

Tod & Taylor Architects

CONDITION SURVEY REPORT OCTOBER 2014

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1 **INTRODUCTION**

- 1.1 **Property Inspected**
- 1.1.1 Church: Largo and Newburn Parish Church, Church Place, Upper Largo, Leven, Fife, KY8 6EH
- 1.1.2 The inspection of the Church was carried out on 8th October 2014.
- 1.1.3 The inspections were carried out by Rosalind Taylor RIBA, ARIAS, Accredited Conservation Architect, BArch hons, and Roger H Taylor RIBA, ARIAS, Accredited Conservation Architect, BArch hons.
- 1.1.4 The buildings elevations were generally inspected from ground level. The Church roof was accessed via the hatches off the stair to the South Gallery and the Tower from the access door at roof level. Roof voids were not inspected and below floors were not inspected.
- 1.1.5 This report is intended as a guide for future maintenance work and repairs to the fabric.
- 1.1.6 Photographs are supplied to illustrate some of the points noted. There are also some general views to give an indication of the scale and style of the building. The roof plan is intended for identification of elements only.
 Broad Conclusions
- 1.17 Fees or other similar items

The Church and grounds are very well presented. The building is obviously well cared for, however some items requiring attention were noted and these are highlighted in the report.

2.0.0 MAINTENANCE RECOMMENDATIONS

Maintenance should be planned for, and carried out regularly. A typical programme for six monthly inspections and maintenance of the fabric follows. This should take place in May and November.

2.1.0 Health and Safety Regulations

The need for consideration of Health and Safety matters must be noted. In particular provision must be made for safe access for maintenance of high-level areas including roofs, towers, belfry etc. Stairs and access ladders within the tower must be securely fixed and have adequate handrails and lighting. The Boiler house must have good access with adequate ventilation and lighting. All these areas must be kept clean and tidy and free from rubbish.

Reference Advice on safe use of ladders etc can be obtained from: The Health and Safety Executive website www.hse.gov.uk

2.2.0 General Maintenance for six monthly inspections

- 2.2.1 Clean out rhones, gutters and downpipes, roof outlets etc, including drains and traps, and make sure that they are draining freely.
- 2.2.2 Check roof coverings, mortar skews, and watergates, and make good as necessary.

 Remove plant growth from high level masonry, kill roots and fill holes to prevent plants developing a grip on the masonry.
- 2.2.3 Ensure that wall footings are clear of plant growth.
- 2.2.4 Check footpaths and steps to ensure that tripping hazards are not developing and that weed growth is kept under control.

- 2.2.5 Check interior of roof spaces where these are accessible, for signs of damp.

 Check that the mesh on the louvres is intact to prevent birds getting into the clock mechanism.
- 2.2.6 Internal floor finishes must be maintained to avoid tripping hazards developing.
- 2.2.7 Interior decoration is not rated as essential, nevertheless it is important that all properties should be properly maintained in this respect. It is therefore highly desirable that a planned programme is made out and adhered to, so that important well used rooms can keep a sense of being well cared for. Careful maintenance of external paintwork is considered to be essential.

2.3.0 Specialist Maintenance

Certain items should be inspected by specialists, under an insurance scheme, or within an annual maintenance agreement. There are set periods for inspections, to ensure that safety standards are maintained, and these time periods should be adhered to.

- 2.3.1 Electrical Installation. Under the IEE Regulations, the recommendation is for Church electrical installations to be checked annually, unless they are new installations, in which case a check every second year is recommended. For domestic properties, such as Manses, the recommendation is for the electrical installation to be checked every five years.
- 2.3.2 Central Heating Boilers and their controls. It is usual to have a maintenance agreement for a central heating boiler. Where gas is used it is particularly important to adhere to the annual inspection by a qualified plumber or heating engineer, as there are serious risks associated with gas burners not functioning correctly, or inadequate air supply for combustion.

2.3.3Asbestos. The Asbestos at Work Regulations 2002 state that those who are responsible for maintenance of non-domestic property have a duty to manage the risk of asbestos. An Asbestos Register should be available, to be handed to any contractors working on the premises.

24 Other Items

2.4.1 Adequate insurance should be maintained.

2.5.0

A TYPICAL MAINTENANCE PLAN (Note that this is not hard and fast and can be varied to suit your own requirements).

JANUARY Arrange to have electrical equipment PAT tested.

FEBRUARY Arrange to have minor internal repairs carried out.

MARCH Check that all the equipment such as organ and clock is in working order.

APRIL Check over the roof and clean out all the rhones, and roof outlets from parapet gutters.

