**Minutes of the CWB Advisory Group Meeting**

**Tuesday 8 April 2025 at 5.00pm**

**Council Offices, 175 Rimu Road, Paraparaumu**

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| Present: | Bruce Henderson (Chair) | Recreational Open Space Representative (Deputy)  |
|  | Cr Rob Kofoed |  |
|  | Gwynn Compton | Walkways Representative  |
|  | Steve Lewis | Off Road Cycling Representative |
|  | Joanne Dacombe | Accessibility Representative  |
|  | Jan Nisbet | Recreational Open Space Representative |
|  | John Taylor | On Road Cycling Representative (Deputy) |
|  | Ruth Halliday | Equestrian Representative  |
|  |  |
|  | Kapiti Coast District Council officers:  |
|  | Gareth Eloff | Manager Parks, Open Space and Environment |
|  | Cat Wylde | Advisor Recreational Tracks and Trails |
|  | Fraser Miller | Transport Lead – Walking & Cycling  |
|  | Bronte Higgs | Manager Tourism Development and Marketing |

1. **Welcome / Apologies**

The Deputy Chair welcomed everyone and opened the meeting on behalf of the Chair, who had advised he would be arriving late to the meeting.

**MOVED (Jan Nisbet / Rob Kofoed)**

**That apologies for absence be accepted from Cr Shelly Warwick and Adrian McKenzie; and that apologies for lateness be accepted from Bruce Henderson and Max Lutz.**

**CARRIED**

1. **Presentation from KCDC Economic Development team**

Bronte spoke to this item, noting the following key points:

* They are putting together a Kāpiti Trails tourism plan, with the purpose to quantify the demand and the potential visitor market we could get by developing our trail network for tourism
* Janice Hill has been contracted to assist with this work, which is already underway
* There are a number of phases to the project – Phase 1 is to identify existing opportunities and key stakeholders, and Phase 2 is to look at demand for multi-day tourism and commercial opportunities
* They hope to have a final draft of the project by the end of June
* The document would be a resource for the community to use; it was commissioned by the Tourism Advisory Board and the Economic Development team are working with them and the ED Kotahitanga Board to deliver it.
* The document can also be used to seek further funding for investment
* What is out of scope, is the commissioning of the work identified
* The plan will fit into the regional plan, which takes into account the national standards and the ambitions of Tourism New Zealand

Bronte is meeting with Janice later in the week and will come back to the Advisory Group once they have discussed how they will engage with stakeholders.

1. **Updates from KCDC Officers**

Cat (Advisor Recreational Tracks and Trails)

* Business as usual
* There is stakeholder engagement tonight re destination beach accessways; this will be the final one of a number of engagements that have been held across the District. This will lead to a concept plan which will be recirculated for feedback
* Re the Waikanae River trail, staff are escalating and moving forward with a diversion, over and above what is already there, to keep the track as accessible as possible. This is between the Otaihanga Domain and Weggery Drive, on the northern side.
* Works to be undertaken by Greater Wellington are sitting with the Department of Conservation awaiting approval, because it is in a DOC Scenic Reserve, and this could take a while.
* There was discussion about ongoing works and priorities for other trails across the network

*Bruce joined the meeting at 5.24pm.*

Fraser (Transport Lead – Walking and Cycling)

* The final draft of the Pathway Network Plan was presented to the Climate and Environment Committee this morning. Feedback was provided and the Committee accepted the recommendation to take the plan to the Strategy, Operations and Finance Committee meeting in May.
* Once the plan has been endorsed by Council they can update the Activity Management Plan and look at how we are going to deliver some of these programs

🡪 **New action item** – Fraser to circulate Pathway Network Plan to Advisory Group members for their comments/feedback

* Regarding sweeping of our on-road cycle lanes, we had increased the frequency during the last LTP round following feedback received from a variety of users. However in this LTP, the budget from NZTA has been cut significantly and we have to be judicious with our spending. This means that cycle lanes are now only swept on an “as needed” basis
* Bruce noted that he had been in touch with various cycling clubs who advise there have been a number of injury accidents, almost entirely on the old state highway, where there has been resealing and the edges have become virtually invisible, thus throwing cyclists off their bikes. This is from Lindale, right through to Peka Peka. Where the roads have been partially swept, the gravel accumulates on the side of the road, so needs to be swept right off the road.
* Group members noted that they would get the word out amongst users, to ensure they (the users) know to call in when road sweeping is required
* Fraser advised that VJ has moved to a new role in Council. His current role is vacant and Fraser is currently getting a handover and update on key consents that are currently in play. One of those is the horse crossing on Raumati Road, so Fraser will maintain a watching brief on this.
1. **Updates from Interest Groups**

Walkways (Gwynn)

Nothing to report other than a number of potholes in the Otaihanga domain which have caused a few runners to roll their ankles. He also noted that in February it was reported that some of the trails at QE Park were getting overgrown, this has now been dealt with.

