



WALKING AND CYCLING SUBCOMMITTEE MINUTES

MINUTES OF THE CYCLING AND WALKING SUBCOMMITTEE MEETING OF WESTLAND DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM ON THURSDAY 19 MAY 2022 COMMENCING AT 3:00PM

The Subcommittee Meeting was live streamed to the Westland District Council YouTube Channel and presentations are made available on the council website.

1. MEMBERS PRESENT AND APOLOGIES

Chairperson	Cr Davidson	
Members		
	Kw Tumahai – Ngāti Waewae	Kw Madgwick – Ngāti Makaawhio
	Cr Haddock, Grey District Council	T. Brownlee, Technical Team Leader, Manawa Energy
	L. Anderson, President, Westland Mountain Bike Club Representative	J. Gurden, Trail Manager, West Coast Wilderness Trail
	O. Kilgour, Operations Manager, Department Of Conservation	I. Perkins, Regional Field Advisor West Coast, Walking Access NZ
	J. Strange – Master Track Builder, Stantec	

NGĀ WHAKAPAAHA APOLOGIES

John Wood – Chair, West Coast Wilderness Trail
His Worship the Mayor

Moved Cr Davidson, seconded Cr Peter Haddock and **Resolved** that the apologies from John Wood and His Worship the Mayor be received and accepted.

STAFF PRESENT

S.R. Bastion, Chief Executive; S. Baxendale, Group Manager District Assets; T. Cook, Group Manager: Regulatory and Community Services; L. Crichton, Group Manager: Corporate Services; D. Maitland; Executive Assistant, E. Rae, Strategy and Communications Advisor; S. Johnston; Governance Administrator

2. WHAKAPUAKITANGA WHAIPĀNGA DECLARATIONS OF INTEREST

The Interest Register had been circulated via Microsoft Teams and available on the Council Chambers table. There were no changes to the Interest Register noted.

3. NGĀ TAKE WHAWHATI TATA KĀORE I TE RĀRANGI TAKE URGENT ITEMS NOT ON THE AGENDA

There were no urgent items of business not on the Agenda.

4. **NGĀ MENETI O TE HUI KAUNIHERA MINUTES OF MEETINGS**

Moved Cr Davidson seconded Cr Peter Haddock and **Resolved** that the Minutes of the Cycling and Walking Subcommittee Meeting held on the 3 March 2022 be confirmed as a true and correct record of the meeting subject to the following amendment:

- Noted the purpose and roles of the New Zealand Walking Access Commission
- Role includes making submissions on plans, for example District Plan and Regional Land Transport Plan supporting practical and safe active transport within and between West Coast communities.
- Second version of Guidelines for the Management of Unformed Legal Roads due to be published soon following input from territorial authorities. Inger will be discussing unformed legal roads with Scott Baxendale, including the guidelines, road stopping processes and the council's policy regarding occupation.
- Noted that activities occupying legal roads must not interfere with the public's right to pass and repass.
- Noted and appreciated proposals for new tracks at Kumara Junction by community, improvements to footpath to enable safer access to Kaniere School, and repairs to the Heritage Trail around the racecourse.

The Chair **Approved** that their digital signature be added to the confirmed and amended Cycling and Walking Subcommittee Meeting Minutes of 3 March 2022.

5. **ACTION LIST**

The Group Manager, District Assets; Scott Baxendale spoke to the Action List and provided the following updates:

1. **Milltown Weir Crossing.** The site visit is completed and design under evaluation – this has been put on hold while exploring alternative route options.
2. **Mahinapua Historic Bridge – Highway Crossing**
In dialogue with NZTA regarding an issue relating to the license to occupy that we're in conversation with and need to follow up. This is limiting what we can do with this item.
3. **West Coast Wilderness Trail Exiting on to SH6**
In dialogue with NZTA regarding an issue relating to the license to occupy that we're in conversation with and need to follow up. As above, this is limiting what we can do with the trail exiting on to SH6 at the moment.
4. **Trail Safety Audit**
In progress – scheduled to be completed in the next 2 months.
Jackie Gurden commented that the trail work has been done and that they are progressing the actions from that.
5. **Loopline Road Diversion**
A meeting that was scheduled with Tim next week has been cancelled due to covid; but the proposal in the short term was for that part of the trail to run along the highway.
6. **Major Great Rides Funding Application**
Report on the agenda today.

7. Walking accesses

There will be an update from Inger Perkins today.

