

**South Metropolitan (West Norwood) Cemetery: A New Beginning  
HLF Development-Phase Project  
Project Manager Report No. 5**

**West Norwood Cemetery Advisory Group Meeting 28 March 2018**

**Project Management**

**Heritage Lottery Fund:** The second grant instalment has been received, totalling £95,840 of the £244,100 overall grant received to date.

The third progress report and grant instalment request has been submitted to the HLF Grant Officer and the next instalment awaited.

The bid's mid-project evaluation review with the HLF is scheduled for 10 April. The project team will be presenting the bid's proposals and associated cost plans, along with supporting documentation and seeking feedback from both the HLF Mentor and Grant Officer.

**Harrison Design Development:** The lead consultant is collating the materials and supporting documents for the following pre-application submissions:

1. Norwood Cemetery-Lodge and Visitor Centre (Planning and LBC)
2. Norwood Cemetery Boundary Works (Planning and LBC) – Hubbard Road entrance
3. Norwood Cemetery Boundary Works (Planning and LBC) - Robson Road entrance
4. Norwood Cemetery-Greek Enclosure (Planning and LBC)
5. Norwood Cemetery Monuments at Risk (LBC)

These materials will also go out to public consultation in March 2018.

**Work Packages 1, 2 & 3**

All survey and investigatory works are now complete on site and the finalisation of survey reports and associated cost estimates are nearing completion. A total project cost review and evaluation against the HLF's Parks for People Fund outcomes is planned for to inform next-phase decision-making, along with the up-coming consultation outcomes.

Current evolved plans are being prepared for pre-application submissions.

The draft Conservation Plan (CP) is undergoing internal review in advance of wider review by the HLF and stakeholder groups.

The Greek Enclosure: The project team continue to move towards an agreement with the Greek Cemetery Enclosures Trust regarding the future ownership and liabilities of St Stephen's Chapel and the wider Greek

Enclosure. Monthly movement monitoring of the Chapel continues so as to inform restoration work proposals.

The future use of the Chapel continues to evolve and build upon the aspirations already agreed on; greater general public access; a venue for small-scale performance exhibitions and events; available for private-hire for services such as weddings and funerals providing an income stream. Heating, ventilation and lighting options are still being discussed.

#### **Work Package 4: Activities Programme, Volunteering and Communications**

**Information Monoliths:** The supplementary drawings required for the planning application submission is in progress. Discussion has been had on initial location, and re-location during the bid's planned delivery-phase.

#### **Volunteering:**

The Working Party group for the cemetery's scrub and litter-clearance has been recently re-established by the Activities Coordinator. Unfortunately the first planned meet had to be postponed due to the snow, but will be rearranged. A planned approach is in place so as to support the work of the cemetery's maintenance team as well as the HLF bid priorities.

#### **Activities programme:**

The Activities & Interpretation Plan document is being drawn-up by the Activities Coordinator, in conjunction with the wider Project team.

Some new activities are planned for the remainder of the Development-Phase to engage new audiences and test approaches. These include new themed-tours, a cemetery open-day in partnership with Bereavement Services and the expansion of on-site volunteering opportunities, in addition to the existing FoWNC monthly tours.

An access Health and Safety assessment of the Catacombs is to be investigated so as to explore opportunities under the current HLF bid.

#### **Communications**

The Project's social media platforms continue to be active, with the project's website soon have consultation materials and drawings uploaded.

The next project newsletter to be issued shortly in conjunction with the opening of the second –phase of consultation.

Updated project information posters will soon be available and put up in and around the cemetery.

## **Public Consultation and engagement**

The phase 2 consultation on the bid's proposals is expected to run from 19 March to 22 April 2018. Materials are being developed and outreach activities being planned for that period. Research on contacting grave owners potentially impacted by the bid's proposals is underway.

Views are being sought on plans for the visitor centre, restoration of monuments, the conservation plan, proposals for new pedestrian entrances and the activities and volunteering programme

Local engagement continues with recent links established now with Picturehouse, The South London Theatre Company and The Community Shop.

## **Monitoring and Evaluation**

The automated visitor counter is now installed, and following some initial teething problems with the software, accurate visitor data will soon be available for use.

The first annual Monitoring & Evaluation data return to the HLF of was returned in February.

A SnapSurvey visitor survey will soon be available on the project's website to assist with baseline data collection and future target-setting for the HLF bid.