**Minutes of the CWB Advisory Group Meeting**

**Tuesday 17 September 2024 at 5.00pm**

**Council Chambers, 175 Rimu Road, Paraparaumu**

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| Present: | Bruce Henderson (Chair) | Recreational Open Space Representative (Deputy) |
|  | Steve Lewis | Off Road Cycling Representative |
|  | Ruth Halliday | Equestrian Representative |
|  | Adrian McKenzie | On Road Cycling Representative |
|  | John Taylor | On Road Cycling Representative (Deputy) |
|  | Jenny Glen | Older Persons’ Council Representative |
|  | Allison Basire | Walking Representative (Deputy) |
|  | Joanne Dacombe | Accessibility Representative |
|  | Kelly Smith | Equestrian Representative (Deputy) |
|  | Asher Wilson-Goldman | Walking Representative |
|  |  |  |
| Joining remotely: | Cr Rob Kofoed  Cr Shelly Warwick |  |
|  |  | |
|  | Kapiti Coast District Council officers: | |
|  | Brendan Owens | Group Manager Customer and Community |
|  | Cat Wylde | Advisor Recreational Tracks and Trails |
|  | Fraser Miller |  |

1. **Welcome / Apologies**

The Chair opened the meeting, welcomed everyone and introduced Kelly Smith who has joined the Advisory Group as Deputy Equestrian representative. Group members introduced themselves.

**MOVED (John Taylor / Ruth Halliday)**

**That apologies be accepted from Max Lutz and Jan Nisbet.**

**CARRIED**

1. **Interest Group updates:**

Walking (Asher)

* No update
* Gave notice that after six years on the Advisory Group, he will be finishing up at the end of the year

On Road Cycling (Adrian / John)

* No update
* Referred to the audit on the revocation which was circulated earlier by Bruce; this is a large document which will take some time to go through
* It is good to see work up and down the Waikanae river trail, also good to see Locky Docks at the Paraparaumu Railway Station
* One of the cycling action network members had had trouble with bus drivers, they got physically moved off the bus by the driver and their bike was thrown to the ground. This has been taken to the Police and they want to see if they can generate any action from the Council

🡪 **New action item** – John to send details of the above incident to Bruce

Equestrian (Ruth)

* The ‘Pass Wide and Slow’ campaign was run last week; she encouraged group members to sign the petition if they have not already done so (the deadline is 15 October)
* No support from the Minister for the petition; however the AA, the Police and the Trucking Association are in support of the petition and the campaign
* The Greater Wellington Equestrian Group (set up to look at equestrian matters in parks) have had a good meeting. They are looking at grazing at Belmont and camping at some of the parks
* There will be a new entry to QE Park from Poplar Avenue which will be open in December
* The Kāpiti Equestrian Advocacy Group has had a meeting where they discussed O2NL and that the Bridleway has been removed from that project; they are hoping the Pass Wide and Slow campaign might help
* They have had working bees at the new track on Whareroa Farm, just one more is needed. The signs are ready to be put up and then an opening ride will be organised.
* Ruth and Jan attended the Wainuiwhenua meeting, there will be an open day on 15 October at Paekākāriki where all groups involved will talk about their ideas for the land
* Ruth has written an article for the QE Park Tramsways magazine so that train/tram drivers can tell passengers about horses and equestrian activities at the park
* On Sunday there will be a competitive trail ride in QE Park, which is a first

Off Road Cycling (Steve)

* Has noticed that over the winter there have been a lot of rain events, on Campbell Mill Road he has noticed damage as a result of poor drainage – it is also happening in the Akatarawa forest roads and our tracks on Whareroa Farm. He would like maintenance/drainage to be added to the Campbell Mill Road project
* In Whareroa Farm there has been interest from a local firewood operator who would like to remove all the pine trees on the farm, which would be good
* Noted that in the southern area of the district, Whareroa Farm, QE Park, Campbell Mill Road, the Akatarawa Forest and potentially land from the Perkins Farm – given that they are all in the same area and are all recreation spaces, because they all have different land managers it has always been a problem to have them seen as one resource rather than a number of separate ones. Steve’s idea is to try and get all the parcels of land recognised as one recreational resource, starting with getting the CWB to endorse whatever concept they come up with. The various agencies (DOC, GWRC) can then be approached and it might be a way of gaining traction. Cat noted there is a Regional Trails Network who are talking internally; if there are gaps in the network she would be keen to know. Ruth noted this could be discussed at the meeting on 15 October

🡪 **New action item** – Ruth to send Bruce the details of the 15 October meeting

Recreational Open Space

* Jan was absent and Bruce (Deputy) had no update as he had been working on other matters

Accessibility (Joanne)

