

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

Date: Monday 23rd February 2026

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 This appointment has now taken place and an immobilisation meeting took place on Thursday 6th February between Edmond Shipway, Crematorium Manager, AD for

Neighbourhood Serves and MDC colleagues from Design Services with the following agenda:

- 2.3.1 Confirmation of contractual matters
- 2.3.2 Site induction and review of existing plans
- 2.3.3 Clarification of roles and responsibilities including the procurement of consultants and surveys, liaison with stakeholders, Risk and cost management, cremator procurement and feasibility of gas vs electric
- 2.3.4 Reporting – monthly from PM and RIBA stage reports
- 2.3.5 Statutory Compliance; Planning, building regulations, EA, Cremation Act, Procurement Act and MDC internal policies
- 2.3.6 Project programme – proposals and information required schedule
- 2.3.7 Correspondence; Contracts, RFIs/Queries
- 2.3.8 Payment terms

2.7 Next Steps

- 2.8 Initial project report expected from PM by Friday 13th February which will detail:
 - 2.8.1 Critical initial activities; structural survey, appointment of key consultants etc.
 - 2.8.2 Initial milestones
 - 2.8.3 Key contacts
- 2.9 Report will not be received in time for publication with the report however this will be shared with members in due course.
- 3.0 Once initial milestones are received, the communication strategy and focus group meeting will be set up with key officers and monthly update meeting set up with key members.

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.