

OIR: 2324/669

29 September 2023

[REDACTED]  
[REDACTED]

Tēnā koe [REDACTED]

**Request for Information under the Local Government Official Information and Meetings Act 1987 (the Act) (the LGOIMA)**

Thank you for your email of **8 September 2023** requesting the following information:

***Please provide any documents including (but not limited to) email correspondence between KCDC and Metlink where the relocation of bus stop 1271 (Guildford Drive at Santa Teresa Court) is discussed.***

Copies of email correspondence, meeting minutes, and GWRC memos are included in Appendix 1 of this letter.

Council has a standing meeting between Roding Officers and GWRC/Metlink Officers every 6 weeks where ongoing operational bus stop issues are discussed. Bus stop 1271 has been on the agenda for several years with a view to installing a bus shelter at that stop. There was resistance from a local resident as well as safety concerns with the buses not being able to pull into the kerb safely after exiting Murray Court on to the curve in Guildford Drive. Hence the proposal to relocate the bus stop and a new shelter further to the east on Guildford Drive.

Please note, the personal details of other parties have been withheld from this information. The decision to withhold this information is made under section 7(2)(a) of the Act which allows for Council to withhold information in order to protect the privacy of natural persons, including that of deceased natural persons.

In Council's view the reasons for withholding these details are not outweighed by public interest considerations in section 7(1) favouring their release.

***Please note that any information provided in response to your request may be published on the Council website, with your personal details removed.***

You have the right to request the Ombudsman to review this decision. Complaints can be sent by email to [info@ombudsman.parliament.nz](mailto:info@ombudsman.parliament.nz), by fax to (04) 471 2254, or by post to The Ombudsman, PO Box 10152, Wellington 6143.

Ngā mihi,



**Sean Mallon**

Group Manager Infrastructure Services  
Te Kaihautū Ratonga Pakiaka

## Appendix 1: Copies of Council email correspondence and meeting minutes with GWRC

## Gary Adams

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**From:** Charlie Fairbairn [REDACTED] >  
**Sent:** Tuesday, 3 March 2020 10:01 am  
**To:** Gary Adams  
**Subject:** Shelter relocations  
**Attachments:** Relocate Shelters KCDC rationale.docx

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged (

Hello Gary

I written a bit about rationale to the shelter moves – all the other background info including feedback is also included.

Thank you  
Charlie

**Charlie Fairbairn** | Fixed Assets Adviser – Bus and Ferry Operations  
**Metlink**



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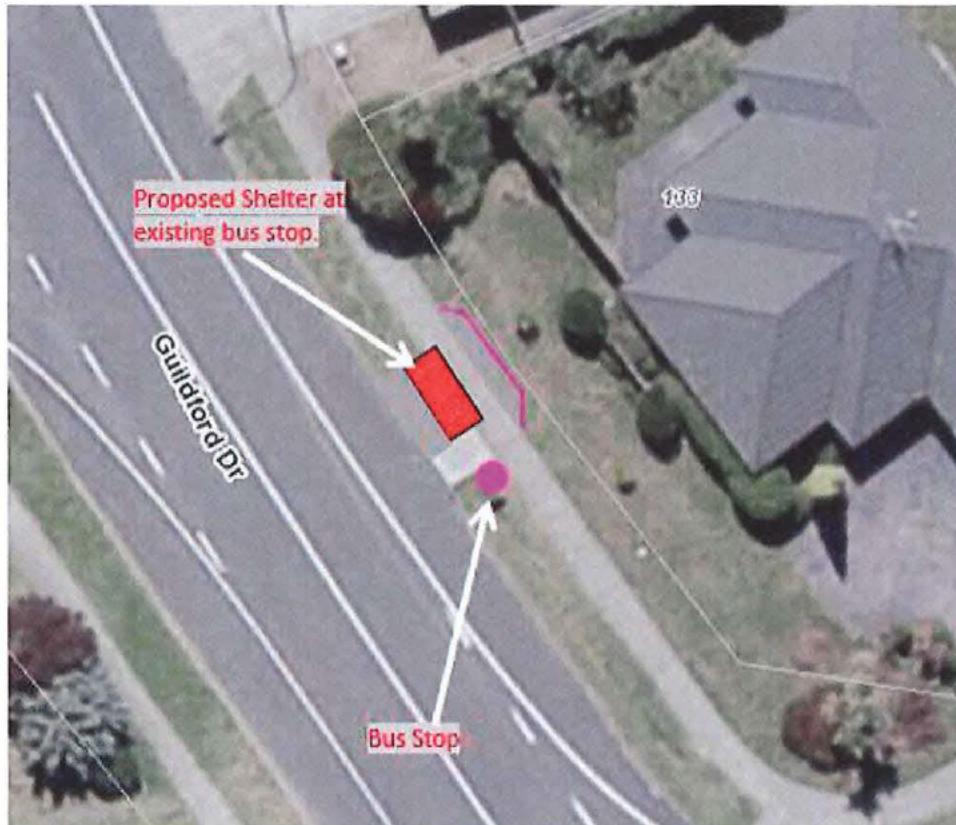
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## 133 Guildford Drive, Paraparaumu

### 1271 - Guildford Drive at Santa Teresa Court

#### Proposal

To relocate the shelter on Rimu Road opposite council building to the stop below. As discussed with Council the shelter is located to the road side of footpath and berm with an extension to the footpath (at the back of the footpath)



#### Rationale

This stop is well patronised, it's one of the higher patronised stops in Paraparaumu with 441 boarding's a month.

Customer's feedback suggests that they would like to more provision of shelter at stops and Metlink is looking to increase passenger comfort and facilities that will encourage them to take public transport.

The position of the stop also means that it has a higher than average catchment with people access Public Transport from further up Guildford Drive, Beachwater Grove as well as from Cedar Drive. Being a more strategically placed stop it is also important to provide facilities for people that have had to walk a distance to access the services

## Feedback

Was received from 7(2)(a) Privacy

The property (b) (1) (A) and a bus shelter would attract vandalism. The cleaning and maintenance of a shelter would be a waste of money

Feedback was also received from stop user while on site –

‘the stop is well used and a shelter will be really good to have here’

From: [REDACTED]  
Sent: Monday, 12 August 2019 3:28 PM  
To: BusStopFeedback <BusStopFeedback@gw.govt.nz>  
Subject:

Dear Charlie,

Please find attached my response to the questionnaire regarding a proposed bus shelter 7(2)(a) Privacy  
I've also copied a link for you to have a look at with regards to the problems attached to these bus shelters.

[https://www.nzherald.co.nz/nz/news/article.cfm?c\\_id=1&objectid=11652327](https://www.nzherald.co.nz/nz/news/article.cfm?c_id=1&objectid=11652327)

My opinion is that this will be a prohibitively expensive exercise for very few people.

I can't see how providing a bus shelter is going to boost the use of public transport, it simply doesn't make sense.



#### Greater Wellington Bus Shelter Questionnaire

Investigation into proposed new bus shelter located on Guildford Drive, adjacent to 1 Santa Teresa Court.

