



Hastings District Council

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OPEN MINUTES

HB CREMATORIUM COMMITTEE

Meeting Date: **Monday, 10 April 2017**

**Minutes of a Meeting of the HB Crematorium Committee
held on 10 April 2017 at 10.30am**

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HASTINGS DISTRICT COUNCIL

MINUTES OF A MEETING OF THE HB CREMATORIUM COMMITTEE HELD IN THE CREMATORIUM CHAPEL, ORCHARD ROAD, HASTINGS ON MONDAY, 10 APRIL 2017 AT 10.30AM

PRESENT: Chair: Councillor Dixon (HDC)
Councillor Watkins (HDC)
Councillors McGrath and Taylor (NCC)
Councillor Tennent (CHBDC)

IN ATTENDANCE: Acting Group Manager: Community Facilities &
Programmes (Ms Elers)
Cemetery Manager (Mr Isak Bester)
Property Assets and Project Manager (Mr J Jiang)
Parks and Building Projects Officer (Mr T McHannigan)
Committee Secretary (Mrs C Hunt)

The meeting commenced with the Acting Group Manager: Community Facilities & Programmes, Ms Elers in the Chair, pending the election of the Chair of the Hawke's Bay Crematorium Committee.

1. APOLOGIES

There were no apologies.

2. CONFLICTS OF INTEREST

There were no declarations of conflicts of interest.

3. **CONFIRMATION OF MINUTES** – This was the first meeting following the 2016 triennial elections and therefore there are no previous minutes to be approved.

4. ELECTION OF CHAIRPERSON AND DEPUTY CHAIRPERSON (Document 17/338)

The Acting Group Manager: Community Facilities & Programmes, Ms Elers called for nominations for the position of Chair.

Councillor Taylor/Councillor Watkins

A) That the report of the Group Manager: Community Facilities & Programmes titled "Election of Chairperson and Deputy Chairperson" dated 10/04/2017 be received.

B) That Councillor Dixon be appointed as Chairperson of the Hawke's Bay Crematorium Committee for the next triennium 2016-2019.

CARRIED

Councillor Dixon then assumed the role as Chair.

The newly elected Chair, Councillor Dixon called for nominations for the position of Deputy Chair of the Hawke's Bay Crematorium Committee.

Councillor Dixon/Councillor Watkins

That Councillor Tennent be appointed as Deputy Chairperson of the Hawke's Bay Crematorium Committee for the next triennium 2016-2019.

CARRIED

5. HAWKE'S BAY CREMATORIUM UPDATE

(Document 17/316 and 17/368)

The Parks and Building Projects Officer, Mr McHannigan provided some background information on discussions that had been undertaken in regard to the replacement of the Crematorium.

The chapel was closed in 2012 when investigations revealed it posed a potentially serious earthquake risk. Remedial work was carried out in 2013 to enable it to be reopened while a permanent rebuilding plan was put together.

At the same time new plans for the crematorium were drawn up. It required rebuilding to address the size of work areas which posed health and safety problems, particularly after the new larger cremator was installed last year.

An Extraordinary meeting of the HB Crematorium Committee was held on 26 August 2016 which had endorsed changes in scope to the Hawke's Bay Crematorium concept plan due to escalation of build costs by:

- reducing the overall height of the buildings by 1 metre.
- reducing the size of the crematory.
- relocating storage of small consumables to a roof storage space.
- reducing the size of the chapel.
- reducing the size of the ablutions block.
- changing the roofing material from a membrane to corrugated colour steel.
- changing the cladding material from cedar to charred European larch.
- potentially using timber framing, rather than precast concrete panels, to construct the chapel.

A proposed plan was drawn up and presented. This plan had a few issues that needed to be addressed as it created operational problems. Circulated at the meeting was the budget allocation for the project (CG-14-11-00003).

The building would be 256.39m² and would seat 100 people, with the front façade of Crematorium being replicated. The building process will be staged in order to keep disruption to a minimum. The new crematorium building would be constructed first. The moving of the cremator into the new building would mean a shut-down of about a week. A louvered panel could be removed to get the cremator out, rather than having to remove the roof.

After that the new chapel would be built on the site of the existing building, meaning that the Chapel would be unavailable for about four months. The front façade had been styled to match the existing historic building.

Councillor Taylor/Councillor Watkins

- A) **That the report of the Group Manager: Community Facilities & Programmes titled “Hawke’s Bay Crematorium Update” dated 10/04/2017 be received.**
- B) **That subject to necessary approvals in respect to budget matters, the Committee endorses the building plan.**
- C) **That the Hawke’s Bay Crematorium Committee asks the Chief Executive to approach the appropriate parties for any necessary approvals required in respect of budget matters.**

With the reasons for this decision being that the objective of the decision will contribute to the Council’s Strategic Objectives.

- **Providing affordable, high quality Council services and facilities.**

CARRIED

At the conclusion of the meeting Councillors were invited to have a brief tour of the Crematorium and see the new cremator.

6. ADDITIONAL BUSINESS ITEMS

There were no additional business items.

7. EXTRAORDINARY BUSINESS ITEMS

There were no extraordinary business items.

The meeting closed at 11.05am

Confirmed:

Chairman:

Date: