

Date: Tuesday, 8 April 2025
Time: 5.00pm
Meeting Room: Online only via Microsoft Teams
Venue: videoconference

Pukekohe Cemetery Committee workshops

OPEN AGENDA

MEMBERSHIP

Chairperson Member Makere Rikka Heke
Deputy Chairperson Member Harley Wade
Members Member Janie Astle
Member Pyllis Bhana
Member Alan Cole
Member Angela Fulljames
Member Tearepa Kahi
Member Sonny Parata
Member Pare Rauwhero
Member Logan Soole

Denise Gunn
Democracy Advisor

4 April 2025

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1 Ngā Tamōtanga | Apologies

At the close of the agenda no apologies had been received.

2 Te Whakapuaki i te Whai Pānga | Declaration of Interest

Members are reminded of the need to be vigilant to stand aside from decision making when a conflict arises between their role as a member and any private or other external interest they might have.

3 Pukekohe Cemetery Committee workshop

Pukekohe Cemetery Committee workshop

File No.: CP2025/05564

Note 1: This workshop has been called by the chairperson in consultation with the staff.

Note 2: No working party/workshop may reach any decision or adopt any resolution unless specifically delegated to do so.

Te take mō te pūrongo

Purpose of the report

1. To present the Pukekohe Cemetery Committee workshop agenda for 8 April 2025.

Whakarāpopototanga matua

Executive summary

2. The Pukekohe Cemetery Committee was established by the Franklin Local Board as a committee of the Franklin Local Board pursuant to agreement with representatives from Nga Hau E Wha Marae.
3. Funding has been provided through Auckland Council's Māori Outcomes Fund for a memorial or equivalent to be built at the cemetery, with development of the memorial to led by the Pukekohe Māori community in collaboration with Auckland Council.
4. The purpose of the Pukekohe Cemetery Committee (the Committee) is to provide governance and guidance for the memorial project in the Pukekohe Cemetery, including decision-making responsibility in relation to the allocation of Māori Outcomes funding for the project.
5. Committee responsibilities include, but are not limited to:
 - oversight of community engagement and communication
 - commission and approving design for the memorial or equivalent (Stage 1), including decision-making on project budget
 - approving and monitoring implementation of a project plan
 - complete and approve a budget bid for Stage 2 as required
 - undertake decision-making on the budget for Stage 2
 - report to the Franklin Local Board and Māori Outcomes Fund as required.
6. Most workshops are open to the public to attend as observers in person or online.
7. Some sessions may not be open to the public. The staff / chairperson and deputy chairperson decide which sessions are open to the public, depending on the sensitivity of the information being discussed. If a session is not open, a reason will be provided below.

8. The following will be covered in the workshop:

Discussion Point 1
Budget and Project Plan update Presenter: Mat Glanfield Purpose: Provide an update against the project plan and budget Governance role: Oversight and monitoring Proposed Outcome/s: Committee has oversight of project plan and budget. Attachment A: 030424 Pukekohe Cemetery Memorial Project Plan
Discussion Point 2
Community Engagement Presenter: Carol McKenzie-Rex Purpose: Update and seeking direction on next steps Governance role: Provide direction Proposed Outcome/s: Committee receives update and provides direction on next steps. Attachment B: 20250327 Notes and Actions – Pukekohe Cemetery Site meeting at the urupa
Discussion Point 3
Website Presenter: Mat Glanfield Purpose: Seeking committee approval for website to 'go-live'. Governance role: Provide direction Proposed Outcome/s: Committee gives approval for website to go live. Attachment/s: No papers provided
Discussion Point 4
Funding Agreement Presenter: Mat Glanfield Purpose: Update on funding agreement Governance role: Oversight and monitoring Proposed Outcome/s: Committee has oversight of funding agreement. Attachment/s: No papers provided
Discussion Point 5
Site Survey Presenter: Mat Glanfield

Purpose: Update on site survey
Governance role: Provide direction
Proposed Outcome/s: Committee provides direction on site survey
Attachments: No papers provided.

Discussion Point 6

Design Advisor

Presenter/s: Mat Glanfield
Purpose: Update on proposed Design Advisor role
Governance role: Provide direction on scope of the role
Proposed Outcome/s: Committee to provide direction on scope for Design Advisor role
Attachment/s: No papers provided

Discussion Point 7

Auckland Council Heritage Team

Presenter/s: Mat Glanfield
Purpose: Finalise brief
Governance role: Providing direction
Proposed Outcome/s: Committee to provide direction brief for work to be done by the Auckland Council Heritage Team
Attachment/s: No papers provided

**Ngā tāpirihanga
Attachments**

No.	Title	Page
A	Pukekohe Cemetery Memorial Project Plan	5
B	20250327 Notes and Actions - Pukekohe Cemetery Site meeting at the urupa	7

Phase 1: Planning & Reporting		Lead	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sept-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Jul-26	Aug-26	Sept-26	Oct-26
1	Set-up budget reporting.	Mathew																									
2	Identify partners & stakeholders.	Carol (with Committee)																									
3	Kōrero & agree engagement plan.	Carol (with Committee)																									
4	Site investigation (cultural research, site planning and regulatory requirements, (incl AT, Counties Power, Healthy Waters).	Mathew & Carol (with Committee oversight)							Delay	Delay																	
5	Produce communications plan.	David (Carol and Committee oversight)																									
6	Engage with key partners; Auckland Council Heritage, Cemeteries, Regulatory, AT, Healthy Waters.	Mathew (with Committee oversight)																									
7	Identify and confirm Design Advisor role	Mathew (with Committee oversight)						Delay	Delay	Delay																	
8	Team reporting (operational).	Mathew (with Committee oversight)																									
9	Auckland Council reporting (LB, Ngā Mataarae)	Mathew + Ops Team																									
10	Business meetings.	Mathew + Ops Team		5th Nov						Update									concept design				detailed design				
Phase 2: Engagement & Co-Design		Lead	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sept-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Jul-26	Aug-26	Sept-26	Oct-26
11	Prepare initial engagement material (share previous engagement/knowledge)	Carol (with Committee)																									
12	Undertake engagement (whanau - local and remote).	Carol + Ops Team (with Committee oversight)							Delay																		
13	Undertake engagement (mana whenua).	Carol + Ops Team (with Committee oversight)							Delay																		
14	Undertake engagement (non-Māori whanau / community).	Carol + Ops Team (with Committee oversight)							Delay																		
15	Undertake engagement (other partners and stakeholders).	Carol + Ops Team (with Committee oversight)							Delay	Delay																	
16	Collate engagement feedback, produce report.	Carol + Ops Team (with Committee oversight)							Delay	Delay	★																
17	Develop design brief.	Artist, Design lead (with Committee oversight)								Delay	Delay																
18	Select artist/design partner (tender, EOI).	Kōmiti, with Design lead																									
19	Produce, review and refine concept design(s). Incl regulatory/technical requirements.	Design lead + Ops Team (with Committee)																									
20	Undertake design engagement (whanau - local and remote).	Design lead + Ops Team (with Committee)																									
21	Undertake design engagement (mana whenua).	Design lead + Ops team (with Committee oversight)																									
22	Undertake design engagement (non-Māori whanau, community).	Design lead + Ops team (with Committee oversight)																									
23	Undertake design engagement (other stakeholders).	Design lead + Ops team (with Committee oversight)																									
24	Collate design engagement feedback, produce report.	Design lead + Ops team (with Committee oversight)																									
25	Refine and agree concept design.	Artist, Design lead (with Committee oversight)																									
26	Ongoing engagement.	David + Ops Team (with Committee oversight)																									
Phase 3: Permitting & Approval		Lead	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sept-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Jul-26	Aug-26	Sept-26	Oct-26
27	Confirm technical assessments required.	Mathew.																									
28	Technical assessments; e.g. Archaeological, Geotechnical, Engineering, Storm Water, Contamination.	Mathew with technical specialists..																									
29	Prepare consent application.	Planner.																									
30	Lodge consent.	Planner.																									
31	Address consenting queries/section 92s.	Mathew + Ops Team (with Committee oversight)																									
32	Consent granted.	Regulatory Team.																									
Phase 4: Detailed Design & Tender		Lead	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sept-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Jul-26	Aug-26	Sept-26	Oct-26
33	Develop and finalise detailed design.	Designer + Artist + Engineers.																									
34	Produce technical drawing set and engineering specifications.	Engineers.																									
35	Prepare tender document.	Mathew + Ops Team (with Committee oversight)																									
36	Complete tendering process.	Mathew + Ops Team (with Committee oversight)																									

Notes and actions

Site visit to Pukekohe Cemetery by Pukekohe Cemetery Committee members and engagement group kaimahi

Thursday 27 March 2025 @ 1pm

Present: Makere Rika Heke (Chair), Angela Fulljames, Logan Soole, Alan Cole, Mat Glanfield, Carol McKenzie-Rex

Apologies: Nana Tini Astle, Whaea Phyllis Bhana, Raemon Matene. It was noted that a number of the committee members were away, attending tangihanga mourning passing of kaumaatua.

Karakia – Makere Rika Heke

1. Auckland Transport (AT) – kerb and channel

- Extend the footpath, kerb and channel, to the concrete entry drive on Ward Street
- AT may need to engage with Healthy Waters department about storm water infrastructure and levels
- Maintain and generally ensure assets are tidy in the area as the road reserve adjacent to the unmarked graves section of the urupaa on Ward Street is likely to be utilised as an entry point to the urupaa and future memorial
- Confirm who owns and is responsible for the small fence around the open drains on Ward Street road reserve, and request that this asset be maintained / improved.

2. Counties Energy – pad mounted transformers

- Query whether Counties Energy will be removing pad mounted transformers as a consequence of the Notice of Requirement which includes Ward Street: [Pukekohe : Pukekohe South-West Upgrade \(NoR 6\) Auckland Transport](#)
- If not, and in the meantime, it is recommended that a plan for screening and painting of murals be collaboratively developed to improve the look of the transformer boxes, to tie-in with the design and development of a memorial.

3. Community Facilities department, Auckland Council

- Request an update on the maintenance plan for Pukekohe Cemetery
- Fixing the pathway through the cemetery, attention to maintenance of the toilet building, and a repaint of the entry fence on Wellington Street are requested by site visit participants
- Provision of water tap at entrance (urupaa entrance from Ward Street) to facilitate washing of hands/removing of tapu upon leaving
- Consider visual cues for the entrance to the urupaa at Ward Street
- Engage Community Facilities department on the Committee's request to erect temporary signage (in response to whaanau and hapori engagement) to let people know that a memorial is being developed and to direct people to the website for more information

4. Engagement with Ngaati Tamaoho and iwi mana whenua

- Site visit participants discussed advice of the Pukekohe Cemetery Committee Chair that the following matters will be engaged with Ngaati Tamaoho in the first instance and near future, and prior to further action or implementation:
 - Site survey mapping and radar scan of Pukekohe Cemetery
 - Temporary signage at the Pukekohe urupaa
 - Pukekohe Cemetery Memorial website public release
 - Whaanau and hapori memorial engagement summary from February

Karakia: Makere Rika Heke