**Minutes of the CWB Advisory Group Meeting**

**Tuesday 14 November 2023 at 5.00pm**

**Council Chambers**

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| Present: | Bruce Henderson (Chair) | Recreational Open Space Representative (Deputy) |
|  | Asher Wilson-Goldman (Deputy Chair) | Walkways Representative |
|  | Cr Shelly Warwick |  |
|  | Cr Rob Kofoed |  |
|  | Allison Basire | Walkways Representative (Deputy) |
|  | Ruth Halliday | Equestrian Representative |
|  | Hannah Callahan | Equestrian Representative (Deputy) |
|  | John Taylor | On Road Cycling Representative (Deputy) |
|  | Max Lutz | Environmental Care Group Representative |
|  | Jenny Glen | Older Persons’ Council |
|  | Steve Lewis | Off Road Cycling |
|  | 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 |
|  | Mark Martin | Team Leader Roading Asset Management |

1. **Welcome / Apologies**

The Chair welcomed everyone present and declared the meeting open. Attendees introduced themselves.

**MOVED (Max Lutz / Steve Lewis)**

**That apologies be accepted from Joanne Dacombe and Adrian McKenzie.**

**CARRIED**

1. **Minutes of the Previous Meeting**

It was noted that the minutes did not record that John Taylor was at the meeting, and mistakenly recorded that certain feedback was attributed to Adrian instead of John.

**MOVED (Asher Wilson-Goldman / Max Lutz)**

**That with the above correction, the minutes of the Cycleways Walkways Bridleways Advisory Group dated 5 September 2023 be approved as a true and accurate record.**

**CARRIED**

1. **Review of Action Items**

* *The gradient of the approach to the new bridge at Weka Park*

Fraser advised a meeting had been held onsite and thanked those who attended. He showed photos of the footbridge and advised the grade on the south side had been adjusted to less than 8% (so is now compliant). Other works had also been carried out on this side.

To the north, there are works planned to resolve minor issues plus they are working to reduce the gradient to as close as 8% is possible.

Another update will be provided once the work is complete.

* *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*

There is no update to this item. Asher said he understood the resource consent for the toilets should be completed soon.

* *Jan to progress the task of having a track counter installed at Whareroa Farm*

Jan to contact Rob Gulley from the Parks team re next steps.

* *When the Waikanae Bridge clip-on is completed, ask the KCDC comms team to publicise the information*

Clip-on not yet completed. The latest information available advises that the work is scheduled to begin in mid January 2024.

* *Write to GWRC re grazing in QE Park.*

Ruth advised they continue to work with GWRC as there is still grazing land available, even though the horses have all gone and planting has already been done in some areas.

* *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. He will follow up.

Fraser advised the weigh station is still awaiting consent, he also said there would be no shared path or on road cycle lane facility on that road, it is just a wide shoulder. The main route is through QE Park, which Advisory Group members have already noted is unsuitable for road users. Fraser agreed that signage in the area is important.

It was also noted that if there was access to the road under the Expressway and across the railway, it was highly unlikely that horses and road users would use the maze. Pedestrians are likely to be the only people that use it.

Ruth also asked about a second gate in QE Park that had been discussed in the past? Fraser confirmed it was not on any plans he had seen. **Bruce will follow up**.

* *Contact Fraser Miller to discuss plans for the path in QE Park near where the tram goes through*No update from GWRC.
* *Draft a letter to our local MP regarding the distribution of DOC funding*

Bruce was written to both of our local MPs (Mana and Ōtaki electorates) – one of them has not responded at all, the other acknowledged receipt but nothing further.

Bruce will follow up once the new government is confirmed.

* *When the new Group Manager Iwi Relations is appointed, discuss how to engage with iwi moving forward*
* **New action item – Tracey to invite Hara Adams to a CWB meeting in early 2024**
* **New action item – Tracey to assist in setting up a meeting with Bruce and Hara**
* *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 submitted a scheme to Council officers earlier in the year and has recently been advised that it is currently being priced up.  
  
