

Waltham Forest Archives

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Walthamstow Burial Board

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Walthamstow Burial Board was formed in 1870 and, after searching for a suitable site, purchased land adjoining Queen's Road, and opened the cemetery in 1872. As with many other local government institutions of the time in Walthamstow, the Board appointed William Houghton, a local solicitor as clerk. The Board ran the cemetery until its functions were assumed by the Walthamstow UDC in 1896.

1. Minutes, agendas, notices of meetings and reports concerning sites

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|-----|--|----------|---------------------------|
| 1/1 | Minute book of the Board. | 1 vol | June 1870 - December 1895 |
| 1/2 | Notices of Board meetings | 1 bundle | June 1869 - August 1873 |
| 1/3 | Notices of meetings of the Board; also notices of meetings of the vestry, resolutions, and reports by the Parochial Officers and notice of instruction by Houghton that P.H.Holland, Medical Officer of Burial Grounds has been instructed to report on formation of Board. Also lists of members proposed by Mr Cuffley, Houghton's notes on the Burial Board Acts; copy of the decision in <i>Croushaw v the Wigan Burial Board</i> ; a report on proposed burial ground sites and a plan of a 27a site, property of Mr Warner at Higham Hill. | 1 bundle | 1869 - 1870 |
| 1/4 | Copy vestry resolutions concerning the burial board and acknowledgment from Secretary of State and associated correspondence plus Burial Board resolution concerning raising monies from the rates. | 1 bundle | 1870 - 1871 |

2. Accounts

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| 2/1 | Cash book. Includes burials, fees and balances paid to treasurer. | 1 vol | 1872 - 1880 |
| 2/2 | William Houghton's account of disbursements. Includes legal costs of establishing the board, purchasing land and construction contract and disbursements. | 23 items | 1870 - 1890 |
| 2/3 | Disbursements 1874 - 1879; sexton's dues for interment; nonconformist ministers' receipts; income tax papers and postage expenditure etc | 1 bundle | 1874 - 1879. |

2. Accounts

- 2/4 Accounts of fees received, treasurer's account, sexton's fees for digging, and various vouchers, including a bill from James Goody for pipes 1 bundle 1873 - 1884

3. Title deeds and purchase of cemetary

- 3/1 Copy of order closing the burial ground of St Mary's Church, Walthamstow. 1 item 1854
- 3/2 Title of Burial Board to cemetary at Queen's Road. Includes copy of draft surrender of land held copyhold of Walthamstow Toney Manor by Joseph Trueman to the use of James Innes, 1850 (Little Field of 1a 2r 8p); abstract of title of James Innes to land formerly copyhold of Rectory and W'stow Toney manors, 1871; Requisitions on title and replies of Innes' solicitor, 1871. Abstract covers the years 1795 - 1850. 3 items 1871
- 3/3 Petition of the Walthamstow Burial Board for the consecration of the cemetary. To the Bishop of Rochester. 1 item 1872
- 3/4 Schedule of deeds 1796 - 1850 drawn up for the cemetary purchase; draft requisition on title and draft declaration by Houghton concerning his role in purchasing the land from Innes. 3 items 1871
- 3/5 Papers concerning the loan raised to purchase the ground. Includes draft mortgage by the Board to the United Kingdom Temperance & Provident Institution of the poor rate to secure £9,500; copy rating precept; correspondence and leaflet from the U.K. Temperance & Provident Institution; correspondence from the Emperor Assurance Society and the London Assurance Corporation; (all 1870 - 1871). Also a return of loans outstanding, 1874; and correspondence between Houghton and the U.K.T. & P.I. concerning early termination of the loan, 1890. 1 bundle 1870 - 1890

