

West Norwood Cemetery Strategic Partnership Board

Meeting date: 14 January 2026

Time: 6-8pm

Location: Community Room, West Norwood Cemetery Lodge; and via MS Teams

Attendees:

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

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

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

Historical Specialists: Dr 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**) and Dr George Vassiadis (**GV**)

Non-Board members present: Cllr Fred Cowell (**FC**), Kim Hart (**KH**), Teresa Donoghue (**TD**), Preeti Chatwal-Kauffman (**PCK**), Mohammed Ullah (**MU**) and Rosie Burke (**RB**).

Live sub-groups and membership

1. Friends MoU (OF/EN/CB/JL/KC)
2. Interpretation (OF/EN/NL/KC, others as required)
3. Volunteering (EN/OF/KC/JL/JJ/AW); 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 (Chair)

Apologies: Andrea Woodside (**AW**), Anne Fairweather (**AF**), Dr Elyssa Livergant (**EL**) and Dr Ian Dungavell (**ID**). Apologies from non-Board members: Mick Wynne and Dermot Hurley.

NL and **JB** 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 (Chair)

The Minutes of the meeting held on 8 October 2025 were formally approved.

3. Actions log / Actions arising (Chair)

See updated Actions Log at end of Minutes. It was noted that Minutes had become too detailed, so will be abbreviated moving forward.

4. Capital works (NLHF programme / Robson Road / Dodd) (Chair)

Discussion around second road safety audit for Robson Road entrance. Clarified it is not needed for planning but is being commissioned during January. **PCK** confirmed any traffic calming measures needed could be funded from contingency or savings made elsewhere on the project.

UKPN works are potential issue. They have appointed a project officer who has attended meetings on site and dug trial pits. Officers are comfortable with the position, consider risk to be very low and works order raised. They will be on site 23 February, but there will be additional site visits beforehand.

Risk assessment and project GANTT chart will be circulated by **PCK**.

PCK to arrange site visit for **FC** and a small number of Board members in February when construction starts.

An update to Board members once works have started was requested (before next meeting).

Dodd update from **RB**. Site meeting including HE and structural engineers. Listed Building Consent given with no additional conditions. EoI for NLHF funding will be submitted in February. Officers need to identify 30% match funding and are assessing s106. Cost is £500,000 in total. **JJ** will explore small donation from Friends. Importance of memorial stressed.

Concern expressed over lack of cremator. **JL** to bring briefing on options to **FC** Cabinet Member Briefing session. Needs to be considered for future capital programme.

5. Activities and Community Officer update (KH)

Two recent events very well attended. Progressing Trampers and golf buggy, awaiting delivery dates. Met company re installing hearing loop in all 3 venues, has budget remaining. Some snagging on signage to resolve. **OF** requested to be kept informed of bookings for St Stephen's. It was decided not to discuss NLHF plaque in the meeting – to be circulated. Discussion around River Fleet, **KH** requested to return them to the ceramicist. Some actions required around Robson Road gate, need to identify funding as wasn't part of bid.

6. Introduction to the Hellenic Enclosure Association (GV)

The HEA replaces the working group. **GV** warmly welcomed to the Board and ran through the establishment of the HEA, key aims, plans and actions to date. Current focus is putting formal arrangements in place for the organisation; arranging a summer event in the enclosure and exploring funding for boundary wall and paths.

7. Working group updates – Volunteering (OF/JJ)

JJ explained **AW** leading on volunteering. Some issues with Lambeth system, exploring the one used at Brompton. Friends will be running courses through the year. **KH** to circulate pack of approx. 20 volunteering documents, should cover all issues raised. Agreed should be no lone volunteering.

8. Governance update (Chair)

MoU circulated and approved. **KC** to investigate inclusion in Scheme of Delegation.

KC took updated Regulations to Cllr Cowell's briefing session for final stage in report approval. Few changes made as a result and **FC** asked for Friends to set out expectations regarding grave maintenance (para 2.31). **JJ** taking to next meeting of Trustees.

9. Bereavement Services report (JL)

The proposed memorial bench scheme was approved. **JL** to scope out at least 20 locations and will circulate map. Locations to avoid graves and be sympathetic to Listed and notable memorial settings.

Leaving pedestrian gates permanently open was not approved. **OF** to investigate senior representation to Thames Water regarding impact on gate on Norwood High Street.

Proposed approach for tackling serious breaches of Regulations was agreed, **JL** to implement.

10. Acceptable uses of the cemetery (KC)

Document circulated by **KC** was agreed. **KC** to adapt Highgate values and add something to finalise the document.

11. Review of the 2016 Filming Policy (KC)

Revised document circulated by **KC** was agreed. Issue of people making money from YouTube videos etc was discussed. **KC** to discuss with Legal Services.

12. Events for diaries (All)

JJ: Friends ongoing programme and **JJ** planning something for International Women's Day.

13. AOB

RF and JJ: raised issues with ivy. **KC** to pick up.

EN: raised suggestion from Philip Virgo re Cemetery Watch group. Agreed, **EN** to progress.

14. Date of next meeting (meeting are quarterly)

15 April 2026 in the cemetery – to be held in the Community Room within the Lodge.

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: <ul style="list-style-type: none"> 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	EDI survey of Board members	27/11/24	Kim Hart	By mid-Jan	Survey ready to be circulated
6	Establish new Working Group for Volunteering and set up inaugural meeting	27/11/24	Kevin C	ASAP	Outstanding
7	Provide recent Robson Road highway safety assessment	27/11/24	Preeti C-K	ASAP	Outstanding
8	Circulate revised paper on accessibility and equalities (access review)	27/11/24	Kevin Crook	Nov 25	Open
9	Signage at Hubbard Road entrance needed	27/11/24	KH / JL	Feb/Mar	Open
10	Keep ToR on agenda for review	28/1/25	Kevin C	End June 2025	Put on Agenda for Jan 26
11	Update on Fawcett fountain to EN	28/1/25	Dan T	ASAP	In progress
12	Financial status of NLHF programme	28/1/25	PCK	ASAP	Outstanding
13	Circulate list of capital projects for next meeting	28/1/25	Kevin C	Next meeting	Pending NLHF outturn
14	Circulate project plan for Robson Road	28/1/25	PCK	ASAP	Ongoing
15	Briefing on Dodd / Board needs to sign-off on any works package	28/1/25	PCK	ASAP as appropriate	Ongoing
16	Arrange next Catacombs meeting	28/1/25	KC	ASAP	Paused
17	Upload Board documents to Project website due to delays with Lambeth webteam	9/4/25	Kim Hart	By end April	Open
18	Discuss wording for MoU	9/4/25	EN / NL / KC	By end May	Ongoing

MINUTES

No	Action	Raised	Who	Timescale	RAG
19	Raise concerns and requests with Mick Wynne	9/4/25	Emma Nye	Before next meeting	Ongoing
20	Add bench removal information to project website	8/10/25	KC / KH	Dec 25	Open
21	Try to locate work done on original landscaping scheme	8/10/25	Nicholas	Nov 25	Open
22	Research tree adoption schemes (as a form of memorialisation) for next meeting	8/10/25	All	Jan 26	Open
23	Develop a process for non-grave owners taking on responsibility for care/restoration of memorials	8/10/25	NL / JL / KC	Jan 26	Open
24	Create a biodiversity sub-group	8/10/25	EL (&KC)	Jan 26	Open
25	Share information on brick vaults offered at Highgate	9/7/25	ID	Nov 25	Open
26	Check if Board meetings should/could be added to meetings calendar on Lambeth website	9/7/25	OF	Nov 25	Complete (not possible)
27	Confirm road safety arrangements for Robson Road entrance	9/7/25	PCK	Oct 25	Open
28	Meet with Highways and capital teams	9/7/25	PCK	Nov 25	Open
29	MoU added to Robson Road decision report	9/7/25	PCK	Oct 25	Open
30	Separate meeting regarding Dodd restoration to be convened	9/7/25	PCK (KC)	Nov 25	Open
31	Circulate final paper covering acceptable uses of the cemetery with values	14/1/26	KC	Mar 26	Open
32	Risk assessment and Gantt chart for Robson Road to be circulated to Board members	14/1/26	PCK	Feb 26	Open
33	Site visit to be arranged for Cllr Cowell when works commence	14/1/26	PCK	Feb 26	Open
34	Update on Robson Road works to be sent to Board members once works are underway and prior to next Board meeting	14/1/26	PCK	Mar 26	Open
35	Briefing on options for replacing cremator to Cllr Cowell's CMB	14/1/26	JL/KC	Mar 26	Open
36	Ceramics to be returned to ceramicist	14/1/26	KH/TD	Mar 26	Open
37	Distribute proposal for NLHF acknowledgement plaque	14/1/26	KC	Feb 26	Open
38	Circulate volunteer pack	14/1/26	KH/TD	Feb 26	Open
39	Circulate map of proposed memorial bench locations	14/1/26	JL	Feb 26	Open

MINUTES

No	Action	Raised	Who	Timescale	RAG
40	Progress action to tackle a small number of the worst Regulation breaches	14/1/26	JL	Feb-Mar 26	Open
41	Circulate final version of updated Filming Policy once legal issues clarified	14/1/26	KC	Feb 26	Open
42	Clarify policy on treatment of ivy	14/1/26	KC	Mar 26	Open
43	Progress Cemetery Watch initiative	14/1/26	EN	Mar 26	Open

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