Mark advised that three options were being presented at the LTP: a) Open the road   
b) Install suspension bridges c) Close the road. He encouraged people to submit to the LTP.

* *Campbell Mill Road access*

No update.

* *Advise when GWRC have replaced all their keys*

Completed.

* *Advise Project Management Office of the need for signage etc for pedestrians where road works are being carried out*

Mike confirmed he had passed on this request; he would be interested to hear if this is not the case.

Asher also observed that a lot of signage is being placed in the cycle lanes.

* *Find out if the recent Blue Bluff briefing is available to the public, and if so circulate.*

The briefing was not open to the public.

* *Bruce to circulate the final updated Terms of Reference once they have been signed.*

This has now been done, and Bruce confirmed he is in the process of inviting a representative from ‘Small Wheels’ to join the Advisory Group.

1. **Interest Group Updates**

Older Persons Council

* Jenny advised they have discussed the need for housing and that many current housing units are very old; also the rental costs are escalating
* She asked if it was possible to have input into pedestrian crossings on Rimu Road; this was confirmed, and in that case Jenny said she would discuss it with Fraser after the meeting. Bruce advised it could be actioned via CWB if necessary
* She then showed a new satellite fob she had which enabled access to emergency medical services even when outside the home

Youth Representative

* No-one was present to provide an update

Environmental Care Groups

* Friends of the Ōtaki River are going well

Accessibility

* No-one was present to provide an update

Recreational Open Space

* Jan and Steve met with the Climate and Environment Subcommittee recently and were well received, as a result a recommendation was changed and now needs to go forward to the next step. Mike will provide a further update later in the meeting.
* Otherwise Jan has been busy with a number of things and can circulate a list if anyone wishes to see it

Off Road Cycling

* Steve has been busy with the usual springtime maintenance work
* He continues to work on the Trails Network plan; he and Janice are going to speak to the Conservation Management Board on Friday, which is another avenue for support

Equestrian

* Shelly, Steve and three equestrians appeared at the Environment Court to talk about O2NL. They were well received and the Court has been to look at various sites, they are now awaiting the Court’s decision
* They have been visited by four riders from the Hawkes Bay to look at and ride the network; their biggest issues is that flood monies are going to walking and cycling tracks so they are working on that
* They have identified the most useful beach accessways for horses and submitted a report
* They have had another meeting with a GW equestrian group and to discuss horses and access in all regional parks across the District
* Went to the Weka Road onsite meeting and discussed the Raumati Road crossing and next steps
* Tried a new track at Whareroa Farm which will be ready to go after a working bee to clear gorse and arum lilies
* Looking at options for parking in Ōtaki to make easy access to the lakes and the CWB network along and around the river
* GW have agreed to install blue posts at the two recommended horse crossings on the Ōtaki river

On Road Cycling

* John advised that one of his group has written to the Council regarding signage around the airport track; there are a number of issues, John is happy to circulate the email if people would like to see it
* Bruce advised he had heard of a small number of road cyclists having accidents due to road furniture, white stipple etc. He has asked them to start a register to help identify where these dangerous points are
* Fraser advised the post-construction safety audit process is being done by Waka Kotahi; the independent auditor completes the audit, it then goes back to Waka Kotahi re how they want to proceed. It’s at that point that we (CWB and the Council) could provide feedback
* Shelly noted that the road works in Ōtaki associated with creating the shared path, leaves no room for cyclists on the west side of the road as the lane is extremely narrow; she wondered whether there had been any complaints put to Council? It won’t be long term but in the meantime perhaps signage should be installed? Fraser advised he had not received any feedback but it was still Waka Kotahi’s project
* **New action item ­– Fraser to pass on the above feedback to Waka Kotahi**

