**Minutes of the CWB Advisory Group Meeting**

**Tuesday 11 July 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 |  |
|  | Cr Rob Kofoed |  |
|  | Ruth Halliday | Equestrian Representative |
|  | Allison Basire | Walking Representative (Deputy) |
|  | Max Lutz | Environmental Care Group Representative |
|  | Jenny Glen | Older Persons’ Council |
|  | Jan Nisbet | Recreational Open Space Representative |
|  | Steve Lewis | Off Road Cycling Representative |
|  |  | |
|  | Kapiti Coast District Council officers: | |
|  | Mike Mendonça | Group Manager Place and Space (Acting) |
|  | Fraser Miller | Transport Lead - Walking & Cycling |
|  |  |  |
| In attendance: | Cr Sophie Handford |  |

1. **Welcome / Apologies**

The Chair welcomed everyone present, including Cr Handford who was attending as an observer, and declared the meeting open at 5.08pm.

**MOVED (Jan Nisbet / Max Lutz)**

**That apologies be accepted from John Taylor, Joanne Dacombe, Adrian McKenzie and Hannah Callahan. Apologies are also accepted from Asher Wilson-Goldman for a late arrival.**

**CARRIED**

1. **Minutes of the Previous Meeting**

**MOVED (Jennie Glen / Shelly Warwick)**

**That the minutes of the Cycleways Walkways Bridleways Advisory Group dated 23 May 2023 be approved as a true and accurate record.**

**CARRIED**

1. **Matters Arising from the Minutes**

* Shelly had suggested the CWB should be doing visioning work, which is currently being done by all Community Boards. Bruce confirmed he had presented to the Climate and Environment Subcommittee, and would be presenting to the full Council on 20 July
* Shelly had also asked about the car parks on either side of the Ōtaki river, and Bruce confirmed both car parks were open and operating, although there was still work underway on some of the trails
* Bruce advised that he and Max had just come from a meeting with the contractors re the time lines for the closure of the Ōtaki bridge. One lane of the existing bridge has to be closed while they do surveying work to identify where brackets for the clip-on can be attached. It is likely to be closed for six weeks, starting in August/September. The main build is going to take a lot longer and it could be four – six months that one lane of the bridge will be closed so the brackets can be mounted. They are currently working on traffic modelling for the time the bridge will be closed.
* Regarding Clifden Cottage, Bruce noted that all the buildings from the main offices have been moved offsite and the detailed layout, including parking, is currently under discussion. He also understood that accessible toilets would be available. Shelly said she had been shown the plans and there was not a lot of parking – maybe the CWB should recommend that more parking is required?

🡪 **Action item:**  Shelly to send Bruce the Clifden Cottage plans, for Bruce to follow up re parking provisions

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, but the item has been listed for future improvement.  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 | Asher and Bruce have written but have not been provided with any further information.  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 | Permission has been received from DOC, the equipment has been ordered and we are now awaiting installation.  🡪 **Action item:**  With Janice away, Jan will pick up this task |
| When the Waikanae Bridge clip-on is completed, ask the KCDC comms team to publicise the information | Clip-on not yet completed. Fraser has been advised the contractor is looking to establish in approximately 8 weeks. |
| Circulate next draft of walking brochure | Completed, and the brochure is now at the printer’s.  🡪 **Action item:** Jan to look into planning a launch party and/or a media release to acknowledge the work done |
| 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. |
| Contact Fraser Miller to discuss plans for the path in QE Park near where the tram goes through | Mike Mendonça confirmed he had 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 | Bruce has written to both of our local MPs (Mana and Ōtaki electorates) but has not yet received a response. |
| Draft a letter to Waka Kotahi requesting an audience with the safety auditors re M2PP | 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 | The role has been appointed, Hara Adams starts in two weeks’ time.  🡪 **Action item:** Fraser to arrange a meeting with Hara, with Bruce in attendance, and also 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 is making a presentation to the full Council on 20 July and this will be included as part of that process |
| 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. |
| Campbell Mill Road access | Mike advised he has met with the landowners and it is an ongoing discussion; some progress has been made |

1. **Interest Group Updates**

On Road Cycling

* There were no representatives at the meeting, however Bruce had been advised by Adrian that the ripple strips being used on the old highway through Waikanae, particularly outside the New World supermarket, is treacherous for bikes when wet and there have already been a couple of accidents in the area.

