

Report to: **Mansfield and District Joint Crematorium Committee**

Date: Monday 19th May 2025

Director Lead: Mansfield District Council, Ady Selby, Assistant Director
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Lead Officer: Mansfield District Council, Nada Colclough, Crematorium
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Report Summary	
Type of report	Open Report with Exempt Appendix
Report Title	Crematorium Development Report
Purpose of Report	This report provides an update to members, following the decision taken in February 2025, on the progression of the refurbishment project of the crematorium
Recommendations	1. That members note the report

The Exempt Appendix to this report contains information relating to the financial or business affairs of a particular person (including the authority holding that information) which is a category of exempt information under Schedule 12A of the Local Government Act 1972, Paragraph 3 under which the Committee has the power to exclude the press and public if it so wishes.

It is considered that the need to treat the information in this report as exempt outweighs the public interest in disclosure because of potential to prejudice the commercial interests of the contractor, if the financial details were to be put into the public domain thereby becoming available to competitors.

1.0 Background

- 1.1 During the JCC meeting in February 2025, members approved the recommendation to carry out a high-level refurbishment of Mansfield Crematorium.

- 1.2 Following this decision being taken, each constituent authority sought approval from their individual authorities. Full approval to proceed from Mansfield, Ashfield and Newark and Sherwood District Councils was approved.

2.0 Proposal/Options Considered and Reasons for Recommendation

2.1 Project Monitoring

- 2.1.1 To ensure monitoring of the Councils' direct capital funding contributions, the Crematorium Development Working Party will continue to hold regular officer meetings to ensure the appropriate monitoring of key milestones, decision making and budget spend.
- 2.1.2 It is proposed that MDC Design Services team along with nominated Officers from ADC and NSDC will act as critical friend and provide scrutiny of the external project manager.
- 2.1.3 In accordance with the Joint Management Arrangements for the Crematorium, MDC Officers will take operational and professional decisions in relation to the project. The Chair, Vice Chair and nominated Member from the third Authority will be consulted in relation to any decisions of strategic significance or that are potentially contentious. At this stage in the project the following upcoming decisions have been identified for prior consultation:
- 2.1.3.1 Cremators – Electric Vs Gas (Following Structural / Feasibility Survey)
 - 2.1.3.2 Sign off at each RIBA Stage
 - 2.1.3.3 Decision of further sustainability requirements
 - 2.1.3.4 Appointment of Key Consultants
 - 2.1.3.5 Decision on Temporary Solutions to maintain business continuity.
- 2.1.4 If any 'Key Decisions' are required, these will be referred to the Committee unless it is necessary to rely on MDC's urgency procedure to avoid delays to the project. The Chair, Vice Chair and nominated Member from the third Authority will be consulted in relation to any urgent 'Key Decisions'. All such decisions will be reported to the Joint Committee.
- 2.1.5 Update reports will be presented to each meeting of the Joint Committee while the project progresses.

2.2 Project Timeline

- 2.2.1 Mansfield District Council Design Services Team have compiled a next steps report which can be seen in appendix 1. A more visual representation of the report can be seen as a project timeline in appendix 2. The project timeline details activity for the next 26 weeks. The remainder of the project timeline will be determined and managed by the externally procured project manager.
- 2.2.2 The initial 26 weeks of the project considers the following actions:

- 2.2.2.1 Procurement and appointment of an external project manager
- 2.2.2.2 Procurement and appointment of a structural surveyor.
- 2.2.2.3 Review, design and procurement of the cremators and ancillary equipment
- 2.2.2.4 Appointment of the design team
- 2.2.2.5 Temporary accommodation and temporary cremator review and selection
- 2.2.2.6 Legal consultation
- 2.2.2.7 Public engagement and consultation, specifically Funeral Directors, including the development of an external communication strategy for key milestones and project progression

2.3 External Project Management

- 2.3.1 A draft specification for the procurement of an external project manager has been put together. The spec can be seen in appendix 3 but in summary sets out the requirement for the Project Manager to assume a central leadership role in progressing the project from RIBA Stage 2 through to practical completion and final account. The Project Manager will represent the interests of the Mansfield & District Joint Crematorium Committee and act as the focal point for all matters relating to the project's design, procurement, construction, and handover.

2.4 Structural Survey

- 2.4.1 A draft specification for the procurement of an external Structural Surveyor has been put together. The completion of a structural survey is essential works as detailed within the next steps of the CDS refurbishment feasibility report. The Spec can be seen in appendix 4.
- 2.4.2 This survey will determine the viability of electric cremators within the existing structure, given the weight capacity requirements, in addition to other essential information required for the development of final design plans and cost engineering of the full project.

2.5 Cremators and Associated Abatement Equipment

- 2.5.1 A visit has been made to Addfield who are a cremator manufacturer. The purpose of the visit was to understand developments in electric cremator technology and lead times.
- 2.5.2 These investigations are required at this early stage in the process due to the manufacturing lead times, however lead have been reduced from 12 months to circa 5 months.
- 2.5.3 The visit determined that there have been advancements in the technology, seen in the reduction of the cremation times.
- 2.5.4 A full quote has been received in addition to a quotation for a maintenance contract. These can be seen in appendix 4 and this information will inform the procurement process and financial modelling.

2.6 Temporary Structures

- 2.6.1 A visit to Lincoln Crematorium has been undertaken to view their temporary structure that is currently in place. This has provided insight into how this could

be replicated at Mansfield crematorium. It had been hoped that there may be an opportunity to purchase their temporary structure but the timeline for there current project does not align with the Crematorium project and therefore this has been dismissed as an option.

- 2.6.2 Further investigations have taken place and an alternative option has been identified an option for a temporary structure along with costings which can be seen in appendix 5 – 5B.
- 2.6.3 Determining the appropriate structure and where it is to be sited will be part of the initial discussions the project manager, given their anticipated experience.

3.0 Implications

- 3.1 In writing this report and in putting forward recommendations' officers have considered the following implications: Data Protection, Digital and Cyber Security, Equality and Diversity, Financial, Human Resources, Human Rights, Legal, Safeguarding and Sustainability, and where appropriate they have made reference to these implications and added suitable expert comment where appropriate.

Background Papers and Published Documents

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

Exempt Appendices:

- Appendix 1 – Crematorium Remodelling Next Steps
- Appendix 2 – Crematorium Project Plan
- Appendix 3 – Project Manager Specification]
- Appendix 4 – Structural Survey Specification
- Appendix 5 – Temporary Structure
- Appendix 5A – Temporary Structure Internal Plan
- Appendix 5B – Temporary Structure Elevations

Authority Reports

Mansfield District Council: -

<https://mansfield.moderngov.co.uk/documents/s4804/Variation%20to%20Capital%20Program%20-%20Crematorium.pdf>

Ashfield District Council: -

<https://democracy.ashfield.gov.uk/documents/s32818/Joint%20Crematorium%20Review.pdf>

Newark and Sherwood District Council: -

<https://democracy.newark-sherwooddc.gov.uk/documents/s22577/01.04.25%20-%20Mansfield%20Crematorium%20Redevelopment.pdf>

Mansfield and District Crematorium Joint Committee Agreement relating to Joint Management Arrangements: -

<https://www.newark-sherwooddc.gov.uk/media/nsdc-redesign/documents-and-images/your-council/your-council/elections/Part-C---Responsibility-for-Functions.pdf> (page C41)

Mansfield District Council Key Decision criteria: -

<https://www.mansfield.gov.uk/council-councillors-democracy/key-decisions-1>