4. Correspondence concerning foundation, meetings and purchase of burial ground
- 4/1 Correspondence with the Home Department and the Burial Acts Office. Concerns closure of old burial ground, approval of Board and loans and of the new buildings. Includes another copy of closure order of 1854. 1 bundle 1870 - 1873
- 4/2 Correspondence with the Diocesan Registry at Rochester concerning the burial ground, and also with the diocesan solicitors. Concerns details of establishment, consecration, approval of scales of fees etc. 1 bundle 1871 - 1873
- 4/3 Correspondence from members of the Board to Houghton. Including letters from the chairman Revd Thomas Parry concerning a surveyor, times of meetings, title to land and general administration matters; from Ebenezer Clarke concerning competition drawings; from D.J. Morgan concerning meetings, discussions with Parry, possible sites, and an unfortunate accident which prevented Morgan from attending a meeting - he had fallen into the Wood Street sewer! Also from Henry Boston, H.Ramsden and J.W.Read (the latter concerning negotiations for a loan. 1 bundle 1868 - 1872
- 4/4 Correspondence concerning the purchase of land from James Innes. Includes letters from Innes (in one of which he complains of poor treatment from Houghton; solicitors' correspondence on the purchase; and letters from and concerning Mr Youngman, Innes' tenant, (of Elm Farm). Also from Alfred Janson. 1 bundle 1869 - 1871
- 4/5 Correspondence from the Charity Commission concerning a proposal to use Walthamstow Charity land as a site for a burial board. 2 items 1869
- 4/6 Correspondence concerning other proposed sites for the cemetery. From Henry Cheffins (at Easton Manor, home of the Maynards), George Borwick, and Messrs Beachcroft & Thompson concerning Mr Mills' land. 1 bundle 1869 - 1870
- 4/7 William Houghton's copy correspondence with James Innes, J.F.H.Read, Beachcroft & Thompson. Includes circular letter sent to prospective sellers of land for a cemetery. Correspondence concerns the loan (to Read) the Mills Estate (to B & C) and vestry meetings. 1 bundle 1869 - 1871
- 4/8 Miscellaneous correspondence, including letters from Woodford churchwardens on proposed use of new cemetery by Woodford; A.S.Read on general matter and others. 1 bundle 1869 - 1871

5. Tenders and contracts for the construction of the cemetery

5/1	Contract for construction and design of the cemetery chapel. Includes draft adverttishment; copies of the Builder & the Chelmsford Chronicle for July 1871 in which the advert appeared; list of names and addresses of architects circulated; letters from John H. Swan, Carey & Bullman, Edward J. Boston (Grove Rd, W'stow) & William Wigginton concerning particulars of specification; and specifications submitted by Wigginton and John Bressey.	1 bundle	1871 - 1872
5/2	Contract for drainage. Includes copy of advert in the Builder for Feb. 1872; list of tenders, the tenders themselves and associated correspondence from contractors.	1 bundle	1872
5/3	Fencing contract: copies of the Chelmsford Chronicle, Essex Weekly and the Builder with the advert. October 1871. Also includes draft advert; extract from committee meeting; specification for oak park paling prepared by John Wallen, surveyor of the Board; list of tenders and specification by John Wood.	1 bundle	1871
5/4	Miscellaneous adverts and catalogues etc. Includes design of chapel etc by Ventnor Burial Board, trade catalogue from Cox & Son, church furniture manifactorers (1874), leaflet from Turner & Allen of ornamental iron work and leaflet headed 'Testimonial fountain to be erected in honour of Alexander Smollett of Bonhill' ['in the town of Alexandra'].	1 bundle	c 1870 - 1874
5/5	Contracts: Antony Storey Reed to build the chapel etc. Contract; bond; bond and deposit of deeds and two draft bonds.	1 bundle	1871
5/6	Contracts: James Bloomfield for the drainage contract. Draft contract.	1 item	1877
5/7	Contracts: James Taylor for the construction of a sewer. Two draft contracts, one previously made out to James Stevens.	2 items	1872
5/8	Contracts: Bond of John Wood and his sureties for fulfilment of contract.	1 item	1871
5/9	Contracts: Hodgson & Facon, draft contract bond for building chapel etc. Marked 'not used'.	2 items	1871