* The Accessibility Advisory Group is currently under review and they are hoping to have an updated Terms of Reference (which has not been updated since 2017)
* They have been looking at accessibility of the KCDC website and documents, and making suggestions, also access to Council and its facilities e.g. the angle of kerbs. Also some of the signage on walkways needs to be clearer about the actual destination
* They have been looking at footpaths including the path from the Council building to the Aquatic Centre which has no flow, and also the footpath outside Ōtaki New World which is almost on the corner and presents a danger from turning traffic – it would be safer if it was relocated further down the road
* Shelly noted they had been advised on revocation plans for PP2O, and there were plans for upgrading Waerenga Road – information was available on the PP2O website and she invited Joanne to comment on whether the planned works were suitable for disabled users

🡪 **New action item** – Joanne to look at the above plans and get back to Bruce

* On that note, Bruce asked Joanne if she had looked at the Recreation Aotearoa review of accessibility to tracks and trails? Joanne confirmed she had been asked to participate in a trial and had also nominated someone else in the group who is in a wheelchair and uses adaptive bikes

Environmental Care

* As Max was absent there was no update

Youth

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

Older Persons

* Jenny advised there was no update; most of their discussions at the moment are around housing
* She advised they were doing a road trip to Levin to visit an Expo, and was disappointed that this type of event was no longer being supported by KCDC
* Rob noted they had recently met with residents of Ōtaki Housing for the Elderly provided by the Council and reassured them that there was interest in maintaining the housing; there had been a rumour that the units were to be closed but this was not the case

Small Wheels

* As Kirsty was absent there was no update

1. **Minutes of the Previous Meeting**

**MOVED (John Taylor / Jenny Glen)**

**That the minutes of the Cycleways Walkways Bridleways Advisory Group dated 6 August 2024 be approved as a true and accurate record.**

**CARRIED**

1. **Review of Action Items**

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

Bruce has been advised that Waka Kotahi do not do audiences, however he has now received the full safety audit report. It is a long and complicated document which Bruce is reading through. He has already forwarded information on cycling to John and Adrian, and confirmed that if there is anything related to walking or equestrians he would forward that to Asher or Ruth. He suggested that a list/action plan be put together of what issues come out of the audit, for the Advisory Group to submit to the Road Transport Authority for discussion/follow up

* *Blue Bluffs*

Preparation is underway to repair the slips once the drier weather arrives. Councillors have also asked for a review of progress of the swing bridge bypass.

* *Public toilets at Clifden Cottage*

Shelly has submitted an Information Request for all documents referencing Clifden Cottage. The question had been asked many times at Community Liaison Group meetings and the general response was always that the building was going to be restored to a condition that enabled it to be sold or used for another purpose. She is awaiting a response to that request.

Rob advised there is a new toilet block at Chrystalls Bend, which is a joint project funded by KCDC, GWRC and central government. There is also a toilet being put in at the north end of the Waikanae bridge.

Shelly then advised she had spoken to Sean Mallon (GM Infrastructure & Asset Management) and requested directional (and distance) signage to the public toilets in all of the car parks along the river, starting with the two on the south bank.

Ruth reiterated that there are no toilets on the south bank of the river, and for that reason she thinks the toilet at Clifden Cottage should not be taken off the table. Shelly said she understood all the infrastructure at Clifden Cottage is already in place.

* *Trails Trust*

The Trust Deed is almost complete, the Trustees are being registered, they have identified a potential secretary and when the Trust Deed is completed they will have their first full meeting.

In the meantime Janice Hill is working with the Porirua City Council and GWRC on the “P2P Opportunity” – this is a new trail from that runs from Paekākāriki to Pāuatahanui.

Steve added that they are currently looking to garner support from people in the region who already use trails in the area, as well as those who could potentially use the trail once it had been created. There have been issues in the past re management and use of tracks in the Akatarawas, so this is also an opportunity for a new management model.

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

Bruce has written to Thomas Nash, a GW Councillor, on this issue and is awaiting a response. He has requested a meeting with them.

As an aside, Bruce advised he had also written to GW Councillor Penny Gaylor and Lian Butcher, Group Manager Environment, regarding disabled access to the new paths on the south side of the Ōtaki river bridge – the squeeze gates mean there is no access for the disabled to these new paths. He received a response saying the barriers are installed on NZTA land, that Graeme Winterburn (Flood Operations Area Manager, Kāpiti) was aware of the issue, and that it has been agreed with Downers that the squeeze gates will be removed.

* *CWB submitting on resource consent applications*

Bruce advised they were slowly making progress on a system that works; he has good communications with the Council staff that deal with these and the sub-group is feeding information to him. A lot of applications are still going through the Fast Track process, meaning that neither public nor the Council is able to input.

A current one is called Kawakahia (sp?) which is on the western side of the Expressway off Te Moana Road. And this will access through to a larger development. The application specifically refers to equestrian usage as well as pedestrians and cyclists.

