

Minutes of the CWB Advisory Group Meeting

**Tuesday 5 December 2023 at 5.00pm
Council Chambers**

Present: Bruce Henderson Recreational Open Space Representative (Deputy)
(Chair)
Asher Wilson-Goldman Walkways Representative
(Deputy Chair)
Cr Shelly Warwick
Cr Rob Kofoed
Allison Basire Walkways Representative (Deputy)
Adrian McKenzie On Road Cycling Representative
John Taylor On Road Cycling Representative (Deputy)
Max Lutz Environmental Care Group Representative
Steve Lewis Off Road Cycling
Jan Nisbet Recreational Open Space Representative

Kapiti Coast District Council officers:

Sean Mallon Group Manager Infrastructure Services
Gareth Eloff Parks, Open Space and Environment Manager

Also in attendance:

Janice Hill

1. Welcome / Apologies

The Chair welcomed everyone present and declared the meeting open.

MOVED (Asher Wilson-Goldman / John Taylor)

That apologies be accepted from Ruth Halliday, Hannah Callahan, Joanne Dacombe, Kirsten Slade, Jenny Glen, Mike Mendonça, Mark Martin and Fraser Miller.

CARRIED

2. Minutes of the Previous Meeting

MOVED (John Taylor / Steve Lewis)

That the minutes of the Cycleways Walkways Bridleways Advisory Group dated 14 November 2023 be approved as a true and accurate record.

CARRIED

3. Review of Action Items

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

Fraser was not in attendance at the meeting, so no update provided.

- *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*

Given there is no funding to reinstate the toilets it was agreed this item can be removed.

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

Gareth advised the track counter is in the process of being set up.

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

No update. The latest information available advises that the work is scheduled to begin on 16 January 2024.

- *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.

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

Bruce circulated an email update to CWBAG members on 28 November 2023.

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

Sean advised this is with GWRC to decide how they wish to progress. No further action required.

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

No update to this item.

Bruce has written to both of our local MPs (Mana and Ōtaki electorates) – one of them has not responded at all, the other acknowledged receipt but nothing further.

Bruce will follow up once the new government is confirmed.

- *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*

Sean advised up to four options were being considered and it was hoped a briefing would be provided to Councillors imminently.

- *Campbell Mill Road access*

No update. Council officers are working on options.

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

Sean agreed to follow up, noting this is always a juggling act between the various road users.

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

GWRC have advised there are no plans for a second gate, rather they will upgrade the entrance on Poplar Avenue where the Pony Club used to be.

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

To be done. Bruce noted he was meeting with Fraser next week.

- *Arrange a meeting with Bruce and Hara*

To be done.

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

Sean confirmed feedback had been provided to Waka Kotahi, including about the poor quality of their comms and the traffic management on that site. It was noted these works are only temporary and they appeared to be making good progress.

Bruce will contact Jamie Macduff for an update.

- *Follow up re tidying the lower loop track at Nikau Reserve*

Gareth advised the area had been tidied and now met the expected levels of service for the track. Council officers would continue to monitor.

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

Sean advised he was arranging a site visit with some Elected Members and noted that there are conditions Waka Kotahi have to meet regarding what they can do with the building. He confirmed that Waka Kotahi had been advised we wanted to do more on that site regarding parking and toilet facilities, and said they will make sure the septic system being installed has the necessary capacity for more than just the building.

Sean noted the site had limited access which restricts what can be done there. Advisory group members suggested other areas where parking could be provided and also noted that signage re toilets and additional parking would be useful.

- *Circulate the Tracks and Trails AMP*

Not yet done; Gareth will follow up.

- *Update on progress re Tracks and Trails Trust to be added as a regular CWB agenda item.*

Done.

- *Circulate information about the NZ Trails Trust Network*

Done.

- *Group members to send any Trails Trust questions to Bruce for collating*

Done.

- *Circulate a thematic chart outlining who is responsible for what within Council (in regard 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.

4. Interest Group Updates

Walking

Nothing to report

On road cycling

John advised that there will be a “Bike Bus” commencing in Raumati at the beginning of the school term next year. Everyone was welcome to participate if they wished to help out, and further information could be obtained by emailing BikeBusRaumati@gmail.com

John will provide material to Tracey to circulate via separate cover [done].

