**Minutes of the CWB Advisory Group Meeting**

**Tuesday 22 November 2022 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 Jocelyn Prvanov |  |
|  | Ruth Halliday | Equestrian Representative  |
|  | Ceceil Hughes | Equestrian Representative (Deputy) |
|  | Allison Basire | Walking Representative (Deputy) |
|  | Joanne Dacombe | Accessibility Representative  |
|  | Adrian McKenzie | On Road Cycling Representative  |
|  | Jan Nisbet | Recreational Open Space Representative |
|  | Max Lutz | Environmental Care Group Representative  |
|  | Jenny Glen | Older Persons’ Council |
|  | John Taylor | Kāpiti Cycling Action Network  |
|  | Sam Paterson | Youth Council Representative  |
|  | Steve Lewis | Off Road Cycling Representative |
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|  | Kapiti Coast District Council staff:  |
|  | Mike Mendonça | Group Manager Place and Space (Acting)  |
|  | Glen O’Connor | Three Waters Liaison |
|  | Janice Hill  | CWB Programme Manager (Contract)  |
|  | Fraser Miller | Transport Lead for Walking and Cycling  |

1. **Welcome / Apologies**

The Chair welcomed everyone and declared the meeting open. Attendees introduced themselves, and apologies were noted from Cr Rob Kofoed.

1. **Minutes of the Previous Meeting**

**MOVED (Taylor/Halliday)**

**That the minutes of the Cycleways Walkways Bridleways Advisory Group dated 4 October 2022 be approved as a true and accurate record.**

**CARRIED**

1. **Review of Action Items**

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| Janice Hill to find out whether dogs are/are not allowed on Mataihuka, and to arrange for signage/websites to be amended accordingly  | The sign definitely says no dogs (although Janice was unsure by whose authority). It was also suggested that bikes should be disallowed from the area due to its steepness and inaccessibility. Steve advised the track used to be used by mountain bikes, however since the track was formalised it became less suitable for bikes. It was agreed that dogs should be allowed on the track and bikes should not. Janice will action.  |
| Look at the gradient of the approach to the new bridge at Weka Park | Fraser advised that renewal work has been carried out in Wharemauku Park, which included reducing the gradient coming off the bridge. The group noted that parts of the path are still much steeper than 1:12 gradient, which is required in order for the path to be wheelchair accessible. For a long time now the group has been suggesting that the path should go around the hill, rather than over it. Fraser noted this would involve considerable earthworks, consenting (being close to the stream) and other upgrade work. The group asked that this matter remains on the Action Item list.  |
| The CWB Advisory Group to write to the Minister of Conservation about Whareroa Farm and other recreational issues in Kapiti that are not receiving DOC funding | Asher has been unable to action this due to catching Stupid Covid, but will do so this week at a Conservation Board meeting. |
| Find out whether some of the maintenance work being carried out under the *Jobs for Nature* scheme could possibly be carried out in DOC areas which have no funding | Asher will also raise this at the Conservation Board meeting.  |
| Circulate contact details for new person for our region for Herengaanuku (formerly Walking Access Commission) | Asher has forwarded these details to Janice.  |
| Follow up regarding the lack of Council officer support to the Older Persons Council | This matter has been raised with Janice McDougall, GM People & Partnerships. The matter is being looked into.  |
| Circulate the link to the new “status page” on KCDC’s website [www.kapiticoast.govt.nz/status/#tracks-trails](http://www.kapiticoast.govt.nz/status/#tracks-trails)  | Done.  |
| When the Waikanae Bridge clip-on is completed, ask the KCDC comms team to publicise the information  | Clip-on not yet completed.  |
| Ask KCDC compliance team re boggy land/lack of drainage at the Summerset development at Waikanae. | The compliance team has advised this is due to groundwater across the District. Regarding the drainage design which in parts leaves water with nowhere to drain to, Janice has a meeting scheduled with NZTA and will discuss this at that time.  |
| Review the draft proposal for the PP2O Shared Path activation event, and provide feedback to Janice.  | Feedback was received and the proposal has been revised. Janice will circulate the update. |

1. **New agenda item – Tasks required in the new triennium**

The Chair advised that because of the new triennium the Advisory Group was required to do the following:

1. Confirm membership of the group
2. Confirm the Chair of the group
3. Review the Terms of Reference

**MOVED (Wilson-Goldman/McKenzie)**

**That the Cycleways/Walkways/Bridleways Advisory Group membership list dated 3 November 2022 be confirmed as accurate and up-to-date.**

**CARRIED**

*\*The membership list is attached to these minutes as Appendix 1.*

**MOVED (Lutz / Warwick)**

**That Bruce Henderson be confirmed as the Chair of the Cycleways/Walkways/Bridleways Advisory Group.**

**CARRIED**

**MOVED (Halliday/Dacombe)**

**That Asher Wilson-Goldman be confirmed as the Deputy Chair of the Cycleways/Walkways/Bridleways Advisory Group.**

**CARRIED**

The Chair referred to the Terms of Reference 2019-2022 and noted there were some amendments required:

* That a representative for “Small Wheels” be included in the membership
* That a representative for “Trail Running” be included in the membership

Both Sam Peterson and Bruce Henderson had contacts with trail runners and would make approaches with regard to identifying a person to join the CWB Advisory Group.

* The Group wondered whether dog walkers should be included in the membership and agreed to consider that when the TOR were being formally approved

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| 🡪 **Action items:*** That representatives for Small Wheels and Trail Runners be added to the list of groups represented by the CWB Advisory Group
* That consideration be given to adding Dog Walkers to the membership list
* That all group members provide any other feedback/suggestions regarding the Terms of Reference to the Chair for collation
* That a smaller group of Advisory Group representatives review the suggestions made and present an updated draft Terms of Reference back to the full Group for consideration
* The smaller review group will be comprised of the Chair, the Deputy Chair, Cr Warwick plus anyone else who wishes to be involved
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1. **Access and Transport updates – Glen O’Connor**

Three Waters relating to CWB Access

Glen advised that he had moved to the role of 3 Waters Transition Lead for the Council, and the potential impact of 3 Waters on Access and Transport would be included in his regular updates. He then advised:

* Legislation that will enable the 3 Waters to go to the new entity has not yet been started; it is anticipated this will start before Christmas
* Early indications are that where tracks or walkways cross areas that have a 3 Water utility, Service Level Agreements will be negotiated between the Council and the new entity

PP2O

It is yet to be confirmed whether the Ōtaki – Peka Peka Expressway will be open before Christmas.

SH1 revocation process and CWBAG input into safety audit process

Glen is keen for the CWB Advisory Group to put together a consolidated list of all issues they have identified on the M2PP Expressway, for forwarding to the auditors who are coming to do a safety audit of the old highway before it is handed over to the local authority.

It was hoped the revocation would be done before Christmas but it seems more likely that it would be early next year. Glen suggested a draft list could be written and forwarded to him, it could always be updated later. In response to a query, Glen would find out whether people could speak to the safety auditors.

Group members asked how they could liaise with Waka Kotahi regarding safety aspects of the new Expressway, as efforts to date have been unsuccessful. Glen suggested that one of the Councillors on the Advisory Group could discuss the issues when Waka Kotahi come to speak to the Council, which they do from time to time.

Cr Prvanov suggested group members may wish to provide a submission to the speed limit review being carried out by Waka Kotahi. Glen also noted that the Council will have to review their own Speed Management plans in upcoming years.

Blue Bluff slip

Glen confirmed the slip is still moving, a track has been established but it cannot be opened to the public due to the safety risk. He is aware that people are using the track regardless and said no matter what fencing/boundaries are erected, some people will always make their way through.

Group members asked for an update on the Stride n Ride for PP2O, what is the investment, what are the connections that will be starting.

Waka Kotahi changes in Activity class funding

Glen advised that as part of their mid-cycle funding review, Waka Kotahi have signalled there will be less funding available for categories such as public transport, walking and cycling, local road improvements and safety improvements. It was not known specifically what was intended for the Kāpiti district. Further information is available by Googling “Waka Kotahi activity class funding”.

