

Minutes of the CWB Advisory Group Meeting

Tuesday 10 February 2026 at 5.00pm

Kāpiti Coast District Council Offices, 175 Rimu Road, Paraparaumu

Present: Bruce Henderson (Chair) Recreational Open Space Representative (Deputy)
Cr Rob McCann
Cr Jocelyn Prvanov
Gwynne Compton Walkways Representative
Allison Basire Walkways Representative (Deputy)
Adrian McKenzie On Road Cycling Representative
Max Lutz Environmental Care Groups
John Taylor On Road Cycling Representative (Deputy)
Ruth Halliday Equestrian Representative (Retiring)
Shelly Warwick Equestrian Representative
Jan Nisbet Recreational Open Space Representative
Steve Lewis Off Road Cycling Representative

Kapiti Coast District Council officers:

Cat Wylde Advisor Recreational Tracks and Trails
Fraser Miller Transport Lead – Walking & Cycling
Mark Ward Manager Economic Development
Amberley Kennish Manager Tourism Development and Marketing

1. Welcome / Apologies

The Chair declared the meeting open, advised that apologies had been received from Kelly Smith and Kit Slade, and called for any other apologies. Cr Prvanov noted that she would need to leave the meeting early due to a previous commitment.

MOVED

That apologies for absence be accepted from Kelly Smith and Kit Slade, and apologies for an early departure be accepted from Cr Prvanov.

CARRIED

2. Public speaking

The Chair advised he had received a request for public speaking, which he had approved, noting the person could speak for a maximum of five minutes and was otherwise unable to participate in meeting proceedings.

Gerard Zwartjez spoke about the recently constructed Ōtaki River bridge clip-on, saying it was unsafe and unusable for cyclists. He then spoke about an incident he was involved in which took place in 2024, where he alleges he was assaulted by a GWRC bus driver. CWB members noted this incident had been discussed by the group at the time, a letter had been sent to GWRC and it was subsequently referred to the Police. The Chair wondered if this issue could be considered via an accessibility/disability lens, and said he would give it some thought.

Mr Zwartjez then raised the matter of road sweeping between Peka Peka and Waikanae and it was agreed Fraser would look into this.

Mr Zwartjez left the meeting at 5.11pm.

3. Tracks and Trails Marketing Review

Amberley Kennish and Mark Ward introduced themselves to new group members and gave a verbal update on their recent activities, which have included:

- Last year they expanded their online website display for the most popular tracks and trails, with 22 tracks currently listed
- It has been decided to consolidate all current brochures into one A2 sized brochure, with information on one side and maps/track locations on the other (with different coloured paths depending on the activity)
- Amberley thanked those people who had submitted feedback on the brochures, noting that some of the suggestions will be done asap and others will need to wait until next year's update
- The *Visit Kāpiti* website is performing well, with "Tracks and Trails" being the fourth most popular section
- The second round of "Roady NZ" collaboration starts in March, with a focus on Ōtaki Forks – Amberley invited group members to submit any ideas they had re content
- Have just done a mini-campaign with WellingtonNZ on their "Find Your Wild" (a regional trails website), promoting the Coast35 trail, which was well received
- Otherwise, they continue with marketing for tracks and trails, a couple of new campaigns and fleshing out KCDC's social media with the updated data

There was a general discussion and group members gave Amberley suggestions on what could be included in the marketing material.

Amberley and Mark left the meeting at 5.34pm.

4. Minutes of previous meeting

It was noted that the Matters Under Action register had inadvertently not been updated when the draft minutes were circulated. An up-to-date action list was distributed at the meeting, in hard copy.

MOVED (Joanne Dacombe/John Taylor)

That the minutes of the Cycleways Walkways Bridleways Advisory Group dated 25 November 2025 [excluding Matters Under Action] be approved as a true and accurate record.

CARRIED

5. Review of Action Items

- *M2PP safety audit*

Bruce noted there had been some publicity about the south entrance to the Waikanae Bridge – Fraser advised he was still in discussions with the contractor

- *Blue Bluffs*

This item can be removed.

- *Public toilets at Clifden Cottage*

Bruce noted that this item incorporated a number of actions – the car park has been gifted to KCDC, whereas the building has been preserved and NZTA are going to sell it. This item also relates to signage on the south side of the Ōtaki river to indicate the location of public toilets. Shelly's recollection is that infrastructure (septic tanks) was left behind on the site deliberately, to enable public toilets to be built there.

Fraser agreed to look into the issue of signage and would report back.

- *Trails Trust*

The website (which was funded from Community Board grants) is almost complete – *KapitiTrails.NZ*. Final editing is required before the website officially launches.

