**Minutes of the CWB Advisory Group Meeting**

**Tuesday 31 January 2023 at 5.00pm**

**Council Chambers**

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| Present: | Bruce Henderson (Chair) | Recreational Open Space Representative (Deputy) |
|  | Asher Wilson-Goldman (Deputy Chair) | Walking Representative |
|  | Cr Rob Kofoed |  |
|  | Ruth Halliday | Equestrian Representative |
|  | Ceceil Hughes | Equestrian Representative (Deputy) |
|  | Allison Basire | Walking Representative (Deputy) |
|  | Joanne Dacombe | Accessibility Representative |
|  | Jan Nisbet | Recreational Open Space Representative |
|  | Max Lutz | Environmental Care Group Representative |
|  | Jenny Glen | Older Persons’ Council |
|  | Sam Paterson | Youth Council Representative |
|  | Steve Lewis | Off Road Cycling Representative |
|  |  | |
|  | Kapiti Coast District Council officers: | |
|  | Mike Mendonça | Group Manager Place and Space (Acting) |
|  | Janice Hill | CWB Programme Manager (Contract) |
|  | Fraser Miller | Transport Lead for Walking and Cycling |

1. **Apologies / Welcome**

The Chair welcomed everyone and declared the meeting open.

1. **Minutes of the Previous Meeting**

The minutes of the meeting dated 22 November 2022 were reviewed, and the following amendments requested:

* At page 3, the person who nominated Bruce Henderson as the Chair of the CWB Advisory Group was Max Lutz
* At page 5, the name of the Trust that Adrian is a member of is the Kāpiti Community Recreational Development Trust
* At page 6, Steve confirmed the work on the bike wash to the entrance of the farm had been progressed

**MOVED (Asher Wilson-Goldman / Ruth Halliday)**

**That with the amendments listed above, that the minutes of the Cycleways Walkways Bridleways Advisory Group dated 22 November 2022 be approved as a true and accurate record.**

**CARRIED**

1. **Review of Action Items**

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| --- | --- |
| Janice Hill to find out whether dogs are/are not allowed on Mataihuka, and to arrange for signage/websites to be amended accordingly | It was agreed that dogs should be allowed on the track and bikes should not. Janice advised this is with the contractor to arrange signage. |
| The gradient of the approach to the new bridge at Weka Park | Fraser advised that work has been carried out in Wharemauku Park, which included reducing the gradient coming off the bridge.  The group noted that parts of the path are still much steeper than 1:12 gradient, which is required in order for the path to be wheelchair accessible. For a long time now the group has been suggesting that the path should go around the hill, rather than over it. Fraser advised further funding would be required to achieve the 1:12 gradient and suggested the group think about submitting to either the Annual Plan and/or the Long Term Plan processes.  **New action item:** Fraser to find out level of funding required for the above work to be carried out  The group asked that this matter remains on the Action Item list. |
| The CWB Advisory Group to write to the Minister of Conservation about Whareroa Farm and other recreational issues in Kapiti that are not receiving DOC funding | The letter was sent and the response advised that the query had been forwarded to DOC; we are still waiting for DOC’s reply.  **New action item:** Janice to look into placing a track counter in the area  Janice advised that the consent for the toilets in this location has lapsed.  **New action item**: Cr Kofoed to talk to DOC about having the consent renewed  **New action item**: Asher to talk to Angus Hul-Mewer, DOC’s Area Manager, on the same topic |
| Find out whether some of the maintenance work being carried out under the *Jobs for Nature* scheme could possibly be carried out in DOC areas which have no funding | The answer is no, all funds have been committed. |
| Circulate contact details for new person for our region for Herengaanuku (formerly Walking Access Commission) | Asher has forwarded these details to Janice. |
| Follow up regarding the lack of Council officer support to the Older Persons Council | This matter has been raised with Janice McDougall, GM People & Partnerships. The matter is being looked into.  Jenny advises that a meeting has been scheduled for February. |
| When the Waikanae Bridge clip-on is completed, ask the KCDC comms team to publicise the information | Clip-on not yet completed, they discovered issues with aspects of the designs; no updates at present. |
| Review the draft proposal for the PP2O Shared Path activation event, and provide feedback to Janice. | An update will be provided later in the meeting. |
| That representatives for Small Wheels and Trail Runners be added to the list of groups represented by the CWB Advisory Group. | These items will be discussed later in the meeting. |
| That consideration be given to adding Dog Walkers to the CWB membership list. |
| That any other feedback/suggestions regarding the CWB Terms of Reference be forwarded to the Chair for collation. |
| That a smaller group of Advisory Group representatives review the suggestions received and present an updated draft Terms of Reference for the full group to consider. | Representatives confirmed as Bruce, Asher, Cr Warwick, Ruth and Jan. |
| Find out whether group members can speak to members of Waka Kotahi’s safety auditors. | No update |
| Advise CWB group members of the outcome of the discussion between Waka Kotahi and Waikanae Community Board | Mike advised that two senior managers from Waka Kotahi attended the WCB meeting in November, which provided no update other than advising delays were due to Covid and the weather. They undertook to communicate better and more often regarding progress. |
| Distribute road marking plans for Waikanae near Te Moana Road/Elizabeth Street | These plans have been distributed and will be discussed later in the meeting. |
| Raise a Service Request re mowing the long grass near the seat in Waikanae Park | In progress |
| Draft a letter to GWRC re grazing in QE Park, and circulate to CWB Group members for feedback. | The letter has been sent and a reply is awaited. It was noted that grazers have also written to the Chief Executive of GWRC providing a history of grazing in the area; a response is expected this week. |

