**Minutes of the CWB Advisory Group Meeting**

**Tuesday 23 May 2023 at 5.00pm**

**Paraparaumu Library meeting room**

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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 |
|  | Ceceil Hughes | Equestrian Representative (Deputy) |
|  | Joanne Dacombe | Accessibility Representative |
|  | Allison Basire | Walking Representative (Deputy) |
|  | Max Lutz | Environmental Care Group Representative |
|  | Jenny Glen | Older Persons’ Council |
|  | Adrian McKenzie | On Road Cycling Representative |
|  |  | |
|  | Kapiti Coast District Council officers: | |
|  | Mike Mendonça | Group Manager Place and Space (Acting) |
|  | Gareth Eloff | Parks, Open Space and Environment Manager |
|  | Janice Hill | CWB Programme Manager (Contract) |
|  | Fraser Miller | Transport Lead - Walking & Cycling |

1. **Welcome / Apologies**

The Chair welcomed everyone and declared the meeting open. Apologies were noted from Jan Nisbet, John Taylor and Sam Paterson.

1. **Minutes of the Previous Meeting**

It was noted that the minutes of the previous meeting needed to include the apologies of Cr Kofoed.

**MOVED (Asher Wilson-Goldman / Ruth Halliday)**

**That with the amendment above, that the minutes of the Cycleways Walkways Bridleways Advisory Group dated 11 April 2023 be approved as a true and accurate record.**

**CARRIED**

1. **Review of Action Items**

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| 1 | 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. |
| 2 | 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 | 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. |
| 🡪 **Action item:**  Bruce to draft letter to local MP regarding the distribution of DOC funding | | |
| 3 | 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. |
| 4 | When the Waikanae Bridge clip-on is completed, ask the KCDC comms team to publicise the information | Clip-on not yet completed, Waka Kotahi have discovered issues with aspects of the designs; no updates have been received and the completion date remains unclear. |
| 5 | That a smaller group of Advisory Group representatives review the suggestions received and present an updated draft Terms of Reference for the full group to consider. | The draft updated TOR are on tonight’s agenda for discussion. |
| 6 | Find out whether group members can speak to members of Waka Kotahi’s safety auditors. | Fraser advised the group can request an audience with the auditor, but it is at Waka Kotahi’s discretion. He confirmed the M2PP post-construction audit has not yet been completed. |
| Bruce noted that he had been invited to meet with Andrew Torr and Fraser, which hopefully meets the group will have some form of input into the revocation work for PP2O. He will keep the group advised if there is an opportunity for involvement.  🡪 **Action item:**  Bruce to draft letter to Waka Kotahi requesting an audience with the safety auditors re M2PP  The group discussed the lack of opportunity to have input into the design of PP2O and some of the problems that currently exist on M2PP. | | |
| 7 | Write to GWRC re grazing in QE Park | Bruce received a standard response from Cr Penny Gaylor, repeating what we already knew. |
| 8 | Circulate next draft of walking brochure | This work is on hold until the Trails Network Plan has been completed; it should be ready for the next meeting. |
| 9 | 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 |
| 10 | Contact Fraser Miller to discuss plans for the path in QE Park near where the tram goes through | Fraser advised this is still under safety review; they are looking at whether the change of priority on the intersection is the best option and what other mitigations can be done to improve the current layout. |
| 11 | Ask Fraser - Is the new road from Mackay’s Crossing to Paekākāriki intended to go all the way to Sang Su’s Corner? | Fraser advised this is the plan, but the work is currently behind schedule. |
| 12 | Send photographs of the above to Bruce | Not done. |
| 13 | Send feedback to Janice/Steve re the proposed Kāpiti Coast Trails Network Plan | Feedback was received from a number of group members. |

1. **Interest Group Updates**

Walking

* Nothing other than a note of praise to KCDC staff, Asher was recently walking in Nikau Valley and noticed some anit-slip matting was missing from part of the boardwalk. He reported this via Antenno and was contacted three days later by a Council worker on-site ringing to check he was fixing the right part of the path – it was quick, easy and efficient

On Road Cycling

* The Trust that Adrian is involved with re Otaraua Park has had initial discussions with Council officers re options for the location of their trails

Equestrian

* PP2O is fabulous, people who have ridden it think its great
* But with regard to O2NL – Shelley and others are going to mediation and/or the Environment Court next month to talk about getting bridleways installed
* Te Waka Road access should be completed by the end of the week
* Re the Raumati Bridge – equestrians have identified where a track could run from the Expressway to Raumati Road on the south side of the bridge; they are now working to identify where a track could go on the north side, to take riders back up to the Expressway
* Shelly has been talking to the people at Harrisons, they are keen to set up somewhere for horses to wait while people eat/shop at Harrisons; note this does not include parking for horse floats
* Some time ago we went to the Greater Wellington Regional Council with a range of issues; they are now about to set up a group to look at all equestrian issues in all the parks in the Wellington region. The first meeting is in the next week or so.

