

West Norwood Cemetery - Strategic Partnership Board

Meeting date: 9 July 2025

Time: 5.30 pm to 8.30 pm (starting with a cemetery walkabout)

Location: West Norwood Cemetery, Norwood Road – meet by Lodge.

Attendees:

Archdeacon's representatives: Nicholas Long **(NL)**, Julian Briant **(JB)**

Lambeth councillors: Cllr Olga Fitzroy **(OF)** Cllr Emma Nye **(EN)** **(Co-Chairs)**

Friends of West Norwood Cemetery: Dr Jane Jordan **(JJ)**

Historical Specialists: Dr Robert Flanagan **(RF)**, Dr Ian Dungavell **(ID)**

Lambeth officers: Jacqueline Landy **(JL)**

Norwood Forum: Sue East **(SE)** and Susan Osborn **(SO)**

Co-optees: Anne Fairweather **(AF)**

Also attending: Preeti Chatwal-Kauffman **(PCK)**, Mohammed Ullah **(MU)** on tour only and Malcolm McGregor **(MM)** from PRS Architects

Apologies: Christopher Long **(CL)**, Elyssa Livigant **(EL)** – Co-optees, Kevin Crook (Assistant Director Neighbourhoods) **(KC)**, Tim Stephens (Norwood Forum), Kim Hart **(KH)** (VenueLambeth).

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/ 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

Notetaker (JL) (placing chairs and opening doors so beginning of meeting was not fully annotated).

JJ introduced as new chair to FOWNC and JE as attendee from Norwood Forum.

NL and JB declared grave ownership.

2. Proceedings of previous meeting

Minutes from last meeting were not available, the meeting was held in person with limited connectivity. OF to take up any corrections.

3. Actions log

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

Budget for requested again. Request to recirculate April minutes (KC) and to add any ongoing updates. Visit to mortuary/crematorium area to be arranged. KC to check if meeting available on Lambeth website (Democratic Services).

Query on adding members to Hellenic Working Group - action for CL.

Balli was raised as a concern, query if removed? PCK or JL to check.

NL: requested update on all possible ongoing capital works – further discussion needed on Dodd and Robson Road. Noted he had raised this concern with Mick Wynne (MW) and will continue to do so.

Items with Lucy Zaman (LZ) left on agenda in absence of LZ replacement or KH on events.

4. Capital works – NLHF programme and Robson Road entrance

PCK: New entrance construction works ODDR has gone to DLT, noted a pause on Lambeth spending will mean this is taking longer

NL: Queried if this will impact any external funding with NLHF?

PCK advised this will continue irrespective of any challenges and the preferred bidder is poised to carry out external works with an immediate start and works to conclude by **27 October 2025**

Group asked for PCK to send draft and queried the traffic inspection for this entrance and any risks.

OF: Has ODDR been approved to award to preferred bidder and published for 5 days. EN requested this is sent.

AF: asked if Robson Road is fully funded.

PCK advised £225k has been awarded by NLHF and 25k to be match funded by LBL.

AF/NL – noted it is hard to understand the budget and asked if this can be clearer in reporting to help gain clarity.

PCK noted this is an isolated project, and pending Faculty. The Diocese have been chased.

SO asked about timings and in relation to Bat Licences which are understood to last 30 days.

PCK confirmed no bats found to be nesting in recent survey and in 2022. MM shared survey documents and shared red items to be previously approved and blue shows minor modifications. The path is not a ramp or slope, and the works are away from the electrical unit.

OF – raised roadside safety.

It was mentioned Parkhall were approached to purchase or adopt land but not possible. No budget.

BF – road safety is concern; it was previously discussed to relocate bus-stop and drop kerbs? Is this still happening? Need to tackle Highways works for safe crossing? Safety audit – kerb should be dropped.

PCK – Highways to work with selected contractor, will need to bring in someone from this team. Linked to other schemes on Norwood High Road.

Queried if this will go ahead regardless?

PCK – can be done, signs can be made – Highways to do.

OF – raised concern on opening gate without clear safety audit or plan

NL – noted the same concern on Hubbard Road after years of issues. There appears to be a disconnect between Capital Teams and Highways. How do we resolve this?

OF – asked for a meeting with Highways arranged by PCK.

PCK – fully understand concern, problem is there is only a small budget.

BF – As Hubbard is residential, this is more of a worry as Robson Road is far busier. There have already been some aggressive incidents noted at Hubbard and Robson is likely to have similar.

OF – MOU needed on decision report, to make Cabinet aware of concerns of SPB.

The last report was from 2018 – Stage 2 order. SO – asked if there are new risks as the report is 7 years old.

AF queried if works needed had been costed for? Board noted earlier request to relocate lamppost.

PCK noted this is not part of the project and there are no measures for the road, will circulate the Planning document for a local plan for this pedestrian gate (no vehicular access).

SPB members asked to satisfy concerns can a second audit be carried out and if build outs are needed, is there any funding?

BF – queried the material for gate.

4a) Capital works – Hubbard Gate

NL and BF noted this has been opened for Summer, but the temporary access ramp remains. Has the concept design for the permanent access been agreed?

PCK – advised being priced up by Greenways. MM – looking at levels, kerbstones and drainage.

SPB board members agreed the temporary ramp looks good and no push back from residents to Bereavement Services on the design. BF suggested it could stay.