Name:

Address:

Email:

Do you support the proposal for a new bus shelter located adjacent to 1 Santa Teresa Court as shown on the plan?

Yes ☒ No ☐

If you do not support the proposal or any particular component of the proposal, please clearly explain the reasons for your objection and what changes you would support so council can consider your view when deciding on this project. Please use additional sheets of paper, if required.

7(2)(a) Privacy

FOR  
PROTECTION FROM VANDALS SMASHING AND SPRAYING  
GRAFFITI ON THE BUS SHELTER. MY TAX PAYER DOLLARS  
ARE THEN SPENT ON THE CONSTANT UPKEEP

Please return to: Charlie Fairbairn by 16<sup>th</sup> August 2019 by emailing [BusStopFeedback@gw.govt.nz](mailto:BusStopFeedback@gw.govt.nz), or posting it using the freepost envelope provided.

#### Privacy Statement

I/We acknowledge that:

Personal information concerning me/us provided to the Greater Wellington Regional Council ("the Council"), whether contained in this questionnaire or otherwise obtained is provided and may be held, used and disclosed by the Council to enable the Council to communicate with me/us regarding bus stops and shelters in your area, and to enable the Council to administer and maintain its records and carry out its required functions.

The Council has a detailed customer privacy policy available on our website by following the link: <http://www.gw.govt.nz/privacy-statement/>

The personal information provided in this questionnaire is collected by and will be held by the Council, whose address is PO Box 11 646, Shed 39, Harbour Quays, Wellington, 6142

If I/we fail to provide any of the information the Council may be unable to process the questionnaire.

I/we have the right under the Privacy Act 1993 to obtain access to and to request correction of any personal information held by the Council concerning me/us.

[REDACTED]

(please sign)

## Response

**From:** Charlie Fairbairn  
**Sent:** Monday, 19 August 2019 4:33 PM  
**To:**  
**Cc:**  
**Subject:** RE:

Hello [REDACTED]

Thank you for your email. I understand your concern that sadly some street furniture does get damaged and attacked by certain elements of our society and we all have to pay for them to be kept in good order. It is immensely frustrating for all of us who work to make sure there are facilities for the public to use in the community.

It would be sad though if we stopped providing facilities because of the potential for them to be misused and would have a huge impact on peoples use of parks, playgrounds, public toilets and public transport. International research and our own user feedback indicates that providing facilities that will enable people to access public transport greatly enhances use of the service, and providing shelter at bus stops is one way of enabling people to catch public transport comfortably in our changeable weather.

Thankfully Paraparaumu is a good community and we have very little vandalism or attacks on our shelters. The proposed shelter is away from your property boundary on the grass berm, there is reasonable patronage that accesses services here so would be greatly valued by those that have to wait for a bus.

All our shelters are cleaned once a week and if there is any reports of damage or graffiti our contractors will attend within 24hrs.

If this still doesn't mitigate your concerns then I can submit the proposal to the local community board to make a decision with the whole communities best interest in mind

Thank you  
Charlie

**Charlie Fairbairn** | Fixed Assets Adviser – Bus and Ferry Operations  
**Metlink**



## MINUTES

SUBJECT            **KCDC Liaison Meeting**

WHEN             Wednesday 2 December 2020

WHERE            Kapiti Coast District Council

ATTENDEES      Gary Adams - KCDC, Charlie Fairbairn, Rebecca George - GWRC

APOLOGIES      Bruce Johnston - KCDC

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### 1.     **Bus Stop Location**

#### 1.1    **Te Moana Rd Opposite Retirement village –**

Discussion from previous time about possible location and waiting for Luke to propose a suitable location

##### **ACTION POINTS:**

**GWRC to send through to KCDC Proposed location**

#### 1.2    **Stop Marking**

Stops Identified by GW have been partially agreed to but some stops need to be adjusted (entry exit\tapers queried and possibly reduced), Luke to confirm where these stops are at and we can confirm what has been agreed to, which need reviewed and which rejected

##### **ACTION POINTS:**

**Luke to clarify list and confirm Gary's query about marking requirements in the queried stops**

#### 1.3    **Grey St clearway parking issue**

Put incidents with cars parked inhibiting bus access to be reported through KCDC fix it\service request system. This will allow KCDC to monitor the amount of infringements and understand the issue.

#### 1.4    **Tree Clearance request – Uzabus**

Grant has requested further tree clearance at stops – Charlie to follow up with Uzabus

## 2. Charles Fleming route extension

### 2.1 Route Extension

Charlie confirmed route could start as a hail and ride as long as the bus has access (yellow lines marked) and the stop establishments could follow.

### 2.2 Consult on stop locations

GW to go ahead and consult property owners for stops locations.

### 2.3 Yellow Lines

Gary/KCDC to proceed with these

#### ACTION POINTS:

Gary to confirm dates for Waikanae community Board meeting and when papers need to be submitted

## 3. Shelters

### 3.1 Shelter Relocations

1542 Queens Road at Napier Grove (at 64 Queens Dr) has been given the go ahead, this will be using the Parata St Shelter

The two shelters below have not received positive feedback and we had discussed them going to the community boards anyway

1538 Queens Road (near 6) –

1271 Guildford Drive at Santa Teresa Court

As we think it won't be worth taking 1538 to the board how about we switch it to 1550 and I go ahead and consult?

Stop #	Stop Name	Patronage	Comment
1544	Barrett Drive at Queens Road	287	Struggle to fit shelter would need to move stop to place where a shelter will be accepted
1538	Queens Road (near 6)	245	DISPUTED
1542	Queens Road at Napier Grove	154	going ahead
1550	Tutere Street at Eruini Street	125	good possibility
1616	William Street at Toru Street	116	
1548	Tutere Street at Pio Pio Place	111	

While we still agree to take 1271 to the board – this stop has patronage of 447 per month and is a category 3 stop so for us is a priority for a shelter.