🡪 **Action item:** Fraser to investigate the ripple strips described above

Equestrian

* PP2O is being well used but there are problems with the mazes. Ruth has approached the PP2O team but has had no response; one of the problems is that people with carriages, scurries etc can’t get through to the PP2O track
* Tidying of the vegetation on the tracks around the bridge is coming along
* On the south west side of the bridge there is a horse stile with a small gate with a GW key so people can get into the stop bank along there, which has been wanted for a long time
* After about 8 years, we can now get through Te Waka Road and down to the stop bank
* Unfortunately GW now have to organise new keys, meaning everyone who has keys will have to have new ones issued; this will be an expensive task and won’t happen quickly
* A group of GW staff and equestrians have started to meet regularly to discuss mapping all the trails, having them marked properly and having the vegetation trimmed
* The Kapiti Equestrian Advocacy Group met recently to discuss LTP options and will make a submission

*Asher joined the meeting 5.36pm.*

Off Road Cycling

* Between us and the Guardians we continue to semi-look after things at Whareroa Farm, as DOC are struggling. They were looking to relocate the car park but this is not going ahead due to the cost
* They are working on Long Term Plan things, and noted that on the KCDC GIS site there is a new cycling map which is very helpful, you can zoom in and out. It would be good to extend this for other users e.g. walkers, equestrians

[Cycling Map 2023 (kapiticoast.govt.nz)](https://maps.kapiticoast.govt.nz/LocalMaps/Viewer/?map=1c51782e8e864754827f0fac7f9ea92c)

* Thanks to Rob [Cr Kofoed] for all the work going on in Ōtaki Forks, this could potentially be valuable access for a range of users

Recreational Open Space

* Jan has spent 2/3 days doing alterations to the final draft of the walking brochure
* It is concerning that DOC is not looking after a number of tracks; this has made a lot more work for the volunteers at Whareroa
* Is continuing to get information about walking and off-road tracks beside what is going to be the finished off SH59
* Will think about the brochure launch
* Heard on the radio about a government policy on walking and walkable cities – the National Walking Plan. Ruth advised that further information is coming.

The Chair asked that if anyone heard anything more about the National Walking Plan, to bring information to the next CWB meeting.

Accessibility

* Joanne was not present at the meeting but had previously advised the Chair she had nothing to report

Environmental Care groups

* The new shared path coming through to Otaki is wonderful, some signage is still needed but it is coming along
* Have almost finished planting 7,000 trees this year; thanks to the Kofoed family for their contribution
* The toilet is in progress at Chrystalls Bend and will hopefully be installed by Christmas
* Consent has been obtained to build new bridge at the estuary to create a new walking path
* Disappointingly, there has been recent vandalism with a vehicle driving through the estuary, smashing the plant life etc and making a horrible mess – this has received a lot of media attention
* Shelly noted a concern that there is no life saving equipment at the lake; Simon Black (an Ōtaki Community Board member) has lodged his concerns with GWRC. The Chair asked Shelly to keep the group up-to-date

Older Persons

* No update from Jenny as she has had Covid and didn’t attend the last meeting

Walking

* Asher had nothing to report

1. **Update from KCDC Officers**

Parks, Open Spaces and Environment – update on officer representation (Mike)

* Janice Hill has been redeployed – she is currently working on Asset Management Plans for tracks and trails and for beach access. Gareth is the person to contact from now on. Mike explained that one issue is that the CWB network is shifting from being a recreational network to being more about commuting. Fraser looks after everything to do with commuting, while recreational activities sit with the Parks team. Advisory group members said it was not as clear-cut as it might sound; Mike acknowledged this and confirmed Gareth was still the first point of contact.
* Shelly suggested making a submission to the Long-term Plan re having a staff member(s) dedicated to CWB. She also noted that the Land Transport Government Policy Statement is up for review and perhaps the Advisory Group should look into making a submission. Resources are needed to grow and manage this network.
* Advisory group members agreed we shouldn’t lose sight of the fact that there are benefits as well as costs involved with this CWB network and it would be tragic to lose the momentum we have built up over the years. This would be the first time the CWB network doesn’t have a full-time staff member looking after it.