PCK advised that the contract is near end and as a result there isn't a final answer on budget yet for this.

NL expressed frustration that all way through there has been no financial reporting, including this evening. There are no figures and empty promises of this coming through. Blindsided by Robson Road news.

NL – shouldn't be having these meetings to agree plans without finance overview.

OF – asked PCK who had discussed with Mick Wynne.

PCK - Advised not possible as they were settling accounts on Sally Strachey and Buxton. The former have gone into administration.

OF asked if Sally Strachey (SSHC) going into administration was a financial risk?

AF asked if Capital could present a monthly report in the same vein as the one Bereavement Services uses for financial reporting.

OF noted that the finance reports or snapshots are asked for every meeting and so far, not received.

NL – regrets that SS has closed, asked if they hold images and intellectual property for the project in their hands as we would need to recover this.

PCK – advised LBL holds this. If SSHC has anything it is without consent but not aware of any issues.

OF asked PCK to check and if there was progress on the 3 monuments in the Hellenic Enclosure that were damaged.

PCK advised they are submitting costs, but we are liable to pay. The contract from the architect stated if needed they should be dismantled but no instruction to repair.

NL queried if this work was monitored, it would have been part of the issue when the subcontractor dug a trench – not a separate instruction, just repairs.

PCK – this was investigated and clarified with Donald Insall Architects, the stones are not damaged just dismantled.

NL and AF queried this and stated this should be part of the contract and photographic evidence was provided some time ago on what had happened.

PCK – advised this is the reported view, not my area and doing best to repair it.

Other masons will be contacted for repair quotes – JL to contact Barnes.

4b) Capital Works – Dodd

Consensus that this needs a separate meeting.

PCK shared summary from report – architect has investigated on site and Stage 3 to begin, Faculty and Listed Building Consent to be examined.

Large project in excess of £250k so a full grant application as monument is described as ‘Jewel in the Crown’ of cemetery.

Stakeholder meeting needed to evaluate all aspects and if coffins are located.

JJ queried what this might mean – exhumation and return.

NL asked to draw attention to grave owner as historically they have never paid for grave. The coffins are interred vertically into the wall, held by concrete.

4c) Capital Works - Other

EN/OF – queried the furniture for Bereavement Services and if contractor or FM had been held responsible for loss.

PCK – advised this is a question for Bereavement Services or Mick Wynne.

EN/OF – reiterated query if Buxton had paid or replaced the furniture they were using not just what was lost in the wider move?

SO – asked if there had been an evaluation or lessons learned exercise?

EN – advised she would relay this question to John Bosley – Director.

5. Governance Issues

This was disrupted as notetaker (JL) needed to leave and open main gates for PCK and MM to leave.

EN shared MOU of SPB and that it holds special powers.

Decisions to be paused until this is agreed.

A copy was shared with members – some suggestions made but to be emailed to EN.

The SPB noted the authority of the Board does not appear to be recognised by Capital Projects Team.

NL and BF – request that Capital Report follows format of Bereavement Services report.

6. NLHF programme update – volunteering

This was discussed not presented as KH away.

SPB agreed it is needed to nail down relationship between FOWNC and LBL.

Request for volunteer role descriptions.

Meeting needed with KH and FOWNC – and to continue to use existing working documents.

7. Bereavement Services items (including gardening update)

JL gave a summary and invited any questions on update.

Advised mostly moved into office but access issue remains so not all staff can enter their workplace, with FM.

Bins were shown – round covered bin unanimously chosen. Pending quote for purchase.

Re-use advised is still in progress with HDD who are working on cremation plots as their first priority.

ID offered to share information on brick vaults that are being offered at Highgate.

Query on tree removal – advised Trees had contacted SPB and other stakeholders, and the logs were free to be removed as Helen has no current plans.

8. Events for diaries

None were shared as KH not in attendance.

9. Acceptable Uses of the Cemetery

This elicited wide discussion with some themes emerging:

Some early notes were we need to relate to LACO, more emphasis on the fact it is a working cemetery.

More focus on walks not run by FOWNC – how do they seek approval?

ID – queried what enforcement was available and if we relate this to Values – these are missing.

Suggestion we need a statement of values that align with what we do and do not allow.

The document alludes to vague policing of sites – not clear what powers if any staff have.

Other question was who is it for and how will it reach the audience?

Drones were also queried – more clarity needed on social media use too or informal research.

Agreed this was a ‘kick off’ for wider discussion.

10. Signage for Hubbard Road Gate

Cycling/dismount signs

Likely to need to come from Bereavement Services Budget.

11. AOB

SO queried Activities Role – if advertised.

JL could not answer, need to speak to KC.

JJ – noted Helen leaving for maternity and that she will be very missed, and if there is Maternity Leave in place. Advised this may not be possible due to budget but could discuss with KC.

12. Date of next meeting(s)

8 October 2025.

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	Clr Emma Nye	Ongoing	Ongoing actions
5	Clarify removal of Heras and debris around Balli	30/9/24	Preeti C-K	By end October	Outstanding
6	Draft paper as discussion piece regarding acceptable uses of the cemetery	30/9/24	Kevin Crook	By end May 2025	Complete, but discussion ongoing
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
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
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	Complete
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	Complete
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

MINUTES

No	Action	Raised	Who	Timescale	RAG
39	Share thoughts on new litter bins to Jacqueline	9/4/25	All	By end April	Complete