

## GLOUCESTERSHIRE AREA QUAKER MEETING

### Burials, Interment of Ashes, Scattering of Ashes Policy and Guidance

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#### 2. Who is this policy for:

GAQM Area Meeting Clerk  
GAQM Clerk of Trustees  
Local Meeting Finance and Premises Committees  
GAQM Funeral Friends  
Friends who are appointed to ensure correct procedure for burials, interment and scattering of ashes.  
GAQM Members, attenders, the spouses and partners and dependent children of those Friends.  
Enquirers

#### 3. Statements of Policy:

Statements of principle:

We are committed to using and maintaining our Quaker Burial Grounds in ways that encompass the spirit of our testimonies of peace, simplicity, equality and integrity.

Reflecting our concern for sustainability, our burial grounds are natural sites that we hope will encourage increased diversity of wildlife and wild plants.

Our garden burial grounds are maintained as places of peace and reflection.

#### 4. Reasons for the policy:

To clarify the right use of

- the “Order for Burial, Interment and Scattering of ashes” form.
- The Certificate of Burial or Certificate of non-liability issued by the Gloucestershire Registration Services or an Order for Burial (form 101) issued by the Coroner.

To ensure that

- there is a plan of each burial ground
- appropriate records are kept of the locations of burials, Interments and scattering of ashes.
- it is clear which burial grounds are open and for what uses.

Legal and regulatory reasons for the policy:

- Ownership: The Charity Commission “Scheme” of 26 November 2012 for the Gloucestershire Area Meeting Charities.
- Quaker faith and Practice: Burials, Orders for Burials, Chapter 17 paras 11 – 14; Burial Grounds: Chapter 15 paras 17 – 20.
- AM minutes 07/06 09/56 and 09/113.
- Health and Safety legislation
- Guide for burial ground managers:  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/326370/burial-ground-managers.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/326370/burial-ground-managers.pdf)

- Statutes

Burial Act 1853

Burial Act 1855

Burial Act 1857

Burial Act 1859

Disused Burial Grounds (Amendment) Act 1981 Local Government Act 1972

Occupiers’ Liability Act 1957

Occupiers’ Liability Act 1984

Open Spaces Act 1906

Parochial Registration and Records Measure 1978 Pastoral Measure 1983

Registration of Burials Act 1864

- Regulations

Local Authorities’ Cemeteries Order 1977

Town and Country Planning (Churches, Places of Religious Worship and Burial Grounds) Regulations 1950

Who is affected by this policy?

Those listed in who the policy is for (para 2)

What is affected by this policy?

GAQM Burial grounds

Responsibilities:

The policy is implemented by:

GAQM Area Meeting Clerk

GAQM Clerk of Trustees

Local Meeting Finance and Premises Committees

GAQM Funeral Friends

Friends who are appointed to ensure correct procedure for burials, interment and scattering of ashes.

GAQM members and attenders who wish to be buried or have ashes interred or scattered on GAQM property.

Family and friends who are planning the funeral arrangements.

Reviewed by:

Trustees

Approved by:

Trustees 10.12.2020

Adopted by:

GAQM 12.12.2020

## GLOUCESTERSHIRE AREA QUAKER MEETING

### Burials, Interment of Ashes, Scattering of Ashes Guidance

We are committed to using and maintaining our Quaker Burial Grounds in ways that encompass the spirit of our testimonies of peace, simplicity, equality and integrity.

Reflecting our concern for sustainability, our burial grounds are natural sites that we hope will encourage increased diversity of wildlife and wild plants.

#### **1. Orders for Burial, Interment and Scattering of Ashes**

Before a grave may be made or ashes interred or scattered:

1. The Local Meeting (LM) appointed person for funerals must request from and be issued with an “Order for Burial, Interment/Scattering of Ashes” by the Area Meeting Clerk to Trustees.
2. After the burial, interment / scattering of ashes the LM appointed person, who has witnessed the event, will complete the relevant section of the Order and send it to Clerk of Area Meeting.
3. The Clerk of Area Meeting will sign off the Order, note it for inclusion in next Area Meeting News of Friends and return the completed Order to Clerk to Trustees.

Before a burial can take place:

1. The LM appointed person for funerals must ensure that a Certificate for Burial or a Certificate of non-liability has been issued by the Gloucestershire Registration Services or an Order for Burial (form 101) has been issued by the Coroner.
2. The Registrar of Births and Deaths must be notified of the details of the date and place of the burial within 96 hours of a burial. The detachable portion of the Registrar’s certificate (‘green form’) or Registrar’s certificate of non-liability (‘white form’) or the Coroner’s order may be used for this purpose.