Bruce and Mike to meet to discuss the issue further.

*Cr Handford left the meeting 6.03pm.*

Focus for 2023-24 (Fraser)

* This LTP is predominantly focussed on renewals and maintenance and that work will continue this year. The Riverbank Road shared path is the one new project that was partially funded this LTP to start the design process, and Fraser is keen to involve the group in that
* Cycle stands and seating – Paekākāriki was the first trial site which has gone really well, they will add a couple of seats before they close the trial and make it permanent. Raumati village is the next township on the list, we looking to install stands in the village and the entrance to Marine Gardens in next few weeks. Again, this is a trial so Fraser is looking for feedback. The team will carry on and look at other townships as well.
* Regarding Paekākāriki wayfinding signage, the Community Board have signed off the broken yellow lines so this and the signage will be installed in the next few weeks
* The team is still drafting their bid for the next LTP – thanks to the Advisory Group for feedback. Fraser will follow up with an email back to the group and continue the conversation, including providing detail on where transport is heading, what we’re thinking.

🡪 **Action item:** Fraser to distribute all feedback received to all Advisory Group members.

LTP 2024-2027

* This item has already been covered

1. **Other Business**

National Walking Plan

* Group members were encouraged to visit Radio NZ if they were interested in hearing the article about Walkable Cities and the National Walking Plan

Thanking Janice

* Group members were asked to send some words to be incorporated and Jan will compose a letter thanking Janice for her contribution.

E-trikes

* Jenny asked if anyone in the public is able to get themselves a gate key? (at Ōtaki at the end of Te Roto Road). Trikes can’t get through. Ruth confirmed that anyone can get a key from the GW depot in Riverbank Road.

🡪 **Action item:** Ruth to advise when GW have replaced their keys

Other

* There was reference to the photograph of the CWB group that had been published in local newspapers, and also to recent columns that have been written by the Mayor.
* Clifton Cottage – how are they going to put a walkway where they have put a gulley for water, planting and fencing? This is on the south side of old Ōtaki bridge on the west. Bruce advised there is going to be a path that runs along parallel to the road, and comes up on the eastern side. Bruce then explained other works underway, and then said he would go to the area and take a look.
* Shelly advised she had nominated the CWB for a Wellington Community Award but was advised they were not eligible as they are part of the Council.
* Asher gave an update on progress re the National Walking Plan.
* Cr Kofoed gave his apologies for the next meeting

The meeting closed at 6.27pm.

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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 | Janice and Fraser | Hara Adams will commence in this role on 24 July 2023. |
| Check delegations and arrange for the Terms of Reference to be approved by Council if required | 23/05/23 | Mike | Bruce is making a presentation to the full Council on 29 July and this will be included as part of that process |
|  |  |  |  |
| 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 |
| **New action items** | | | |
| Send Bruce the Clifen Cottage plans, for Bruce to follow up re parking provisions | 11/07/23 | Shelly |  |
| Arrange a meeting with Bruce and Hara Adams, and also possibly invite Hara to attend a future CWB meeting | 11/07/23 | Fraser |  |
| Look at “treacherous” ripple strip on old State Highway 1 in Waikanae outside the New World store | 11/07/23 | Fraser |  |
| Distribute all feedback/submissions from CWB Advisory Group members | 11/07/23 | Fraser |  |
| Advised when GWRC have replaced all their keys | 11/07/23 | Ruth |  |