Walkways

* Asher confirmed (as noted earlier by Steve) that Steve and Janice will be meeting with the Conservation Board (which he is a member of) on Friday; this will be a good opportunity to highlight issues relevant to Kāpiti
* DOC have backed away from their plan to get rid of the entrance to Whareroa Farm; they are putting in a bid to secure funding during 25/26 financial year to improve the current entrance
* Asher noted that the lower loop around Nikau Reserve is unsuitable for pushchairs/wheelchairs at the moment and needs some cleaning up
* **New action item ­– Gareth to follow up re tidying up lower loop track at Nikau Reserve**
* Asher asked whether there was an update re the public toilets to be installed at Clifden Cottage? Bruce noted there were diggers and workers on the site this morning but he didn’t know what they were working on. He also noted that further parking is required at the site.
* **New action item ­– Mike to follow up re public toilets at Clifden Cottage, and report back to the Advisory Group**

1. **Update from KCDC Officers**

Fraser

* Wharemauku shared path gradient from Weka Park footbridge to Alexander Road – already discussed
* Raumati Road multi-use crossing and the development of 92 Raumati Road – Fraser explained that when the Expressway went through in this area it did not accommodate equestrians – informal access has been set up and the Council are in discussion with the developer to ensure these accessways are maintained and formalised
* Update on Transport’s Walking and Cycling Network Plan – the Stride n Ride programme had a 10 year outlook, we are currently at year 8 of that programme and have completed around 90% of the associated projects. A bid will go to the LTP for funds to complete that programe plus other projects Fraser has mentioned previously; the objective of the Network Plan is to refresh and review the network and produce a further 10 year programme and prioritisation of works. A tender will be put out for suppliers to provide a proposal for the plan; when that plan is drafted the CWB group will be asked for feedback

Mark

* Transport Waka Kotahi LTP update – little development at this stage, the first draft of financials had been put up but the feedback is that limited funding is available. The next update to Waka Kotahi is on 8 December and to Council at around the same time
* They are looking to increase the amount of new work being done and decreasing the amount of renewal, putting more into basic maintenance funding
* There may be changes to the Government Policy Statement once the new government is formed, which may change what we are instructed to achieve, and will also affect funding
* Regarding speed management and the new government, KCDC is taking a ‘slow and steady’ approach with its planning while awaiting an update

Mike

* Mike explained the LTP process and encouraged the group to make a submission when submissions open next year in April
* As part of developing the LTP Council officers are required to create Asset Management Plans (AMPs) – Gareth and Mike have spent a lot of time looking at community assets (such as public toilets, community halls, cemeteries etc) with a view to maintaining asset management disciplines. One of the areas they have been looking at is Recreational Tracks and Trails, which doesn’t attract a Waka Kotahi subsidy. Jan and Steve presented to the Climate and Environment Subcommittee last week; recommendations from that subcommittee go to either the full Council or the Strategy, Operations and Finance Committee for decision making. The SOF is meeting this Thursday to discuss the full AMP for recreational tracks and trails – it is a public meeting and people are welcome to attend and/or speak should they wish to. The resolution which Jan referred to earlier was around making sure the AMP better reflected the aspiration of the community and of the Councillors to push tracks and trails as a destination attraction for this district.
* One of the key things about this AMP, unlike other assets that the Council owns, is that of the 31 tracks and trails identified for investment, KCDC only owns seven of those. The rest are owned by DOC, GW and a couple of others. This means we need to work with our partners to make sure they are working alongside us, and this is reflected in the AMP.
* A key finding is that we need to look into setting up a Trails Trust and we have asked our legal department to look into this. Mike advised he would keep the Advisory Group updated in this regard.
* Gareth explained the Parks role that was being proposed in the LTP to support the implementation of the AMP, and the group discussed what was being suggested
* **New action item ­– Mike to circulate the Tracks and Trails AMP**
* There was further discussion about the Tracks and Trails Trust, how it operates, how Trustees are appointed etc
* **New action item ­– Update on progress re Tracks and Trails Trust to be added as a regular agenda item [done]**
* **New action item – Asher to circulate information about the NZ Trails Trust Network**
* **New action item – Group members to send any questions to Bruce; he will collate them and forward to Council officers before the next CWB meeting**
* Group members asked for a CWB future “vision”; Council officers explained there would not be one consolidated CWB plan at this point, as they are still in the planning stage and there are a large number of factors to be considered

