

Minutes of the CWB Advisory Group Meeting

Tuesday 7 April 2026 at 5.00pm

Kāpiti Coast District Council Offices, 175 Rimu Road, Paraparaumu

Present: Bruce Henderson (Chair)	Recreational Open Space Representative (Deputy)
Cr Jocelyn Prvanov	
Allison Basire	Walkways Representative (Deputy)
Max Lutz	Environmental Care Groups (Northern)
John Taylor	On Road Cycling Representative (Deputy)
Kelly Smith	Equestrian Representative (Deputy)
Jan Nisbet	Recreational Open Space Representative
Steve Lewis (Deputy Chair)	Off Road Cycling Representative
Joanne Dacombe	Accessibility Representative
Sue Blaikie	Environmental Care Groups (Southern)
Hugh Campbell	Accessibility Representative (Deputy)

Kapiti Coast District Council officers:

Cat Wylde	Advisor Recreational Tracks and Trails
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1. Welcome / Apologies

The Chair declared the meeting open and welcomed the two new group members, Hugh Campbell (Accessibility Deputy) and Sue Blaikie (Environmental Care Groups – Southern). Group members introduced themselves.

MOVED (Max Lutz / John Taylor)

That apologies for absence be accepted from Shelly Warwick, Gwynn Compton, Mark Ward, Amberley Kennish and Fraser Miller, and apologies for an early departure be accepted from Max Lutz.

CARRIED

2. Minutes of Previous Meeting

It was noted that the minutes did not record Shelly Warwick's attendance at the meeting. With this correction, the minutes were reviewed:

MOVED (John Taylor / Max Lutz)

That the minutes of the Cycleways Walkways Bridleways Advisory Group dated 10 February 2026 be approved as a true and accurate record.

CARRIED

3. Review of Action Items

The Chair raised two items for discussion which are not on the Matters Under Action register:

- Regarding the assault case which was raised by the public speaker at the last meeting, Bruce was to consider the matters that were raised. He has subsequently ascertained that the person has some health issues, and the incident referred to is currently with the Police. He suggested that if this became a trend it would need to be revisited – but for now it seems to have been a one-off incident and therefore no further action is required from the CWBAG
- He then noted that there were currently no representatives from the Youth and Older Persons Councils on the Advisory Group, following the refresh of those two groups last year.

→ **New action item** – Cat to follow up with the Connected Communities team re the above [done by Tracey on 14/04/26 – awaiting response]

- *Kāpiti Coast Trails Trust*

Invite a member of the KCTT to be on the CWB Advisory Group. This has been done, and the representative will be Rob Kofoed.

- *Potential Southern Environmental Groups representative*

Sue Blaikie has been appointed to this role, following a recommendation from Andy McKay (KCDC Team Leader, Environment & Ecological Services). The Chair explained that Environmental Representatives will be appointed as Northern and Southern, rather than having a Principal and a Deputy, and that this will be reflected in the updated Terms of Reference.

- *Disabled parking at the Waterfront*

Fraser had advised (previous to the meeting) that they were looking to progress disability signage in the area and were also considering an additional disability park by the Splash Pad in Garden Road, Raumati. The Chair noted there had also been chatter on social media about people visiting the Waterfront and parking in the disabled spaces there, and was hoping more enforcement would start to occur.

- *M2PP Safety Audit*

Ongoing. Fraser advised they were going to be improving the lane work from the crossing though to the Waikanae Bridge. Plans are still being worked through with the engineers.

- *Public toilets at Clifden College*

Fraser advises there is no support for a toilet sign south of the Ōtaki carparking area.

- *Kāpiti Coast Trails Trust*

Bruce advised that Rob Kofoed has been appointed onto the CWB; the Trust have been meeting with local iwi; and the website has a few final corrections to be done before it goes live.

Steve then advised that there have been discussions held with the owners of the Menin Reiki block, which connects the Akatarawa Saddle Road to the Akatarawa Forest. The owners have said they are happy to have people on their land as well as the access is well managed – this is a key connection for back country trails so is a very good outcome.

In response to a question Bruce advised the Trust had received funding from all five Community Boards, which covered the cost of the website build and the ecological impact assessment. A supplementary report was done following the discovery of bats and lizards in the area, and this was paid for by KCDC. They had also received funding from KCDC, WellingtonNZ, Porirua City Council who co-funded the cost of the economic impact assessment.

The old woolshed they are hoping to acquire as a Trails Trust headquarters, is located on the old Perkins Farm which is the subject of a Treaty of Waitangi claim. Trustees are currently working through that process with iwi.

- *Campbells Mill Road*

Cat advised that there is an application in with LINZ requesting an access letter to take to the owner re surveying.

- *PP2O website*

The work in Ōtaki seems to be progressing well. Max advised the hit sticks on Mill Road had been removed and he had been advised Mill Road will be upgraded in the next 12 months.

Max acknowledged the work done by KCDC at the Ōtaki Railway Precinct, the project has had a number of challenges but now the roundabout at Rahui/Mill Road has been completed along with a new footpath, road paving and cycle lane which all look really good.

- *Parking at the end of Te Roto Road*

There is no update. Bruce noted there was no current timeline for the subdivision work to get underway.

Kelly read from Shelly's notes which indicate that KCDC has land that can be developed for the parking area and also owns the paper road. This may be worked out with the developer but will probably also need a Plan B.

- *Limiting speeds on the Waikanae River Trail*

This item remains on the Action List in order to monitor the situation.

4. Update from Fraser (notes provided prior to the meeting)

- The Access and Transport team have put in a submission of support for the NZTA Lane Use Improvements, with suggestions for NZTA to consider

→ **New action item** – Bruce to ask Fraser to circulate that submission to CWB group members when he returns from leave

- Peka Peka is close to completion and they are looking to start Park Avenue works in early April

There was discussion about Paetawa Road, noting that widening work is required there as well due to the increasing number of vehicles, bicycles and horses using that road. There was general discussion about roads, development, user numbers, parking etc. Cat encouraged group members to use the Antenno app to report transport and/or safety issues.

→ **New action item** – Cat to invite someone from the Planning team to come and talk at a CWB meeting re subdivisions and development design processes

- KCDC has a new Access and Transport Manager, Mark Martin (former Team Leader Asset Management who met the CWB some time ago); there are currently three vacancies in the team
- Maintenance work is being carried out on the old SH1 cycleway, southern approach (under the rail overpass)
- The Waikanae North roundabout will have cycle provision, with on and off ramps to bypass the traffic lane

5. Review of CWB Terms of Reference

Bruce advised the suggested amendments had been taken as read, noting that a lot of changes are merely updated clause numbers, wording etc. He invited questions/comments:

- Kāpiti Coast Trails Trust to be added to the list of interest groups
- Item 6 on page 2 – the last word “triennium” has been spelled incorrectly

John reminded the group of the amendments he had proposed and which had been agreed previously, being:

- Add “other forms of active transport” to paragraph 1
- Change the quorum from three to five voting members
- Change “Elected Member” to “Elected Councillor”
- Changing the Environmental Care Groups representation by creating Northern and Southern Environmental Care Groups

Other agreed amendments were:

- Change clause 3.4 to read: One representative from each Council group representing Parks, Open Space and Environment, Access and Transport and Economic Development.
- At paragraph 13, Removing the reference to Group Managers supporting the Advisory Group when required
- Under Objectives, update the strategies referred to
- Under Objectives, remove the requirement to make recommendations to Group Managers
- At clause 20.7, remove the reference to specific Group Managers and replace it with “respective Group Managers”

MOVED (Bruce Henderson / Max Lutz)

That the Terms of Reference for the Cycleways, Walkways and Bridleways Advisory Group for the 2025 – 2028 triennium be amended as per the points noted in the discussion above, and forwarded to Council for approval.

CARRIED

6. Updates from Interest Groups

Walkways

No update.

On Road Cycling (John)

- John advised he had been in touch with the person who spoke at the previous CWB meeting, who advised there were still issues on the road between Waikanae and Peka Peka
- He also noted there was work being done on cycle accessway to Whareroa Farm from QE Park, and wondered if anyone had been consulted before that work was carried out? Steve advised he had made a couple of submissions at the time, and explained the work was required because of the diversions needed to get trucks onto the newly located weigh station, and to make it safe for equestrians. Jan felt the layout was still problematic and it was agreed to maintain a watching brief on this matter

→ **New action item** – Jan to send Bruce the email correspondence she has been having with NZTA re the above

Equestrian (Kelly)

Kelly read out the notes provided by Shelly prior to the meeting – attached to these minutes as **Appendix A**.

Responses/feedback included:

- Steve advised there was no progress on the Whareroa Farm toilets; the resource consent has not yet been renewed but also GW are not prepared to fund either the reinstatement or the maintenance works required

→ **New action item** – Cat to look for an agreement between GWRC and El Rancho re the fenceline along the Waikanae River Trail (north side)

→ **New action item** – Bruce to provide feedback on the progress of the CWB link around Summerset

- Steve confirmed the Kāpiti Coast Trails Trust was looking at public access to the Tararuas at Waitohu, noting they were looking first to open it up for walking and would then expand usage once the access was established. Cat advised that the route would not be suitable for horses due to constraints in the site's Management Plan
- Bruce advised that support for access up the Waikanae river corridor and support for the Wainuiwhenua development would be included in LTP considerations

- Cat advised there was a combination of iwi, GWRC and KCDC looking at management of the wetland area in Otara Park, and that would likely lead to revisiting the Management Plan in the next few years

Off Road Cycling (Steve)

- At Whareroa Farm they have built a notice/map board for the farm, maps to be installed soon and also the wall for the bike wash area is being installed
- They have been contributing to the eradication of blackberry at the farm
- They have marked out and are in the process of getting a quote for a third track in the farm, a shorter and wider track designed specifically for beginners/young people

Recreational Open Spaces (Jan)

- Has been working on a 'Connecting with Nature' experience at Whareroa Farm
- Acknowledged the work done by Ruth Halliday in the approximate 20 years she has been on the CWB Advisory Group, and suggested sending a letter of thanks

→ **New action item** – Jan to draft a thank you letter to Ruth and forward to Bruce; he will format and bring to the next CWB meeting for everyone to sign

Accessibility (Joanne)

- They have been working on updating the Disability Strategy
- Looking at what can be done to foster a sense of security and belonging for the disabled community
- Looking to liaise more with the Youth Council and the Older Persons Advisory Group
- Have been engaging with Fraser re mobility parking
- Have made a submission re changes in mobility charges which will be coming in from 1 July 2026; Council also put in a submission which aligned with theirs
- Bruce commented on the problems people are facing re access to medical services, which is an ongoing issue
- Looking at the new playground facilities in Waikanae – lots of accessible features which is very encouraging
- Talking with Cat re beach access

Environmental Care Groups – North (Max)

- Max acknowledged and thanked Bruce for all his hard work in the community
- The Ōtaki River Open Day was held on 21 March 2026, which they celebrated 26 years of Friends of the Ōtaki River
- A planting programme starts in two weeks' time
- The discovery of lizards halted a rock project on the Ōtaki River, the lizards have been relocated and work will recommence tomorrow
- On a personal note, Max advised he is now allowing horse treks on the family farm

Environmental Care Groups – South (Sue)

- For many years people have been working hard on restoration plantings throughout southern Kāpiti, and the results are really starting to show. As well as plant growth they are also seeing the return of fernbirds (Mātātā) and other birds, which is very encouraging
- Bruce noted all the tracks that have been opened or refurbished at QE Park – Sue advised she was keen to connect with GWRC in this regard
- Bruce referred to seeing stoats in QE Park, which could become an issue

- Steve advised the GWRC Rangers are drafting a spatial plan which they will open for submissions; they are thinking they are unable to maintain all of the tracks so some may be closed down. However the combination of QE Park, Whareroa Farm and the back country that will be opened up via the Trails Trust means there will be a wonderful recreational resource available

Max left the meeting at 6.55pm

Kāpiti Coast Trails Trust (Bruce)

Nothing further to add to what has already been discussed. In response to a question Bruce confirmed the Trust would be were looking to receive funding from NZTA for the design and build of a track on the western side around Wairnui Maunga. Importantly they can also use the money as co-funding, meaning other organisations can contribute to the work as well

7. Update from KCDC officers

Fraser

Fraser's updates had already been read out and discussed.

Cat

- In May the Planning Team is going to hold an open day re the Omnibus Reserve Management Plan (looking at all open spaces and reserves), seeking feedback on how places are currently managed – aspirational suggestions can be tabled when the Open Spaces Strategy Review opens
- The Council has an opportunity re Valley Road / Bright's Farm and are currently investigating the acquisition of land which will secure access up into the hills
- Work on the Ōtaki Beach accessway is in progress
- Cat is currently reviewing asset management plans for tracks and trails, and beach accessways
- In the next few months KCDC will be working with GWRC around the connection from Maungatukutuku to Nikau Valley
- The wider parks team is close to finalising the track at the Summerset build at Waikanae Park
- Amberley [Economic Development] has approached Janice Hill [KCTT] about wayfinding signage for Coast35

8. Any other business

There was none.

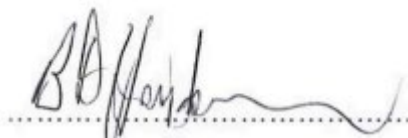
9. Next meeting date

Bruce had previously circulated a list of suggested meeting dates for the remainder of 2026. No-one had indicated any problems with these dates so Tracey to send calendar invites. Those dates were:

- 2 June
- 21 July
- 15 September
- 3 November
- 15 December

It was noted that due to availability of Council Chambers, the meeting start time needed to be pushed out to 5.30pm. It was agreed to trial the new start time at the next meeting.

The meeting closed at 7.04pm.

A handwritten signature in dark ink, appearing to read 'B. H. H.', is written over a horizontal dotted line.

Chairperson

02/06/2026

Date

** See overleaf for updated Action Items register*

Action items register:

Item	Date raised	Assigned to	Progress @ 07/04/26
Draft a thank you letter to Ruth, and forward to Bruce for bringing to next CWB meeting for everyone to sign	07/04/26	Jan/Bruce	
Provide feedback on the progress of the CWB link around Summerset	07/04/26	Bruce	
Look for an agreement between GWRC and El Rancho re the fenceline along the Waikanae river trail	07/04/26	Cat	
Send to Bruce the email correspondence with NZTA re cycle accessway at Whareroa Farm	07/04/26	Jan	
Invite someone from the Planning team to come to a CWB meeting to talk about subdivisions and development design processes	07/04/26	Cat	
Ask Fraser to circulate to CWBAG the submission of support put in by KCDC for the NZTA Lane Use Improvements	07/04/26	Bruce	
Follow up with Connected Communities team re representation on CWBAG from Youth and Older Persons	07/04/26	Tracey	
Update Terms of Reference and circulate for feedback	10/02/26	Tracey	
Look into the issue of disabled parking at the Waterfront.	10/02/26	Fraser	Fraser had advised (previous to the meeting) that they were looking to progress disability signage in the area and were also considering an additional disability park by the Splash Pad in Garden Road, Raumati. The Chair noted there had also been

			chatter on social media about people visiting the Waterfront and parking in the disabled spaces there, and was hoping more enforcement would start to occur.
M2PP safety audit	23/05/23	Bruce	Ongoing.
Public toilets at Clifden Cottage	14/11/23	Fraser	The car park has been gifted to KCDC, and the building is to be preserved and sold. Fraser advised there is no support from KCDC for a toilet sign south of the Ōtaki carparking area.
Kāpiti Coast Trails Trust	13/02/24	Bruce	Rob Kofoed has been appointed as KCTT representative on the CWBAG. Discussions are underway with the owners of the Menin Reiki block, which connects the Akatarawa Saddle Road to the Akatarawa Forest. The old woolshed they are hoping to acquire as headquarters, is the subject of a Treaty of Waitangi claim/ Trustees are currently working through that process with iwi.
Campbells Mill Road	26/06/24	Cat	An application is in with LINZ requesting an access letter to take to the owner re surveying.
Look on the PP2O website at plans for upgrading Waerenga Road, and provide feedback to Bruce	17/09/24	All	Works are going ahead and all seems to be well.
Parking at the end of Te Roto Road – will become problematic when work begins on the Ōtaki racecourse.	05/08/25	X	It was agreed to add this item to the Action Register in order to monitor the situation as work on the racecourse progresses.
Limiting speeds on the Waikanae River Trail	07/10/25	X	It was agreed to add this item to the Action Register in order to monitor the situation.

APPENDIX A: Equestrian report

Cycleway Walkway Bridleway Advisory group

EQUESTRIAN REPORT

April 2026

Sunday 22nd a small group of volunteers tackled the gorse on part of the new Equestrian track at Whareroa farm.

Our national equestrian group NZEAN reached out to members to engage in the NZTA consultation about safe passing distances for Vulnerable road users requesting a 2 meter passing distance and 20Km per hour. There was a lot of feedback to NZTA and if council is asked for an opinion we would like this to be the standard, 2 METERS AND 20KM

I emailed councilor Penny Gaylor GWRC to request an update to both the large maps at QE park and the flyers and online maps. Since the grazing has stopped and the park has been opened up, all users, especially equestrians, have less restrictions. The maps are dated and do not reflect this. Penny has actioned this with staff and I will give feedback when I get it. We do need maintenance on horse tracks also, trimming of foliage.

Is there any progress on Whareroa farm toilets?

Can we have a hitching rail and mounting block at the new Waikanae Boat club toilets as there are a lot of horse riders around Waikanae.

A few years ago we discussed the fenceline along the Waikanae river track, north side, where it runs along the El Rancho fenceline. This particular piece of track is very narrow and steel standard fencing is not ideal if a bike rider or horse rider lands on top of them. We had an agreement, maybe 5+ years ago that GWRC would pay for the fencing and El Rancho would allow the fenceline to be pushed back a meter or so giving space for bikes and horses. Fence to be basic post and 2 rail to keep horses in paddock but allow for flood waters. Can we revisit this please.

Due to the fantastic work by members of the Horowhenua Equestrian Advocacy group with new councilors this term we have had one new councilor reach out to myself and to staff to discuss how Kapiti accommodates horse riders in planning and infrastructure. I am going to meet up with her at some stage and, around 10th April, she is going to meet Cat?? at KCDC. Big thanks to Staff for being so happy to engage with all these other councils when we send enquiries their way. KCDC has got a reputation of inclusion that is gold standard and having such helpful staff is very appreciated.

Can we have feedback on the progress of the CWB link around Summerset please.

And there was a Herenga a Nuku article regarding public access at Waitohu to the Tararuas featuring work done by KCDC staff to open this access up. There is a series of locked gates and access only on foot at this stage as the paper road is not on the actual farm track. KCDC also have an MOU or similar agreement to access in here due to the reservoir being located on the track. What will happen to this agreement following the building of the new reservoir in the Waitohu at a different location. Can this agreement be used to facilitate access? Are there plans to try and open this up to more

users in the future either by council or our Trails trust? There has been a lot of discussion around URL's and public access as well as court cases recently in NZ.

Peka Peka road CWB where are we at with this?

Are we doing a LTP submission, need to get it in now when budgets are being worked out.

LONG TERM PLAN SUGGESTIONS

Long term access to the Tararuas at Waitohu Valley road.

Support for access up the Waikanae river corridor.

Support for Wainuiwhenua development

Support for P2P track – does not have to be financial

Recreational grazing opportunities – to explore

Parking at end of Te Roto Road in Otaki to access CWB when racecourse is developed. KCDC has land that can be developed for this and also owns the paper road. We have been told this may be worked out with the development but have had no concrete plans for this so need a plan B.

Vehicle access to the Otaki/Winstones lake via paper road or alternative for clubs using the lake for sport so increased scope can be explored.. Has been submissions in past LTP's. Vehicle access for clubs etc, public access only to carpark. KCDC does not own the lake land but does own the paper road. Many options, land swap etc.

Enhance tourism options for horse riders in Kapiti – ED team to include horse riders in the plans.
Opportunity for a niche tourism opportunity.

Resolution of Raumati road bridge access to CWB

Directional signage CWB, QR codes?? Work with ED team and businesses to achieve this.

Otauroa Farm – what is the plan?

Hitching rails and mounting blocks at public toilets along CWB tracks.