Tim Brownlee commented that there was some confusion regarding the alternative route. The conversation with a WDC staff member was for it to go through Duffers Creek Road. However, the last conversation had with someone suggested going down the powerline track – so confirmation is needed as to what is going to happen there. The work that is scheduled to be done may not be progressed far enough through to happen in this summer period – if not, it will be pushed out 12 months.

Moved Cr Davidson seconded Tim Brownlee and **Resolved** that the updated Action List be received.

6. NGĀ TĀPAETANGA PRESENTATIONS

No Presentations

7. PŪRONGO KAIMAHI STAFF REPORTS

- **Cycling and Walking Terms of Reference Variation**

Simon Bastion, Chief Executive of Westland District Council spoke to this report

Seeking a modification of the ToR for this Committee:

- Every year the directorship for NZ Cycle trails come up for discussion – propose the role of the Chair of Governance Group is tasked with voting rights of the Wilderness Trail of NZCT
- On behalf of the West Coast Cycle Trail, I have put my name forward for this to ensure we get our best foot forward.

Moved Cr Davidson seconded Inger Perkins and **Resolved** that the Cycling and Walking Terms of Reference Variation Report from the Chief Executive be received.

Moved Cr Haddock, seconded Inger Perkins and Resolved that:

- The Subcommittee adopt the revised Terms of Reference for the Cycling and Walking Subcommittee delegating the voting rights for the elections to the NZ Cycle Trails to the Chair of the Committee.
- The revised Terms of Reference be added to Part III of the Delegations Manual – ‘Delegations to Subcommittees’ to replace the current terms of reference.

- **Major Great Rides Update**

Operations Manager, District Assets; Erle Bencich spoke to this report with pictures:

Overview of the MGR projects

Bridges – Total fund for repairs is \$254K

Bridge 1 – Is the first bridge being targeted; it is narrow and not suitable for cycling.

Targeting around \$130k to do this bridge.

As per the report, the priority to repair bridges are listed in order.

Jackie Gurden advised that Bridge #1 has been given priority as the existing structure is difficult for inexperienced riders. It is narrow and curved; this new bridge is one of the most important things to do.

- **Milltown Shelter – Toilets and Signage:**

There has been some development at the end of Milltown Road. The site has been prepared. There are operational toilets up there. Currently waiting for a builder to pour a concrete pad and erect the structure. This will be the pickup and drop off zone and will get a lot of use.

Had an open discussion about the Pounamu Pathway and an MOU is in play with the private landowner who has generously made the land available.

- **Investigation of the Boardwalks:**

Doing a walk-through next week to see what needs to be done in that area.

- **Heritage Trail realignment – Racecourse Hill:**

This is to be realigned and making sure it is a bit more conducive to cycles than just being a steep walking track.

John Strange commented that this track was originally built as a Mountain Biking Track by Mountain bikers in Hokitika, so it's nice to see the improvements being made; and no steps – which become a barrier to cyclists. It is seen by a lot of children as an easy cycle track and an exciting ride.

The Chief Executive advised that before works start, there will be a MOU and a legal easement needs to happen.

John Strange advised that he has a meeting with the landowner this weekend coming (21-22 May 2022) to discuss what is proposed to bring about the outcome, and to take it quietly from there.

Inger Perkins advised that there may be the option of some funding available to go towards the easement from Walking Access Commission. Inger also reminded the Committee that it is a shared track and any plans for changes in the future need to be thought with both cyclers and walkers in mind.

Inger Perkins also raised the issue regarding the gap in signage for someone trying to find their way around the Heritage signage – that was resolved very quickly thank you.

Inger Perkins also queried, that in the Cycling and Walking Sub-Committees role, it talks about defining priority projects with the Cycling and Walking Asset Management Plan – how do we prioritise, or how is that prioritising working?

Chief Executive Simon Bastion advised that the long-term plan (next 3-year plan) is coming up for review, and that is where the current program of works gets revised and is the opportunity to ensure of anything new that needs to be addressed or anything that needs re-working/highlighting. That will then go to Council for consideration and then to the Community for consultation, then locked into place. Vicki Price will be the channelling point for prioritising and workshops, but we will also use the stakeholder group for some of the catalyst for some of the changes. We can workshop the current plan, look at current priorities etc.

Westland District Council – Staff Change

A big welcome to Vicki Price who has taken over the duties of Cycle Track Supervisor. Vicki will have the support of the engineers in the group and will grasp the complexities of the various trails over the next few months.

Moved Cr Davidson seconded Tim Brownlee and **Resolved** that the report from Operations Manager, Erle Bencich at WDC be received.

- **NZ Walking Access Commission – Verbal Update**

Inger Perkins, Regional Field Advisor, West Coast, New Zealand Walking Access Commission gave this verbal update.

