**Minutes of the CWB Advisory Group Meeting**

**Tuesday 5 September 2023 at 5.00pm**

**Council Chambers**

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| Present: | Bruce Henderson (Chair) | Recreational Open Space Representative (Deputy)  |
|  | Asher Wilson-Goldman (Deputy Chair)  | Walking Representative |
|  | Cr Shelly Warwick |  |
|  | Ruth Halliday | Equestrian Representative  |
|  | Adrian McKenzie | On Road Cycling Representative |
|  | John Taylor | On Road Cycling Representative (Deputy) |
|  | Max Lutz | Environmental Care Group Representative  |
|  | Jenny Glen | Older Persons’ Council |
|  | Jan Nisbet | Recreational Open Space Representative |
|  |  |
|  | Kapiti Coast District Council officers:  |
|  | Mike Mendonça | Group Manager Place and Space (Acting)  |
|  | Gareth Eloff | Parks, Open Space and Environment Manager |
|  | Fraser Miller  | Transport Lead - Walking & Cycling |

1. **Welcome / Apologies**

The Chair welcomed everyone present and declared the meeting open.

**MOVED (Max Lutz / Adrian McKenzie)**

**That apologies be accepted from Cr Rob Kofoed and Hannah Callahan. Apologies are also accepted from Asher Wilson-Goldman for a late arrival.**

**CARRIED**

1. **Minutes of the Previous Meeting**

**MOVED (Max Lutz / Jenny Glen)**

**That the minutes of the Cycleways Walkways Bridleways Advisory Group dated 11 July 2023 be approved as a true and accurate record.**

**CARRIED**

1. **Review of Action Items**

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| The gradient of the approach to the new bridge at Weka Park | No current budget for this work, it will be adjusted through the Council’s maintenance activities. The item has been listed for future improvement but this is subject to funding and consent. The group asked that this matter remains on the Action Item list.  |
| The CWB Advisory Group to write to the Minister of Conservation about the toilets at Whareroa Farm and other recreational issues in Kapiti that are not receiving DOC funding | Bruce had been previously advised there is no funding available, his latest letter has been acknowledged but no further information provided. Bruce also noted that DOC is closing the Toyota Kiwi Guardians project at the end of July.DOC is expecting to have the resource consent for the toilets signed off by the end of this financial year, but there is no funding available to re-open them. In addition, they will now only be maintaining two tracks in Whareroa Farm, the forest loop and the link track.  |
| Janice to look into placing a track counter at Whareroa Farm | This task been allocated to Jan Nisbet now that Janice has left.Gareth advised that Rob Gulley in his team will be the “go to” person for this work.  |
| When the Waikanae Bridge clip-on is completed, ask the KCDC comms team to publicise the information  | Clip-on not yet completed. The latest publicity advised the work is scheduled to be completed in late October.  |
| Write to GWRC re grazing in QE Park.  | Ruth advised work is underway and she would provide an update as soon as she can.  |
| Talk to Waka Kotahi about the very narrow channel on SH59 coming north  | Bruce has written to Waka Kotahi asking for clarification on the plan/design and timeline for work in this area, but has received no response. Jan noted that the Paekākāriki Community Board had discussed inviting a representative from Waka Kotahi to attend their next meeting; Cr Handford confirmed the invite had been sent but no response has been received. Fraser advised he had received an update from Waka Kotahi advising that work is progressing on the new link road of SH59. They are planning to do surfacing in October. It will include a sealed shoulder but not a designated cycleway, as there is already a cycleway through QE Park. Fraser then advised the weigh station is awaiting consent approval; the share path improvements from Whareroa Farm to QE Park includes a waiting area for horses at the rail crossing, and a pedestrian maze across the crossing as well. Advisory group members advised Fraser that the maze is difficult for horses and bicycles to negotiate. 🡪 **Action item:** Fraser to circulate the plans for the final design in this area, once received Jan observed that wayfinding signage in the park would be very helpful.  |
