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Monday, 11 October 2021

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*Te Hui o Te Kaunihera ā-Rohe o Heretaunga*

**Administered by Hastings District Council: HB Crematorium Committee Meeting**

*Ngā Minitī*

# Minutes

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*Te Rā Hui:*  
Meeting date: **Monday, 11 October 2021**

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*Te Wāhi:*  
Venue: **Landmarks Room  
Ground Floor  
Civic Administration Building  
Lyndon Road East  
Hastings**

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Time start – end: **9.30am – 9.55am**

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Go to  
[www.hastingsdc.govt.nz](http://www.hastingsdc.govt.nz)  
to see all documents

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**Hastings District Council: HB Crematorium Committee Meeting**

*Ngā Minitī*

# Minutes

*Te Rārangi Upoko*

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*Te Hui o Te Kaunihera ā-Rohe o Heretaunga*

## Hastings District Council: HB Crematorium Committee Meeting

### *Ngā Minitī*

# Minutes

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*Kua Tae ā-tinana:*  
**Present:** Chair: Councillor Dixon (HDC)  
Councillor Price (NCC) (Deputy Chair)  
Councillor Nixon (HDC)  
Councillor Minehan (CHBDC)

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*Kua Tatū:*  
**In attendance:** Group Manager: Asset Management – Craig Thew  
Acting Cemetery Manager – Lloyd McDonald  
The Public Spaces and Building Assets Manager, Colin Hosford  
Building Assets Manager - John Jiang  
Democracy & Governance Advisor - Christine Hilton

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### 1. **APOLOGIES – NGĀ WHAKAPĀHATANGA**

Councillor Price/Councillor Dixon

That an apology for absence from Councillor Greg Mawson (NCC) be accepted.

CARRIED

### 2. **CONFLICTS OF INTEREST - HE NGĀKAU KŌNATUNATU**

There were no declarations of conflicts of interest.

### 3. **CONFIRMATION OF MINUTES - TE WHAKAMANA I NGĀ MINITI**

Councillor Minehan/Councillor Dixon

That the minutes of the HB Crematorium Committee Meeting held Monday 17 May 2021 be confirmed as an accurate record.

CARRIED

#### 4. CREMATORIUM UPDATE

(Document 21/533) (Details of proposed improvements/enhancements to the site were circulated at the meeting CG-16-19-00017) (Updated figures of number of services 1/2 to 30/9/21 were circulated prior to the meeting CG-16-19-00016)

A copy of the updated figures showing the number of services for the period 1 February 2021 to 30 September 2021 had been circulated in an email to the committee members prior to the meeting (CG-16-19-00016). These updated figures replaced those in the table under Paragraph 3.1 of the report.

Updated totals were:

Cremations 514

Chapel Bookings – Full Service 40

Chapel Bookings - Committal Service 145

The refractory specialist, Pyrotek, would be working with Combustion Solutions (Matthews International's service agent in NZ). Officers had been waiting to see if Pyrotek could obtain an exemption to travel to HB and the meeting agreed that they should be asked to come as soon as possible, rather than waiting until they had other work here.

There would be another round of emissions testing in February 2022. The Regional Council consent did not expire until 31/5/2036 and so it is appropriate to review the practicality of some of the conditions. Officers would be meeting with HB Regional Council to discuss potential adjustments to emission levels.

While there had been no health and safety issues arising, officers had revised guidance to funeral directors regarding Covid-19 requirements. Staff needed to be safe at all times. Crematorium staff were not involved in any services unless a technical issue arose.

The Public Spaces and Building Assets Manager, Colin Hosford, circulated a set of four A3 plans (CG-16-19-00017) which detailed proposed improvements to the site to address the lack of parking/security and other entry enhancements to the cemetery/crematorium, including landscaping work.

The meeting was advised that Hastings District Council has \$25,000 available for Year 1: Design and Concept work. Officers had developed the earlier concept based on feedback from the last meeting. Landscaping would be low maintenance and focus on the main entranceway car parking, with pillars and a gate providing some control over entry points. Then officers would look at costings and develop a schedule for Year 2 on. The aim was to cover any costs from the cemetery budget rather than from cremation charges.

Officers would have some discussions with the DHB regarding the latter's long term parking plan. The final design for the site would be considered by Council for approval in regard to the concept; any staging of the work; and the budget involved.

Councillor Dixon/Councillor Minehan

That the HB Crematorium Committee receive the report titled Crematorium Update dated 11 October 2021.

CARRIED

**5. MINOR ITEMS - NGĀ TAKE ITI**

There were no additional business items.

**6. URGENT ITEMS - NGĀ TAKE WHAKAHIHIRI**

There were no extraordinary business items.

The meeting closed at 9.55am

Confirmed:

Chair:

Date: