

West Norwood Cemetery
Shadow Strategic Partnership Board

Date: Tuesday 28 January 2025

Time: 6.00pm to 8.25pm

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

Attendees:

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

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

Friends of West Norwood Cemetery: Caroline Brown (CB)

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); Preeti Chatwal-Kauffman (PCK) from Lambeth's capital team.

Apologies: Dr Ian Dungavell (ID) (Historical specialist) and Andrea Woodside (AW) (Friends of West Norwood Cemetery).

Live sub-groups and membership

1. Friends MoU (OF/EN/CB/JL/KC)
2. Hellenic Enclosure (CL/RF/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 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

The Minutes of the meeting held on 27 November 2024 were formally approved.

3. Actions arising from last meeting

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

4. Governance issues

- i. TS raised concern that updated ToR should have included track changes. KC offered to email TS to explain why a couple of his proposed changes were not incorporated.
- ii. John Bosley had confirmed officer reps to the Co-Chairs.
- iii. Updated Regulations – TS: will need formal decision report and asked that the Board see Legal comments in advance to assist decisions. KC confirmed decision report is circulating and Legal comments unlikely to differ from published 2022 report.
- iv. Regulations: approved except for references to children’s scooters and disability scooters; SO: include reference to Robson Road entrance; SO: legal definition of disturbance, maybe add to Addendum. KC to amend and re-circulate.
- v. EN circulated proposed constitutional wording. Approved with 2 minor changes – delete first para and change may delegate to will delegate.

The SPB will delegate authority, in whole or part, for the management of the cemetery to The Chief Executive of Lambeth Council and/or the Director responsible for the management of Parks and Open Spaces. Before the Council exercises any power of management, it will call for and consider any advice given by the SPB.

The SPB is to receive all decision-making reports a minimum of two weeks ahead of other stakeholders so that we can consider issues and offer appropriate advice.

Any delegation may be reviewed or rescinded by the SPB. The SPB may establish a protocol that explains the delegated management of the cemetery

- vi. Hellenic Enclosure Working Group was discussed. KH and CL were asked to submit suggestions for external participants in writing to chairs.

5. NLHF capital works

- PCK sent briefing on Ibbotson, has now been removed from Heritage at Risk Register (HARR)
- Dodd is next major project, architect appointed, investigations underway; have approached Planning Conservation team and will update once get feedback
- Lodge handover tomorrow, received Building Control sign-off. JL asked if wi-fi sorted, PCK assured it has been

- St Stephen's handover expected w/c 3/2
- Hubbard: have met Highways, hoping completion during March
- OF raised issue of 3 damaged memorials in Hellenic enclosure. PCK: Sally Strachey contested liability, we are challenging and will make sure SS repair them. Haven't done final account for works yet. CL noted he had photos from April 24 if of assistance. PCK confirmed they have photos from handover
- SO raised planning documents going to next Planning Committee. Talks about Lodge, but not included in papers. EN requested KC circulate with Minutes, thinks relates to Planning Conditions e.g. cycle racks
- EN raised Fawcett fountain outside cemetery which was hit by a vehicle. PCK: Dan Thomas was looking for funding through insurance claim and will request update
- PCK: Robson Road tenders being evaluated, will award Mar/Apr. Start works Apr/May. TS raised concerns about slippage, residents have been waiting 7 years. PCK explained utility complications.
- TS: questioned need for evaluation panel. PCK explained part of internal procurement procedures and JB has been invited to sit on panel.
- NL: Cabinet Member originally told completion by March, need to record elasticity of project. Need some absolute confirmation on completion date and confirmation on how Robson Rd and Dodd will be funded. PCK: will send project plan for Robson Rd for next meeting. Have been awarded £250k from NLHF. Dodd will be subject to a separate NLHF application.
- OF: how much of £250k is contingency as complicated project? PCK: standard 10%. Not seen prices yet but will be in ODDR.
- SO: utility issues will escalate cost hugely. PCK: main issue is electrical supply of crem and chapel. Is risky, but commitment made to residents.
- TS: Highways issues as well. Can Chairs meet Cabinet member to see if timescale can be shortened? PCK: need to see tender details first.
- AF: how would any overspend be met? PCK: haven't seen submitted costs yet. We can arrange a separate briefing session. We would ask NLHF first, then request more capital internally.
- OF: obvious concern about overspends. What is mechanism for making a decision on the tender? PCK: via ODDR and we keep Cabinet Member in the loop.
- OF: Board needs to be sighted to same extent as Cabinet Member. PCK: will take that back to senior management.
- OF: KC to send agreed constitution page to PCK. Board should see things before Cabinet Member.
- TS: Dodd similar issue, Board is not making the decisions. PCK: we will arrange a separate briefing on Dodd.
- NL: gave context on Dodd.