On road cycling (John)

Referred to the concrete blocks on the parthway north of the Ōtaki bridge, which are apparently very uncomfortable for cyclists. Cr Rob advised these are for water to run through, and agreed they could be hazardous.

They would like the dog-leg on the southern side of the track at the Wharemauku stream to be tidied up. That corner is gravel and people on bikes struggle with it. Fraser advised he had talked to NZTA about the area and they confirmed they were happy to leave it as is, as it helped to keep the speed of cyclists down. Fraser agreed to raise it with NZTA at his next meeting with them. John suggested signage could also possibly be updated.

Equestrian (Ruth)

The planned Open Day at Whareroa was ruined by the weather, however Ruth is taking a trek there with members of the Levin & Districts Trail Riding Club.

They went to the Select Committee of Parliament to talk to the last petition that was presented. Select Committee members asked NZTA and Ministry staff questions about road user status, passing wide and slow, O2NL – and NZTA had no answers. Ruth is hoping this will lead to action. At the same time, Shelly did an OIA request re definitions, and the definitions provided have been “made up” and are not legal.

Shelly is also currently in the process of asking around the country what other Councils do things for equestrians.

Speed limits and e-bikes. Ruth would like staff to have a look at how this can be managed. Cat advised it was a nationwide issue and there are no answers yet. There was further discussion about the variety of users, the speeds at which they travel, signage, and the different types of reserves and how they can be managed.

*An update was also received from Shelly via email, as she couldn’t be present at the meeting:*

Janice and I met with a man Andy Adams who is doing a piece of work for Equestrian Sport NZ on best practice for horse rider inclusion. He flew to Kāpiti for a few days and Janice and I showed him around. The following day he met with Gareth and Cat, and it was a really good session. So Kāpiti is being recognised as leaders in this, due to all the hard work of both CWBAG members and staff for taking an inclusive approach. Well done everyone, nice to be the example of what is good.

*Gareth left the meeting at 6.10pm*

Off road cycling (Steve)

The Trails Trust have been able to talk to NZTA re the P2P track through Battle Hill, and those discussions continue. Bruce advised the bank account, logo etc were set up and they have applied for funding for an interactive website.

Porirua City Council are on board and Bruce has a meeting on Friday with Bernie Wanden, Mayor of Horowhenua District Council. They have also met with all Community Board Chairs, who are all very enthusiastic. Steve has had contact with property owners along the Waikanae River, as this has been identified as a key connection into the foothill trails. Responses from these land owners has been varied.

Recreational open space (Jan)

Following up on actions from the last meeting, Jan has looked at the *Visit Kapiti* website. She had been trying to get hold of Bronte to provide feedback. She has also looked at the Wellington City Council’s site – *Find Your Wild* – which also has things missing. Cat advised she and Bronte were working on this.

🡪 **New action item** – Jan to email her list to Cat

Accessibility (Joanne)

Had a very successful Disability Expo, with around 40 stall holders. Would like to host one here in Kapiti rather than Wellington or the Hutt.

Have been working with KCDC re strengthening the Accessibility Advisory Group, and applications are now open. They want to increase membership numbers up to 12 in order to increase representation. Interviews will be in the first week of May, Joanne will be Interim Chair for the first six months and the group will then transition to an election process once the group has become established.

Environmental Care Groups

As there was no representative present, there was no update.

Youth Council

As there was no representative present, there was no update.

Older Persons Council

Bruce has spoken with Kevin Burrows, Chair of the Older Persons Council. They are in the middle of reviewing their group, once that process is complete they will organise a representative to be appointed to the CWB Advisory Group. He also advised that Jenny has resigned from the OPC.

🡪 **New action item** – Bruce to send a letter of thanks to Jenny for her time on the Advisory Group

Small Wheels

As there was no representative present, there was no update.