#### **2. Plans of Burial Grounds and Gardens that are open for Burials, Interment and Scattering of Ashes**

Each Local Meeting is asked to ensure that:

1. There is a plan of the burial ground and garden with the location of burials and interment of ashes.
2. There is a record of the names of people whose ashes have been scattered at the Quaker gardens and burial grounds
3. There is a maintenance schedule including at least an annual review of the safety of the headstones and plants at burial grounds and gardens.

### **3. GAQM Burial Grounds that are open and for what purpose:**

- **Cheltenham.**  
Meeting House Garden: Open for the scattering of ashes.
- **Cirencester.**  
Meeting House garden: Open for the interment and scattering of ashes.  
Siddington burial ground: Closed.
- **Gloucester.**  
Meeting House garden: Open for the scattering of ashes.
- **Nailsworth.**  
Meeting House garden: Open for the scattering of ashes.  
Shortwood burial ground: Open for burial, interment of ashes and scattering of ashes.
- **Painswick.**  
Meeting House garden: Open for the scattering of ashes.  
Dell burial ground: Open for the scattering of ashes.

### **4. GAQM Approach to the Management of Burial Grounds**

- To use minimum intervention to keep the Burial Grounds as undisturbed as possible as natural sites.
- To introduce no cultivated species or plants that have not colonised the site naturally.
- To keep under control naturally aggressive species so that they do not smother the site or parts of it.
- To aid the thriving species that are natural to the site and may have been driven out or suppressed by surrounding farmland.
- To support them as peaceful, quiet places in trust for those who are buried there and for their descendents.
- To include visits to the burial grounds when a quinquennial survey is being carried out on a Meeting House to ensure safety on sites that are open to the public.
- To inspect headstone and tree safety at least annually.
- To use professional grave makers to ensure safe and legal practice.

## **5. Consideration of Requests for Burial, Interment and Scattering of Ashes in GAQM Burial Grounds and Gardens**

### **A QUAKERS,**

#### **i Quakers who are Members and Attenders in our Area Meeting**

- Shortwood Burial Ground is available for Members and Attenders listed in our Area Meeting Book of Members and Attenders, including their dependent children.

#### **ii Quakers who are Members or Attenders of another Area Meeting**

- Quakers from another Area Meeting are not normally permitted to be buried in the Burial Ground or to have a new headstone. Prior approval is required from Nailsworth Meeting if there are particular reasons to change this default guidance.
- They are permitted to have a general scattering of their ashes in a GAQM Burial Ground or garden.
- The site of an existing burial may be used for the scattering of ashes of a family member from another Area Meeting.
- The details of these family members may be added to the existing headstone if there is one.

### **B NON QUAKERS.**

#### **lii Non Quakers who are family of a GAQM Quaker**

- Deceased non-Quaker spouses or partners may occupy a new burial site if their Quaker spouse or partner has requested a Quaker burial and the non-Quaker spouse or partner has informed the relevant Funeral Friend in writing that this is their wish.
- The site of an existing burial may be used for the scattering of ashes of non-Quaker members of that family
- Alternatively, there can be a general scattering of the ashes of these family members in the Burial Ground
- The details of these family members may be added to the existing headstone (if there is one) or to the written record, if required.

#### **iv Non Quakers who have no connection with anyone interred in the Burial Ground**

- This category of person may not normally use the Burial Ground.

## **6. Requests to use the burial grounds and gardens**

### **a) Requests to be buried at Shortwood Burial Ground**

- Friends who would like to be buried at Shortwood Burial Ground should inform the Funeral Friend at Nailsworth Quaker Meeting on the GAQM Funeral and Memorial Wishes Form, preferably before informing a funeral director of their wishes.
- The Funeral Wishes Form will be retained with the completed Checklist used to prepare for the funeral / burial to enable ongoing communication if needed with the deceased person's family.
- The plots are of single depth, so if the request is for more than one person, it will be necessary to request more than one plot.
- There is no charge for burial a plot.
- The plots will be allocated by Nailsworth Meeting who can consider specific requests.
- A Guidance sheet (Appendix 5/1) accompanies this policy.