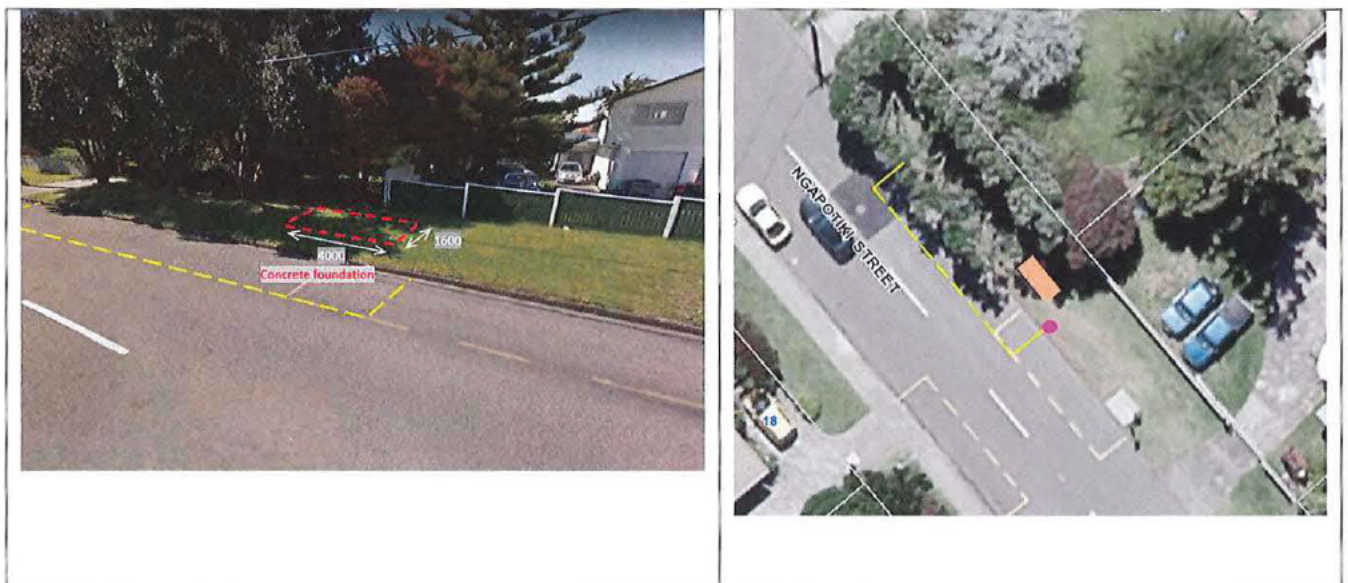
#### **ACTION POINTS:**

**Charlie to send through report for 1271 Guildford Drive at Santa Teresa Court**

### **3.2 1160 - Ngapotiki Street (near 19)**

Agreed to go ahead and consult about installing a shelter at the above stop – an initial desktop view would suggest the best possible position –

Gary can you confirm the requirements if we were to push closer to the trees? Arborist report if looking to place the shelter within the root zone (under tree canopy)? And KCDC appetite for us to place shelter any closer?



#### **ACTION POINTS:**

**Gary to confirm Proximity to trees in road corridor**

**Charlie to site visit and possibly discuss with No.19 to gauge opinion.**

## Gary Adams

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**From:** Leona Irsevic <[REDACTED]>  
**Sent:** Thursday, 13 January 2022 3:38 pm  
**To:** Gary Adams; Mark Martin  
**Cc:** Yusuf Khan; Luke Benner  
**Subject:** Stop 1271 Guildford Drive at Santa Teresa Court

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

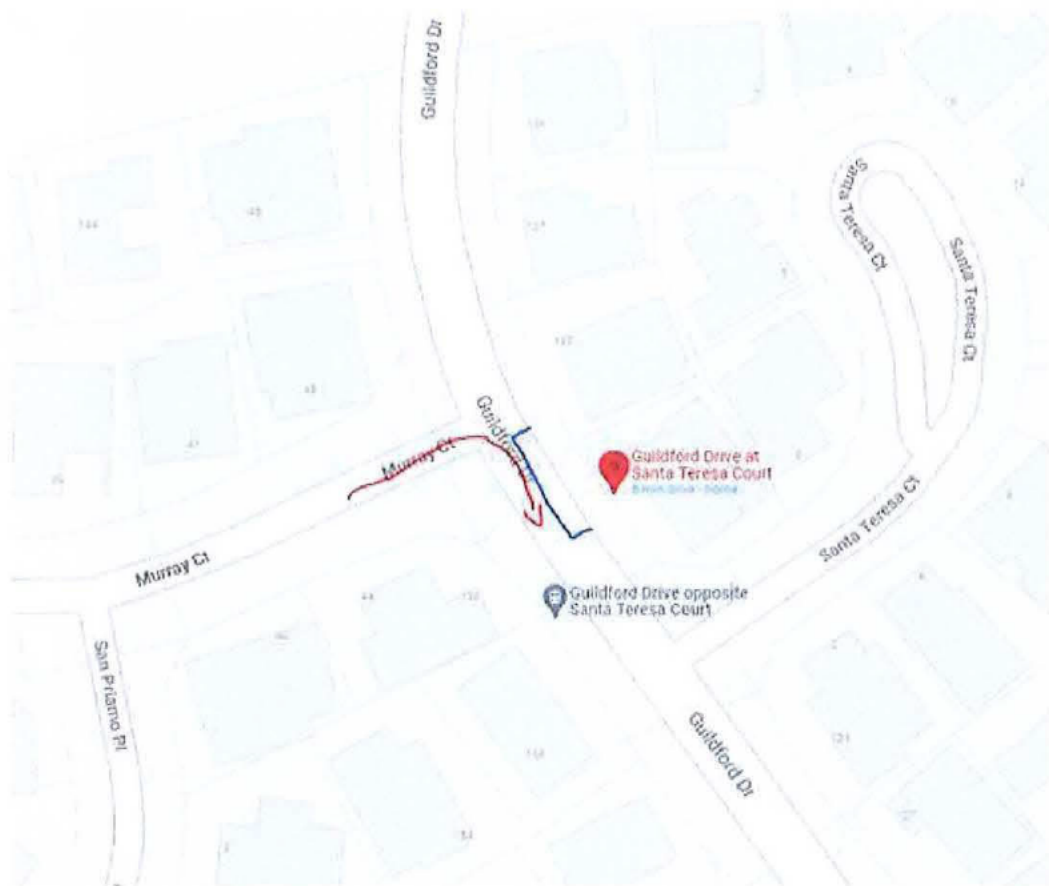
Afternoon Gary and Mark,

Happy new year 😊 hope you both had restful breaks and are ready for another year ahead!

Just wanted to touch base with you about stop 1271 – I have this stop listed on my issues log to see what we can do to sort an issue.

We have had concerns raised from the public that the stop is located in a dangerous position- on a slight bend in the road- and that road users travelling up Guildford drive towards the stop wouldn't necessarily see a bus stopped at the stop in time to evade it.

Where I think the issue really lies, is for road users coming out of Murray Court (intending to turn right) that may have limited space to make a turn when a bus is stopped at the stop.



I wanted to see what you guys thought and if you know how frequent this situation may be at this particular location.

Not sure what we can do other than perhaps relocate the stop further down Guildford Drive if the stop is indeed deemed to be in a dangerous location.

Hear from you soon,

Cheers  
Leona

**Leona Irsevic**

Kaipūkaha | Asset Planning Engineer  
Assets and Infrastructure | Bus & Ferry

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**Think green: read on the screen.**

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## MINUTES

SUBJECT	KCDC/GWRC Bus Infrastructure Meeting
WHEN	Thursday 10 February 2022 at 10am to 11am
WHERE	Teams
ATTENDEES	Leona Irsevic & Yusuf Khan (GWRC), Mark Martin & Gary Adams (KCDC)
APOLOGIES	N/A

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### 1. Shelter consultations on Raumati Road– 1378 and 1380

- Charlie sent through email to KCDC asking whether stops above consultations can go ahead with TR for submission
  - **Stop 1378 Raumati Road at Kiwi Road (near 37)**
    - ❖ Councillors objecting to the shelter due to this location here being a shared path, and KCDC want 2.5m width for cyclists and ped. to always share area.
    - ❖ If GWRC can retain full 2.5m path width with a potential slimline shelter in place, then KCDC would be open to options.
    - ❖ No need for re-consult if we do end up going with a form of shelter, it's a minor change if we go from standard to slimline.
  - **Stop 1380 Raumati Road at Matai Road (opposite 68)** - KCDC supporting this shelter placement. GW to go ahead with this.

### 2. Route 250 improvement plan

- Sue/GWRC will send through batch of new TRs by end of this week for route 250 improvement plan, consultations complete and ready for submission

### 3. Stop 1252 Golf Road at Nathan Avenue- bus stop relocation

- This was raised by development contractor to look at relocating stop due to conflict in bus stop box location and proposed driveway

- KCDC and GWRC have reviewed and KCDC have stated that consenting plans show driveway in middle of bus box and both councils have agreed we don't need to be moving the stop as its legally allowed to remain where it is
- To close item on issues log

#### 4. **Stop 1310 Raumati Beach Shops- bus stop box extension**

- The stop extension was previously 'agreed' to be done under H&S authority on KCDC's side
- Passing this through H&S board is how KCDC can get this extension across the line on their council's side
- GWRC still are recommended to consult local Kindergarten and school to ensure they are fine with the stop extension first
- In terms of parking loss- there is parking further east of the school to use and the shopping parking spaces won't be affected, there's parking opposite this side of the road remaining

#### 5. **General Discussion**

- **Countdown development inside shopping complex opposite Mitre 10 Mega (Paraparaumu)**
  - ❖ Development is at consenting stage currently
  - ❖ KCDC will keep an eye on planning and try and build in bus stop and shelter
  - ❖ Stops to be placed on Kapiti Road – Leona to put on issues log to keep on radar
  - ❖ **Westbound stop:** can place at the back of Burgerfuel- there are new paths, standing pad already there
  - ❖ **Eastbound stop:** have to create accessible stop here
- **1271 Guildford Drive at Santa Teresa Court**
  - ❖ Leona to ask Charlie on what we need to do with this stop, settled on the fact that stop is not in a dangerous location and is fine to stay as is.
  - ❖ Only thing is if we need to place shelter here- then we need to move it- to discuss
- **Rimu Road at Kapiti Square (opposite Pak n Save fuel/Coastlands) future development**

- ❖ GWRC asked whether KCDC have knowledge of future development in area that would necessitate new bus stop pair on Rimu Road
  - ❖ KCDC said the parking space/vacant space there is 'earmarked' by Coastlands and local Iwi for future development, but now only Coastlands staff use the space for parking
  - ❖ If GWRC decide to place stops on Rimu Road at this location when we would potentially encourage unsafe crossing of Rimu Road – there are better, safer stops up by KCDC buildings with controlled crossing etc.
  - ❖ If it comes to a new stop pair here- need to work on improving ped. Crossing safety in tandem
- **Number of approved TRs on issues log that haven't seen road markings laid down yet**
    - ❖ KCDC to pull together spreadsheet with what current situation is with all stops and what GW need e.g. markings
    - ❖ KCDC need background on guidelines and standards - ACTION- Leona to send that through to Gary
    - ❖ KCDC will then make a call on whether to take a paper to the community board regarding the general removal of parking for the route improvement plan etc.
    - ❖ If KCDC can say that this is for safety and updating to current regulations, KCDC can just send this paper through to community board to advise them of changes happening and not need approval as such

## Current Actions

ACTION	Actioner:	Date Raised:	Date Completed/Closed:
To check resource consent application for area around <b>1432 Menin Road at Renown Road</b> and whether ROW was to be proposed at this location	KCDC	23 Sep 21	Ongoing
To check correspondence for stop <b>1434 Rosetta Road at Menin Road (near 185)</b> on whether we move the stop to 185 Rosetta Road	KCDC	23 Sep 21	Ongoing – action for GWRC
To get first council meeting date in 2022 after Christmas for GWRC so we know what date to work toward	KCDC	16 Nov 21	
<b>Ryman's Retirement home bus loop-</b> KCDC to provide more detail on the complaints nature so GWRC can follow up if need be	KCDC	16 Nov 21	
<b>Redundant shelter on Rimu Road-</b> Leona to talk to Charlie on relocation to Guildford Drive at Santa Teresa Court stop	GWRC	10 Feb 22	
<b>1310 Raumati Beach Shops-</b> bus stop extension, GWRC to consult nearby Kindergarten and school	GWRC	10 Feb 22	

## Completed Actions

ACTIONS	ACTIONER	COMPLETED
stop improvements memo	KCDC	23 Sep 21
To confirm what TR process/consultation is for making amendments to:  1. Existing stops that need extensions, entry/exit tapers New bus stops- especially for stop <b>1302 Rimu Road – Rimu Village</b>	KCDC	16 Nov 21

To get review from safety engineer for stop <i>1480 Matai Road (near 51)</i> – to consider moving stop forward rather than backwards to minimise net carpark loss	KCDC	10 Feb 22
Site meeting for stop <i>1434 Rosetta Road at Menin Road (near 185)</i> once we reach level 1	GWRC/KCDC	16 Nov 21
To discuss whether combined consultation approach is something we want to do going forward	KCDC/GWRC	16 Nov 21

**Leona Irsevic**  
 Asset Planning Engineer  
 Assets and Infrastructure, Bus & Ferry Infrastructure

[REDACTED]  
 [REDACTED]

## MINUTES

SUBJECT	KCDC/GWRC Bus Infrastructure Meeting
WHEN	Tuesday 4 April 2022 11:00 to 12:00
WHERE	Teams
ATTENDEES	Leona Irsevic, Charlie Fairbairn (GWRC), Gary Adams, Mark Martin (KCDC)
APOLOGIES	N/A

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### 1. Ad hoc bus stop changes- feedback review

#### ➤ 1106 and 1190

- Respond to one resident that replied to consultation
- KCDC and GW do not see the sufficient evident to stop this stop going to community boards
- Difficult as there was only one response and it was negative - no other response from residents consulted
- This stop has been in place for a significant amount of time and hasn't been proposed to be moved. The changes are very limited but more visible for the public. Hope that the community board recognize this as opposed to a massive change impacting this resident
- To progress to community board
- GW to respond to resident

#### ➤ 1594

- Same with the above stops, only one resident responded to the consultation
- The significant change here is that there is a loss of parking- but this was not mentioned by the resident
- No significant impact as far as the bus is involved
- The head of existing stop is right on top of the driveway there- moving stop for safety. There are approx 4 hoses that enter off Parata Street and this was the main reason why we proposed to relocate it.
- We didn't want to remove a valued street tree but instead to move the bus stop a couple of metres
- To progress to the community board
- GW to respond to resident

#### ➤ 1574

- Cant get a stop and shelter established opposite the rest home further up Te Moana Road