Pine Tree Road Connection

Funding available

Variety of funds available. Just want to ensure that Council – when funds are available that the appropriate project is on the radar. Can we get it planned and costed and if so – how do we do that? Could the Better off Funding be utilised for this?

The Chief Executive agreed that we need to be business case ready for when funding is available. To have a ballpark figure and a concept design that can be readied and able to go once the funding suite becomes available. It comes down to spare time with the Teams at Council. Any volunteers that could come up with concepts to put to Council and even some contractor in kind support. The 3 Waters Funding – whilst a hot topic, it could fit into this funding.

Jackie Gurden advised that the first thing would be a discussion with Dave Ritchie from Westland Mountain Bike Club as a start point.

The Chief Executive recommended that a formal report comes back to the next Cycling and Walking Sub-Committee with scope of project, design, and costings. If Inger Perkins can take the lead on this.

Last meeting ¹Dave Ritchie noted they made a submission around the Lake Kaniere Ride, but also Heritage Loop and a new loop proposed to connect to Blue Spur that connects to the Pine Tree Road Connection - How is the subcommittee involved in this and how can we progress and put it all together?

The Chief Executive referred back to a previous comment regarding the Long-Term Plan – and locking down aspirations as a Governance Group in terms of connectivity.

Inger further raised the issue of obstructive access ways – one appears to be resolved, the other 2 - hope to see results by next meeting.

Moved Cr Davidson seconded Liam Anderson and **Resolved** that the Verbal Update from the Regional Field Advisor, Inger Perkins be received.

- **Westland Mountain Bike Club – Verbal Update**

Liam Anderson, President, Westland Mountain Bike Club gave this verbal update:

Blue Spur Track - is an intermediate track and is just finished. Started a new grade 3 climbing track – which means most people can get onto that track – a dual direction track, and this is being built at night. There has been a massive influx of children using tracks over the summer which is great. This track that is being built will be a great asset to Hokitika.

Leaf Blower - At the last meeting, David Ritchie spoke about getting a new leaf blower – this has now been purchased and has reduced the workload massively – works great.

¹ Amended by the Cycling and Walking Committee 18 August 2022

Heritage Trail – The Mountain Bike Club acknowledges the work the Council has done. It is great, and members have commented on it. The club has talked about linking that track to the back of Hokitika Primary School which is something that would help a lot of the kids access school. Members have raised concerns about the barriers at the end sections of the Heritage Trail – they are narrow and dangerous for mountain biking. They impinge wheelchairs and pushchairs- and not effective at keeping motorbikes out. It would be good to have a better way of protecting the ends of the trail. Jackie Gurden also advised that feedback received from the community said that there needs to be consideration of better barriers at the end of tracks – (specifically coming down into Airport Drive)

The Mountain Bike Club wrote a letter to support Sam Blight’s application for funding for improving the Heritage Trail.

The Chief Executive advised that the application letter missed the deadline.

With such fantastic work that the Mountain Bike Club is doing, it would be great to create Hokitika as a mecca for cycling. Are there any events planned for Blue Spur – extreme cycling or racing?

Liam Anderson advised that the Mountain Bike Club has recently been approached by Mountain Biking New Zealand about the potential of hosting some national races in Hokitika. This has only just been received and is yet to talk with the Club about this. The Mountain Bike Club will look into this and talk to Council about options on how that could work. The West Coast definitely has the trails right now that can host those events.

The Chief Executive advised that this is where we will be able to raise our National profile if we can get some significant events held in Hokitika.

John Strange advised that Hokitika Road Cycling Club recently and successfully hosted Cycling NZ age group nationals with 500+ riders. The feedback was phenomenal in terms of the welcoming approach and support from business, locals, and club members.

Moved Cr Davidson seconded Owen Kilgour and **Resolved** that the Verbal Update from Liam Anderson be received.

- **West Coast Wilderness Trail – Update Report**

Jackie Gurden, Trail Manager, West Coast Wilderness Trail spoke to this item:

10th Anniversary of the Wilderness Trail coming up.

Erle from Westland and the team at Grey District Council are putting in the Cycle Trails big panel – that highlight at either ends of the trail. It highlights all the NZ great rides within it.

Mahinapua Loop Project – Working with WSP (Engineering Consultants), Department of Conservation, Council and Trust Members on that. Initial concept designs and feedback on that. WSP is going to frame it up based on feedback. Engineer and GEO tech work need to be included in this. A successful application to The Blackadder Trust has procured \$5k towards this project, and further funding is being sought for construction of this project.

Boardwalks – As Erle has indicated we are meeting there next week to start this project. Also working with Tony Thrupp on the upgrade of the Mahinapua Track – specifically looking at accessibility aspect of that & the disabled riding community.

Starting to look at work on Ross Straight and lookout and Wagons at the end of it to get something that pulls attraction down there.

Crossing the road – out Lake Kaniere – we are trialling a sign there for now.

Currently upgrading the website and looking at an interactive map and video to go with that. Working with Grey District Council and the enhancements on their part of the trail.

Incident Reporting – 5 emails have been sent out to official trail partners and included it in newsletters to try and get coverage of the issue to get people reporting into us at Council. The Commercial operators need to report everything to and through us as it helps support the case to enhance the trail where incidents are happening.

Jackie advised that she would re-email out again; maybe an independent letter/email to be sent out would be beneficial.

Artwork:

Looking at shelter artwork coming up in the pipeline.

Moved Cr Davidson seconded Tim Brownlee and **Resolved** that the Update Report from Jackie Gurden be received.

• **West Coast Wilderness Trail – Verbal Update (& PowerPoint Presentation)**

Melanie Anderson, Chief Executive Officer, Destination Westland spoke to this item:

- Conveniences
- Vandalism – on going issue along the trail
- Culverts and Drains – reducing water off the trail
- Health & Safety – bollards, DOC Bridge fix and signage.
- Resurfacing – multiple areas of the track.
- Taramakau Section – major works/slumping fixed
- Upcoming Works – Kumara to swing bridge section is starting to slump and is programmed to be actioned next week.
- Destination Westland South Island Ultra Marathon did the whole Wilderness Trail

Moved Cr Davidson seconded Liam Anderson and **Resolved** that the Verbal Update from Melanie Anderson, Destination Westland be received.

• **Department of Conservation – Verbal Update Report**

Owen Kilgour and Tony Thrupp from the Department of Conservation, gave a verbal update:

Regarding Jackie's point on Mahinapua track, confirming that \$50k has been transferred from Boardwalks to upgrading the minor structures on the Mahinapua track.

Accidents on Boardwalks:

Signage needs to be improved with this.

Bid into historic fund to do an inspection on Mahinapua Rail bridge – an expensive item – waiting to hear back.

Kaniere #15 Bridge:

This bridge will be relocated shortly and hopefully will reduce confusion.

Bid Council to upgrade a number of bridges. Regarding Bridge #1 that Erle spoke to – we are also seeking funding to update that.

Review on all CMS':

Looking at how cycling is addressed.

Back Country Space:

Working with Permolat and the Back Country Trust on what their annual work program is.

Wharf at Mahinapua:

In the process of engaging an engineer re: the wharf. Hoping to have this sorted out by the major regatta that the Yacht Club is holding there.

Moved Cr Davidson seconded Peter Haddock and resolved that the verbal update from DOC be received.

**8. KA MATATAPU TE WHAKATAUNGA I TE TŪMATANUI
RESOLUTION TO GO INTO PUBLIC EXCLUDED**

(to consider and adopt confidential items)

Moved Cr Davidson seconded Cr Peter Haddock and **Resolved** that the Cycling and Walking Subcommittee confirm that the public were excluded from the meeting in accordance with Section 48, Local Government Official Information and Meetings Act 1987 at 4.19 pm.

The general subject of the matters to be considered while the public are excluded, the reason for passing this resolution in relation to each matter and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of the resolution are as follows:

Item No.	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution
1.	Confidential Minutes – 3 March 2022	Good reasons to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)

This resolution is made in reliance on sections 48(1)(a) and (d) of the Local Government Official Information and Meetings Act 1987 and the particular interests or interests protected by section 7 of that Act, which would be prejudiced by the holding of the relevant part of the proceedings of the meeting in public are as follows:

Item No.	Interest
1	Protect the privacy of natural persons, including that of deceased natural persons ()
1	Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (Schedule 7(2)(i))

Moved Cr Davidson, seconded Cr Haddock and **Resolved** that the business conducted in the ‘Public Excluded Section’ be confirmed and accordingly, the meeting went back to the open part of the meeting at 4:21pm

**DATE OF NEXT CYCLING AND WALKING SUBCOMMITTEE MEETING – 18 AUGUST 2022 (TBC)
COUNCIL CHAMBERS, 36 WELD STREET, HOKITIKA AND VIA ZOOM**

MEETING CLOSED AT 4:21 PM

Confirmed by:

Cr Paul Davidson
Chair

Date: 18 August 2022