### **b) Interment of Ashes**

- Ashes can be interred at Cirencester Meeting House garden, at Nailsworth Meeting House garden and Shortwood Burial Ground.
- A Guidance Sheet (Appendix 5/2) accompanies this policy

### **c) Scattering of Ashes**

- Ashes can be scattered at all of the Meeting House gardens and at all of the burial grounds.
- A Guidance Sheet (Appendix 5/3) accompanies this policy

Colin Gerard Clerk of Trustees 2 November 2009

Val Kirby Clerk of Trustees 10 December 2020

## Appendix 1

GAQM Burial Grounds

### A Ownership

Siddington, Shortwood and The Dell Burial Grounds are in the ownership of GAQM.

They have a long established legal precedent for use as Quaker Burial Grounds.

Reference: The Charity Commission “Scheme” of 26 November 2012 for the Gloucestershire Area Quaker Meeting Charities:

1. Cheltenham Meeting House: *No mention of the garden being regarded as a burial ground.*
2. Cirencester Meeting House: *No mention of the garden being regarded as a burial ground.*

Siddington Burial Ground is named as a burial ground as a result of indenture dated 3 April 1660 and Charity Commission Scheme sealed 7 September 1965.

3. Gloucester Meeting House and Burial Ground: is named as a Meeting House and burial ground. Assignment of lease dated 17 December 1833 and Charity Commission Scheme sealed 7 September 1965.

4. Nailsworth Meeting House and Burial Ground: is named as Meeting House and Burial Ground. Declaration of trust dated 3 January 1669 (over leasehold comprised in indenture dated March 1698), indenture dated 1 December 1786 and Charity Commission Scheme sealed 7 September 1965.

Shortwood Burial Ground: is named as a burial ground: lease and declaration of trust dated 15 September 1715, indenture dated 1715, lease and declaration dated 3 May 1716 and Charity Commission Scheme sealed 7 September 1965.

5. Painswick Meeting House and Burial Ground and the Dell Burial Ground: is named as Meeting House and burial grounds: indenture dated 2 May 1870 and Charity Commission Scheme sealed 7 September 1965.

## Appendix 2

### Contacts for Orders

- **Cheltenham:** Contact Convenor of Premises Committee:

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- **Cirencester:** Contact Clerk:

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- **Gloucester:** Contact: Under Review:

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- **Nailsworth:** Contact Convenor of Premises Committee:

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- **Painswick:** Contact Friend responsible for funerals:

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## Appendix 3

### Notated Plans of Burial Grounds and Gardens

- **Cheltenham:** It is now only possible to scatter /strew ashes around the base of the birch tree.
- **Cirencester:** Plan of the Siddington Burial Ground and the Meeting House Garden with up to date information on interment of ashes at the Meeting House Garden. Comprehensive written list of burials. Informal Maintenance Plan for Siddington Burial Ground with annual review. The Meeting House Garden is cared for by the Warden and the Meeting.
- **Gloucester:** No plan and no recent information recorded. Decision needed on next step.
- **Nailsworth:** Plan of Shortwood Burial Ground with up to date information. However a more detailed drawing is needed of the burial ground to enable planning for future burials and interments and taking account of the spring. There are drawings of most parts of the Meeting House Gardens but not with the location of stones or interments, which need to be added. A 5 year management plan was completed and has run from 2015 for Shortwood Burial Ground. The Meeting House Garden is cared for by the Warden and the Meeting.
- **Painswick:** No plan of the Dell Burial Ground. Annotated plan of the Meeting House Garden. List of burials completed by Jim Hoyland. No recent information. A detailed Management Plan for The Dell Burial Ground was prepared in 2018 and is regularly updated.

## Appendix 4

### Shortwood Burial Ground Background

- The burial ground has been in use since 1695. The lie of the land suggests that many people have been buried on the site over the subsequent years, but few graves have been made in the past 100 years.
- Although the burial ground is small, because it has few headstones or marked graves most of the area can be used.
- The number of burials since 2007 and the number of requests for burials suggests that there is ample capacity.
- In the event of remains being found when making a new grave, a qualified grave digger would respectfully re-inter.
- The graves to date have been orientated east /west.
- The most straightforward positions for new graves are along the south side (the higher part) where specific plots of 2.25m long will be identified so that they can be made available as needed for Friends who have requested burial to date.
- An Ecological Survey and Management Survey was commissioned by Nailsworth Meeting and completed in 2015, which provided an overview of the species in the burial ground and suggested a management plan for the following 5 years. Further management plans will be prepared for each succeeding five years.
- There is evidence of badger activity and there appear to be two springs that results in the ground being quite damp. Additionally graves are not permitted within 15.25m / 50 feet of a spring. As a result only single graves will be made.
- We would like as many Friends as wish, to have the privilege of resting here.