1. **Council Updates**

Janice provided the following updates:

* For a number of reasons, the PP20 shared path activation event (Coast35) has been postponed until March 2024. KCDC has offered to assist Waka Kotahi by designing a map to outline the route; it is anticipated that Waka Kotahi will provide the necessary funding.   
    
  Group members were keen for the track to be opened as soon as possible, and ideally in spring rather than autumn. Asher suggested Waka Kotahi could use their connections with Kiwirail to use the currently unused Capital Connection train carriages.   
    
  The Chair noted that completion of the multi-use path is a high priority; he also advised that between early February and mid March, the old highway from Te Hapua Road to Te Horo Beach road will be closed in order for Waka Kotahi to complete works on the PP2O expressway section. Detours will be in place.
* Walking brochure – a budget has been approved and the brochure will be created in both digital and printed format. It will provide information on 18 trails, with photos and information, plus a QR code to link to further information. When the next draft of the brochure arrives Janice will circulate.
* Te Ara o Whareroa / QEP crossing – this was part of the project approved by NZTA to upgrade Te Ara o Whareroa as an alternative route to what is now Transmission Gully. A safety review showed the road markings needed to be removed because they were uncompliant and unclear. The latest design has road users giving way to path users. It is now going to a final safety review to ensure the design is correct, will go back to NZTA for sign-off, and then it will be applied to the road.
* Aotearoa Bike Challenge – Janice reminded Group members of this challenge which starts tomorrow, encouraging them to register and get involved, and to encourage others to do so.
* Paekakariki Wayfinding, reroute Tilley Rd/Roberston – Fraser advised that as you exit QE Park onto Tilley Road heading south, you head down Tilley Road and are currently advised to turn right onto Cecil and down Wellington Road. Part of the safety report and recommendations were to consider continuation of that route down Tilley and up Robertson, with the option to go up Robertson or back around the hotel to get to the main road. The next step is for the recommendation to go out for consultation, as it will require the removal of a couple of car parks and the extension of some broken yellow lines
* Upcoming physical works – Fraser advised that prior to Christmas, work was done west of the Expressway on the Wharemauku pathway; that work is now being continued east of the Expressway to Rimu Road in the next week for a total of 5km of resurfacing work.
* Janice advised there was also one last section of the north bank of the Waikanae River trail (from Greenaway downstream to the culvert) being worked on, and that will almost complete resurfacing on the north bank since the flooding last year   
    
  Regarding the Waikanae River trail becoming a Signature Trail, Janice advised there is no KCDC funding available for the improvements which would be required along the trail. The majority of the south bank is managed by GWRC.

1. **CWB Programme Report, January 2023**

Janice spoke to her report which had been distributed to Advisory Group members, and invited people to email her if they had any questions.

*The meeting moved to agenda item 7 – Terms of Reference review*.

1. **Terms of Reference review**

The Chair thanked everyone for feedback received, noting the main themes that came out:

* Inclusion of accountability loop to include feedback on references made to Council (ref clause 18.2)
* Meeting Council’s requirements for Active Travel and climate goals are non-specific – perhaps the CWB could advise on what is necessary to implement those plans
* Climate change – do we need to make specific recommendations or seek information on how our plans and suggestions would be affected by climate change? Do we need to ensure that our recommendations include reference to these, and perhaps specific strategies, if so these could be added to section 19 “Scope of Activity”.

The Chair invited comments from the group regarding the above themes and there was consensus that these were correct.