6. Catacombs restoration

- NL: preliminary matters still not addressed, e.g. air quality, heritage survey, schedule if interments, full condition survey.
- OF: several issues with the proposal. Board needs to be more involved. Financial update needed.
- KC: removed reference to rose garden on top; had not been in original brief.
- AF: requested list of capital projects and funding allocated. KC explained somewhat in limbo until understand request from catacombs pot to cover overspend in NLHF project. Original allocations in published decision report.
- RF: request to see brief provided to consultant.
- General concern over proposal not to restore catafalque.
- NL: spec reads like a pro-forma, why raise fire barriers at this stage?
- EL: scale needs more reflection and planning.
- KC: I will arrange a meeting with Dan, EN, JB, NL, RF.

7. NLHF activities programme

No questions.

8. NLHF proposal to meet legacy commitments

- CB: approve use of their donation but new role needs to be very collaborative.
- EL: horticultural apprentice post worked well, can that be used? KC confirmed mentioned in briefing, in process of changing JD to create more tailored role for Helen working with volunteers etc.
- LZ: other plans being developed to involve young people.

Proposal approved for sending to NLHF.

9. NLHF programme – interpretation

No questions.

10. NLHF programme – St Stephen's Chapel

- EN: there are differences on p12 and 15 re hearing loop. LZ/KH explained will be part of wi-fi provision rather than a physical install.
- EN: clarity over different faiths booking venue. Confirmed that is fine, chapel is not consecrated. LZ will update.

- CL: families of those interred will have a very liberal attitude to use of chapel provided Vault Room remains in a sober, religious state and overall use is sensible and appropriate. Chapel should be used for events to breathe life into it. LZ confirmed Vault Room can't be hired for events.
- EN: information on those buried in chapel? KH confirmed brief is being written now.
- SO: is capacity confirmed? LZ: needs fire risk assessment first, then can confirm.
- SO: single unisex toilet is in breach of Regulations. Will provide reference so officers can check and respond.

11. Nomenclature discussion

The following terms were agreed for ongoing usage.

South Metropolitan (West Norwood) Cemetery is the formal name and still to be used as an introduction in formal documents but generally will be in the context of then moving to use the commonly accepted name through the rest of the document.

West Norwood Cemetery is the name in common / everyday use.

St. Stephen's Chapel

Hellenic Enclosure (subject to extensive discussion but agreed as culturally accurate, because no Greeks are buried there. Necropolis rejected, may be accurate but has never been used).

12. Bereavement Services items

- OF: who is Welters? JL: arrangement pre-dates JL/KC. Welters funded installation of mausolea. No paperwork, but they claim Lambeth agreed to pay a fixed rate if any were sold. Doesn't relate to West Norwood.
- OF: grave reuse, are we sure we won't get same issues as at Streatham? JL: soil is quite different, test digs soon. WN pilot is for private graves, Streatham are public graves much deeper with large number of burials. We can still use top six feet for one or two burials despite the extent of remains found.
- TS: is there more capital allocated to cemeteries? KC confirmed capital programme extension to 2028 did not allocate any additional capital.
- Agreed not to pursue additional protection for Ibbotson after all. RF pointed out previous damage was from Lambeth tractor driver
- Agreed to minute congratulations to Helen on her London in Bloom award.

13. Events for diaries

None from KH; Friends events are on Eventbrite; date for visiting mortuary/catacombs/lodge/St Stephen's will be done via email.

14. Stakeholder items

None.

15. AOB

None.

16. Date of next meetings

TS suggested setting cycle of meetings in advance and reminded meetings should be quarterly.

9 April (Room 1-01 is booked in Lambeth Town Hall, invite to follow)

16 July (anticipate holding this in the visitor centre)

8 October (Room 1-01 is booked in Lambeth Town Hall)

AF suggested annual walkabout – TBC for the summer.