1. **Minutes of the Previous Meeting**

**MOVED (Joanne Dacombe / John Taylor)**

**That the minutes of the Cycleways Walkways Bridleways Advisory Group dated 4 February 2025 be approved as a true and accurate record.**

**CARRIED**

1. **Review of Action Items**
* *M2PP safety audit*

John, Adrian and Bruce are working on the list of items that can potentially be addressed.

* *Blue Bluffs*

The work is scheduled to be completed by the end of May.
* *Toilets at Clifden Cottage*

Bruce advised that NZTA have no interest in doing up the building. They have applied protective wrapping to the building but will do nothing more. Cr Rob advised the toilets at Chrystall’s Bend had been vandalised and had equipment stolen.

* *Trails Trust*

Already discussed.

* *Laise with GWRC the issue of unhelpful bus drivers/difficult equipment*

Bruce advised that eCAN (Environment Canterbury) had applied for permission to put bikes on buses during the day, but with no success. It was agreed this item can be removed from the Action Register.

* *How the CWB might submit on resource applications*

The system seems to be working well. The only item of interest was in Waikanae North where they have dug an enormous hole where they are going to build houses. The problem is that it is a 100kph road, with a slip lane to the left where there is already a shared cycle lane up the shoulder. Bruce has asked Fraser how they will install a slip lane over a cycle lane area, and is awaiting a response.

The other item still under consideration is the design where it crosses the Wharemauku Stream – bridge, underpass, level crossing? It was noted that it was questionable whether the CWB would have the opportunity to provide feedback on the design.

* *Campbells Mill Road*

David from Walking Access has received the response “Don’t call us, we’ll call you”. The group noted the importance of gaining access to this land.

🡪 **New action item** – A joint letter from the Kapiti Trails Trust and the Cycleways Walkways Bridleways Advisory Group be drafted, to request the KCDC Senior Leadership Team to treat the Campbells Mill Road matter with some urgency

*Jan left the meeting at 6.40pm.*

* *Organise a visit to the gasline track*

This item can be removed as NZTA have no interest in the area.

* *Send to Bruce details of the incident where one of the cycling action network members got physically moved off the bus by the driver and their bike was thrown to the ground*

This item has been merged with the earlier item re unhelpful bus drivers/difficult equipment

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

This item was discussed earlier – Joanne will forward her email to Fraser for consideration

* *Cat and Steve to continue the discussion (offline) re the southern recreation area.*

No progress. This matter may well be covered off by the Trails Trust.

1. **Any other business**
* Ruth advised they want PP2O to go right to the Kāpiti boundary, not just to Taylors Road. This suggests there will be nothing between PP2O and O2NL. Ruth will follow up with Fraser.
* With the development at Racecourse Road, equestrians can no longer use the driveway and surrounding area. Cr Rob said he thought the developer was not going ahead? Cat advised a management plan needed to be developed for the area, which would address this issue.

The meeting closed at 6.55pm.

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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 @ 08/04/2025** |
| M2PP safety audit  | 23/05/23 | Bruce  | John, Adrian and Bruce to keep working on the list of items that can potentially be addressed.  |
| Blue Bluffs | 23/05/23 | Rob | The work is scheduled to be completed by May.  |
| Public toilets at Clifden Cottage | 14/11/23 | Shelly | The only commitment from NZTA is to weatherproof the building. Bruce to follow up.  |
| Trails Trust | 13/02/24 | Gareth | Setup is continuing and work continues to identify where trails can be improved/restored.  |
| How the CWB might submit on resource consent applications  | 15/05/24 | Bruce | The system seems to be working well; Bruce is able to see resource applications almost immediately.  |
| Campbells Mill Road – A joint letter from the Kāpiti Trails Trust and the CWB Advisory Group be drafted, to request the KCDC Senior Leadership Team to treat the Campbells Mill Road matter with urgency. | 26/06/24 |  | Access to this area is an issue for ongoing monitoring.  |
| Look on the PP2O website at plans for upgrading Waerenga Road, and provide feedback to Bruce | 17/09/24 | Joanne | Joanne to send details to Fraser for following up.  |
| Cat and Steve to continue the discussion (offline) re the southern recreation area. | 29/10/24 | Cat and Steve | In progress.  |
| Circulate Pathway Network Plan to Advisory Group members for their comments/feedback  | 08/04/25 | Fraser |  |
| Send to Cat list of items missing from the *Visit Kāpiti* and *Find Your Wild* websites | 08/04/25 | Jan |  |
| Send Jenny Glen a letter thanking her for her time on the Advisory Group | 08/04/25 | Bruce |  |