*Mr Mendonça introduced Darren Edwards, KCDC’s newly appointed Chief Executive, who had just joined the meeting. Darren is a keen walker and cyclist and is interested in the workings of the CWB Advisory Group.*

*Darren spoke to the group briefly, advising he had been in his role for four months and had a keen interest in the CWB network as a key connector in our district from north to south. He admired how the track had been adapted for a variety of users and said he would be interested in attending CWB meetings from time to time.*

On the topic of climate change, the Chair recommended the following interesting article by Alison Lash:

[The swamps are coming back. What are we going to do about it? (lowcarbonkapiti.org.nz)](https://lowcarbonkapiti.org.nz/the-swamps-are-coming-back-what-are-we-going-to-do-about-it/)

Regarding Iwi representation on the Group, the Chair asked Janice for an update. She advised she had met with Ra Higgott recently on another matter, and this item came up for discussion. Although interested in what the Group is doing, Ra does not want to be the iwi representative on the group, nor to speak for other iwi. Janice and Fraser will have a discussion with the Council’s newly appointed Iwi Liaison Manager re how they would like to participate in CWB Activity. The Chair noted that iwi also had a strong voice via Te Whakaminenga o Kāpiti.

Other suggested changes:

* Clause 18.1 states the objectives of the Advisory Group are to “Proactively identify opportunities, issues and advise on cycling, walking and equestrian matters on the Kāpiti Coast in general”. This needs to be amended to include all sectors now represented on the group.
* Regarding group membership, it was suggested that “walking” could incorporate “running” and “dog walking” – this was agreed, as otherwise the group could become unwieldy. If the user group has a different need e.g. “small wheels” then they should be added, but if the need is already represented then there is no need for every organisation who uses the trails to be represented
* It was asked whether external (commercial/professional) users of the trails should be included, it was felt they could approach the Advisory Group on an ad hoc basis as the need arose

🡪 **Action item:**

* Bruce will collate the feedback received and set up a meeting for the smaller group to discuss and prepare a draft updated Terms of Reference to be presented back to the full Advisory Group for approval

1. **Interest Group updates**
2. **Walking**

* No update

1. **On Road Cycling**

* Representatives were unable to attend the meeting but sent the following update for Bruce to read out
* Ongoing engagement around the SH1 revocation and the pointless and dangerous traffic furniture that is being placed in harms way, both for cyclists and motorists
* No further progress on the Otaraua Park multi-purpose circuit feasibility study; it is favourable in terms of stating that there is a demand for it and sees it as viable in terms of numbers of potential users, but raises questions about how the facility will raise enough funds to make it viable in terms of a long term programme which we are perplexed about – do rugby and soccer fields or other public areas fund themselves?
* Mr Mendonça outlined the Council’s funding policy regarding public vs private benefit of the use of the various public spaces; each activity has a different funding mechanism. This is outlined in the Long-term Plan. He then advised that funding for Otaraua Park is coming from development contributions

1. **Equestrian**

* The petition to keep the horses at QE Park currently has over 2,000 signatures and the group is hoping to present that at the next GWRC Council meeting
* Te Waka Road is going to be made accessible for horses to get to the riverbank, which is great news
* Ruth noted that the area opposite Edgewater Park between the park and the river, where it was really rough, has all been cleared. Ms Hill confirmed this was in preparation for planting, she was arranging to meet with GWRC onsite and would invite Ruth to attend that meeting
* There had been reports of people going through the dunes at Peka Peka, including horses – Ruth didn’t think this applied to horses and had followed up

1. **Off Road Cycling**

* No update

1. **Recreational Open Spaces**

* Campbell Mill Road – Jan asked the Chief Executive who was in attendance at the meeting, to help resolve the issue
* She noted that when forestry operations were being undertaken they were able to stop people being able to access adjacent recreational land for safety purposes
* She referred to the number of “wild walks” around the district, which people enjoyed visiting

1. **Accessibility**

* The group hasn’t met since December but would also be looking at their Terms of Reference which were due an update
* Joanne advised she had previously made submissions to the Annual Plan with little or no response, which highlighted the need (as previously discussed) for some sort of feedback mechanism

1. **Environmental Care Groups**

* Max acknowledged the work of NZTA and Fletchers of the new Peka Peka to Ōtaki expressway which has been very well received. Group members agreed
* The Chrystall’s Bend linkages through to the shared path are in progress
* It has been suggested that FOR have someone from GWRC Flood Modelling team at their next meeting, to speak about stop banks in Ōtaki and whether they would be adequate for large flooding events
* There is talk of a revocation group for the revocation of the existing SH1 in the Ōtaki area, being mindful of the problems with revocation seen in Waikanae
* Max acknowledged the Chief Executive and invited he and his wife to visit Ōtaki and enjoy the paths along the Ōtaki River
* Max acknowledged the contribution that KCDC makes to the Friends of the Ōtaki River, the level of support provided by the Parks team, and also the support that has been provided by Rob Kofoed over many years