Off Road Cycling

* Steve was not at the meeting to provide an update

Recreational Open Space

* Jan was not present at the meeting to provide an update

Accessibility

* Nothing to report; another meeting is coming up so Joanne should have an update for the next CWB meeting

Environmental Care groups

* A lot of people have been seen using the new shared path and visiting the cafes en route. Thanks to Janice for the work she’s done on the map
* Also to advise Bruce that Angela Ford will be contacting him with some suggestions re signage
* Cr Kofoed and his wife had their family planting along the river, planting 750 trees in total
* The toilets for Chrystall’s Bend are currently being costed and should be installed by Christmas

Youth

* Sam was not at the meeting to provide an update

Older Persons

* At their last meeting they discussed the housing issue for older people and varying availability across the district
* The Ōtaki end of the shared path needs better signage to direct people to the town; group members wondered if this would be sorted once the clip-on is completed and Janice confirmed GWRC had more signage planned. There was also discussion about planting around the track, its location, who is responsible for maintenance etc.

1. **Update from KCDC Officers**

* Janice thanked to everyone for the feedback received re the Trails Network proposal, which Janice also successfully presented to the Tourism Advisory Board – with the CWB and TAB support Janice is putting together a RFP (Request for Proposal) for a feasibility study and business case to be written. This is currently under way. It is hoped this will be ready soon
* Steve and Janice have gone through the proposed routes (back country and front country) and have progressed work on what it might cost section by section – how many bridges might be needed, what other work is required etc
* Is now working on an Asset Management Plan for tracks and trails and beach accessways – an important project which ties in the network and all the associated projects, service standards, maintenance etc. This should be completed in the next month or so
* Fraser advised that the next step is around the Long-Term Plan – the 2024/27 LTP is front of mind for Council staff as they begin to build business cases. The deadline for having the papers ready is mid-August. This is a change for the CWBAG to decide their priorities, where you want to see funding focussed in the CWB space etc. Everyone is encouraged to start thinking about this and it would be good to receive submissions from the CWB in order to support the business case. Fraser will begin the conversation with Bruce in June, in terms of how to engage the group
* Janice advised that she and Fraser were putting together a spreadsheet of all suggested tasks/projects that have been discussed, getting them costed where possible and then working to prioritise them. If all user groups could think about their top 3 – 5 priorities (for both this and the next LTP), the spreadsheet would be brought back to the group for review. A separate meeting will be scheduled for this discussion, likely in mid-June.
* Building this list means that Councillors are aware of CWB priorities for if/when opportunities arise
* Fraser also noted that Waka Kotahi is a funding partner who subsidise transportation routes. This means that the more we have these jobs listed, a strategy and a plan, it is more likely that we would be eligible for funding from them to contribute to the network
* Mike advised that work is also being done on Reserve Management Plans, which is required under the Reserves Act. Some plans have been written already but many have not, and some of the plans are now out of date ­– so all of this is being addressed. The process will likely take up to 18 months to complete, we are currently planning what the process will look like. Some parks will have their own plans; other parks will be done using the omnibus approach. We are required to consult as part of the process, so there will be an opportunity for CWB members to feed in
* Janice spoke further about the potential for an interactive trails map using GIS. As part of putting the trails map together Janice has had GIS updated, and hopefully an interactive map can be available in the next two weeks. She had a box of trail brochures and encouraged group members to take a bundle and distribute.
* Ruth asked about the track under the Waikanae Bridge, and whether it was to be extended or just upgraded; Janice confirmed it was the latter
* Max noted some time ago a request had been made re having access from Riverbank Road to the Ōtaki River; Janice confirmed she was aware of the matter and it was on her list

1. **Other Business**

Terms of Reference review

Bruce ran through the amendments that had been made:

* The Walkers group would include dog walkers, runners etc
* A Small Wheels group has been added
* Changes in Council staff titles
* Paragraph 22 formalises that Council staff will provide feedback when the Advisory Group has provided advice or recommendations

He also noted that

* A number of representative groups have no deputies and it would be good to fill those gaps in case primaries are unavailable. Selection of a deputy is over to the group concerned
* Regarding iwi representation, Ra Higgott (Te Atiawa) has indicated he can only speak on behalf of his iwi but it was noted that all three iwi have a great say and active input via Te Whakaminenga o Kāpiti; Ra receives the minutes and the agenda, and contacts staff as necessary

🡪 **Action item:**  When the new Group Manager Iwi Relations is appointed, Janice and Fraser to discuss how to engage with iwi moving forward

Shelly asked whether the TOR needed to make reference to a Trails Trust, should the group wish to move in that direction? Bruce suggested the TOR be reviewed at the time should it be necessary; Asher felt it would not be necessary as the TOR does not preclude joining a Trails Trust.

Max asked whether the TOR needed to mention expenses incurred by group members?

