

Minutes of the CWB Advisory Group Meeting

Tuesday 13 February 2024 at 5.00pm
KCDC Paraparaumu Library meeting room,
Iver Trask Place, Paraparaumu

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)
	John Taylor	On Road Cycling Representative (Deputy)
	Max Lutz	Environmental Care Group Representative
	Steve Lewis	Off Road Cycling
	Jan Nisbet	Recreational Open Space Representative
	Ruth Halliday	Equestrian
	Kirsten Slade	Small Wheels
	Jenny Glen	Older Persons' Council

Kapiti Coast District Council officers:

Sonja Williams	Acting Group Manager Place and Space
Monique Engelen	Principal Policy Advisor for Climate Change
Gareth Eloff	Parks, Open Space and Environment Manager
Gina Anderson-Lister	Manager Strategy
Simon Scott	Senior Strategic Advisor
Fraser Miller	Transport Lead, Walking and Cycling

1. Welcome / Apologies

The Chair welcomed everyone present and declared the meeting open. Attendees introduced themselves and their roles on the Advisory Group.

There were no apologies.

2. KCDC Strategy Review – Gina Anderson-Lister and Simon Scott

Gina and Simon were in attendance to explain the strategy work that was underway and to look at how the CWBAG could be engaged in the work.

They are currently undertaking a piece of work called *Vision Kāpiti* which is looking into the future, asking what people want the future of Kāpiti to be like. This will guide the outcomes for what the Council wants to achieve and how that will be delivered. The “direction of travel documents” for the current operating strategies are currently being drafted and Gina welcomed feedback from the Advisory Group; she is also happy to come back once work is underway for further discussions on the strategies or the vision.

They are keen to know how the CWBAG would like engage with them. The direction of travel documents will be online and there will be hubs being held around the district. Bruce suggested the initial documentation be sent to the CWBAG for review and confirmed on behalf of the Group that they would be very keen to have input on all areas of discussion.

3. Minutes of the Previous Meeting

MOVED (Asher Wilson-Goldman / John Taylor)

That with the addition of apologies from Jenny Glen, the minutes of the Cycleways Walkways Bridleways Advisory Group dated 5 December 2023 are approved as a true and accurate record.

CARRIED

4. Review of Action Items

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

Fraser confirmed the work was programmed to be done in June.

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

Jan has not yet been able to contact Robert Ashe. Asher thought he would be seeing Robert this weekend, so would follow up.

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

An update had been provided in today's issue of 'Everything Kāpiti'. There was some discussion about traffic safety while the work was underway.

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

Bruce has been advised by GWRC that they are working on grazing at the northern end of the park. Ruth said she had been given no information about grazing and would follow up. She also noted the decision had been made not to install the second gate without any consultation, despite it having been previously agreed to.

- *Talk to Waka Kotahi about the very narrow channel on SH59 coming north*

Bruce advised it has been sealed with a rough chip, and in May a finer chip will be installed which will make it easier for cyclists. Jan explained there are still issues at either end. Coming north at the old San Su's corner, the lane becomes very narrow which means cyclists are forced onto the road where traffic is moving at 100kph. Also there is a lack of signage coming south indicating where cyclists could travel.

Jan was leaving this meeting early to go to the Paekākāriki Community Board meeting to talk about these issues. Bruce requested Jan provide feedback to the CWBAG on that meeting.

Jan also noted she had been told that Waka Kotahi wish to speak with cyclists once this work is complete. The group discussed who on the Advisory Group should be involved in providing this feedback.

- *Contact Fraser Miller to discuss plans for the path in QE Park near where the tram goes through*

Sean had previously advised this was with GWRC to decide how they wish to progress. Fraser had no update but would follow up.

- *Draft a letter to our local MP regarding the distribution of DOC funding*

Bruce had a meeting with Tim Costley scheduled but it was postponed to 23 February. This is primarily regarding the Trails Trust but Bruce would include the DOC funding as part of the discussion.

Bruce has not heard back from the Labour MP Barbara Edmonds so will follow up.

- *Draft letter to Waka Kotahi requesting an audience with the safety auditors re M2PP.*

The revocation plans are currently available and can be circulated (Fraser to do). Waka Kotahi need to respond to any queries from CWBAG regarding the safety audit.

