

**West Norwood Cemetery - Strategic Partnership Board**

**Meeting date:** 9 April 2025

**Time:** 6-8pm

**Location:** Room 1-01, Lambeth Town Hall, Brixton Hill, SW2 1RW and via MS Teams

**Attendees:**

**Archdeacon's representatives:** Nicholas Long

**Lambeth councillors:** Cllr Emma Nye (**EN**) (**Co-Chair**)

**Friends of West Norwood Cemetery:** Caroline Brown (**CB**) and Andrea Woodside (**AW**)

**Historical Specialists:** Robert Flanagan (**RF**)

**Lambeth officers:** Kevin Crook (Assistant Director Neighbourhoods) (**KC**) and Jacqueline Landy (Head of Bereavement Services) (**JL**)

**Norwood Forum:** Tim Stephens (**TS**) and Susan Osborn (**SO**)

**Co-optees:** Christopher Long (**CL**), Anne Fairweather (**AF**) and Elyssa Livigant (**EL**).

**Non-Board members:** Lucy Zaman (**LZ**) and Kim Hart (**KH**) (VenueLambeth).

**Apologies:** Dr Ian Dungavell (**ID**) (Historical specialist), Cllr Olga Fitzroy (**OF**) (Co-Chair) and Julian Briant (JB) (Archdeacon's representative). Also received from Preeti Chatwal-Kauffman (**PCK**).

**Live sub-groups and membership**

1. Friends MoU (OF/EN/CB/JL/KC)
2. Hellenic Enclosure (CL/RF/NL/KC/EL (planting related)/other reps. to come from CL and KH)
3. Interpretation (OF/EN/NL/KC, others as required)
4. Volunteering (EN/OF/KC/JL/Lucy Zaman/CB and 1 other FoWNC rep); other officers, e.g. KH, invited as required.

Actions are in a table at the end of the document

**The meeting was quorate.**

**1. Introductions, Apologies and Declarations of Interest**

Introductions were made. NL declared grave ownership; TS declared that as partner of KH he would not take part in any debate regarding her areas of work where decisions were to be made but would otherwise contribute to the discussion where appropriate.

## 2. Minutes of previous meeting

The Minutes of the meeting held on 28 January 2025 were formally approved, with a clarification from TS that under Item 5 he was not questioning the need for an evaluation panel but rather expressing surprise that it was being given as a reason for delay with the project and suggests the comment is deleted. KC to amend and re-send.

NL noted that under Item 6 we were going to create a working group, but the meeting took place more as a sub-committee, nothing additional to report.

EL requested Minutes are sent out with Agenda and other papers in advance of each meeting.

## 3. Actions log

These were gone through and outstanding items discussed. See updated Actions Log at end of document.

KH to upload documents to project website; KC to arrange meeting with TS to discuss accumulated issues. KC to ask Dan Thomas to update EN re. restoration of fountain outside the cemetery. KC confirmed that the Director had approved use of Parks s106 covenants to fund the works.

## 4. Governance issues

KC: decision report on adopting new Regulations still circulating internally.

Discussed Hellenic Enclosure working group, CL proposed George Vassialis and CL will speak to him. CL can provide a list of 700 family members. Noted that key purpose of the group is to progress full restoration of the enclosure boundary wall, paths and memorials. Also, agree MMP content for the enclosure; provide some oversight of the management of St Stephen's Chapel, agree grounds maintenance regime and other events/activities. LZ suggested someone from the Venues team sits on the group. EL suggested someone with experience of community events, eg Brixton Project. KH still to provide suggestions from her contacts.

CL asked if a family can adopt a memorial without taking on financial liability, thinks that would smooth the route to restoration.

EN met Cllr Cowell with OF to discuss ToR. Finalising a form of words for the MoU, EN will send to NL and KC for comment. NL wants to cross-reference with other governance documents.

## 5. Capital works – NLHF programme and Robson Road entrance

NL registered displeasure that no-one present from Capital team, EN will raise.

NL: the 3 memorials damaged in Hellenic enclosure still not repaired. EN will follow-up.

NL: Hubbard Road, how will the levels work? Appears side gate will be level, but can't work out levels on other two. KH: never intended they would be used. NL: doesn't matter, should still have level access in case there is a decision to use them in the future.

NL: Dodd – wrote to PCK, EN and OF last year that it had been discovered that the lower chamber walls have coffins concreted into them – just for noting.

TS: board does not have adequate oversight on projects like this, doesn't get asked to make decisions or for guidance. KC pick up in review meetings with PCK.