## Appendix 5/1; 5/2 and 5/3

### Guidance on the use of Quaker Burial Grounds for Members and Attenders of Gloucestershire Area Quaker Meeting

#### 5/1. If you wish to be buried at Shortwood Burial Ground:

##### *Eligibility:*

- *Members and Attenders listed in our Gloucestershire Area Quaker Meeting Book of Members and Attenders, including their dependent children.*
- *Non-Quaker spouses or partners if their Quaker spouse or partner has requested a Quaker burial and the non- Quaker spouse or partner has informed the relevant Funeral Friend in writing that this is their wish.*
- We ask those wishing to be buried at Shortwood Burial Ground to inform the Funeral Friend at Nailsworth Quaker Meeting on the GAQM Funeral and Memorial Meeting Wishes form.
- The plots are of single depth for one person.
- If your request is for more than one person, (such as for a couple) each should request a plot.
- If there are any specific wishes / requests these should be made known to and discussed with the Funeral Friend at the time of requesting the plot.
- There is no charge for a burial plot.
- The plots will be allocated by Nailsworth Meeting.
- We ask that you arrange for the grave to be made by an insured, qualified gravedigger to ensure that all legal issues are addressed.
- We ask that wooden coffins with rope or wooden handles are used as these would be the most appropriate for this natural burial ground.
- If you wish to mark the grave, please bear in mind that the burial ground is a place where we are seeking to support the natural environment. We therefore ask that you seek guidance through the Funeral Friend if you are wishing to mark a grave in some way.
- We ask that no edging is placed around the grave.
- If you wish to have a headstone we ask that it is sympathetic to existing headstones, no larger than 350 mm wide x 600 mm high above ground, and made from British limestone suitable for incised lettering.
- The incised wording on the stone should be only the name of the deceased, together with full dates of birth and death, plus age if wished, with no additional symbols or decoration.
- A wooden marker no larger than 350 mm wide x 600 mm high above ground, that would eventually return to soil, would be welcome.

5/2. If you wish your ashes to be interred at Cirencester Meeting House Garden, Nailsworth Meeting House Garden or Shortwood Burial Ground:

*Eligibility:*

- *Members and Attenders listed in our Gloucestershire Area Quaker Meeting Book of Members and Attenders, including their dependent children.*
- *Non-Quaker spouses or partners if their Quaker spouse or partner has requested a Quaker burial / interment and the non- Quaker spouse or partner has informed the relevant Funeral Friend in writing that this is their wish.*
- We ask those who wish their ashes to be interred to inform as appropriate the Funeral Friend at Cirencester or Nailsworth Quaker Meeting, on the GAQM Funeral and Memorial Meeting Wishes form.
- The hole will be made with sufficient depth to allow at least 150 mm of soil and turf above.
- The soil and turf will be carefully removed.
- The ashes will be poured into the hole.
- The soil and turf will be neatly replaced.
- If you wish to mark the place of interment, please bear in mind that this will either be a natural burial ground or a garden. We therefore ask that you seek guidance through the Funeral Friend if you are wishing to mark the location in some way.
- Friends should be aware that a Quaker Garden is likely to change over time, with interred ashes gradually becoming part of the soil.

5/3. If you wish your ashes to be scattered at Cheltenham Meeting House Garden; Cirencester Meeting House Garden or Siddington Burial Ground; Gloucester Meeting House Garden; Nailsworth Meeting House Garden or Shortwood Burial Ground; Painswick Meeting House Garden or The Dell Burial Ground:

*Eligibility:*

- *Members and Attenders listed in our Gloucestershire Area Quaker Meeting Book of Members and Attenders, including their dependent children.*
- *Non-Quaker spouses or partners if their Quaker spouse or partner has requested a Quaker burial, interment or scattering of ashes and the non-Quaker spouse or partner has informed the relevant Funeral Friend in writing that this is their wish.*
- *Members of another Area Quaker Meeting*
- *Non-Quaker family member of a Quaker for whom there is an existing burial / interment / scattering*
  
- Those who wish their ashes to be scattered at one of the locations above must inform the Funeral Friend at the appropriate Quaker Meeting, on the GAQM Funeral and Memorial Meeting Wishes Form