

Form 4A  
(Rule 6.2)

Public Notice  
(general form)

**In the Consistory Court of the Diocese of SOUTHWARK**

**NORTH SHEEN (FULHAM NEW) CEMETERY**

NOTICE IS GIVEN that we are applying to the Consistory Court of the diocese for permission to carry out the following:

*(Describe the works or other proposals in the same way as in the faculty petition)*

**Memorial safety works within the consecrated areas of the North Sheen (a.k.a. Fulham New) Cemetery, including hand-testing memorials for movement, and carrying out remedial works (including reinstatement) to memorials as required by the Safety Policy risk assessment,**

as described in the following documents: (A) Location Plan drawing; (B) Section Layout drawing; (C) LB Hammersmith and Fulham Memorial Safety Policy.

Copies of the relevant plans and documents may be examined at

The Cemeteries Office, North Sheen Cemetery, Lower Richmond Road, London TW9 4LL

*(If changes to a church are proposed, a copy of the petition and of any designs, plans, photographs and other documents that were submitted with it must be displayed in the church or at another place where they may be conveniently inspected by the public.)*

Petitioners:

Steve Hollingworth, Assistant Director of Leisure, Sport & Culture for the London Borough of Hammersmith & Fulham

Date **14/2/2022**

**If you wish to object to any of the works or proposals, you should send a letter or email stating the grounds of your objection to  
The Diocesan Registrar at SOUTHWARK DIOCESAN REGISTRY,  
Minerva House, 5 Montague Close, London, SE1 9BB  
or [SouthwarkRegistry@wslaw.co.uk](mailto:SouthwarkRegistry@wslaw.co.uk)**

**so that your letter reaches the registrar not later than 14/3/2022**

**A letter of objection must include your name and address and state whether you live in the parish and/or your name is entered on the church electoral roll of the parish or any other basis on which you have an interest in the matter.**



**Form 1A**  
(Rules 4.2 and 5.5)

**Standard Information**  
(Parish Churches, etc.)

**Diocese of Southwark**

**North Sheen (aka Fulham New) Cemetery**

**In the Parish of St Philip and All Saints North Sheen**

Approximate date of (church) <b>cemetery</b>	1909
Is the (church) <b>cemetery</b> listed?	No
If so, please state whether it is grade I, II* or II	
Is the church, churchyard or any adjoining structure wholly or partly scheduled as an ancient monument?	No
Is the church, churchyard or any adjoining structure in a conservation area?	No
If it is, please state which	
Is the church, churchyard or any adjoining structure in a national park?	No
If it is, please state which	
Is there any evidence that bats use the church, its curtilage or any adjoining structure?	No formal ecological survey has been undertaken of this site. However, the work of memorial assessment and reinstatement will not impact upon bats or their environment.
Please give details of any privately-owned chapels, aisles or windows	N/A
Name of lay rector, if known	N/A
Is the churchyard or burial ground consecrated?	Approximately 70% of the cemetery is consecrated.
Has it been used for burials?	Yes
Is it still used for burials?	Yes

If the churchyard or burial grounds is no longer used for burials has it been closed by Order in Council?

N/A

If it has, please give the date of the Order

Are there any graves that are identified as war graves by the Commonwealth War Graves Commission?

There are 111 CWGC casualties buried in North Sheen Cemetery

Please identify any historic structures, listed tombs, war memorials or significant trees in the churchyard or burial ground

Please give the name and address of the architect or surveyor appointed for the church under the Inspection of Churches Measure 1955

N/A

Signed: .....

Date: .....

Name:

Steve Hollingworth

Office or position held:

Assistant Director of Leisure, Sport & Culture for the London Borough of Hammersmith & Fulham

**Form 3A**  
(Rule 5.3)

**Petition for Faculty**

(Proceedings started pursuant to resolution of Parochial Church Council)

**To the Consistory Court of the Diocese of London**

**North Sheen (aka Fulham New) Cemetery**

**In the Parish of St Philip and All Saints North Sheen**

**Petitioners:**

FULL NAME*	RESIDENTIAL ADDRESS (including postcode)	OFFICE HELD*
Steve Hollingworth	145 King Street London W6 9JT	Assistant Director of Leisure, Sport & Culture for the London Borough of Hammersmith & Fulham

*\*Please use capital letters.*

Please indicate here which of the above (or other person) should be regarded as the contact address. A telephone number and email address should also be provided where possible.

Title and Name: Mr. Peter Mitchell  
Address: 11 Ivens Way, Harrietsham, Maidstone ME17 1JH  
Tel: 07736 638 534  
Email: Peter@PeterMitchellAssociates.co.uk

*Usually the minister and churchwardens should be the petitioners. Where that is not the case, please provide an explanation here (including details of the interest which it is said that a person who is not the minister or a churchwarden has in the matter).*

This petition relates to **North Sheen Cemetery**, rather than any church or churchyard. Peter Mitchell is a Bereavement Services advisor to the Council.  
([www.PeterMitchell.org](http://www.PeterMitchell.org))

## SCHEDULE OF WORKS OR PROPOSALS

We petition the Court for a faculty to authorise the following:

*Please fully and accurately state the works or other proposals for which a faculty is sought. Where relevant, include the number and date on the architect's or surveyor's drawings or other specifications.*

*The works or proposals must be the same as those in respect of which the Diocesan Advisory Committee has given any advice (subject to any modifications that have been made to take account of advice received).*

*Copies of the Standard Information Form and any drawings, plans, specifications, photographs or other documents showing the proposals must be provided with this petition.*

Memorial safety works within the consecrated areas of the North Sheen (aka Fulham New) Cemetery, consisting of:

1. Visual inspection and recording of the details of each individual memorial.
2. Assessment of the stability of each memorial and recording of the level of risk posed by each memorial to the safety of the public and to anyone working within the cemetery. The assessment procedure will follow the recommendations contained within the Ministry of Justice guidance, 'Managing the risk of burial ground memorials', published in 2009. One element of the assessment procedure is a hand test to check for the presence and significance of any movement. No force-measurement device will be used on any memorial.
3. No Listed monument or Commonwealth War Graves Commission memorial will be included in these memorial safety inspections.
4. Notification to owners of any memorials assessed as posing a high risk to public safety, requesting that they arrange for the reinstatement of their memorial.
5. Where no action is taken by owners of memorials, the reinstatement of such memorials by the Council and, where possible, the recovery of the associated costs from the owners of memorials.
6. There will be no disturbance of burials, trees or wildlife within the cemetery by any of these works.

## A. PROFESSIONAL ADVICE

*Please answer this section in every case*

1. Has the architect or surveyor appointed under the Inspection of Churches Measure 1955 been:

a. engaged in connection with the proposals? Yes ☐ No ☒ N/A

b. asked for general advice in relation to these proposals? Yes ☐ No ☒ N/A

2. If another architect or surveyor is being engaged

a. what is his or her name and address?

b. why is he or she being instructed in relation to the proposed works?

## B. CHANGES TO THE INTERIOR AND/OR EXTERIOR OF THE CHURCH

*Please answer this section if applicable. Otherwise proceed to section C*

3. a. If changes to the interior and/or exterior of the church are proposed, has the PCC prepared a statement of significance and a statement of needs?

Yes ☐ No ☐

b. If the answer to a. is yes, please supply copies of the statements with this petition.

c. If the answer to a. is no, what are the reasons for asking for permission for the proposals?

*Please supply separate explanatory statement if more space is required*

## C. FINANCIAL INFORMATION

*Please answer this section in every case*

4. a. What is the estimated cost of the proposed works? £81,000  
b. Who has estimated this cost? Hammersmith & Fulham Council  
c. Are the proposals wholly to be paid for by someone other than the parochial church council or wholly from funds which have been given to the PCC for the purpose of the proposals? Yes ☐ No ☒ N/A

All costs will be borne by the Hammersmith & Fulham Council. Where the Council fund the reinstatement of any individual memorial that is assessed as posing a high risk to public safety, they will seek to recover the costs from the owner of that memorial where possible.