TS raised concerns on area inside the new Hubbard Road entrance. Buxtons work awaited to complete.

NL questioned where funding for Robson Road is coming from. EN clarified separate NLHF pot. NL: but a specific cost envelope needs to be defined and assurances provided the project will remain within it.

TS: raised concerns about delays with Robson Road entrance, feels October is unrealistic for delivery.

EN and OF have met with the Cabinet Member, Cllr Cowell. EN will raise a range of issues with the capital team.

## **6. Capital works – Catacombs restoration plans**

NL: meeting with consultant is outstanding, but key for that meeting is to obtain detail of how, if at all, independent and safe access can be secured for wider public benefit. Need clarity on this before a project can progress. Expect a meeting 23 April.

EL: concerned I don't have an overview of the finances for these projects, can we start to receive a financial snapshot?

NL: we have been asking for this for years, do not receive or they are not comprehensible.

EN: will pick up with Mick Wynne.

EN raised Faculty for Robson Road. NL confirmed a petition will be lodged with the Diocese and it may take some considerable time to receive an outcome. EN to ask PCK for update on this.

AF suggested a report from the capital team by 9 May.

## **7. NLHF programme update – activities**

No questions.

## **8. NLHF programme update – interpretation**

KH: ran through slides (to share). Average reading age in England is 13, so all text needed to meet that. Starting filming next week for day in a life project.

CL: worth checking QR codes regularly – involved at a site where a right-wing organisation put their own QR stickers over those on interpretation materials.

## **9. NLHF programme update – St Stephen's Chapel**

LZ: we have taken handover, there are some snagging issues with the capital team; are focusing on launch events.

KH to share cello recording.

CL: have suggested glass doors in the past to the vault. If possible to know costs, would be very interested and might be able to secure a contribution. LZ to seek quotes. Ralli family will take a liberal view of how the chapel is used providing the vault room is kept sacrosanct.

LZ: we are exploring environmental assessment controls and heating via an electrical consultant.

Agreed should aim to have priorities for restoration on a map for the September meeting. Working group to consider.

#### **10. NLHF programme update – volunteering**

EN: have met with Friends; still revising the document with 7 opportunities, still work in progress; discussion will continue at the Look Ahead meetings. Job descriptions are needed for the volunteer roles, will then look to finalise the MoU with Friends. Will provide a more detailed update at next meeting.

#### **11. Bereavement Services items (including gardening update)**

JL flagged the many issues affecting the Lodge, so staff have not moved in yet and public access is not safe. All to submit comments on litter bins.

#### **12. Working Group updates**

No additional updates.

#### **13. Events for diaries**

KH ran through plan for opening events and noted that the Buxton's delay is creating risks. PCK has said they would be out by 18 May. Formal opening 23 May, then 30 May to 8 June programme. 31 May ribbon-cutting and speeches. Developing list of invitees, suggesting public ballot for last 10 seats. Hellenic family event 20 September, invite only

CL – to be clear invitees are not the large London Cypriot community, so they need to be involved in May events.

KH – CL has agreed to create a poster summarising the history of the Hellenic enclosure. Friends events are all on project website.

CL – can the Friends and SPB members support event on 20 September? Attendees will have lots of general questions. Will send poster round for comment in a month or so.

AW – helpful to understand breakdown of all elements in terms of not clashing with Friends walks; can adjust starting points.

KH has matrix for all elements and will share.

CL – RF is already known to many of the families.

**14. Stakeholder items**

AW expressed thanks to JL for the tour and to Helen for assisting.

**15. AOB**

AF complimented leaflet design.

RF reiterated he feels bins should be lidded, often observes foxes pulling litter from bins.

AF emphasised importance is frequency of emptying.

KH suggested litter is something volunteers can assist with.

JL clarified gravediggers empty bins on Mondays and Fridays at all 3 cemeteries, at present unable to undertake more frequently because of distances involved travelling to Tooting sites.