Other recent activity includes:

- The Ecological Impact Assessment was completed and is currently with GWRC – one of the recommendations was to do a second study specifically on lizards and bats. This study has been undertaken and it is hoped the results will be available by the end of February. Once GWRC have done their bit with the EIA then consultation will be carried out with iwi, Community Boards, Forest & Bird, Wainui Whenua and other groups
- There is an old woolshed on Whareroa Farm which they are looking at acquiring from NZTA, as a Trails Trust headquarters
- They are also undertaking an Economic Impact Assessment which has been funded by Porirua City Council, WellingtonNZ, Kāpiti Tourism and the Economic Development Kotahitanga Board.
- Their two main projects are the P2P trail (Paekākāriki to Pauahatanui) and the Waikanae River Trail extension project which will provide an off-road connection between Waikanae and Reikorangi

They are looking at a three year time frame before shovels go in the ground.

- *Liaise with GWRC re unhelpful drivers/difficult equipment*

This item can be removed.

- *Campbells Mill Road*

Cat advised that surveying to mark the paper road is about to begin.

- *Organise a visit to the Gasline track*

This item can be removed; Jan offered to take anyone who wants to walk up there at any time.

- *Update shared path signage*

Wayfinding for the PP20 Expressway has been handed back to KCDC. Wayfinding across the entire network is a large activity which needs input from a number of teams at KCDC. It was noted there is a linkage with the Economic Development team in this regard.

- *Look on the PP2O website at plans for upgrading Waerenga Road, and provide feedback to Bruce*

The works are under way, the Riverbank Road traffic lights are in operation and all seems to be going well. Work through the middle of town is ongoing. NZTA have committed to having cyclists go through the town rather than around the outside, but the cycle lanes will not be painted green. They have agreed to liaise with the CWB re a suitable design when it comes to installing bike racks/horse hitching posts.

There was some discussion of the hit sticks on Mill Road which have been removed, Fraser confirmed the hit sticks were a trial only, and there would be new markings painted on that corner in the next few weeks.

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

No update on this item – construction is yet to begin.

- *Diamond on the road at the eastern entrance to Coastlands Mall, indicating that a pedestrian crossing is coming up*

Joanne advised that she had had a response from Coastlands, a year since she first wrote to them about the issue. They have advised that under legislation they are not obliged to have a diamond sign painted, and won't be doing so.

This item can now be removed.

- *Walkway by Lockup Café*

Fraser advised that pedestrian ramps are to be installed at that intersection.

This item can now be removed.

- *Limiting speeds on the Waikanae River Trail*

There was no update on this item. Cat advised this is a difficult issue nationally – there are many different users and no one-off solution.

Gwynn noted that off-leash dogs are also a problem – the dogs are supposed to be under the control of their owners, so each incident should be reported.

Cr Prvanov left the meeting at 6.15pm.

6. Confirmation of Chair, Deputy Chair and Community Representatives

Bruce noted there were two aspects to this item:

Current membership

Bruce went over the current membership list, noting that there are several vacancies many of which are for the Deputy representatives.

He advised that Ruth Halliday has stepped down from her role representing equestrians. He acknowledged the many years of service and advocacy she had provided, and

thanked her for all her efforts which has been very much appreciated. Jan also spoke of her respect and admiration for the work Ruth has done over the years.

Shelly Warwick will be the new Equestrian representative.

Bruce noted that nominations for representatives for Youth and Older Persons Council were on hold at present as those two groups underwent a review of their structure and how they might be represented on the CWB.

MOVED (Max Lutz/Gwynn Compton)

That the Kāpiti Trails Trust be invited to appoint a representative to the Cycleways Walkways Bridleways Advisory Group.

CARRIED

→ **New action item** – Bruce confirmed he would make the approach to the Trails Trust.

MOVED (Gwynn Compton/Adrian McKenzie)

That Shelly Warwick be confirmed as the Equestrian representative and all other existing representatives on the Cycleways, Walkways and Bridleways Advisory Group be confirmed for the new term.

CARRIED

The Chair stepped away from the table, and the Deputy Chair took the meeting lead for the next agenda item.

MOVED (Max Lutz/Jan Nisbet)

That Bruce Henderson be nominated as Chair of the Cycleways, Walkways and Bridleways Advisory Group for the new term.

CARRIED

Bruce gave notice that this would likely be his last term as Chair.

MOVED (Shelly Warwick/John Taylor)

That Steve Lewish be nominated as the Deputy Chair of the Cycleways, Walkways and Bridleways Advisory Group for the new term.