- *There has been a long standing request to get a bus stop/shelter installed by a resident of the rest home and haven't been successful in the past in consultation*
- *We decided to upgrade stop 1574 an existing stop to placate this request*
- *We could specifically consult the rest home to garner some support for this but they could come back and say the bus stop is too far so not real point*
- *Community board- reason we aren't moving stop in front of rest home is because of negative response in the past. We propose to reconsult on a new bus stop opposite rest home but need their support on this.*
- *GW to consult the rest home specifically if there is need for a bus stop near them*
- **1168**
  - *No need to consult - to be sent through to community board*
- **1160**
  - *No responses and this proposal is a significant change*
  - *There is a lot of off-road parking so that shouldn't be an issue*
  - *There was strong opposition to the existing position*
  - *To progress through community board*
- **1271**
  - *No responses - another significant change*
  - *To progress through to community board*
- **1108**
  - *No responses - another significant change*
  - *To progress through to community board*
- **1368 and 1318**
  - *Two responses (only responses) in support of the changes*
  - *To progress through to community board*

## **2. Bus stop improvement programme**

- **Route 264**
  - *KCDC to carry out site visit and send feedback to Leona and then prepare consultation letters*
- **Route 250**
  - *Bus stop changes were approved at Paraparaumu Community Board meeting last Tuesday (14 Feb)*
  - *Line marking has been programmed in with KCDC contractors*

### 3. General Discussion

- **Tilley Road – BRT bus stop line marking**
  - Gary to review responses and to share them with GW
- **Subdivisions**
  - KCDC working on numerous subdivisions across Paraparaumu and Lindale – to link up service design in future to provision for appropriate bus stop locations and modifications to bus routes if required

## Current Actions

ACTION	Actioner:	Date Raised:	Date Completed/Closed:
GW to respond to residents for stops 1106/1190 and 1594, and to contact rest home on Te Moana Road for feedback on new bus stop opposite them	GWRC	4 Apr	
Gary/Mark to send through route 264 feedback to prepare for consultation	KCDC/Gary	20 Feb	

## Completed Actions

ACTIONS	ACTIONER	COMPLETED
KCDC to send GWRC minutes from businesses/residents meetings re 1310 Raumati Shops	KCDC	29 Nov 22
GWRC to contact dentist and special needs school to gain approval for relocation of bus stop outside school		
Leona to send KCDC new map for 1310 Raumati Shops	Leona	Nov 22
1310 Raumati Shops: Mark to liaise with affected parties to schedule meeting date/time with GWRC	Mark/KCDC	29 Nov 22

KCDC to chat with Neil on who GWRC will consult with either Countdown (landowner) or developer as part of consultation process	KCDC	3 May 22
KCDC to chat to Glen O'Connor to finalise plans for stop 1480 as part of route 250 programme	KCDC	3 May 22
Redundant shelter on Rimu Road- Leona to talk to Charlie on relocation to Guildford Drive at Santa Teresa Court stop	GWRC	May 22
stop improvements memo	KCDC	23 Sep 21
<p>To confirm what TR process/consultation is for making amendments to:</p> <p>1. Existing stops that need extensions, entry/exit tapers</p> <p>New bus stops- especially for stop <i>1302 Rimu Road – Rimu Village</i></p>	KCDC	16 Nov 21
To get review from safety engineer for stop <i>1480 Matai Road (near 51)</i> – to consider moving stop forward rather than backwards to minimise net carpark loss	KCDC	10 Feb 22
Site meeting for stop <i>1434 Rosetta Road at Menin Road (near 185)</i> once we reach level 1	GWRC/KCDC	16 Nov 21
To discuss whether combined consultation approach is something we want to do going forward	KCDC/GWRC	16 Nov 21

**Leona Irsevic**

Asset Planning Engineer

Assets and Infrastructure, Bus & Ferry Infrastructure

[REDACTED]

[REDACTED]

## MINUTES

SUBJECT	KCDC/GWRC Bus Infrastructure Meeting
WHEN	Tuesday 3 May 2022 11:30am to 12:30pm
WHERE	Teams
ATTENDEES	Leona Irsevic, Charlie Fairbairn (GWRC), Mark Martin & Gary Adams (KCDC)
APOLOGIES	Yusuf Khan (GWRC)

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### 1. Kapiti Road- Countdown Development – New Stop Pair

- Leona sent email with requirements of what we will incorporate i.e. shelter, trolley carparks (provided by developer), pedX crossing considerations etc in these new stops to KCDC
- Stops to be finalised/ratified through community board as per usual process regardless of what stage the development is at right now
- Developer still working through details of consent of the construction
- KCDC to chase Neil on information Leona sent to Gary for requirements, to get support for these stops
- Leona will meanwhile draw up some plans/maps and send to KCDC for review before consultation
- KCDC to chat with Neil on who we will consult with whether its countdown or developer as one of the consultees

### 2. Outlier stops memo

- Waiting on catchment analysis
- Once complete, will send to KCDC for review

### 3. Route 250 improvement programme

- **1480** – Glen O’Conner to give guidance – wait for KCDC on whether we need to consult anyone extra
- KCDC happy to send list of all route 250 stop marking changes to contractor while at same time wait for resolution with stop 1480

### 4. General Discussion

- Redundant shelter on Rimu Road

- Charlie still working on this, on the list
- Working through prioritization of where we can place this shelter on network

## Current Actions

ACTION	Actioner:	Date Raised:	Date Completed/Closed:
KCDC to chat to Glen O'Connor to finalise plans for stop 1480 as part of route 250 programme	KCDC	3 May 22	
KCDC to chat with Neil on who GWRC will consult with either Countdown (landowner) or developer as part of consultation process	KCDC	3 May 22	
Redundant shelter on Rimu Road- Leona to talk to Charlie on relocation to Guildford Drive at Santa Teresa Court stop	GWRC	10 Feb 22	Ongoing

## Completed Actions

ACTIONS	ACTIONER	COMPLETED
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To discuss whether combined consultation approach is something we want to do going forward	KCDC/GWRC	16 Nov 21
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**Leona Irsevic**  
Asset Planning Engineer  
Assets and Infrastructure, Bus & Ferry Infrastructure

[REDACTED]

[REDACTED]

## Gary Adams

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**From:** Gary Adams [redacted]  
**Sent:** Monday, 18 September 2023 11:13 am  
**To:** Gary Adams  
**Cc:** Gary Adams  
**Subject:** FW: KCDC outlier stops memo - for review  
**Attachments:** Kapiti Coast District Outlier Bus Stops- Memo.pdf

-----Original Message-----

**From:** Leona Irsevic [mailto:[redacted]]  
**Sent:** May 16, 2022 4:04 PM  
**To:** Mark Martin [mailto:[redacted]], Gary Adams [mailto:[redacted]]  
**CC:** Luke Benner [mailto:[redacted]], Yusuf Khan [mailto:[redacted]]  
**Subject:** KCDC outlier stops memo - for review

Afternoon Mark and Gary,

Hope your week has started off well!

As mentioned in our last couple of catch ups- I have been working on a memo detailing the outlier stop issues we have in the Kapiti region on our issues log currently.

These issues have been sitting on our radar for a while and need changes made to increase customer and vehicle accessibility.

There are a total of 10 stops on the memo that I would like to address separately outside of the route improvement programme (incl. Raumati Beach shops stop 1310).

I would appreciate if you both can review these stops and the proposed changes, and give your feedback to them so we can change anything accordingly, ready for public consultation 😊

Any questions please let me know I'm not far.

Cheers  
Leona

**Leona Irsevic**

Kaipūkaha | Asset Planning Engineer, Assets and Infrastructure

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Think green: read on the screen.



## MEMO

TO Gary Adams, Mark Martin (Kapiti Coast District Council)

COPIED TO Luke Benner, Yusuf Khan (Greater Wellington Regional Council)

FROM Leona Irsevic (Greater Wellington Regional Council)

DATE 16 May 2022

FOR YOUR ACTION/COMMENT/INFORMATION

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### Outlier Stop Improvements within Kapiti Coast:

<i>Waikanae</i>	1594, 1574
<i>Paraparaumu Beach</i>	1168, 1160, 1271
<i>Paraparaumu</i>	1108, 1106
<i>Raumati Beach</i>	1368, 1318, 1310

#### Background

- There are currently several stops on our issues log that have been an issue for numerous months/years that need minor improvements made to them to improve bus stop functionality and customer accessibility.
- These actions support Metlink's objectives- of improving of the public transport system by ensuring accessibility and safety is incorporated into the planning and provision of all services and infrastructure in the region.
- The highlighted stops are listed below with descriptions of the initial actions taken, findings/issues, proposed solution for consideration (with map showing new markings versus existing stop markings), and comments on parking restrictions in the area
- Site visits were conducted by GWRC to assess the following locations, to determine the accessibility and operational issues faced with the stops and to determine appropriate solutions practically on the ground.
- The solutions proposed in this memo seek to minimise any negative impacts to nearby residents and/or businesses and try, where possible, to minimise parking loss.

**Bus Stop:** #1271 Guildford Drive at Santa Teresa Court

**Physical Address:** 133 Guildford Drive, Paraparaumu 5032

**Routes serviced:** 261 (public)

**Findings/Issues:**

- Currently, stop 1271 functions as an outbound stop for route 261 heading towards Paraparaumu CBD and train station
- Stop 1271 is not road marked with any bus stop markings
- There is currently only a bus stop pole and sign, with 6 metres either side of this acting as designated bus stopping space
- There are 260 boarding's and 18 alighting's based on March 2021 data
- Route 261 heading towards Paraparaumu Station exits Murray Court and turns right- and coupled with the existing location of the stop near the intersection, the bus cannot align parallel to the kerb properly as the turning circle is too tight
- With a bus parked half in/half out of the stop, this impacts traffic flow and presents a health and safety hazard on the road
- There is also intention to install a new shelter at the stop as there are high boarding numbers and multiple requests from the Paraparaumu Community Board to increase the number of shelters in the area
- We have previously tried installing a shelter at the existing location on KCDC road reserve, however, we received opposition from the resident at 1 Santa Teresa Court for a new shelter outside their property (adjacent to property)
- Unrestricted on street parking is allowed (on both sides of the road) around stop 1271 – This looks to be mainly used by residents and their visitors

**Solutions for consideration**

- The proposal includes relocating the bus stop to accommodate a new shelter and to take the stop away from the intersection and the bend in the road to a straighter section of Guildford Drive. This will improve overall vehicle safety and customer accessibility
- This proposal also seeks to install required bus box, entry and exit taper markings on the road to reduce future potential instances of the bus
- The proposed improvements will ensure consistency across the wider network and will make sure that the stop complies with NZTA guidelines.
- **Shown below is what would be proposed:**



**It is proposed to:**

- Shift bus stop 94m south-east to 133 Guildford Dr
- Shift bus stop pole & sign to 133
- Install 9m exit taper
- Install 15m bus box
- Install 9m entry taper
- Install new bus shelter
- Install concrete standing pad

Visual of where shelter would be placed is below:

- The shelter will push slightly into footpath



#### Next steps

1. Kapiti Coast District Council (KCDC) to review the memo including identified issues and proposed solutions
2. KCDC & GWRC to agree to the recommendations proposed within this memo (or alter as required)
3. GWRC/KCDC to consult on proposed changes via a traffic resolution for approval by councillors

**Leona Irsevic**

Asset Planning Engineer  
Assets & Infrastructure, Bus & Ferry - Metlink



## MINUTES

SUBJECT	KCDC/GWRC Bus Infrastructure Meeting
WHEN	Wednesday 19 October 2022 10:00am to 10:45am
WHERE	Teams
ATTENDEES	Leona Irsevic, Charlie Fairbairn, George Cook (GWRC), Mark Martin & Gary Adams (KCDC)
APOLOGIES	N/A

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### 1. Ad hoc bus stop changes memo

- *Stop 1310 Raumati shops – bus stop operational and safety issues*
  - Current bus stop is unsafe
    - Carpark too close to the bus stop and buses coming in are sticking out into live lane (on an angle)
      - Customers having to do step down off bus
      - Driveway is blocked intermittently - this stop is a terminus so buses are sitting here for longer
  - Children's centre
  - KCDC advised them that the carpark will be removed with bus stop changes
    - Said there is another carpark 30m to east so no carparks would be lost
  - Escalated up to Raumati Village business community who are now involved
  - 7( Raumati Road resident also attended the meeting
  - 2) Outcome was that the safety issues need to be resolved
  - Children's centre adamant that the bus stop needs to be relocated away from their business as its affecting parents' wellbeing if they have to park and transport children from car to centre at a greater distance
  - KCDC then advised they cannot advise where to move the stop- this is GWRCs remit
  - Then a meeting to be scheduled with all affected parties to discuss GWRCs operational issues and information gather
  - We have a couple things to address:
    - Childcare centre - managing expectations
    - Getting what GW need from bus stop operations and safety improvements
    - We have to be really clear on the problem we need to solve
    - This has been an issue for years at this stop

- Clear what the impetus is for this change, that the stakeholders are aware, and there is not a new change that is different from what was required 5 years ago
  - Several problems competing at this stop
    - KCDC have safety issue with bus coming into stop and how its utilizing it
      - Received complaint for safety
      - When investigated, found a significant issue that needs to be addressed in a timely manner
  - GWRC have a operational issue that needs to be communicated to all stakeholders
- Rest of ad hoc stop changes will be pushed through to community board around Feb 2023

## 2. Bus stop improvement programme

- 5-year master plan
  - Route 264 is next the next route that we are looking at stop improvements at
  - Small number of stops (7 stops) that have plans ready for review
    - To review at next meeting for KCDC feedback and endorsement
- Route 250- line marking
  - Changes need to be taken to community board - Feb 2023 is the estimate

## 3. General Discussion

### Current Actions

ACTION	Actioner:	Date Raised:	Date Completed/Closed:
<b>1310 Raumati Shops:</b> Mark to liaise with affected parties to schedule meeting date/time with GWRC	Mark/KC DC	19 Oct 22	