**16. Date of next meetings (quarterly)**

16 July (5.30pm start for cemetery walkabout, rest of meeting to be held in Visitor Centre). Invite sent.

8 October (Room 1-01 is booked in Lambeth Town Hall) – invite sent 15 April.

## ACTIONS LOG

No	Action	Raised	Who	Timescale	RAG
1	Provide budget statement for Bereavement Services	23/9/19	Kevin Crook	For each meeting	Standing item
2	Book venues for next meetings	30/9/24	Kevin Crook	Ongoing	Ongoing requirement
3	Minutes need to be circulated to Director of Highways, Environment and FM	27/11/24	Kevin Crook	Ongoing	Ongoing action
4	Standing items for all meetings to be added to agenda:  Volunteering update (JL and FoWNC) Gardening update (JL) Events happening between now and the next meeting for people's diaries (KH) Finance Report (MW/PCK)	5/12/24	CLlr Emma Nye	Ongoing	Ongoing actions
5	Clarify removal of Heras and debris around Balli	30/9/24	Preeti C-K	By end October	Awaiting practical completion
6	Draft paper as discussion piece regarding acceptable uses of the cemetery	30/9/24	Kevin Crook	By end May 2025	Open
7	Arrange another MoU sub-group meeting	27/11/24	Kevin C	ASAP	Outstanding
8	EDI survey of Board members	27/11/24	Kim Hart	By mid-Jan	Outstanding
9	Establish new Working Group for Volunteering and set up inaugural meeting	27/11/24	Kevin C	ASAP	Outstanding
10	Update Board members on Hubbard Road completion and possible launch date	27/11/24	Kim Hart	ASAP	Ongoing
11	Provide paragraph regarding Robson Road highway safety issues to TS and board	27/11/24	Preeti C-K	ASAP	Outstanding
12	Arrange visit to crematorium/mortuary for Board members	27/11/24	Jacqueline Landy	ASAP	Open
13	Paper on accessibility and equalities to be brought to future meeting	27/11/24	Kevin Crook	During 2025	Open
14	Meeting documents to be added to Lambeth's website	27/11/24	Kevin Crook	ASAP	With Webteam
15	Signage at Hubbard Road entrance needed for opening	27/11/24	KH / JL	Feb/Mar	Open
16	Keep ToR on agenda and review after end June 25	28/1/25	Kevin C	End June 2025	Open

MINUTES

No	Action	Raised	Who	Timescale	RAG
17	Provide additional members for Hellenic Enclosure Working Group	28/1/25	C Long / K Hart	ASAP	Open
18	Circulate PAC documents relating to Lodge	28/1/25	Kevin C	With minutes	Open
19	Update on Fawcett fountain to EN	28/1/25	Dan T	ASAP	Open
20	Update St Stephen's Business plan to clarify all faiths can book it	28/1/25	Lucy Z	ASAP	Complete
21	Toilet issue in St. Stephen's Chapel. SO to provide reference she referred to; officers to respond. Complete, although waiting for Planning to reply to EN	28/1/25	Susan Osborn / Kevin Crook	ASAP	Complete
22	Financial status of NLHF programme	28/1/25	PCK	ASAP	Outstanding
23	Circulate list of capital projects for next meeting	28/1/25	Kevin C	Next meeting	Pending NLHF outturn
24	Circulate project plan for Robson Road	28/1/25	PCK	ASAP	Outstanding
25	Briefing on Robson Road	28/1/25	PCK	ASAP as appropriate	Outstanding
26	Briefing on Dodd	28/1/25	PCK	ASAP as appropriate	Outstanding
27	Arrange next Catacombs meeting	28/1/25	KC	ASAP	Complete
28	Upload Board documents to Project website due to delays with Lambeth webteam	9/4/25	Kim Hart	By end April	Open
29	Arrange meeting with Tim Stephens	9/4/25	Kevin C	By end May	Open
30	CL to approach George V re joining Hellenic Enclosure working group	9/4/25	Christopher L	By end May	Open
31	Issue of non grave owners taking on works to memorials. <i>NB – after the meeting NL agreed to draft a paper</i>	9/4/25	Nicholas Long/KC/JL	For next meeting	Open
32	Discuss wording for MoU	9/4/25	EN/NL/KC	By end May	Open
33	Raise concerns and requests with Mick Wynne	9/4/25	Emma Nye	Before next meeting	Open
34	Ensure concerns are raised at regular review meetings with PCK	9/4/25	Kevin Crook	Ongoing	Open
35	Confirm next meeting re catacombs	9/4/25	Kevin C	Before end April	Open
36	Share Kim's slide deck	9/4/25	Kevin C	With Minutes	Open
37	Seek quotes for glass viewing door to vault room	9/4/25	Lucy Zaman	By end May	Open
38	Job descriptions for 7 volunteer roles	9/4/25	Kim Hart	For next meeting	Open
39	Share thoughts on new litter bins to Jacqueline	9/4/25	All	By end April	Open

## MINUTES

NB – once individual actions have been acknowledged as Complete by the Chairs at a Board meeting, they will be removed from subsequent Minutes.