

**HEARINGS PANEL FOR SUBMISSIONS ON THE  
CEMETERIES MASTER PLAN AND BYLAW/ HANDBOOK**

**Minutes of a meeting held in Committee Room 1, Civic Offices  
on Tuesday 9 April 2013 at 3pm.**

**Present:** Councillor Aaron Keown (Chairperson)  
Councillors Peter Beck, Sally Buck, Barry Corbett and  
Yani Johanson.

**In Attendance:** Eric Banks, Sally Miller, John Revell, Russel Wedge,  
Abigail Smith and Tracey Hobson (Committee Adviser).

**1. APOLOGIES**

Nil.

**2. CONFIRMATION OF PREVIOUS MINUTES**

The minutes of the Panel's meeting on 4 April 2013 were confirmed as a true and accurate record.

**3. HEARINGS PANEL DELIBERATIONS**

The panel discussed previously identified issues as follows:

- *Clarify Council policy regarding on-site interpretation panels*  
The Panel is supportive of the use of interpretation panels and new phone technology being used at the cemeteries. An example of good signage is in the Addington Cemetery.

Staff reported back to the Panel on budget for "high priority" cemetery projects in the Draft Cemeteries Master Plan:

- (a) \$50,000 (page 8) Trees that are damaging the heritage fabric are to be removed. Pine Trees on the cliff face require removal. Akaroa Anglican
- (b) \$5,000 (page 10) Enhance pedestrian connection with Avonhead Park including signage indicating the location of the public toilets in Avonhead Park.
- (c) \$110,000 (page 11) Cemetery expansion at Belfast Cemetery including: access road, fencing, footpath connection, beam development, landscaping and tree removals.
- (d) \$50,000 (page 11) The sexton's house is vacant and in poor condition, this is to be removed including out buildings so the land can be used for burials.  
Bromley Cemetery
- (e) \$5,000 (page 11) Replanting, signage and modifications to the entrance wall.  
Bromley Cemetery

### **3. Cont'd**

- (f) \$10,000 (page 12) Formalise the boundary and reclaim the cemetery land for cemetery purposes including removing existing post and wire fencing and any new fencing required. Kaituna Valley Cemetery
- (g) \$5,000 (page 13) Enhance pedestrian entrances including planting and signage . Linwood Cemetery
- (h) Lyttleton Cemetery – Investigate land damage. Staff have asked for quote on price and expect to know in a couple of days.  
Panel noted that this could be addressed through the Community Board.
- (i) \$10,000 (page 15) Fence cemetery boundary and remove from grazing to protect the headstones and unmarked grave. Pigeon Bay Cemetery
- (j) \$5,000 (page 15) Enhance entrance including signage. Ruru Lawn Cemetery  
Panel queried the cost of signage. Staff advised that they adhere to a signage policy.
- (k) \$5,000 (page 16) Overgrown shrubs and trees that are growing around the toilet block are to be lifted to improve visibility and safety and comply with the CPTED principles. Waimairi Cemetery
- (l) \$15,000 Three entrance signs for Akaroa Cemeteries.

The Panel noted that the total cost of the projects was \$305,000 and that at present there is no funding provided for implementation of the Cemeteries Master Plan.

It was **decided** on the motion of Councillor Corbett, seconded by Councillor Keown, that the Panel:

*Put forward an amendment at the Council's Three Year Plan adoption meeting that the Council:*

- (a) *Allocate \$250,000 for urgent projects identified from the Cemeteries Master Plan in the first year of the Three Year Plan.*
- (b) *Include budget provision for further projects from the Cemeteries Master Plan for years 2 and 3 of the Three Year Plan.*

The meeting closed at 4.10pm.