### Completed Actions

ACTIONS	ACTIONER	COMPLETED
KCDC to chat with Neil on who GWRC will consult with either Countdown (landowner) or developer as part of consultation process	KCDC	3 May 22
KCDC to chat to Glen O'Connor to finalise plans for stop 1480 as part of route 250 programme	KCDC	3 May 22
Redundant shelter on Rimu Road- Leona to talk to Charlie on relocation to Guildford Drive at Santa Teresa Court stop	GWRC	May 22
stop improvements memo	KCDC	23 Sep 21
To confirm what TR process/consultation is for making amendments to:  1. Existing stops that need extensions, entry/exit tapers New bus stops- especially for stop 1302 Rimu Road – Rimu Village	KCDC	16 Nov 21
To get review from safety engineer for stop 1480 Matai Road (near 51) – to consider moving stop forward rather than backwards to minimise net carpark loss	KCDC	10 Feb 22
Site meeting for stop 1434 Rosetta Road at Menin Road (near 185) once we reach level 1	GWRC/KCDC	16 Nov 21
To discuss whether combined consultation approach is something we want to do going forward	KCDC/GWRC	16 Nov 21

**Leona Irsevic**

Asset Planning Engineer

Assets and Infrastructure, Bus & Ferry Infrastructure



## MINUTES

SUBJECT	KCDC/GWRC Bus Infrastructure Meeting
WHEN	Monday 20 February 2023 14:00 to 15:00
WHERE	Teams
ATTENDEES	Leona Irsevic, Charlie Fairbairn, Kadin Schneider, Jeremiah Beltran (GWRC), Mark Martin & Gary Adams (KCDC)
APOLOGIES	N/A

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### 1. Old SH1 Revocation- Peka Peka, Te Horo, Otaki new bus stop pairs

#### ➤ Peka Peka

- New stop pair positioned in bus bays on Peka Peka Link Road
- KCDC are in support of this new bus stop pair
- **To connect with WK to get approval for this bus stop pair as this road is still under their ownership/jurisdiction**

#### ➤ Te Horo

- Concerns over placement of bus stop pair at Te Horo intersection.
- currently there is no footpath/kerbline or safe crossing point for customers
- under bridge is a pinch point for pedestrians
- KCDC aren't supportive of placing bus stops on this road with the current state it is in i.e. still highway, high speed, low pedestrian safety
- Metlink agree with KCDC and prefer to place bus stops in once WK carry out the revocation
  - Email has been sent with bus stop pair locations/details/concerns/requirements to Ryan from Tonkin and Taylor
  - To engage with Ryan and KCDC in a meeting and discuss requirements for safe bus stop placement to ensure their revocation project incorporates these plans

#### ➤ Otaki- near Riverbank Road and Sue Avenue

- Northbound stop ok, there is parking bay to facilitate bus out of live lane
- Southbound stop tricky - no footpath/kerb, placement would be at a distance from pair stop, as need to make room for slip lane turning left
- Crossing the road a concern- to discuss with WK if there are plans for pedestrian crossings here as part of revocation?

- KCDC putting shared path along riverbank road
- A paddock near Sue Ave is getting subdivided and more residential units to be developed
- KCDC would support this stop placement
- Speed will reduce from 70 km/h - WK consulting on this

➤ **PT to Southward Car Museum – customer request**

- Revocation of this road to be commence **April 2023**
- August/ September the road ownership and maintenance responsibility will transfer to KCDC
- Be good to investigate these locations from PT planners for new bus stop pair locations and progress them with Peka Peka and Otaki new bus stop pairs
- To incorporate these additions with the above new bus stop pairs as well as a 'bulk package'

## 2. Bus stop improvement programme

➤ **Route 264**

- KCDC to send feedback to Leona and then prepare consultation letters

➤ **Route 250**

- Bus stop changes were approved at Paraparaumu Community Board meeting last Tuesday (14 Feb)
- Some minor changes to x2 bus stops will require updated maps- Gary to send details to Leona in due course

## 3. General Discussion

➤ **Stop 1310 Raumati shops**

- Bus stop plan will be submitted to Raumati Community Board tomorrow for approval (Tues 21 Feb)
- Next step for Metlink its to go to site and find suitable location for RTI board

➤ **Ad hoc bus stop changes**

- Consultations will be delivered today for 2 week period
- To re-convene with KCDC with finalised feedback

➤ **Next catch up we will sit down with KCDC and PT planners in person to assess where new bus stop pairs are needed as Otaki is experiencing significant amount of sub-division**

- Gary to book meeting room for us

## Current Actions

ACTION	Actioner:	Date Raised:	Date Completed/Closed:
Gary to book meeting room for next catch up at KCDC offices	KCDC/Gary	20 Feb	
Gary/Mark to send through route 264 feedback to prepare for consultation	KCDC/Gary	20 Feb	
Leona to set up meeting with Ryan (Tonkin and Taylor) to discuss old SH1 revocation	GWRC/Leona	20 Feb	

## Completed Actions

ACTIONS	ACTIONER	COMPLETED
KCDC to send GWRC minutes from businesses/residents meetings re 1310 Raumati Shops  GWRC to contact dentist and special needs school to gain approval for relocation of bus stop outside school	KCDC	29 Nov 22
Leona to send KCDC new map for 1310 Raumati Shops	Leona	Nov 22
1310 Raumati Shops: Mark to liaise with affected parties to schedule meeting date/time with GWRC	Mark/KCDC	29 Nov 22
KCDC to chat with Neil on who GWRC will consult with either Countdown (landowner) or developer as part of consultation process	KCDC	3 May 22
KCDC to chat to Glen O'Connor to finalise plans for stop 1480 as part of route 250 programme	KCDC	3 May 22
Redundant shelter on Rimu Road- Leona to talk to Charlie on relocation to Guildford Drive at Santa Teresa Court stop	GWRC	May 22
stop improvements memo	KCDC	23 Sep 21

<p>To confirm what TR process/consultation is for making amendments to:</p> <p>1. Existing stops that need extensions, entry/exit tapers</p> <p>New bus stops- especially for stop <i>1302 Rimu Road – Rimu Village</i></p>	KCDC	16 Nov 21
<p>To get review from safety engineer for stop <i>1480 Matai Road (near 51)</i> – to consider moving stop forward rather than backwards to minimise net carpark loss</p>	KCDC	10 Feb 22
<p>Site meeting for stop <i>1434 Rosetta Road at Menin Road (near 185)</i> once we reach level 1</p>	GWRC/KCDC	16 Nov 21
<p>To discuss whether combined consultation approach is something we want to do going forward</p>	KCDC/GWRC	16 Nov 21

**Leona Irsevic**  
 Asset Planning Engineer  
 Assets and Infrastructure, Bus & Ferry Infrastructure



## Gary Adams

---

**From:** Leona Irsevic <[REDACTED]>  
**Sent:** Wednesday, 28 June 2023 3:24 pm  
**To:** Gary Adams; Mark Martin  
**Cc:** Charlie Fairbairn  
**Subject:** FW: Ad hoc bus stop improvements - Feedback and drawings  
**Attachments:** 1106 AND 1190 ARAWHATA ROAD.pdf; 1594 PARATA STREET.pdf; 1168 MANLY STREET.pdf; 1160 NGAPOTIKI STREET.pdf; 1271 GUILDFORD DRIVE.pdf; 1108 ARAWHATA ROAD.pdf; 1318 AND 1368 NGAIO ROAD.pdf; KCDC Ad hoc consultation feedback Feb 23.xlsx; New bus stops - Kapiti Road at Friendship Place.pdf

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hi Gary

See below and attached – ad hoc bus stops ready for community board approval.