| Draft a letter to our local MP regarding the distribution of DOC funding | Bruce has written to both of our local MPs (Mana and Ōtaki electorates) – one of them has not responded at all, and the other one acknowledged receipt of the letter but nothing further.  |
| Draft a letter to Waka Kotahi requesting an audience with the safety auditors re M2PP | Fraser has been advised the safety audit is now complete; he will circulate the results to the Advisory Group (via the Chair) once they have been received.  |
| When the new Group Manager Iwi Relations is appointed, discuss how to engage with iwi moving forward | Hara Adams has been appointed to the role and Fraser is awaiting a meeting with her. It may also be useful to arrange a meeting with Bruce and Hara, and/or possibly invite her to attend a future CWB meeting.  |
| Check delegations and arrange for the Terms of Reference to be approved by Council if required | Bruce presented to the full Council on 20 July and there were two small changes made, the document is now ready for signing off. 🡪 **Action item:** Bruce to circulate the final updated Terms of Reference once it has been signed off |
| Put together information about the Blue Bluffs review, when and how submissions can be made, and report back to the CWBAG | Rob advised he had prepared a site plan which included a potential car park for 500 cars on the west side of Blue Bluffs, a suspension bridge across to the plateau on the north side and a suspension bridge east of Blue Bluffs and possibly use the houses there as a hub for access into the Ōtaki Forks. He has consulted with Council staff who are looking at the site and whether the suggestion is feasible. It will require acquiring the land. Rob was not present at the meeting so there was no update on this action item. Mike confirmed that work continues on looking at options for access. 🡪 **Action item:** Fraser to prepare a short brief on options under consideration and circulate to CWB members. 🡪 **Action item:** CWB members to indicate their support for Blue Bluffs work, by way of a resolution to Council  |
| Campbell Mill Road access | Mike advised he has met with the landowners and it is an ongoing discussion; some progress has been made but no substantive update is available.  |
| Send Bruce the Clifden Cottage plans, for Bruce to follow up re parking provisions | Bruce has the plans and advised there was parking for approximately 10 vehicles (less if any of the vehicles have horse floats attached). He remains concerned that visiting families and groups with lots of bikes are likely to clog the carpark and alternative parking in the vicinity will likely be needed.  |
| Look at “treacherous” ripple strip on old State Highway 1 in Waikanae outside the New World store | Fraser has had a look at this and is looking at how a portion of the ripple strip may be able to be removed, noting that it is Waka Kotahi’s corridor.  |
| Distribute all feedback/submissions from CWB Advisory Group members | Fraser confirmed he had received some feedback already and encouraged people to provide any further feedback by the end of September.  |
| Advised when GWRC have replaced all their keys | Ruth advises the work is in progress, and she would advise once the work was completed. The issuing of keys will be a lot more organised in the future.  |

1. **Interest Group Updates**

Walking

* DOC have started the process for resource consent for the toilets at Whareroa, but have also reiterated that even with consent they will not be re-opening the toilets due to lack of funding
* There is a Conservation Board meeting on Kāpiti Island in November, Asher has organised for Janice and Steve to attend and talk about the tracks network – which will help strengthen the argument for the review of the Conservation Management Plan which currently does not allow any cycling on any DOC land in Kāpiti

On Road Cycling

* Met with Gareth and Trevor re Otaraua Park, as the feasibility study is in for the multi-use paved circuit; unfortunately there are costs involved that have come in a lot more expensive than originally envisaged
* Then met with Janice to discuss whether or not the Trust they have in place could carry out fundraising for the back country trails
* Also talked with Janice about Vision Kāpiti and making submissions from the cycling club and the Otaraua Park trust re getting cycling (and walking) on the agenda more – John will circulate information to cycling club members and possibly the cycling advocates network to encourage them to make submissions. Bruce asked to be sent a copy of that information.
* Bruce then advised of further tracks that are being installed around the older Ōtaki Bridge area. He had the plans if anyone wished to see them.
* John advised that the Kāpiti Cycling Acting Group had received funding from the Council for a “bike bus” in Raumati.

Equestrian

* Have gone to mediation with Waka Kotahi re the bridleway on the O2NL – they had submitted to go to the Environmental Court but before you get there you are offered mediation. So they have given Waka Kotahi some ideas and are waiting to hear back from them.
* Ruth spoke at the local riding club about the tracks and took the latest brochure; there is a lot of support there
* The Ōtaki key issue is ongoing.
* Still no response from PP2O about the mazes, Ruth keeps emailing them asking for a reply and will do so until she gets an answer

Recreational Open Space

* Jan asked whether there was any advance on work being done to link the Nikau Valley and Mangokotukuktuk Road? Gareth advised they were at the stage where the conversation with GWRC can be picked up again
* Jan provided an update on access to Whareroa
* She then spoke of the gas pipeline that was part of the Transmission Gully plan
* She was concerned about the opportunities that have been lost with the lack of the permanent CWB coordinator and suggested this should be added to the LTP submission; Shelly said there was support from other Councillors for this role. Mike advised they were thinking about how best to support the tracks and trails network, noting that their function has changed from purely recreational to a mix of recreation (which comes under Parks) vs commuting (which comes under Roading). He noted that the Council will be formally consulting on the LTP in March/April next year and it would be good to hear from the group
* Jan noted that you can’t get through Otaraua Park off Lancelot, it’s vertical and unable to be accessed by disabled users. There is a path there but it needs to be better formed; Bruce noted this was probably GW land
* On the north side of the river, egress/exit to old SH1 is too steep for disabled users; can we bring that access point back to Karu Grove, make it disabled access and provide appropriate signage

Accessibility

* Have been working with the Council on accessible amenities that are going to happen at Maclean Park
* Joanne and Jan attended a session on accessible trails which was really good
* Doing ongoing work with Janice around accessible beaches
* Encouraging members to make submissions on things like smoking and gambling, which affects everyone as individuals
* One of their members received a Civic Award; the Whareroa Guardians Community Trust won their own category as well as the Supreme Champions award

Environmental Care groups

* There is an increase in users of the river track with the opening of the new shared path coming through to Ōtaki
* The toilet facility for Chrystalls Bend has been ordered and should be onsite in early December
* There is still a problem with motorbikes accessing the shared paths; cattle stops currently in place do not stop them. Ruth suggested we can either look at installing horse stiles or otherwise use keys, which they’ve tried not to use in the past due to the inconvenience. General comment was that it is very difficult to keep motorcycles off the tracks

Youth

* No update as there was no-one in attendance at the meeting

Older Persons

* Are re-establishing themselves and so far have had only one short meeting
* You can now get a Medic Alert which you can use outdoors, which WINZ will pay for
* Exciting to see the railway station in Ōtaki being prepared for the new trains

Other

* Asher had one more item to ask about – was there going to be a toilet block installed at Hemi Matenga and is there an update? Mike confirmed the toilets at Chrystalls Bend, Hemi Matenga and near the Waikanae River are all going ahead and are roughly at the same stage. They are being financed by the Tourism Infrastructure Fund and are being managed by Kelvin Irvine in the Property Team. Ruth asked about hitching posts on the new toilets, and Mike subsequently ascertained that the toilets at Chrystalls Bend will have one.
* Joanne then noted with regard to the roadworks currently being carried out around the Civic building, there is plenty of signage and publicity for vehicles navigating around the closed roads, orange cones etc but none for walkers, where a footpath has been closed. More publicity for walkers is needed. Mike agreed to pass this on to the PMO.
1. **Update from KCDC Officers**

Mike

* Council has been discussing the LTP at length
* Council is required to have Asset Management Plans for all its assets, these are being brought to the Council once they have been finalised; accessibility is a key consideration in all of the AMPs. These are deliberately being done before the LTP so that if Elected Members wish to make investments in these assets they can do so
* There was general discussion about beach accessways

Fraser

* The Speed Management Plan was approved by Council last week, which includes lower speed limits and safer environments to enable and encourage walking and cycling. Thanks to those who provided submissions and feedback
* The SMP is reviewed every three years
* The draft submission for Waka Kotahi’s LTP closed last week – some of the key focus areas in the walking/cycling space include steadily increasing maintenance, decrease in our rate of renewals (due to the good condition of the network), and reprioritising those funds to an increase in our connection and safety improvements
1. **Other Business –**

 **Presentation on RAMM (Road Assessment and Maintenance Management system) and discussion of some of Transport’s focus areas of the next LTP (Fraser)**

* Fraser explained the framework that the Transport team works within, and how they manage their assets
* Higgins currently have the Council’s road management contract (with oversight from the Roading team)
* Fraser talked through the presentation
* There was discussion about current and proposed works programmes

**Launch of the new Walking Brochure (Jan)**

* Jan explained the arrangements for the function, and asked for offers of assistance and names of those who need to be invited
* She had a box of the brochures and invited people to take some for distributing
* The date for the function was agreed

**Funding for Blue Bluff (Shelley)**

* With regard to funding for Blue Bluff, Shelley advised that this had been covered in a Members’ Briefing

🡪 **Action item:** Fraser to find out if the recent Blue Bluff briefing was available to the public, and circulate if possible

**Signing of Terms of Reference (Bruce)**

Bruce signed off the updated Terms of Reference; this will also be signed by Mike Mendonça (Acting Group Manager Place & Space) and Sean Mallon (Group Manager Infrastructure Services).

