

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

Date: Monday 15<sup>th</sup> December 2025

Director Lead: Mansfield District Council, Ady Selby, Assistant Director  
Neighbourhood Services, 01623 463036

Lead Officer: Mansfield District Council, Nada Colclough, Crematorium  
and Cemeteries Manager and Registrar, 01623 463882

Report Summary	
Type of report	Open Report
Report Title	Crematorium Development Report
Purpose of Report	This report provides an update to members on the refurbishment project of the crematorium
Recommendations	1. That members note the report

## 1.0 **Background**

- 1.1 During the JCC meeting in September 2025 members were provided an update on the Crematorium development project. This report provides members with an update on progress against the project timeline.

## 2.0 **Proposal/Options Considered and Reasons for Recommendation**

### 2.1 **External Project Management**

- 2.2 Following an extensive procurement process with Nottinghamshire County Council, a recommendation was made by them, for the appointment of the winning tender for the crematorium refurbishment project manager.

- 2.3 The process was delayed due to further due diligence required as part of the costs submitted in two tenders.

2.4 While MDC Officers will take operational and professional decisions in relation to the project. It was agreed that 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:

2.4.1 Cremators – Electric vs Gas (Following Structural / Feasibility Survey)

2.4.2 Sign off at each RIBA Stage

2.4.3 Decision of further sustainability requirements

2.4.4 Appointment of Key Consultants

2.4.5 Decision on Temporary Solutions to maintain business continuity.

2.5 Consultation with members has taken place with two of the three authority areas confirming their approval of the appointment of the recommended project manager.

2.6 The appointment of the Project Manager has been delayed while confirmation is sought from the remaining authority area.

## **2.7 Next Steps**

2.7 Following contract award the appointed project manager will take over the development and inception of the project timeline, with an immediate focus on the following:

2.7.1 Procurement of the structural survey

2.7.2 Procurement and appointment of the design team

2.7.3 Investigation and planning of business continuation

2.8 Once developed, the project timeline will inform the joint communication strategy.

## **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.