1. **Interest Group updates**
2. **Walking**
* Asher apologised he had been unable to carry out actions that had been assigned to him, as he had caught Covid. He would attend to those matters asap
* He had a meeting last week with David Barnes, the new regional representative for Herengaanuku (formerly Walking Access Commission) and gave him an overview of what he (Asher) is involved with, including the CWB Advisory Group; and to hear what David is doing in Kāpiti. David has only been in the job for a month and has had Covid during that time so to date he hasn’t had anything to do in Kāpiti but is keen to help where he can
* Asher also discussed with Bruce the setting up a potential Trails Trust in the district, they are coordinating a national network of Trails Trusts so are happy to help with this
* Asher and Janice have discussed the Trails Trust idea and will discuss with the CWB Group further at a later date
* The issue regarding lack of funding from DOC is on the agenda for the Wellington Conservation Board meeting which Asher is attending on Friday; the issue has been raised by a number of different groups
1. **On Road Cycling**
* Adrian has received a copy of the draft feasibilty study for Otoraua Park and this was discussed last night by the Kāpiti Community Recreational Development Trust that Adrian is a member of
* Regarding SH1 revocation, there is concern that Waka Kotahi are increasingly putting traffic furniture into road shoulders which makes it more difficult for cyclists
* Group members and Council officers noted how difficult it is to get information from Waka Kotahi and/or have feedback considered regarding their planned revocation works
* It was suggested the Group request that Andrew Torr, Council’s Waka Kotahi Representative, forward this request on behalf of the Group; it was also suggested that Councillors request this information from Waka Kotahi directly
* Mr Mendonça noted this issue had been raised by the Waikanae Community Board and that Waka Kotahi representatives were attending the WCB meeting tonight; Group members asked to be advised of the outcome of the discussion
* Group members then discussed the new road markings at Waikanae near Te Moana Road/Elizabeth Street; Bruce advised he had the marking plans and would locate and distribute them
* Ms Hill suggested the Group requests to be involved in upcoming planning for Peka Peka to Ōtaki
* There are still people parking outside McDonalds despite the no parking rule
1. **Equestrian**
* Most activity over the last month was related to QE Park
* Ruth attended the four day Equifest event at Taupo recently and was pleased to note a number of Kāpiti locals were there. There was discussion about how it was becoming a nationwide problem that Councils are replacing bridleways with cycleways; Shelley noted the Kāpiti Coast District Council was well known as being bridleway-friendly
1. **Off Road Cycling**
* Steve referred to discussion in the last minutes about Whareroa Farm, advising there was a stand of trees at the southern end of the trail which had been removed, with the result that the remaining trees are weaker and starting to lean on other trees. This is a dangerous situation and Steve is looking for a solution – even though DOC have already stated there are no funds available
* They have progressed work on the bike wash at the entrance to the Farm, with all earthworks done and just the top needing to be finished; with the removal of horse grazing a number of trails have been opened, with a lot of options for ways that people can use the park
1. **Recreational Open Spaces**
* Jan suggested the Group consider approaching Community Boards and inviting them to raise any issues that are brought to their attention with the CWB Advisory Group, as appropriate
* Noting that very shortly there will be an offroad track all the way from Tawa to Ōtaki, except for in Paekākāriki – Group and community members need to strongly advocate for the pathway going along the top of the sea wall
* Jan asked about the status of the Road Safety Advisory Group and Shelley advised the new Mayor was keen for it to be reinstated but that would not happen until the new year
* Mr Mendonça advised there was to be a review of all advisory groups and it was agreed to let due process continue
* Jan has talked to David Barnes about Campbell Mill Road
* There is a Paekākāriki village post-State Highway 1 project under way, and Jan has assisted to connect them with the Paekākāriki cycle parking group
1. **Accessibility**

Joanne advised the following:

* The group met yesterday and is very keen to have input into road safety discussions
* Concern was expressed about buses for disabled people when the train stops at Paekākāriki, with bus drivers not allowing enough time for disabled passengers to make their way from the train station to the bus stop
* There is going to be a major pool refurbishment in Ōtaki, including installation of fully accessible toilets; a similar project is being undertaken at Maclean Park, the issue there is about parking – there is very limited parking/navigation for larger mobility vans
1. **Environmental Care Groups**
* Max advised good progress is being made on the paths from the back of the lake through to Chrystall’s Bend and Te Roto Road, it is hoped they will be open by Christmas
* The toilet site is all prepared, just waiting for the building to be erected
* The bridge at the estuary at the Hapua site has been purchased and is awaiting consent
* The bridge at Chrystall’s Bend is under investigation re options
* Max had already noted previously in the meeting that the Ōtaki bridge is a safety issue
1. **Youth**
* The Youth Council has been working with Chris Pearce regarding the upgrade of Maclean Park including the skatepark; Council is keen for feedback from youth and it’s great to be involved
* Sam has been elected Deputy Head Boy at Kāpiti College, and next year will likely be his final year on the Advisory Group as he will then be off to University
1. **Older Persons**
* Jenny referred to the area in Waikanae Park where a bit further along from the toilets there is a seat which creates a nice walking loop, however the grass is quite high and Jenny wondered whether the grass could be mowed. There is a seat further along but that is too far for some elderly people to manage