- *Put together information about the Blue Bluffs review, when and how submissions can be made, and report back to the CWBAG*

Rob advised the Council would be receiving a full briefing in March and he would report back to the Advisory Group after that. He discussed some of the options that were under consideration, including the proposed suspension bridge.

- *Campbell Mill Road access*

Gareth advised that Kelvin Irvine, our Property Manager, was now involved in order to discuss leases etc. They have visited the site and Kelvin will set up a meeting with relevant stakeholders. Jan noted there was work required on the track.

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

Sean has discussed this issue with the Traffic Management Team, who administer all traffic management across the district. Fraser confirmed there is an auditing system in place – also noting that if issues are identified (i.e. cones in the wrong place) this should be reported immediately to the Council's call centre.

- *Look into plans for a second gate in QE Park*

This has already been discussed. Bruce noted the tracks are being developed and there is quite a network of options through the Park.

Ruth would follow up with GWRC regarding their upgrade of the entrance on Poplar Avenue.

- *Invite Hara Adams to a CWB meeting in early 2024*

Hara had been invited to attend this meeting but was unavailable. She will be invited to the next meeting once the date was confirmed.

- *Arrange a meeting with Bruce and Hara*

Bruce had a very useful meeting with Hara, she is very enthusiastic about what the CWBAG is doing and Bruce can see a lot of potential in working with her. He has offered to speak to anyone she suggests regarding the CWBAG and what they do.

One of the things they discussed was signage. Following up from this, Shelly noted that when the Te Uruhi gateway project was cancelled, an amount of \$150,000 was supposed to be kept for destination signage around the district, and she wondered where that money had gone.

→ **New action item – Gareth to look into the \$150k released for destination signage when the Te Uruhi gateway project was cancelled, and where that funding had been allocated**

- *Provide feedback to Waka Kotahi re road works in Ōtaki*

Bruce met Jamie Macduff and had a good chat, he also emailed appreciation for the good work being done. He also attended the last CLG meeting and thanked the PP2O team, saying the pathway was fantastic and very popular.

Bruce noted there is a lot of work being done around the old Ōtaki river bridge at the moment, and described some of the work underway.

- *Follow up re public toilets at Clifden Cottage and report back*

Sean had previously confirmed that Waka Kotahi have been advised of what we want to do on the site. Bruce advised there appeared to have been a lot of concrete work done on the site other than laying the road surface.

Gareth noted that with the current restructure being carried out at Council, the Property team are now part of the Infrastructure and Assets Group, therefore this item from now on will sit with Sean's team.

Shelley requested there be signage set up directing people to more parking, as there is very little parking onsite, and also to the toilet.

- *Circulate the Tracks and Trails AMP*

Already done, however Gareth will recirculate for the new members of the group.

- *Circulate a thematic chart outlining who is responsible for what within Council (in regards to CWB activities).*

An interim version of "who does what" was provided at the meeting in hard copy, noting that it is subject to change.

* This document will be added to the meeting minutes as an addendum.

- *Circulate the summarised list of CWB priorities*

Not yet done (group members to forward their priorities to Fraser if not already done so).

- *Advise Andrew Torr of the request for additional directional (north/south) signage on the PP2O track.*

Not yet done.

- *Circulate revocation plans for M2PP, CWBAG to contact Waka Kotahi with any queries regarding the safety audit.*

CWBAG has not seen the audit yet.

- *Draft Trails Trust letter will be added to the meeting minutes as an addendum.*

A response to the letter has not yet been received.

Bruce noted a large number of people and interest groups have been identified as having an interest in the Trails Trust. The next stage is to meet with them to discuss further. Conversation is also underway regarding who will be on the actual Trust, and who could be the Trust Patron. An early draft of possible vision and values is also currently out for circulation.

Gareth has met with KCDC's legal team to follow up the letter that had been sent to them and they confirmed no red flags had been identified and the korero was to continue.

Bruce advised there seemed to be general support of the Trust idea from the Council.

→ **New action item – Gareth to circulate the document he presented to the Council's legal team, and the response received**

→ **New action item – Gareth to circulate an updated chart outlining who is responsible for what within Council (in regards to CWB activities)**

5. Interest Group Updates

Recreational Open Space (Jan)

- SH59 has already been discussed
- Would like to know who to talk to regarding money that came from Transmission Gulley, re making a track from Battle Hill to the Pipeline track; we need to make sure this doesn't slip through the cracks
- Gareth advised he is meeting with GWRC tomorrow to discuss the TG track – the contractors have an obligation to build a recreation track and are open to discussing viable options; a number of strategic conversations need to take place. Gareth will keep the group updated re progress
- Jan asked who was now managing the trails brochure that had recently been released? Gareth will find out.

→ **New action item – Gareth to find out who at Council is managing the recently released updated trails brochure**

Walking (Asher)

- Great to see the toilets underway at Hemi
- Question for Fraser re Waikanae Bridge and the temporary crossings on Te Moana – are they to be made permanent after the bridge is re-opened? Fraser has passed that feedback on to Waka Kotahi and would provide an update when he had one

On road cycling (John)

- The submission from Kāpiti Cycling Action would be discussed later in the meeting

Equestrian (Ruth)

- Very disappointed in the comms provided by the Council over summer, with no information provided about where to bring or ride your horse, other than a notice today that the Beach Bylaw was now the in winter hours and the implications of that

Off road cycling (Steve)

- Keeping up with maintenance on the farm
- Wondering if work was continuing re the Campell Mill Road? Gareth advised that issue was currently with our lease management team

Accessibility

- No-one was present to provide an update

Environmental Care (Max)

- Things going well with FOTOR although recent high winds led to a number of trees coming down on some of the tracks – GWRC (plus Cr Kofoed) are working to clean those up
- There was a recent incident with a chap dumping greenwaste, even though there was a video of the event Council said it didn't have enough information to issue an infringement, which was disappointing
- The toilet at Chrystalls Bend was waiting for consent

Youth

- No-one was present to provide an update

Older Persons (Jenny)

- Advised Fraser that a large number of people from Seven Oaks on Kāpiti Road are unable to cross the road as there is no pedestrian crossing. Fraser confirmed that would be managed through the speed management process and also Fraser's walking/cycling plan. Fraser will discuss directly with Jenny
- There was comment that people are living permanently in Council car parking areas, and noted one in particular in Ōtaki – why are they not being infringed? Shelly advised the issue Jenny described is being dealt with and Gareth provided further information. He suggested in the future it would be useful to put in a Service Request when this behaviour is seen, as that will ensure a response and will create statistics on the matter

Small Wheels (Kirsten)

- This was Kirsten's first attendance at a CWB meeting so she is still learning the lingo, how things work etc
- She noted that with Maclean Skate Path being refurbished, there is a beachfront trail which just ends at the carpark and then picks up again at the other side of the carpark. This means that skaters (including children) have to skate across the rough carpark and also be aware of constantly moving traffic, if they want to continue to skate along the beachfront.

→ **New action item – Fraser to contact Kirsten to discuss the above**

Bruce advised the meeting he was currently working on a list of “hot topics” of interest to the CWB, with the intention of presenting them to Council staff in order to get an understanding of plans for each item.

→ **New action item – all group members to email their “hot topics” to Bruce for him to create a consolidated list**

Bruce then went through all of the items currently on the list. Council staff noted the need to focus on priorities for the group, and also the importance of using the Service Request system for some of these items, when appropriate.

6. Submission from Kāpiti Cycling Action to 2024 LTP

The submission was taken as read, and John made the following key points:

- The submission lists KCA’s priorities as well as areas where they would like more work done
- KCA would like this submission to feed into the overall submission from CWB
- Fraser advised he already had some feedback for the KCA submission, which he would circulate to the group

7. Update from KCDC Officers:

Road safety audit from M2PP (Fraser)

- Fraser advised the M2PP Revocation Road Safety Audit was received at the end of last year, this involves safety engineers looking at the work carried out and providing recommendations and actions to be taken. Many of the key issues identified focussed on cycling, walking, pedestrian crossings, cycle lanes etc. The team needs to provide feedback on the audit to their Group Manager Sean Mallon, for him to feed back to Waka Kotahi. He advised the group would see a copy of the report soon, once Council’s responses have been confirmed, and would have the opportunity for feedback at that time.

Walking and cycling network plan – update (Fraser)

- This is a piece of work that Transport are working on which goes back to 2015, around when the Expressway projects began. At the time it was called *Stride and Ride* which produced a 10 year plan. We are currently at Year 9 of that plan so it is timely to start thinking about a plan for the next 10 years. It is currently out to the market to consultants to send in their proposals, tenders close in a week’s time and then after a tender review process a supplier will be selected. They will then work with selected stakeholders (including this group) and will run a number of workshops to provide the opportunity for users to identify preferred direction and key projects/connections for the longer term plan. This then leads to inclusion in Activity Management Plans and funding options.

Operationalising the Tracks & Trails Asset Management Plan (Gareth)

- Gareth reminded the group of the “three legged stool” support system for CWB – the Access & Transport network, the recreation side of things, and economic development.
- He is currently recruiting for a new team member to look after recreational tracks and trails, which includes beach accessways. This person will be overseeing the implementation of two AMPs i.e. specific projects, priorities and work programmes. Applications have just closed and Gareth hopes the recruitment will be completed in the next couple of weeks.

6. Agree on meeting dates for the rest of the year

The next meeting date was confirmed for Tuesday 19 March.

Due to time restrictions the rest of the dates would be decided at the next meeting.

7. Any other business

Bruce thanked everyone in attendance including Council staff.

The meeting closed at 6.58pm

Chairperson

Date

** See overleaf for updated Action Items register*

Action items register:

Item	Date raised	Assigned to	Progress @ 13/02/24
Look at the gradient of the approach to the new bridge at Weka Park	2021?	Fraser	Fraser confirmed the work was programmed to be done in June.
Look into placing a track counter at Whareroa Farm	31/01/23	Jan	Jan had not been able to contact Robert Ashe; Asher to follow up.
When the Waikanae Bridge clip-on is completed, ask the KCDC comms team to publicise the information	04/10/22	CWBAG	Work is progressing.
Write to GWRC re grazing in QE Park.	22/11/22	Ruth	Bruce has been advised by GWRC that they are working on grazing at the northern end of the park.
Talk to Waka Kotahi about the very narrow channel on SH59 coming north	11/04/23	Bruce (on behalf of CWB)	Bruce advised that in May a finer chip seal will be installed which will make it easier for cyclists.
Contact Fraser Miller to discuss plans for the path in QE Park near where the tram goes through	11/04/23	Jan	Sean advised this is with GWRC to decide how they wish to progress. Fraser had no update.
Draft a letter to our local MP regarding the distribution of DOC funding	23/05/23	Bruce	Bruce has a meeting scheduled with Tim Costley but has not heard from Barbara Edmonds so will follow up.
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 the Council would be receiving a full briefing in March and he would provide a report back after that.
Campbell Mill Road access	11/04/23	Sean	The Property Team is now looking after this item, as it involves the management of leases.

Advise PMO of the need for signage etc for pedestrians where road works are being carried out	05/09/23	Mike	Fraser confirmed there is an auditing system in place.
Invite Hara Adams to a CWB meeting in early 2024	14/11/23	Tracey	Awaiting a suitable date.
Provide feedback to Waka Kotahi re road works in Ōtaki (see page 5)	14/11/23	Fraser	Done. Bruce met with Jamie Macduff and also attended the last CLG meeting.
Follow up re public toilets at Clifden Cottage and report back	14/11/23	Sean	Sean confirmed Waka Kotahi have been advised of what we want to do on the site.
Circulate the Tracks and Trails AMP	14/11/23	Gareth	Already done, however Gareth to recirculate for the new members in the Group.
Circulate the summarised list of CWB priorities	14/11/23	Fraser	To be done
Advise Andrew Torr of the request for additional directional (north/south) signage on the PP2O track	05/12/23	Sean	Not yet done
Circulate revocation plans for M2PP, CWBAG to contact Waka Kotahi with any queries regarding the safety audit.	05/12/23	Fraser	CWBAG has not seen the audit yet.
New action items			
Circulate the document he presented to the Council's team re the Trails Trust, and the response received	13/02/24	Gareth	
Circulate an updated chart outlining who is responsible for what within Council (in regards to CWB activities)	13/02/24	Gareth	
Find out who at Council is managing the updated trails brochure	13/02/24	Gareth	
All group members to email their "hot topics" to Bruce for him to create a consolidated list	13/02/24	Everyone	