Also FYI a the new bus stop pair on Kapiti Road (outside the new countdown construction) is one that we consulted on as well. The following addresses/owners were consulted:

1. Templeton Retail Limited
2. Kapiti Retail Holdings limited

No feedback was received.

Hoping all these stops can progress to approval – please let me know 😊

Cheers  
Leona

**Leona Irsevic**

Kaipūkaha | Asset Planning Engineer, Assets and Infrastructure  
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**From:** Leona Irsevic  
**Sent:** Tuesday, 16 May 2023 3:05 pm  
**To:** Gary Adams <Gary.Adams@kapiticoast.govt.nz>  
**Subject:** Ad hoc bus stop improvements - Feedback and drawings



## GUILDFORD DRIVE #1271 BUS STOP LAYOUT CHANGES



Support (Y/N)	Comments	GWRC Actions	
		N/A	

## MINUTES

SUBJECT	KCDC/GWRC Bus Infrastructure Meeting
WHEN	Wednesday 28 June 2023 15:00 to 16:00
WHERE	Teams
ATTENDEES	Leona Irsevic, Charlie Fairbairn (GWRC), Gary Adams (KCDC)
APOLOGIES	N/A

---

### 1. Ad hoc bus stop changes- feedback review

- **1310 Raumati Shops**
  - *Shelter now installed*
  - *Bus stop line marking installed*
  - *GWRC to work on relocating RTI board (ongoing)*
- **To be sent to Community board for approval: 1318 and 1368, 1108, 1271, 1160, 1168, 1106 and 1190, 1594.**
  - *KCDC waiting on feedback and adjusted maps- these are complete and to resend to KCDC*
  - *Arvida Retirement Home consulted on need for stop which they agreed to- we previously consulted on a bus stop opposite the retirement home and it was opposed by residents*
  - *GW after a way forward on how we can balance need for bus stop from Retirement home and opposition from residents*
  - *KCDC to send plan for ideal place for bus stop opposite Arvida Retirement Home*

### 2. Bus stop improvement programme

- **Route 264**
  - *KCDC completed site visits*
  - *GWRC to start consultation*
  - *Stop 1194 – Gary to send Leona some edits to apply to the plan*
- **Route 251**
  - *Leona working on plans to improve bus stops along this route*

### 3. General Discussion

- **Tilley Road – BRT bus stop line marking**
  - Bus stop line marking approved by community board
  - Line marking to be carried out end of this week
- **SH1 Revocation/Route 290 – Otaki – Northern services extension**
  - Community are wanting bus stops to be installed a lot sooner than the 2 year construction period given to us by Waka Kotahi
  - To see whether the Te Horo bus stops can be expedited
  - We can install Peka Peka bus stops fairly quickly, no one to consult, WK slip lane

### Current Actions

ACTION	Actioner:	Date Raised:	Date Completed/Closed:
GWRC to begin consultation on route 264 bus stop changes	GWRC/Leona	28 Jun 23	
KCDC to amend plan for stop 1194 and send to Leona for review/update before consultation (route 264)	KCDC/Gary	28 Jun 23	

### Completed Actions

ACTIONS	ACTIONER	COMPLETED
Gary/Mark to send through route 264 feedback to prepare for consultation	KCDC/Gary	20 Feb 23
Leona to prepare ad hoc bus stop improvement feedback/changes to drawings for Gary to produce report for community board	GWRC/Leona	16 May 23
GW to respond to residents for stops 1106/1190 and 1594, and to contact rest home on Te Moana Road for feedback on new bus stop opposite them	GWRC	4 Apr

KCDC to send GWRC minutes from businesses/residents meetings re 1310 Raumati Shops	KCDC	29 Nov 22
GWRC to contact dentist and special needs school to gain approval for relocation of bus stop outside school		
Leona to send KCDC new map for 1310 Raumati Shops	Leona	Nov 22
1310 Raumati Shops: Mark to liaise with affected parties to schedule meeting date/time with GWRC	Mark/KCDC	29 Nov 22
KCDC to chat with Neil on who GWRC will consult with either Countdown (landowner) or developer as part of consultation process	KCDC	3 May 22
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To discuss whether combined consultation approach is something we want to do going forward	KCDC/GWRC	16 Nov 21

Leona Irsevic  
Asset Planning Engineer  
Assets and Infrastructure, Bus & Ferry Infrastructure



## Gary Adams

---

**From:** Charlie Fairbairn <[REDACTED]>  
**Sent:** Friday, 18 August 2023 2:14 pm  
**To:** Gary Adams  
**Subject:** RE: Ad hoc bus stop improvements - Feedback and drawings  
**Attachments:** 1108 ARAWHATA ROAD.pdf; KCDC Ad hoc consultation feedback Feb 23.xlsx

Hello Gary

I've been through all of these to get a feel for what's happened and consultation etc.

- Firstly – Parata St is Waikanae
- Therefore is the 6<sup>th</sup> 1108 - 7(1) Arawhata Rd
- Guildford Dr – we haven't consulted all the properties needed for this stop – therefore we can't put this forward, a letter will be dropped in to 7(2) Guildford Dr and 7(1) Terry Ln on Monday.
- A reminder letter for consultation will be dropped into 7(1) Ngapotiki on Monday to see if we can gather some feedback from them, I will ask Zeph to chap on their door....see if we can get doorstep them!!
- Otherwise the spreadsheet reflects who has been consulted (resident and Property owner where it is a rental) where there is no feedback received then the cells are blank

Thank you  
Charlie

---

**From:** Gary Adams <[REDACTED]>  
**Sent:** Thursday, August 17, 2023 3:51 PM  
**To:** Charlie Fairbairn <[REDACTED]>  
**Subject:** FW: Ad hoc bus stop improvements - Feedback and drawings

Hi Charlie

This is the six stops I am taking to the Paraparaumu Board in a couple of weeks.

Do you have any more feedback information other than that contained in the attached spreadsheet.  
I know the boards are very focussed on what sort of consultation is undertaken and that spreadsheet is very *underwhelming* 😞

If no feedback has been received can this at least be noted somewhere on the sheet.  
I also know that the Ngapotiki bus stop move has been very keenly watched by Councillors and board members particularly with the strong objections we have always had at the current location.  
Therefore it is very important to produce some sort of evidence that the residents at 7(2) (the new location) are perfectly happy with the move PLUS a shelter.

Kind regards

**Gary Adams**  
Traffic Engineer  
Kaipūkaha Huarahi

Kāpiti Coast District Council

Let me know if you need anything else.

Cheers

Leona

**Leona Irsevic**

Kaipūkaha | Asset Planning Engineer, Assets and Infrastructure

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