6. Specifications, correspondence and plans of construction

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| 6/1 | Plan of the cemetery site. Scale: 90' to 1". Outline plan only. | 1 plan | c 1871 |
| 6/2 | Specifications for chapels etc provided by the Board; specification proposed by R.Charles Sutton with tissue plan of the floor layout of two chapels, scale 8' to 1" and with approval of Secretary of State attached; report by Sutton on laying out the grounds etc and associated correspondence. | 1 bundle | 1871 - 1872 |
| 6/7 | Correspondence of R.C.Sutton to Houghton during construction. Includes discussion of contractors etc. | 1 bundle | 1871 - 1872 |
| 6/8 | Copy letters from Houghton to Sutton concerning the plans etc. | 1 bundle | 1871 |
| 6/9 | Correspondence to Sutton from Hodson & Facon concerning contract work on the cemetery. | 1 bundle | 1871 |
| 6/10 | Correspondence and tender for contract work. From A.S.Reed to Sutton. For contract as finally drawn up see 5/5. | 1 bundle | 1871 - 1872 |
| 6/11 | Miscellaneous papers connected with the initial drainage contract. Includes authorisation to pay James Gooddy (See 2/4); notes on the cost of Taylor's estimate; copy of advert for drainage tenders and copy of the Report of the Committee appointed to improve drainage in the Parish of Walthamstow dated 4 April 1855. | 1 bundle | 1855 &
c 1871 - 1872 |
| 6/12 | Specification of under-drainage work at the cemetery, with a plan of the grounds (scale 50' to 1") showing layout of grounds and intended course of drains, with detailed section. | 2 items | 1877 |
| 6/13 | Correspondence etc of John Wallen, surveyor to the Board. Includes letters on the fencing contract, Wallen's original letter asking for the whole work as architect and surveyor (in conjunction with Mr Belcher) and associated matters. (additional road from Queens Rd). | 1 bundle | 1870 - 1872 |

7. Fees and regulations

- 7/1 Table of fees for interments, with draft and small handout with same information. Printed and mss. 1 bundle 1872
- 7/2 Correspondence concerning fees, including two letters from Secretary of State's Office concerning charges and with two tables of fees. 1 bundle 1872 - 1873
- 7/3 Scales of charges collected from other burial boards. Examples from West Ham (1870), Abney Park (c1870) and the London Cemetary at Little Ilford (1870) Printed. 3 items c 1870
- 7/4 Sample forms used for notice of interment and common interment. Walthamstow and London Cemetary at Little Ilford. 1 bundle c 1870 - 1873

8. Miscellaneous administration papers

- 8/1 Copy of pages of Daily Telegraph and Gardiner's Chronicle & Agricultural Gazette for May 1872 with advert for lodge house keeper for the cemetary and bundle of 54 applications for the post. 1 bundle 1872
- 8/2 Copy of letter from Houghton to Leyton Inspector of Police concerning damage to stonework at the cemetary, and copy of a notice offering a reward for persons caught damaging stonework. 2 items 1871 and 1874
- 8/3 Insurance policy with the Law Fire Insurance Co of the cemetary premises. 1 item 1872
- 8/4 Miscellaneous, including notes on acts, list of rating committee, precept to overseer to levy £250; receipts from North British & Mercantile Insurance Co for payments 1890 - 1895; bill from the solicitors to the Diocese of Rochester, 1873; letter from Thomas Skelsey, rate collector concerning finance and various receipts. Also with copy of The Justice of the Peace for August 1872 and a stationary information sheet. 1 bundle c 1872 - 1895
- 8/5 Miscellaneous correspondence on matters of bad drainage of cemetary, poor digging of graves, various individual funerals, number of burials in parish church since opening of cemetary (from incumbent of St Mary's) 1 bundle 1873 - 1889

9. Registers of graves

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| 9/1 | Register of graves.
Gives plot no, names, fees and whether located in consecrated ground. | 1 vol | October 1872 - March 1873 |
| 9/2 | Index to persons buried in the cemetery. Would appear to contain many more names than 9/1. | 1 vol | n.d. (c 1872 - 1890 ?) |

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Burial rate books and collectors volumes

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| B 1 | Burial rate book | 1 vol | August 1871 |
| B 2 | Ditto | 1 vol | March 1872 |
| B 3 | Ditto | 1 vol | September 1872 |
| B 4 | Ditto | 1 vol | September 1873 |
| B 5 | Ditto | 1 vol | March 1874 |
| B 6 | Ditto | 1 vol | October 1874 |
| BC 1 | Collecting and depositing book | 1 vol | November 1871 - May 1872 |
| BC 2 | Ditto | 1 vol | May - December 1872 |
| BC 3 | Ditto | 1 vol | December 1872 - July 1873 |
| BC 4 | Ditto | 1 vol | July 1873 - January 1874 |
| BC 5 | Ditto | 1 vol | January - August 1874 |
| BC 6 | Ditto | 1 vol | August 1874 - February 1875 |