- d. If the answer to c. is no, how are the proposals to be paid for? (*Please give figures in the boxes below*)

From:

- i. the PCC's current balance of funds that are available for the purpose £  
ii. gifts/legacies £  
iii. grants or fund raising: – already available £  
– being sought £

*If you are preparing a statement of needs or providing an explanatory statement under section 3c, please include details of any fund raising strategy there.*

## D. PERMISSIONS FROM OTHER BODIES

*Please answer this section in every case*

5. a. Are any external works to the building proposed? Yes ☐ No ☒  
b. If yes, have you consulted the local planning authority as to whether planning permission or advertisement consent is required? Yes ☐ No ☐  
c. Please include a copy of any reply from the local planning authority.
6. a. If required, has outline or full planning permission or advertisement consent been granted? Yes ☐ No ☒ N/A  
b. Please include a copy of the planning permission or advertisement consent, if any, with this petition. Yes ☐ No ☒ N/A
7. a. If any of the proposals affect a scheduled ancient monument, has scheduled monument consent been obtained? Yes ☐ No ☒ N/A  
c. If yes, please include a copy of the consent with this petition.



## E. ARCHAEOLOGICAL MATTERS

*Please answer this section if applicable. Otherwise proceed to section F*

8. a. Have you been advised that the proposals may have archaeological significance?

Yes ☐ No ☒

b. If yes, please include any advice received.

c. Is an archaeologist to be involved and to be given facilities for inspection and recording during the course of the works of excavation or works to the fabric?

Yes ☐ No ☐

## F. CONSULTATION FOR WORKS OF DEMOLITION, ALTERATION OR EXTENSION OF A LISTED CHURCH

*Please answer this section if applicable. Otherwise proceed to section G*

9. Have you consulted any of the following bodies?

The Church Buildings Council	Yes <input type="checkbox"/> No <input type="checkbox"/>
Historic England	Yes <input type="checkbox"/> No <input type="checkbox"/>
The Council for British Archaeology	Yes <input type="checkbox"/> No <input type="checkbox"/>
The Ancient Monument Society	Yes <input type="checkbox"/> No <input type="checkbox"/>
Society for the Protection of Ancient Buildings	Yes <input type="checkbox"/> No <input type="checkbox"/>
The Georgian Group	Yes <input type="checkbox"/> No <input type="checkbox"/>
The Victorian Society	Yes <input type="checkbox"/> No <input type="checkbox"/>
The Twentieth Century Society	Yes <input type="checkbox"/> No <input type="checkbox"/>

If the answer to any of the above is yes, please include copies of any correspondence giving the views of the body concerned and your replies.

10.a. Have you consulted the local planning authority?

Yes ☐ No ☐

b. If yes, please include correspondence giving its views and your reply.

## G. CHURCH INSURANCE

*Please answer this section for any work to or in the church*

11. Do the proposals involve external scaffolding? Yes ☐ No ☐

12.a. Is the work or part of the work to be carried out by voluntary labour?

Yes ☐ No ☐

b. If yes, has the PCC taken out insurance to protect voluntary labour against the risk of injury during the course of the work?

Yes ☐ No ☐

13. Have you informed the church's insurance company that work is to be carried out in the church or churchyard?

Yes ☐ No ☐

14. If the answer to question 13 is yes, please supply a copy of the insurer's approval or letter in reply.

## H. DETAILS OF CONTRACTORS

*Please answer this section when you wish to carry out work of any kind*

15. Please give the name and address of each contractor to be employed for the different aspects of the works (e.g. builder, electrician, stained glass artist, organ builder etc.)

**1: Memorial inspection, assessment and recording:**

Peter Mitchell Associates, 11 Ivens Way, Harrietsham, Maidstone ME17 1JH

**2: Memorial Reinstatement:**

To be appointed following a procurement exercise

## I. TIME FOR WORK

*Please answer this section in every case*

16. a. How soon will the work start after the faculty is granted?

Within three years.

- b. How long is it expected that it will take for the work to be completed?

Twelve months.

17. a. Will it be necessary to hold public worship in another building while the work is being carried out?

Yes ☐ No ☒ N/A

- b. If yes, has the Bishop consented to alternative arrangements for public worship?

Yes ☐ No ☐

## J. ARCHDEACON'S LICENCE

*Please answer this section if applicable. Otherwise proceed to section K*

18. a. Has the archdeacon granted a licence authorising temporary minor re-ordering?

Yes ☐ No ☒ N/A

- b. If yes, please include a copy with this petition.

## K. PCC RESOLUTION

*Please answer this section, deleting words as appropriate, in every case* N/A:

19. The parochial church council at its meeting on \_\_\_\_\_  
passed unanimously/without dissent/by a majority of \_\_\_\_\_ to  
among those present and voting a resolution relating to the works or proposals. A  
copy of the resolution signed by the Chair/Secretary is included with this petition.  
There are \_\_\_\_\_ members of the council.

## **L. DIOCESAN ADVISORY COMMITTEE**

*Please answer this section in every case*

20. Is a notification of advice from the Diocesan Advisory Committee included with this petition?

Yes ☐ No ☐

## **M. FURTHER INFORMATION**

*Please answer this section in every case*

21. Will the work affect any graves?

Yes ☐ No ☒

22. Are any private rights (including rights in seats in the church) affected by the works or proposals?

Yes ☐ No ☒

23. If the answer to question 21 or 22 is yes, please provide details in the schedule of works or proposals.

24. Is the information about the church and churchyard included in the most recent quinquennial inspection report still accurate?

Yes ☐ No ☒ N/A

25. If there is any further information that the petitioners would like the court to take into account, details should be set out in a letter or statement included with this petition.

[Please see attached supporting documents.](#)

We believe that the facts stated in this petition are true.

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

[Steve Hollingworth](#)

[Assistant Director of Leisure, Sport & Culture for the London Borough of Hammersmith & Fulham](#)







HAMMERSMITH & FULHAM COUNCIL			
Director of Environment Town Hall Extension, King Street London W6 9JU Tel. 020 8748 3020			
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DWG No.	Revision	Date	
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PROJECT

## NORTH SHEEN & MORTLAKE CEMETERIES

### LOCATION PLAN

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FS 32265





# **LB Hammersmith and Fulham Memorial Safety Policy**

## **Introduction**

Hammersmith and Fulham London Borough Council ('the Council') owns and manages four cemeteries:

- Fulham Cemetery
- Margravine Cemetery
- North Sheen Cemetery
- Mortlake Cemetery

Fulham and Margravine are located within the borough, whilst North Sheen and Mortlake are located within LB Richmond.

The Council is also responsible for the maintenance of six closed churchyards.

The Council has various legal responsibilities to do all that is reasonably practicable to ensure the health and safety of its employees, contractors and anyone else visiting the cemeteries and closed churchyards.

This Memorial Safety Policy sets out the ways in which the Council will minimise the risks posed by cemetery memorials to people's health and safety. It is based upon published guidance:

- Managing the Safety of Burial Ground Memorials (Ministry of Justice January 2009).
- Management of Memorials (Institute of Cemetery and Crematorium Management May 2012).

## New Memorials

The Council requires all new memorials to be installed to the current standards set by the National Association of Memorial Masons. These standards ensure that each memorial is correctly and safely installed and will increase the likelihood of it remaining safe.

This policy primarily relates to managing the risks posed by older memorials, which were not fixed to modern standards and which may become unstable over time due to various factors, including deterioration of materials used and the security of joints between components.

## Risk Assessment

*“The risk of injury from a gravestone or other memorial which has become loose and unstable is very low”<sup>1</sup>.*

*“Given the number of memorials and the number of visitors to burial grounds in any year, the risk of any injury is extremely low”<sup>2</sup>.*

The Council subscribes to the expressed view of the Ministry of Justice that local authorities should adopt “sensible, proportionate and sensitive arrangements for managing gravestones”<sup>3</sup>.