John also noted that additional directional (north/south) signage on the PP2O track would be useful, particularly for people from out of town

→ **New action item – Sean to provide the above feedback to Andrew Torr for following up**

Equestrian

Shelly advised that Graham Winterburn had been great and there was now a track under the railway bridge providing access to the south bank, both east and west

There was no update yet from the Environment Court

Off road cycling

Have been involved in the work being done around the Trails Trust

Recreational Open Space

Nothing to report

Accessibility

No-one was present to provide an update

Environmental Care

GWRC have almost completed beach grooming on the Ōtaki river

Youth

No-one was present to provide an update

Older Persons

No-one was present to provide an update

Small Wheels

No-one was present to provide an update

5. Update from KCDC Officers

Neither Gareth nor Seans had anything to report

6. Update on Tracks and Trails Trust

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

- A group comprising Bruce, Steve, Janice and Asher had met recently to discuss the idea and how it could complement work already being done by other agencies such as KCDC, DOC and GWRC
- A draft letter was circulated which was going to be sent to the Mayor and Chief Executive, with copies to the CWBAG Councillors and the GM Place and Space. The letter outlined what was being considered and what support was required from KCDC
- Before the letter is sent, Asher sought formal endorsement of the letter from the CWB Advisory Group; he noted the CWB would also be an advisor to the Trust once it is formed
- It was noted that the Trust must be independent from Council while also maintaining a strong working relationship

Gareth advised the draft letter had already been provided to Council's legal advisors for review from the Council's perspective.

There was further general discussion about the project, who would benefit from it, how funding might be secured etc.

MOVED (John Taylor / Jan Nisbet)

That the draft letter re the Kāpiti Coast Trails Trust as presented to the CWBAG meeting of 5 December 2023 be supported by the Cycleways Walkways Bridleways Advisory Group.

CARRIED

→ New action item – Asher to finalise the letter and send tomorrow

*The draft letter will be added to the meeting minutes as an addendum

6. Next meeting date

It was agreed the first meeting of the year will be on 13 February 2024, and at that meeting dates would be set for the remainder of the year.

7. Other Business –

The Chair thanked everyone for their hard work and thoughtful ideas and contributions this year; great progress has been made on a number of things. Special thanks to Councillors and staff; also to Janice Hill who did an enormous amount of work while on staff and continues her involvement with CWB via the Trails Trust.

Advisory group members thanked Bruce for his hard work as Chair, and Christmas greetings were exchanged.

The meeting closed at 5.53pm.

Chairperson

Date

** See overleaf for updated Action Items register*

Action items register:

Item	Date raised	Assigned to	Progress @ 05/12/23
Look at the gradient of the approach to the new bridge at Weka Park	2021?	Fraser	Fraser was not in attendance at the meeting, so no update provided. It was noted that another update is to be provided once the work is complete.
Look into placing a track counter at Whareroa Farm	31/01/23	Jan	Gareth advised the track counter is in the process of being set up.
When the Waikanae Bridge clip-on is completed, ask the KCDC comms team to publicise the information	04/10/22	CWBAG	No update. The latest information available advised that the work is scheduled to begin on 16 January 2024.
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 circulated an email update on 28 November 2023.
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.
Draft a letter to our local MP regarding the distribution of DOC funding	23/05/23	Bruce	No update to this item. Bruce has written to both of our local MPs (Mana and Ōtaki electorates) but has not yet received a response. He will follow up once the new government is confirmed.
Put together information about the Blue Bluffs review, when and	23/05/23	Rob	Sean advised up to four options were being

how submissions can be made, and report back to the CWBAG			considered and it was hoped a briefing would be provided to Councillors imminently.
Campbell Mill Road access	11/04/23	Mike	No update. Council officers are working on options.
Advise PMO of the need for signage etc for pedestrians where road works are being carried out	05/09/23	Mike	Sean agreed to follow up, noting this is always a juggling act between road users.
Look into plans for a second gate in QE Park	14/11/23	Bruce	GWRC have advised there are no plans for a second gate, rather they will upgrade the entrance on Poplar Avenue where the Pony Club used to be.
Invite Hara Adams to a CWB meeting in early 2024	14/11/23	Tracey	To be done.
Arrange a meeting with Bruce and Hara	14/11/23	Tracey	To be done.
Provide feedback to Waka Kotahi re road works in Ōtaki (see page 5)	14/11/23	Fraser	Sean advised this has been done. Bruce to follow up with Jamie Macduff.
Follow up re public toilets at Clifden Cottage and report back	14/11/23	Mike	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	Mike	Gareth to follow up.
Circulate a thematic chart outlining who is responsible for what within Council (in regards to CWB activities)	14/11/23	Mike	Done.
Circulate the summarised list of CWB priorities	14/11/23	Fraser	To be done
New action items:			
Advise Andrew Torr of the request for additional directional	05/12/23	Sean	

(north/south) signage on the PP20 track			
Circulate revocation plans for M2PP, CWBAG to contact Waka Kotahi with any queries regarding the safety audit.	05/12/23	Fraser	