1. **Other Business –**

* Bruce suggested making a list of topics and noting who the appropriate Council officer is to answer questions on each topic; group members noted there had previously been one staff member they could approach for all their questions and the current plan is very different from how they had been used to operating
* Mark noted there was a degree of risk in relying on one individual rather than a team approach
* **New action item ­– Mike to circulate a thematic chart outlining who is responsible for what within Council [in regards to CWB activities]**
* There was discussion about the Advisory Group’s list of priorities, and Fraser reiterated that the group should review this and use as a basis for their LTP submission
* **New action item ­– Fraser to circulate the summarised list of CWB priorities**

The next meeting is on 5 December 2023, in the Paraparaumu Library meeting room.

The subsequent meeting is to be on 30 January 2024.

The meeting closed at 7.11pm.

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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 @ 14/11/23** |
| Look at the gradient of the approach to the new bridge at Weka Park | 2021? | Fraser | Fraser advised a meeting had been held onsite and thanked those who attended. He showed photos of the footbridge and advised the grade on the south side had been adjusted to less than 8% (so is now compliant). Other works had also been carried out on this side.  To the north, there are works planned to resolve minor issues plus they are working to reduce the gradient to as close as 8% is possible.  Another update will be provided once the work is complete. |
| 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 | There is no update to this item. Asher said he understood the resource consent for the toilets should be completed soon. |
| Look into placing a track counter at Whareroa Farm | 31/01/23 | Jan | Jan to contact Rob Gulley from the Parks team re next steps. |
| 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. The latest information available advised that the work is scheduled to begin in mid January 2024. |
| Write to GWRC re grazing in QE Park. | 22/11/22 | Ruth | Ruth advised they continue to work with GWRC as there is still grazing land available, even though the horses have all gone and planting has already been done in some areas. |
| 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, but has received no response.  He will follow up. |
| Contact Fraser Miller to discuss plans for the path in QE Park near where the tram goes through | 11/04/23 | Jan | No update from GWRC |
| 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. He will follow up once the new government is confirmed. |
| 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. |
| 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 submitted a scheme to Council officers earlier in the year and has been recently been advised that it is currently being priced up.  Mark advised there were three options being presented at the LTP – open the road; install suspension bridges; close the road. |
| Campbell Mill Road access | 11/04/23 | Mike | No update. |
| Advise PMO of the need for signage etc for pedestrians where road works are being carried out | 05/09/23 | Mike | Mike confirmed he has passed on this request and would be interested to hear if it continues to be an issue. |
| **New action items** | | | |
| Look into plans for a second gate in QE Park | 14/11/23 | Bruce |  |
| Invite Hara Adams to a CWB meeting in early 2024 | 14/11/23 | Tracey |  |
| Arrange a meeting with Bruce and Hara | 14/11/23 | Tracey |  |
| Provide feedback to Waka Kotahi re road works in Ōtaki (see page 5) | 14/11/23 | Fraser |  |
| Follow up re tidying the lower loop track at Nikau Reserve | 14/11/23 | Gareth |  |
| Follow up re public toilets at Clifden Cottage and report back | 14/11/23 | Mike |  |
| Circulate the Tracks and Trails AMP | 14/11/23 | Mike |  |
| Update on progress re Tracks and Trails Trust to be added as a regular CWB agenda item | 14/11/23 | Tracey | Done |
| Circulate information about the NZ Trails Trust Network | 14/11/23 | Asher |  |
| Group members to send any Trails Trust questions to Bruce for collating | 14/11/23 | Everyone |  |
| Circulate a thematic chart outling who is responsible for what within Council (in regards to CWB activities) | 14/11/23 | Mike |  |
| Circulate the summarised list of CWB priorities | 14/11/23 | Fraser |  |