The purpose of inspecting memorials is to assess the level of risk that they might pose to people in the cemeteries. This requires judgment and the key element of the risk assessment procedure employed by the Council is:

***“Only when a memorial poses a significant risk, such as imminent collapse in a way that could lead to serious injury, does immediate action need to be taken to control the risk”<sup>4</sup>.***

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<sup>1</sup> Managing the Safety of Burial Ground Memorials. Preface. Ministry of Justice 2009

<sup>2</sup> Ibid. Para. 1, Page 5.

<sup>3</sup> Ibid

<sup>4</sup> Ibid. Summary



The Council will assess the level of risk posed by the many thousands of memorials in its cemeteries in a planned and systematic manner. This process will be undertaken by suitably experienced persons, who will maintain detailed records of their risk assessments and any subsequent actions affecting each memorial.

In view of the large numbers of memorials, the work will focus initially upon areas where there are highest numbers of visitors and then progress to the less-frequented areas of the cemeteries.

The risk assessment includes an initial visual check and recording of the features of each memorial. These include its type, size, the condition of foundations and joints, evidence of subsidence and leaning.

The visual assessment is helpful in highlighting any potential instability and is followed by a careful hand test.

*“The hand check can be carried out by standing to one side of the memorial and applying a firm, but steady pressure in different directions to determine to what degree if any the headstone is loose.*

*If some instability is detected following the hand test, a judgment must be made as to whether this movement is limited, or whether there is sufficient movement for the memorial to present a high risk to people’s health and safety.”<sup>5</sup>*

Some older memorials are very large and constructed using several different components. A hand test may not be appropriate for such memorials, but the visual assessment is likely to identify any concerns requiring a further specialist assessment.

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<sup>5</sup> Managing the Safety of Burial Ground Memorials. Paras. 15 & 16. Ministry of Justice 2009  
LB Hammersmith and Fulham Memorial Safety Policy. Page 3 of 6

## **Notification**

The Council will publish notices on its web site, at cemetery entrances and within each cemetery to inform visitors of the memorial safety programme. Notices will be periodically renewed and updated to ensure that the information provided is still current.

The Council will notify the Diocese of London (Fulham and Margravine) and the Diocese of Southwark (North Sheen and Mortlake) of its intention to enact this policy in areas of its cemeteries that have been consecrated by a Bishop of the Church of England.

The Council will also notify the Commonwealth War Graves Commission and Historic England of its intention to enact this policy in its cemeteries.

The Council will liaise as appropriate with the Dioceses of London and Southwark, Commonwealth War Graves Commission and Historic England to ensure that memorial inspections and remedial works to make memorials safe accord with any specific requirements that they may impose.

## **Actions to reduce risk**

The Council will adopt a contingent approach to reducing the risk posed by unstable memorials.

Where any memorial is found to pose a high risk to public safety, the Council will take steps to reduce the risk depending upon the particular circumstances of each case. These steps may include:

- Attaching a warning sign to the memorial, which also requests the owner of the memorial to contact the Council.
- Erecting a cordon (barrier) around the area surrounding the memorial.
- Laying the memorial down on the grave, leaving the inscription legible.

In addition to these steps to control the immediate risk, the Council will seek to make contact with the owner of the memorial through:

- Writing to the owner of the memorial at their last known address.
- Publishing details of the memorial in its web site.
- Publishing details of the memorial on notices within the cemeteries.

The purpose of contacting the owner of the memorial is three-fold and is to:

- Advise them of the danger posed by their memorial.
- Inform them of any action that the Council has taken to reduce the risk.
- Request them to arrange for reinstatement of the memorial within 3 months by a memorial mason to the current standards published by the National Association of Memorial Masons.

Where the owner of a memorial found to pose a high risk to public safety cannot be contacted, or fails to arrange reinstatement of the memorial, the Council may itself take action to ensure that it is permanently safe.

Any warning notice and cordon will be removed and actions to make permanently safe will depend upon the particular memorial. Actions may include:

- Laying the memorial down on the grave leaving the inscription visible.
- Lowering the memorial so that it is still upright, but partially below ground level.
- Reinstating the memorial and seeking reimbursement of costs from the memorial owner.

The Council will maintain a rolling programme of inspection of memorials and making safe any found to pose a high risk to public safety. This will mean that every memorial is periodically re-inspected to ensure its continued safety.