Fraser confirmed there was no update to the Iver Trask Place development that he was aware of.

* *Rough piece of footpath on Ngai Road, Waikanae*

Max was not present to give an update.

* *Campbells Mill Road*

Cat advised the lease for access to the land had been signed today and was currently with LINZ. Council officers are also working to connect with the landowner (is this correct?).

* *Organise a visit to the Gasline track*

Waiting for drier weather.

* *Maclean Park sign*

Details about the sign that needed relocating were sent to Bruce, he has forwarded to Council and were waiting for them to action.

Bruce noted that there was a lot of reference to improved signage in the M2PP safety audit. This led to further discussion about the audit, with John pointing out that a great deal of content relating to cyclists was incorrect. Bruce agreed and advised this was why they needed to carefully plan their response to the audit.

1. **Update from KCDC Officers**

Brendan Owens, Group Manager Customer and Community

* Referred to recent conversations re the financial position of the Council as a result of the LPT process, and reminded everyone that Council has reduced what they had planned to do over the next three years by 30%
* Council officers are currently working through what that looks like in terms of what can be delivered
* They are continuing to look at options around toilets at Whareroa Park

Fraser (Transport Lead, Walking & Cycling)

* The Transport Network Plan and business case are progressing. The project team have briefed Elected Members on the process and the engagement that was held, plus the direction in which they are heading
* NZTA have advised their budget is less than what had been asked for so Council staff are reconciling what that looks like for our forward works programmes
* He suggested that when the group responds to the safety audit, it would be good to go through what was raised previously and prioritise what is urgent

Cat Wylde (Advisor Recreational Tracks and Trails)

* Busy on operational matters
* The Waikanae river track is taking a lot of time; KCDC is working with GWRC where there are areas of erosion, the intent is to keep the track as flat as possible
* They are working on the top of the Waikanae river track on the northern side where it comes off the old SH1 bridge, widening the track, improving sight lines etc
* Cat has put her hand up to work with the Accessibility Advisory Group to look at trails through that lens; this has been put on hold while the Waikanae River track is being worked on
* Work on Campbells Mill road continues

1. **Other Business**

* Steve asked about a previous discussion about desire lines. Cat apologised, she had meant to discuss this. Those people who are interested should contact Cat so they can discuss further. Cat is thinking about how to get maps to people before they actually meet. Shelly asked if the map could include information on the location of potential developments? There was further discussion about who could attend the meeting, duration, time frame, budgets etc. It was agreed that Council officers would come up with a plan re how to progress, and circulate for feedback. It was thought with enough preparation it could be completed in one meeting, and could possibly be done at the last CWB meeting of the year.

1. **Next meeting date**

29 October 2024, in Council Chambers.

The meeting closed at 6.21pm.

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| A signature on a white background  Description automatically generated |  | **29/10/24** |
| **Chairperson** |  | **Date** |

*\* See overleaf for updated Action Items register*

**Action items register:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Date raised** | **Assigned**  **to** | **Progress @ 17/09/24** |
| M2PP safety audit | 23/0 /23 | Bruce | Bruce has received a copy of the audit and is working through it, whilst forwarding sections to other user groups as appropriate. The intent is to draft a list/action plan to take back to NZTA |
| Blue Bluffs | 23/05/23 | Rob | Preparation is underway to repair the slips once the drier weather arrives. |
| Public toilets at Clifden Cottage | 14/11/23 | Shelly | Sean Mallon advised there is not a lot of appetite for installing a public toilet at this location.  17/09/24  Shelly has submitted an OIR re Clifden Cottage as the message conveyed at meetings has always been that the building would be restored. |
| Trails Trust | 13/02/24 | Gareth | The Trust Deed is almost complete, the Trustees are being registered, they have identified a potential Secretary and when the Trust Deed is completed they will have their first full meeting. |
| Raise with GWRC the issue of unhelpful bus drivers/difficult equipment | 15/05/24 | Bruce | Bruce has written to Thomas Nash, a GW Councillor, and is awaiting a respone. |
| How the CWB might submit on resource consent applications | 15/05/24 | Bruce | A sub-group has been put together and progress is being made on a system that enables CWB to make submissions where they can. |
| Rough piece of footpath on Elizabeth Street, Waikanae | 15/05/24 | Max | Max was not present to give an update. |
| Campbells Mill Road | 26/06/24 |  | Access to this area is an issue for ongoing monitoring. |
| Organise a visit to the gasline track | 06/08/24 | Cat and Jan | Waiting for drier weather. |
| **New action items** | | | |
| 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 | 17/09/24 | John |  |
| Send Bruce details of the open day being held at Paekākāriki on 15 October | 17/09/24 | Ruth |  |
| Look on the PP2O website at plans for upgrading Waerenga Road, and provide feedback to Bruce | 17/09/24 | Joanne |  |