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| 🡪 **Action item:*** That Janice raise a Service Request for mowing at Waikanae Park as per the above request
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* Janice reminded Advisory Group members that anyone could raise a service request at any time using the **Antenno** app
* Jenny noted that electric trikes are becoming increasingly popular, but some of our tracks have obstacles which will stop electric trikes from being able to use them. Janice noted it was a challenge keeping tracks unobstructed for some users but dissuade dirt bike users etc to use. She would find out the dimensions of the trikes and give the issue consideration.

*Mr Mendonça left the meeting at xxxpm*

1. **Horse grazing removal from Queen Elizabeth Park**

Ruth gave a summary of the issue:

* People have been grazing their horses at QE Park for over 30 years. Six weeks ago they were given notice that the horses needed to be relocated. Ruth thought it was approximately 30 horses in total and there is no grazing available anywhere in the Kāpiti district for that number of horses
* The Park plan which has been developed over the last 4 or 5 years, made reference to “livestock” being removed from the park, but the definition of lifestock is “animals that are fattened and sold for food”. However in their reports, press releases and their plan, GWRC have included horses as livestock. The equestrian community were completely blindsided when they discovered that GWRC refer to horses as livestock.
* Until recently in QE Park there was a lease to the person who runs Kāpiti Stables for horse trekking, and they in turn sub-lease the paddocks for grazing. That person did not want to renew the lease and at the same time there was a lot of discussion about the wet weather and the resulting increase in groundwater – as a result GWRC decided the land should be returned to wetland and therefore the “livestock” should go
* The lessee has stated she has found alternate grazing but Ruth feels that cannot be true because there is none available
* Ruth and others have looked at Otaraua Park, there are possibilities but they would be expensive – these include drainage, fencing etc. There is to be another meeting in the next few weeks, GWRC were to consult with experts regarding grasses, paddock maintenance etc and a second group were to look at whether such a thing was possible and how it might be managed. Even if it was going to work it would take a long time and the location of the park is not suitable for all current grazers
* The notice period for grazers has been extended to 31 January 2023 but the lessee of Kāpiti Stables is leaving on Friday
* Grazers have asked GWRC for a copy of the scientist’s report, where their definition of “stock” came from, and how they have interpreted the Resource Management Act which says “no grazing on natural wetlands” even though this area is defined as “historical wetlands”. GWRC have said it would take some time to respond to this request, which seems odd as they should have the information to hand.
* A petition was started a couple of weeks ago saying this was a bad idea, bad for the community etc, which already has over 2,000 signatures

Shelly noted that the loss of public land for horse grazing is a national issue and that this could be considered a test case. GWRC’s stance is that they are relying on the scientific evidence they have received which advises removing the animals.

Janice confirmed that Otaraua Park will definitely be developed in the future and would only be available for grazing on a temporary basis.

The Chair noted the CWB Advisory Group should support what the equestrian community is asking for. Ruth confirmed they were asking the Group to:

* Recognise the importance of horses in the district and the need for grazing, and strongly support the continuation of grazing at QE Park
* Write to GWRC expressing disappointment in the decision to cease horse grazing and request that the decision be reviewed with appropriate consultation with the equestrian community

Ruth advised that she was also going to ask the group of grazers to request that Council staff investigate options for grazing on Council land across the District.

**MOVED (Halliday/Taylor)**

**That the Cycleway Walkway Bridleway Advisory Group:**

1. **Recognise the importance of horses in the District and the need for grazing, and support the continuation of grazing at Queen Elizabeth Park**
2. **Write to Greater Wellington Regional Council expressing disappointment to cease horse grazing, and request that the decision be reviewed with appropriate consultation with the equestrian community**

**CARRIED**

It was also suggested that Ms Halliday speaks to the Environment Committee at GWRC.

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| 🡪 **Action item:*** That Ruth drafts the letter to Greater Wellington Regional Council as per paragraph (ii) above, and circulate to CWB Group members for feedback
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Ceceil advised the group that she is the current lease holder of the land at the back of the airport, she has given that lease up and the owners have chosen not to re-lease the land so after the end of November there will no longer be horses grazing on that land.

1. **Wharemakau Stream path renewal**

Fraser advised the Wharemakau Path is having renewal work carried out through into the New Year. This is renewal work only and the Group was encouraged to continue to identify upgrade work required for when funding becomes available again.

Waikanae River Trail – work is being done on resurfacing the link between Weggery Drive and the southern side of Otaihanga Park.

Onroad cycle lane renewals – green coloured surfacing is being applied on the cycle lanes – this work is substantially completed but if Group members see any other areas that need improvements, please advise.

Road safety education – the Pedal Ready primary school programme is underway, this includes scooter and cycle skills, bike safety assessments and basic road rules. Three schools of the 17 in the district have been visited so far. This is a joint venture with GWRC and ACC.

Also, on 5 December there will be an annual school parade, nine schools will be meeting at the Coastlands Aquatic Centre and walking to the Coastlands shopping mall. This is a joint venture with Police and McDonalds. This is to recognise the schools’ patrols and other safety programmes.

1. **CWB Programme Manager Report – verbal**

Janice advised:

* She recently attended the TRC Sustainable Trails conference in Tasmania, which was about best practice for trails; it was interesting that some of the problems the CWB discuss are international problems
* The PP2O shared path activation is going ahead, the date has been changed to Sunday 26 March, in order to accommodate GWRC’s participation. The event will be entitled “Coast 35” and Waka Kotahi are also helping.
* It was recently advised that a Tourism Innovation Fund has been set up which will have $54 million available for distribution; it will be released in stages and Stage One is for feasibility studies. We are looking to apply for funds for a feasibility study for a multi-day trail using the foothills of the Akatarawas to join up our district and ideally link some of our peaks.
* Asher and Janice had a very good meeting regarding the Trails Trust but unfortunately both of them have since been unwell and no further progress has been made
* KCDC has signed up to become a partner of the Aotearoa Bike Challenge, which is run in February. The programme is targeted at getting people to ride bikes and acknowledges that people who wish to commute to work often start by riding recreationally. The reason Council has signed up is to encourage the reduction of carbon emissions in the District, 57% of which come from private vehicles. Janice will circulate information for people to share and encourage others to join.
1. **Next meeting**

31 January 2023.

(Asher gave his apologies for this meeting).

The Chair thanked all group members, Councillors and Council staff for all their hard work.

The meeting closed at 7.01pm.

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

*\* See overleaf for updated Action Items register*

*\*\*See Appendix 1 for current CWB membership list, as referred to at page 3*

**Action items register:**

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| **Item** | **Date raised** | **Assigned** **to** |
| Follow up regarding dogs and bikes on Mataihuka (the group feels dogs should be allowed and bikes should not), and to arrange for signage/websites to be amended accordingly | 31/05/22 | Janice  |
| Look at the gradient of the approach to the new bridge at Weka Park (Although some works have been done, in parts the gradient of the path is much steeper than 1:12 gradient which is required for the path to be wheelchair accessible. The group has asked that this item remain on the Action Item list).  | 2021?  | Fraser |
| 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 | 04/10/22 | Asher to draft letter and circulate to Group members, and to raise at the next Conservation Board meeting. |
| Find out whether some of the maintenance work being carried out under the *Jobs for Nature* scheme could possible be carried out in DOC areas which have no funding | 04/10/22 | Asher to raise at the next Conservation Board meeting. |
| Follow up regarding the lack of Council officer support to the Older Persons Council (has been raised with Janice McDougall and is being looked into). | 04/10/22 | Mike |
| When the Waikanae Bridge clip-on is completed, ask the KCDC comms team to publicise the information | 04/10/22 | Fraser |
| Review the draft proposal for the PP2O Shared Path activation event, and provide feedback to Janice.  | 04/10/22 | Janice to circulate the updated proposal |
| That representatives for Small Wheels and Trail Runners be added to the list of groups represented by the CWB Advisory Group | 22/11/22 | Janice |
| That consideration be given to adding Dog Walkers to the CWB membership list | 22/11/22 | All group members |
| That any other feedback/suggestions regarding the CWB Terms of Reference be forwarded to the Chair for collation | 22/11/22 | All Group members |
| That a smaller group of Advisory Group representatives review the suggestions and present an update draft Terms of Reference for the full group to consider | 22/11/22 | Chair, Deputy Chair, Cr Warwick and anyone else who wishes to be involved  |
| Find out whether group members can speak to members of Waka Kotahi’s safety auditors | 22/11/22 | Glen  |
| Advise CWB group members of the outcome of the discussion between Waka Kotahi and Waikanae Community Board | 22/11/22 | Mike  |
| Distribute road marking plans for Waikanae near Te Moana Road/Elizabeth Street | 22/11/22 | Bruce  |
| Raise a Service Request re mowing the long grass near the seat in Waikanae Park | 22/11/22 | Janice  |
| Draft a letter to GWRC re grazing in QE Park, and circulate to CWB Group members for feedback  | 22/11/22 | Ruth |

**Appendix 1**

**CYCLEWAYS/WALKWAYS/BRIDLEWAYS ADVISORY GROUP**

**CONTACT DETAILS @ 3 NOVEMBER 2022**

**COMMUNITY REPRESENTATIVES**

|  |  |  |
| --- | --- | --- |
| **Group**  | **Principal** | Deputy  |
| Environmental Care Groups | **Max Lutz** max.lutz@xtra.co.nz06 364 5569027 343 7249 | *Vacant* |
| Walkways | **Asher Wilson-Goldman (Deputy Chair)**ashergoldman@gmail.com 021 818 694 | **Allison Basire**basire@kapiti.co.nz  |
| On Road Cycling | **Adrian McKenzie**adriangmckenzie@gmail.com0210517631 | **John Taylor**john.taylor@ccslt.org.nz0276524572 |
| Recreational Open Space | **Jan Nisbet**bikeridenz@outlook.com04 905 4807027 358 5611 | **Bruce Henderson (Chair)** brucedh@gmail.com06 364 2259021 412 698 |
| Equestrian | **Ruth Halliday**ruthterry2@outlook.com 04 905 8706027 207 0760 | **Ceceil Hughes** mcjahughes@gmail.com |
| Off Road Cycling | **Steve Lewis**st.ives@kapiti.co.nz04 902 2277027 249 7683 | *Vacant* |
| Accessibility | **Joanne Dacombe** joannedacombe@gmail.com04 9022 628027 810 1725 | *Vacant* |
| Youth | **Samuel Paterson**samuel.paterson@kc.school.nz 022 127 5773 | *Vacant* |
| Older Person’s Council | **Jenny Glen**jagg.otaki@gmail.com(06) 364 6538021 0252 5769 | **Shirley Clarke**dillydawn81@gmail.com  |
| Ātiawa ki Whakarongotai Charitable Trust | **Ra Higgott**hgg@pcol.school.nz 027 244 6969 | *Vacant* |

**COUNCIL REPRESENTATIVES**

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| --- | --- | --- | --- |
| **Name** | Role | Email address | Telephone number |
| **Shelly Warwick** | Councillor | shelly.warwick@kapiticoast.govt.nz | 021 949 214 |
| **Lawrence Kirby** | Councillor (and Deputy Mayor) | lawrence.kirby@kapiticoast.govt.nz  | tbc |
| **Gareth Eloff** | Parks, Open Space and Environment Manager | gareth.eloff@kapiticoast.govt.nz | 04 296 4801027 2300 551 |
| **Janice Hill** | Programme Manager CWB | janice.hill@kapiticoast.govt.nz | 027 5553 505 |
| **Fraser Miller** | Team Leader Roading Network Delivery  | fraser.miller@kapiticoast.govt.nz | 027 5555 613 |
| **Tracey Waye** | Executive Secretary | tracey.waye@kapiticoast.govt.nz | 04 296 4643 |