1. **Youth**

* School went back today,
* One issue of note is transport – the car park is very busy with cars coming and going, so they are encouraging people to use bikes and are looking to acquire more bike storage
* Youth Council had their first meeting yesterday; Cr Handford came to speak about the *Raumati Vision*where they have surveyed people in the community re what Raumati could look like in the next 20 – 30 years. The main thing is Margaret Road, which people would like to see become pedestrianised
* Joanne added that this included a desire for places for people to secure their bicycles in the Raumati area. Janice confirmed the bicycle parking was being looked into and would require funding via the LTP.
* Janice also confirmed work was underway looking at options for traffic/bike usage at the roundabout at Kāpiti College

1. **Older Persons**

* Jenny is hoping the group would meet next month; she noted it would be good to have “younger older people” on the group
* She referred to a damaged footpath in Ōtaki which has been there for some time; Cr Kofoed confirmed he was aware of the issue and was working with Council officers on a solution. Fraser agreed to follow up.
* Bruce added that members of Kāpiti Cycling Action have been approached to pass on information about where in Ōtaki there are risk points for bike riders; group members will be meeting with a number of Council officers and Elected Members and others to ride around Ōtaki looking at these sites. He thinks this was an Ōtaki Community Board initiative and would keep Janice/Mike updated
* Jan suggested a similar activity could be done in Raumati; Bruce agreed to follow up

1. **Next meeting**

It was noted that on Tuesday nights, as well as CWB meetings there are also Ōtaki and Waikanae Community Board meetings and because some CWBAG people need to attend those meetings it was important to identify meeting dates that would not clash. With that in mind the following meeting dates were agreed for the first half of 2023:

* 28 March
* 16 May
* 4 July

Dates for the second half of the year would be set later.

Group members asked about when/how to submit to the Annual Plan this year. Mr Mendonça advised that has not been confirmed yet and he would keep Group members advised once it had been decided, and what the key dates would be.

He also noted that the LTP was coming up next year and that was where service levels and long term funding was considered, and where any big changes might occur.

There was discussion about Traffic Management Plans, their cost and the increased requirement to have them. It would be interesting to understand the costs that are involved in those sorts of projects, and how they affect how suggestions can be implemented. Mr Mendonça noted the Council takes its lead from Waka Kotahi and there is work under way to see how roads can be used in different ways. He suggested Fraser or one of his team could talk to this at a future meeting.

The Chair thanked all group members, Councillors and Council staff for all their hard work.

The meeting closed at 6.52pm.

*Group members then went and viewed the new Locky Docks which had been installed outside Council building and were to be opened the following day.*

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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** |
| Look at the gradient of the approach to the new bridge at Weka Park  (Although some works have been done, in parts the gradient of the path is much steeper than 1:12 gradient which is required for the path to be wheelchair accessible. The group has asked that this item remain on the Action Item list). | 2021? | Fraser |
| The CWB Advisory Group to write to the Minister of Conservation about Whareroa Farm and other recreational issues in Kāpiti that are not receiving DOC funding. Letter has been sent and a reply is awaited. | 04/10/22 | Waiting for a response from DOC |
| Look into placing a track counter at Whareroa Farm | 31/01/23 | Janice |
| Contact DOC with a view to having the consent for the toilet at Whareroa Farm to be renewed | 31/01/23 | Cr Kofoed |
| Talk to Angus Hul-Mewer regarding the lack of DOC funding at Whareroa Farm | 31/01/23 | Asher |
| When the Waikanae Bridge clip-on is completed, ask the KCDC comms team to publicise the information | 04/10/22 | Clip-on not yet completed |
| That a smaller group of Advisory Group representatives review the suggestions and present an update draft Terms of Reference for the full group to consider. | 22/11/22 | Representatives confirmed as Bruce, Asher, Cr Warwick, Ruth and Jan. |
| Find out whether group members can speak to members of Waka Kotahi’s safety auditors | 22/11/22 | No update  (Glen ) |
| Raise a Service Request re mowing the long grass near the seat in Waikanae Park | 22/11/22 | In progress (Janice) |
| Write to GWRC re grazing in QE Park. Letter has been sent and a reply is awaited. | 22/11/22 | Waiting for a response from GWRC |
| Circulate next draft of walking brochure | 31/01/23 | Janice |
| Follow up regarding the footpath in Ōtaki that needs repairing | 31/01/23 | Fraser |
| Potential bike tour through Raumati looking at footpaths etc, to be attended by Council officers and Elected Members | 31/01/23 | Bruce to follow up |
| Find out if/when submissions would be invited to this year’s Annual Plan, and advise CWBAG members | 31/01/23 | Mike  (already done) |