🡪 **Action item:**  Max to draft wording regarding expenses incurred by group members, and circulate for consideration

**MOVED (Bruce Henderson / Ruth Halliday)**

**That subject to the possible addition of a clause regarding expenditure, that the Terms of Reference as attached to the agenda be approved.**

**CARRIED**

🡪 **Action item:**  Mike to check delegations and arrange for the document to be approved by Council if required

The Chair thanked everyone for their input to the review.

Parking on Te Roto Road (Shelly)

Shelly advised that residents on Te Roto Road have concerns with parking now that the path from Te Roto Road has opened. Horse riders (and others) are currently able to use parking near the Ashford Park track, but that will come to an end once the Ian Cassels development starts meaning the parking situation will get even worse. Some time ago GWRC had talked about providing parking on part of the paper road but that hasn’t been done.

Janice advised that a car park has been built as part of the PP2O project near Rahui Rd bridge which is due to open which will accommodate 10 cars. There is also a carpark planned for Clifden Cottage site. Members expressed concern that it needed to be fit for purpose, i.e. able to accommodate cars with bike racks and horse floats.

Blue Bluffs Slip (Shelly)

Shelly attended a Council briefing earlier in the day about the slip. Councillors will get to vote on whether they wish to fund (or part-fund) work to re-open the road or close the road permanently. The risk to the CWB is that they vote not to include access to Otaki Forks. Community Board Member Jackie Elliott has been working on a potential alternative path being a bridge over the Ōtaki River to the north bank, and then getting a track up through there. The risk is that the Blue Bluff might slip again.

Perhaps a representative from the CWBAG (Bruce?) could present to Councillors about the importance of this connection to CWB network, before the Council decides on the funding of work. Two connections are lost if we lose access to the gorge; Search & Rescue also need the track for access.

Rob noted that at the briefing they had been told the cost to repair the slips was prohibitive, and existing access over the slip was very unstable. Some suggestions have been made re alternatives, but some of the landowners are reluctant to allow access over their land so there is a lot of work to do to find a solution. Also DOC are now managing the Tararuas from Masterton and we need them to come back and maintain the toilets, the hut etc.

🡪 **Action item:**  Rob to put together information regarding the review, when and how submissions can be made etc, and report back to the CWBAG.

Other matters (Shelly)

* Shelly advised that all Community Boards are currently doing visioning work, and suggestion the CWB should advise what their vision in, for the Community Boards to take into consideration.
* When will car parks be open on the south side of the Ōtaki river? Janice advised there is a car park there which hasn’t been opened yet. Fraser noted they would continue to monitor the area and would respond as necessary as pressures and demand changes. This led to a more general discussion about tracks and trails in new subdivisions, and what the requirements are.
* What is happening re Clifden Cottage? That will affect the CWB Network. Janice advised that information was currently being sought.

PP2O trail including signage, toilets, mounting blocks and maintenance (Ruth and Jenny)

* Signage has already been discussed, noting that there are a few sites where signage still needs to be completed Janice noted that some of these sites are the responsibility of GWRC, some are Council and suggested it could be brought up at the next GWRC equestrian meeting being held in two weeks
* Janice advised that toilets will be located at Chrystall’s Bend and potentially somewhere at the Clifden Cottage site. There will also be toilets at Mirek Smisek but these will only be available during hours that the Trust decides to open to the public (unknown as yet)
* Some of the parking areas are very small and have little capacity for horse floats, cars with bike racks on the back etc, which is a great shame; Janice is already looking into the issue
* There is inconsistency re signage at the maze at the Marycrest underpass – the northern and southern signs give differing instructions for equestrians, the signage is also possibly in the wrong place
* Fraser advised that responsibility for repairs and maintenance on PP2O is Waka Kotahi, and they can be contacted directly

Other business

* Ceceil advised she is relocating to Christchurch and is leaving the group. Ruth thanked her for her assistance and wished her all the best.

Meeting dates for the second half of 2023

Meeting dates were confirmed as:

* 4 July
* 5 September
* 14 November
* 5 December

The meeting closed at 6.53pm.

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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 | Janice | Permission has been received from DOC and the equipment has been ordered; 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 | Fraser advised this is still under safety review; they are looking at whether the change of priority on the intersection is the best option and what other mitigations can be done to improve the current layout. |
| Send photographs of the above path to Bruce | 11/04/23 | Jan | Not done |
| Send feedback to Janice/Steve re the proposed Kāpiti Coast Trails Network Plan | 11/04/23 | Everyone | Feedback was received from a number of group members. |
| **New action items** | | | |
| Draft a letter to our local MP regarding the distribution of DOC funding | 23/05/23 | Bruce |  |
| Draft letter to Waka Kotahi requesting an audience with the safety auditors re M2PP | 23/05/23 | Bruce |  |
| When the new Group Manager Iwi Relations is appointed, discuss how to engage with iwi moving forward | 23/05/23 | Janice and Fraser |  |
| Draft wording for the Terms of Reference regarding expenses incurred by group members, and circulate for consideration | 23/05/23 | Max |  |
| Check delegations and arrange for the Terms of Reference to be approved by Council if required | 23/05/23 | Mike |  |
| 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 |  |