The next meeting is on 14 November 2023, at Council Chambers.

The meeting closed at 7.02pm.

 14/11/23

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| **Chairperson** |  | **Date** |

*\* See overleaf for updated Action Items register*

**Action items register:**

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| **Item** | **Date raised** | **Assigned****to** | **Progress @ 23/05/23** |
| Look at the gradient of the approach to the new bridge at Weka Park   | 2021? | Fraser | No current budget for this work, but the item has been listed for future improvement.  |
| The CWB Advisory Group to write to the Minister of Conservation about Whareroa Farm and other recreational issues in Kāpiti that are not receiving DOC funding. Letter has been sent and a reply is awaited.  | 04/10/22 | Bruce and Asher  | DOC is expecting to have the resource consent for the toilets signed off by the end of this financial year, but there is no funding available to re-open them. In addition, they will now only be maintaining two tracks in Whareroa Farm, the forest loop and the link track.  |
| Look into placing a track counter at Whareroa Farm | 31/01/23 | Jan (taking this task over from Janice) | Permission has been received from DOC, the equipment has been ordered and we are now awaiting installation |
| When the Waikanae Bridge clip-on is completed, ask the KCDC comms team to publicise the information | 04/10/22 | CWBAG | Clip-on not yet completed |
| Write to GWRC re grazing in QE Park.  | 22/11/22 | Bruce (on behalf of CWBAG) | Bruce received a standard response from GWRC, repeating what we already knew.  |
| Circulate next draft of walking brochure | 31/01/23 | Janice | This work is on hold until the Trails Network Plan has been completed.  |
| Talk to Waka Kotahi about the very narrow channel on SH59 coming north  | 11/04/23 | Bruce (on behalf of CWB) | Bruce has written to Waka Kotahi asking for clarification on the plan/design and timeline for work in this area.  |
| Contact Fraser Miller to discuss plans for the path in QE Park near where the tram goes through | 11/04/23 | Jan | Mike Mendonça confirmed he has met with GWRC (as the asset owner) and discussions were in progress |
| Draft a letter to our local MP regarding the distribution of DOC funding | 23/05/23 | Bruce | Bruce has written to both of our local MPs (Mana and Ōtaki electorates) but has not yet received a response |
| Draft letter to Waka Kotahi requesting an audience with the safety auditors re M2PP | 23/05/23 | Bruce  | Bruce has done this and been advised this is not general practice, as the auditors need to remain neutral.  |
| When the new Group Manager Iwi Relations is appointed, discuss how to engage with iwi moving forward | 23/05/23 | Fraser | Hara Adams will commence in this role on 24 July 2023.  |
| Put together information about the Blue Bluffs review, when and how submissions can be made, and report back to the CWBAG | 23/05/23 | Rob | Rob advised he had prepared a site plan which included a potential car park for 500 cars on the west side of Blue Bluffs, a suspension bridge across to the plateau on the north side and a suspension bridge east of Blue Bluffs and possibly use the houses there as a hub for access into the Ōtaki Forks. He has consulted with Council staff who are looking at the site and whether the suggestion is feasible. It will require acquiring the land.  |
| Campbell Mill Road access | 11/04/23 | Mike | Mike has met with the landowner and it is an ongoing discussion; some progress has been made  |
| Arrange a meeting with Bruce and Hara Adams, and also possibly invite Hara to attend a future CWB meeting | 11/07/23 | Fraser |  |
| Advise when GWRC have replaced all their keys | 11/07/23 | Ruth  |  |

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| **New action items** |
| Advise PMO of the need for signage etc for pedestrians where road works are being carried out  | 05/09/23 | Mike  |  |
| Find out if the recent Blue Bluff briefing is available to the public, and if so circulate | 05/09/23 | Fraser |  |