ACTION 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 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/PWK)	5/12/24	EN	Ongoing	Ongoing actions
5	Circulate options appraisal for Dodd	30/9/24	Preeti C-K	By end October	Complete (sent 6/12)
6	Clarify removal of Heras around Balli	30/9/24	Preeti C-K	By end October	Awaiting practical completion
7	Review options for protecting Ibbotson and bring to next meeting	30/9/24	Kevin Crook	By mid-November	Complete
8	Responses to TS questions from Mick Wynne (MW)	30/9/24	Preeti C-K / MW	By end October	Complete
9	Business Plan to be revised to take account of issues raised and re-circulated. Some Board comments need to be referenced in document	30/9/24	Kevin C	By end October	Complete
10	Ask Legal Services to review Business Plan for compliance with LACO	30/9/24	Kevin Crook	By end October	Complete – legal advice to be sent to SPB members
11	Draft paper as discussion piece regarding acceptable uses of the cemetery	30/9/24	Kevin Crook	By end March 2025	Open
12	Establish sub-group to consider MoU with Friends and MMP content (OF, EN, CB, FM, JL, KC initial members)	30/9/24	Kevin Crook	By 11 October	Needs some action

MINUTES

No	Action	Raised	Who	Timescale	RAG
13	Establish sub-group to create MMP content for Hellenic enclosure and progress restoration	30/9/24	Kevin Crook	By 11 October	In progress
14	KC to circulate amended NLHF Board minutes	27/11/24	Kevin C	ASAP	Complete
15	St Stephen's Chapel Venue Management Plan needs to be finalised and circulated	27/11/24	Kevin C	ASAP	Complete
16	Arrange another MoU sub-group meeting	27/11/24	Kevin C	ASAP	Outstanding
17	Lambeth officer reps to be confirmed by Director	27/11/24	Kevin C	ASAP	Complete
18	Circulate clean version of revised ToR with NL amends and Norwood Forum comments	27/11/24	Kevin C	ASAP	Complete
19	EDI survey of Board members	27/11/24	Kim Hart	By mid-Jan	Outstanding
20	Establish new Working Group for Volunteering and set up inaugural meeting	27/11/24	Kevin C	ASAP	Outstanding
21	Update Board members on Hubbard Road completion and possible launch date	27/11/24	Kevin C	ASAP	Open
22	Provide paragraph regarding Robson Road highway safety issues to TS and board	27/11/24	Preeti CK	ASAP	Open
23	Circulate updated NLHF programme	27/11/24	Preeti CK	ASAP	Open
24	Arrange presentation on Catacombs project for next meeting by capital team	27/11/24	Kevin C	ASAP	Complete
25	Options for Parks for People legacy commitment to be developed and circulated to Board members	27/11/24	Kevin C	By mid-December	Complete
26	Arrange visit to crematorium/mortuary for Board members	27/11/24	Jacqueline L	ASAP	Open
27	Paper on accessibility and equalities to be brought to future meeting	27/11/24	Kevin C	During 2025	Open
28	Meeting documents to be added to Lambeth's website	27/11/24	Kevin C	ASAP	With Webteam
29	Finalise information pack for Board members	27/11/24	Kevin C	ASAP	Complete
30	Signage at Hubbard Road entrance needed for opening	27/11/24	KH / JL	Feb/Mar	Open
31	Let TS know why some of his proposed changes were not incorporated into revised ToR	28/1/25	KC	ASAP	Open
32	Keep ToR on agenda and review after end June 25	28/1/25	KC	End June 2025	Open
33	Amend updated Regulations and re-circulate	28/1/25	KC	ASAP	Open
34	Provide additional members for Hellenic Enclosure Working Group	28/1/25	CL / KH	ASAP	Open

MINUTES

No	Action	Raised	Who	Timescale	RAG
35	Circulate PAC documents relating to Lodge	28/1/25	KC	With minutes	Open
36	Update on Fawcett fountain	28/1/25	PCK	ASAP	Open
37	Update St Stephen's Business plan to clarify all faiths can book it	28/1/25	LZ	ASAP	Open
38	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	SO / KC	ASAP	Complete
39	Financial status of NLHF programme	28/1/25	PCK	ASAP	Open
40	Circulate list of capital projects for next meeting	28/1/25	KC	Next meeting	Open
41	Circulate project plan for Robson Road	28/1/25	PCK	ASAP	Open
42	Briefing on Robson Road	28/1/25	PCK	ASAP as appropriate	Open
43	Briefing on Dodd	28/1/25	PCK	ASAP as appropriate	Open
44	Arrange Catacombs meeting	28/1/25	KC	ASAP	Complete
45	Arrange summer walkabout	28/1/25	All	Next meeting	Open
46	Co-Chairs to arrange update meeting with Cabinet Members	10/2/25	OF/EN	Before next meeting	Open
47	Co-Chairs to write to Cabinet Members and John Bosley with the Minutes and request decision reports and constitutional status of the SPB to be communicated with all relevant teams, including capital works officers involved in WNC	10/2/25	OF/EN	Before next meeting	Open
48	Co-Chairs write to Cabinet Members and ask to be sighted on everything to do with Robson Road due to high-risk nature and existing overspend, even though appreciate a number of decisions already taken with this	10/2/25	OF/EN	Before next meeting	Open

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