

Minutes of the CWB Advisory Group Meeting

Tuesday 25 November 2025 at 5.00pm
Council Offices, 175 Rimu Road, Paraparaumu

Present:	Bruce Henderson (Chair)	Recreational Open Space Representative (Deputy)
	Cr Jocelyn Prvanov	
	Cr Rob McCann	
	Gwynne Compton	Walkways Representative
	Joanne Dacombe	Accessibility Representative
	Allison Basire	Walkways Representative (Deputy)
	Max Lutz	Environmental Care Groups
	John Taylor	On Road Cycling Representative (Deputy)
	Ruth Halliday	Equestrian Representative
	Kelly Smith	Equestrian Representative (Deputy)
	Jan Nisbet	Recreational Open Space Representative

Kapiti Coast District Council officers:

Cat Wyld	Advisor Recreational Tracks and Trails
Fraser Miller	Transport Lead – Walking & Cycling
Anita Manda	Team Leader Transport Planning and Safety (observing)
Darryn Grant	Strategic Development Director
Laura Bertelsen	Senior Advisor Strategic Projects

1. Welcome / Apologies

The Chair declared the meeting open and welcomed everyone in attendance, including two new incoming Councillors, Cr Jocelyn Prvanov and Cr Rob McCann. Jocelyn and Rob introduced themselves to the group.

MOVED (Max Lutz / Rob McCann)

That apologies for absence be accepted from Steve Lewis, Adrian McKenzie and Cr McCann (for an early departure).

CARRIED

Apologies were also noted from Shelly Warwick and Rob Kofoed, who had been invited to this end-of-year meeting in their capacities as Councillors in the previous triennium. Unfortunately neither Shelly nor Rob were able to attend.

2. Update from KCDC – Town Centre Planning Project

Laura and Darryn gave a presentation to the group on the Town Centre Planning Project which is currently underway; what the project is about, who is involved, what work has been undertaken so far and what's next.

They explained that they were seeking input on the project from all CWB group members, particularly on those elements of the plan relevant to active transport and connectivity. They will also be holding community workshops and will invite CWB members to attend.

Following the presentation there was a general discussion and feedback. Any further feedback, suggestions or questions are welcome via: strategic.development@kapiticoast.govt.nz

Joanne Dacombe joined the meeting at 5.51pm.

Anita Manda left the meeting at 5.52pm.

3. Update from KCDC – Park Avenue Shared Path and PekaPeka safety improvements

Fraser gave a presentation on the above two work streams, including project plans, and this was followed by a general discussion and Q&A session. He advised the work was due to begin in February 2026 and should be completed by June 2026. He confirmed that impacted residents would be notified once the contract has been awarded.

Group members said it was exciting to see this work being carried out.

4. Minutes of previous meeting

MOVED (John Taylor/Joanne Dacombe)

That the minutes of the Cycleways Walkways Bridleways Advisory Group dated 7 October 2025 be approved as a true and accurate record.

CARRIED

5. Review of Action Items

- *M2PP safety audit*

Is ongoing. A new item has been identified, being the Elizabeth Street junction in Waikanae where there is a lane for cycles travelling straight ahead, which is located to the left of left-turning traffic. Bruce advised that Ron Minnema, KCDC's Transport Safety Lead, has consulted with cycling representatives on the CWB group for feedback re how to improve the Kāpiti Road/Rimu Road junction.

- *Clifden Cottage*

Bruce advised that Gwynn had sent him the OIR response from NZTA dated July 2024, in which NZTA agreed to transfer the balance of the land with the carpark to KCDC as a local road reserve. He advised that the cottage is still in the ownership of NZTA and they are going to sell it. KCDC has no interest in purchasing the cottage, however the parking area is being deeded to Council. How it will be used is yet to be decided.

- *Kāpiti Trails Trust*

The first iteration of the website was circulated yesterday (in draft), there are still some images to be added but it is almost ready to launch. The Trust is also working towards an Economic Impact Assessment of the P2P trail (Paekākāriki to Pauatahanui). The cost of the assessment, which is \$20,000, is being covered by WellingtonNZ and Porirua City Council (75%) with the remaining 25% being funded by the Economic Development Kotahitanga Board. They are also working on the

design of the extended Waikanae River Trail, with a number of issues to be worked through, and working on various funding initiatives.

- *Campbells Mill Road*

Progress is being made with the owner.

- *PP2O website re upgrading Waerenga Road*

Bruce noted that this is part of the Town Centre upgrade project that was presented to the group earlier, and that would be the best way to provide feedback.

- *Update shared path signage*

Ongoing.

- *Parking at the end of Te Roto Road – will become problematic as soon as work begins on the Ōtaki racecourse*

Nothing will happen in this space until the subdivision gets underway.

- *Diamond marking at Coastlands entry*

Fraser noted that the land is owned by Coastlands and therefore Council has no power to enforce, however he agreed to contact Coastlands about the issue (and will cc Joanne).

- *Walkway by Lockup Café*

Fraser advised he had added this item to their Forward Work Programme, to take out the lip so it becomes flush, and change it to dual-purpose.

- *Signage on south side of Ōtaki river re toilets*

Ongoing.

- *Limiting speeds on the Waikanae River Trail*

This item will be added to the Matters Under Action register in order to monitor the situation.

6. Interest Group updates

Representatives were asked to keep their reports succinct, and restricted to only that information that needed to be shared prior to Christmas.

Walkways (Gwynne)

Gwynne commended the work that has been done on the north side of the Waikanae River Trail.

On Road Cycling (John)

Nothing of urgency to report.

Equestrian (Ruth)

Nothing of urgency to report.

Recreational Open Space (Jan)

Jan suggested that we need to highlight our disability walkways in all tourism marketing, and the CWB needs to think about its alignment with the tourism sector in all of its activities. The group agreed there was momentum building in this area.

Accessibility (Joanne)

Nothing of urgency to report.

Bruce congratulated Joanne on her appointment as Chairperson of the National Board of Autism NZ, noting that she has worked hard in this area for a very long time.

Environmental Care Groups (Max)

Max advised that the Ōtaki River Open Day is scheduled for March 2026.

Off Road Cycling, Youth, Older Persons and Small Wheels

No representatives were present to provide an update.

The Chair advised that he had recently met with members of KCDC's connected communities team, and they were working on redesigning the links for Youth and Older Persons, in ways that work best for those user groups to be represented.

7. Update from KCDC officers

Cat

- Has been catching up on work on tracks and beach accessways, following recent stormy weather

Fraser

- Nothing else to report

8. Any other business

There was none.

9. Next meeting date

Meeting dates for 2026 will be decided in the new year.

10. Closing remarks

Max commended Bruce on his chairing of the advisory group over the last 12 months, acknowledging the work Bruce does behind the scenes and running a very efficient meeting. He said it was well done and much appreciated. The group gave Bruce a round of applause.

Thanks were also given to Council staff and the new Councillors on the Advisory Group.

The meeting closed at 7.01pm and a light supper was provided to acknowledge the end of the year.



Chairperson

10/02/2026

Date

** See overleaf for updated Action Items register*

Action items register:

Item	Date raised	Assigned to	Progress @ 03/06/2025
M2PP safety audit	23/05/23	Bruce	John, Adrian and Bruce to keep working on the list of items that can potentially be addressed. No update.
Blue Bluffs	23/05/23	Rob	The work is mostly complete and the road is due to open in June/July.
Public toilets at Clifden Cottage	14/11/23	Bruce	The only commitment from NZTA is to weatherproof the building. Bruce to discuss with Council's ED team re potentially bringing the item to the attention of the Council.
Trails Trust	13/02/24	Gareth	They have successfully applied for grants which means the website development can get underway. They are also progressing with the southern end of the P2P (Pauatahanui to Paekākāriki) track.
Liaise with GWRC re unhelpful drivers/difficult equipment	15/05/24	Bruce	Bruce advised the latest update is that bikes should be allowed on buses from 1 July.
Campbells Mill Road	26/06/24	Cat	Cat is in the process of setting up a meeting with the landowner.
Organise a visit to the gasline track	06/08/24	Cat and Jan	This item is on hold
Look on the PP2O website at plans for upgrading Waerenga Road, and provide feedback to Bruce	17/09/24	All	Work is underway and looks to be very good in general, although there are areas where resealing will be required. It was also noted that speed limits have been raised in some areas and that there will be traffic lights at Riverbank Road.