will be progressed in the future. This amendment is intended to aid vehicles navigating the bend on the approach to the bridge by increasing carriageway width and reduce the likelihood of footway overrunning.
e01-26/27	Allard Way - Request for Enforcement of Access Road Completion per Planning Conditions of OUT/2020/2665 and Related Applications	28	Cllrs R Bailey, R Brown and B Mosterman	Determination	Letter of determination to be sent to explain that the S278 legal agreement is about to be finalised which will enable the works requested in the petition to proceed (right turn access into new Taylor Wimpey site off Allard Way). The lead petitioner has responded to say they are happy with the response and have agreed to withdraw the petition.
e04-26/27	Willow Way, Coventry - Speed bumps	67	N/A	Determination	Letter of determination to be sent explaining Willow Way has not yet been adopted by the Council and remains the responsibility of Persimmon Homes. The Council is working with the developer to resolve outstanding issues before adoption can progress. An independent Road Safety Audit will be undertaken as part of the adoption process, and its findings will inform any future consideration of additional traffic

					calming measures that may be considered necessary.
06-26/27	Westwood Road, Coventry - Residents Parking Scheme	108	Cllrs J Innes, J Jones & P Akhtar	Determination	Letter of determination to be sent explaining that this request meets the criteria for the introduction of a residents' parking scheme. Therefore, a proposal will be advertised in the next waiting restriction variation to include Westwood Road in the scheme recently advertised on Kensington Road. The statutory legal process includes a 21-day period during which interested parties may object. Any objections received will be considered by the Council's Cabinet Member for City Services for a decision on how to proceed.
e08-26/27	Winston Avenue and Monkwood Crescent - Traffic Calming Measures	53	Cllr M Gregory	Determination	Letter of determination to be sent explaining that the Council takes road safety matters seriously and care is taken to fully consider concerns raised by residents regarding the safety of the highway network. In response to the petition, the personal injury collision records for Winston Avenue and Monkspath Road covering the most recent three-year period for which data is available from the Police have been reviewed. Positively these show that there have been no collisions resulting in personal injury on this section of road during that period. Therefore, based on the available collision evidence, the location has not currently been identified as a priority for a road safety scheme and, consequently, there are no proposals to introduce measures such as traffic calming at this time. Notwithstanding this, we recognise the concerns that have been raised and the report that there have been other damage only

					collisions on the road. Consequently, we will arrange for a speed survey to be undertaken once the schools return in September. 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 .
05-26/27	Install Bollards Outside Templars School	79	Cllr M Lapsa	Determination	Letter of determination to be sent explaining that the concerns raised within the petition are acknowledged. We can confirm that a scheme to address the concerns raised within the petition has previously been developed and is currently being finalised. It is intended that this will come forward and be installed later this year.