CARRIED

Those representatives who had no deputy were encouraged to work on identifying people to take on these roles.

7. Review of CWB Terms of Reference

Bruce noted that both CWB representatives and Council officers have input into the Terms of Reference. When considering updates or amendments, Bruce asked that people consider only those issues that directly affect the CWB representatives.

Suggested modifications:

- Add "other forms of active transport" to paragraph 3.2

- Change the quorum to five voting members rather than three
- Change “Elected Member” to “Elected Councillor”
- Changing the Environmental Care Groups representation by creating Northern and Southern Environmental Care Groups, each with their own Principal, Deputy and speaking rights

It was noted that Max currently represents the Northern area.

→ **New action item** – Cat will discuss with colleagues re a potential Southern representative

→ **New action item** – Tracey to make the suggested changes to the Terms of Reference and circulate for feedback.

8. Update from KCDC

Fraser Miller

Fraser advised that the contract for the Park Avenue Shared Path and Peka Peka safety improvement works had been awarded to Sierra Delta. The Peka Peka work will start next week and Park Avenue will start in late March. Some minor changes to the plan have been made as a result of feedback from the community and Community Boards.

Cat Wylde

The accessway build at Ōtaki Bridge goes out for tender next week; this will be KCDC's first destination/disability beach accessway. They are looking to see where works are needed before the end of the current financial year, and Cat invited group members to advise of anything they see on the tracks and trails that need attention.

Cat also advised the group that as a result of the weather recently there was a big blowout of the Waikanae river, and works are underway to repair it.

9. Updates from Interest Groups

Walkways (Gwynne)

Gwynne referred to toilet opening hours, saying some of them are supposed to be open 24 hours but they are not always. Cat encouraged group members to use the Antenno app to report these closures.

On Road Cycling (Adrian)

Adrian asked the minutes to record that he did not share the view of Mr Zwartjes, who had spoken earlier about the new clip-on for cyclists on the Ōtaki Bridge. Adrian rides and takes groups across the clip-on regularly, and although it is a little annoying in places, it is not unsafe or unusable and does not force cyclists onto the road.

Equestrian (Ruth and Shelly)

Ruth advised there should have been some competitions which were cancelled due to the weather and also because the land owner had pulled out. She said there was to be another big working bee attacking gorse coming up soon.

Shelly thanked Ruth for her hard work which has positioned Kāpiti Coast as an equestrian destination, saying we are the “gold standard” in the region.

Disability (Joanne)

Joanne said there are still no mobility parks at Marine Gardens, and there are two disability parks outside the Waterfront that are regularly mis-used. She confirmed she had reported this numerous times via Antenno, to no effect.

→ **New action item** – Fraser to look into the issue of disabled parking at the Waterfront.

Environmental Care Groups (Max)

Max reminded the group that the Ōtaki River Open Day is scheduled for 21 March 2026.

He then referred to the recent article in *Ōtaki Today*, which had an interview with Mr Zwartjes saying the clip-on is unsafe and unusable for cyclists. Max disagreed with this view and felt the issue needed to be addressed before the road is handed back to KCDC. Fraser confirmed there was a rigorous process to be followed before revocation takes place.

Off Road Cycling, Youth, Older Persons and Small Wheels

No representatives were present to provide an update.

10. Update from KCDC officers

There was nothing further to discuss.

11. Any other business

There was none.

12. Next meeting date

The next meeting date was confirmed for 7 April 2026 and it was agreed the reminder of the dates can be confirmed via email.

The meeting closed at 7.09pm.

07/04/2026



Chairperson

Date

* See overleaf for updated Action Items register

Action items register:

Item	Date raised	Assigned to	Progress @ 10/02/26
Invite a representative from the Kāpiti Trails Trust to be on the CWB Advisory Group.	10/02/26	Bruce	
Discuss with colleagues re a potential Southern Environmental Groups representative	10/02/26	Cat	
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	
M2PP safety audit	23/05/23	Bruce	Bruce noted there had been publicity about the south entrance to Waikanae Bridge – Fraser advised he was still in discussions with the contractor
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. This matter also relates to signage on the south side of the Ōtaki river, indication the location of the nearest public toilets. Fraser to look into the signage issue.
Trails Trust	13/02/24	Bruce	The website is almost complete, with only final editing required before it officially launches – <i>KapitiTrails.NZ</i>
Campbells Mill Road	26/06/24	Cat	Surveying to make the paper road is about to begin.
Look on the PP20 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. Fraser confirmed the hit sticks on Mill Road would be replaced with new road markings on that corner in the next few weeks.
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.
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