MAY Arrange any repairs to harling, or external paintwork. To be carried out before the end of

October.

JUNE Check inside the Tower to make sure there are no birds nesting inside.

JULY Carry out internal redecoration to one room or area each year.

AUGUST Arrange to clean windows.

SEPTEMBER Make sure the garden grounds are tidy and check footpaths and gates.

OCTOBER Arrange to have the boiler inspected.

NOVEMBERS AND LIMITATIONS

Check over the roof and clean out all the rhones, and roof outlets from parapet gutters. Make sure the rainwater pipes are working - all before the winter.

DECEMBER Walk round the outside of the building after any storms to check for damage.

- 3.2Where areas of the buildings are inaccessible and were not inspected in detail in particular below floor coverings or floors or in enclosed roof spaces it should not be assumed from this report that rot does not exist. If a more detailed inspection is required arrangements should be made for this as a separate report.
- Limitations of access. The roofs were inspected via the roof hatch, however the parapets are low, and detailed examination of all the leadwork was not carried out.
- 3.4 Furthermore, we must stress that we have not carried out any investigation to determine whether High Alumina Cement or Asbestos was used during the construction of the buildings inspected and we are therefore unable to report that the buildings are free from risk in this respect.

4.0.0 HISTORY AND DESCRIPTION

- 4.1 The church in "Kirton of Largo" forms a focal point of the village. There has been a church on this site since 830AD. The current building dates from 1623 with major alterations in 1816-26 and in 1895 and is grade "B" listed. Alexander Selkirk (whose life was the inspiration behind "Robinson Crusoe") was born in the village and his parents' memorial stone can be seen in the graveyard.
 - The church has 4 stained glass windows and 8 "quarry and crown" leaded windows. These were installed in the late 19th and early 20th century.

5.0.0 **DEFINITIONS OF PRIORITIES**

A	Urgent	Immediate action required because of urgency or progressive structural damage. Should be dealt with at once.
В	Essential	Items should be dealt with within two years.
C	Desirable	Items should be considered within the next five years and can be carried out at any time after completion of A and B items so long as necessary funds are available
SH	Self Help	Items which can be carried out by church officer or volunteers.
RM	Regular Maintenance	To be dealt with within routine maintenance programme.
F	Future	Identified as included in proposals for future alterations.

We have shown the items such as clearing roof outlets in Routine Maintenance. It is important to ensure that the routine maintenance of the roof outlets is carried out twice yearly.

	Element	Description	Condition	Action	Priority	Cost
6.0.0	Church: Exter	ior				
	To be read in co	onjunction with Roof Plan which	identifies the elements described.			
6.1.0	EXTERIOR					
6.1.1	Tower	Stone	Some hard pointing failing	Provide access. Carefully rake out failedmatarandpointupwithgoodlimematar	В	£ 5,500
6.1.2		Access via timber door	Paintwork failing	Prepare and paint	В	£ 250
6.1.3	Tower Roof at base of Spire	Lead	In good order			
6.1.4	Spire	Stone	Some hard pointing failing.	Provide access. Repoint at open joints using a good lime mortar	В	£ 13,000
6.1.5			Plant growth on crockets	Remove plant growth including rootsandpointupgapswithsuitablematar	В	£ 750
6.1.6		Openings with timber louvres.	Paintwork failing	Prepare and paint louvres.	В	£ 1,000
6.1.7		Fit netting inside		Ensure mesh is fully fitted to the inside	В	£ 250
6.1.8	Clock	Two clock faces black with gold numerals and hands. Mechanism inside the Spire	Appears to be well maintained and in working order	Continue Regular Maintenance	RM	

	Element	Description	Condition	Action	Priority	Cost
6.1.9	Bell	Struck on the hour. Rope available for inging via system of pipes	Appears to be in working order			
6.1.10	Finial	With cockerel	Appears sound			
6.1.11	Roof	Slated slopes running to lead lined gutters	Generally in good order except for details noted below			
6.1.12	East Chancel Roof	Slated slopes with lead ridge and advangts and bring metral for the lead of th	Slate slopes satisfactory			
6.1.13	East Gable	Stone pinnacie on apex LARGOSNEMBLENPARE-ICHLECH	Moves slightly	Arrange access to enable stone to be lifted off then redowelled in position	В	£ 2,500
6.1.14	Chancel gutters	Lead gutters to North and South	Stepped lead gutters in good order, outlets have some debris	Access and clear outlets	RM	
6.1.15	North Transept Roof	Slate slopes with lead ridge and lead valleys to adjacent slopes	Slate slopes satisfactory, valleys clean			
6.1.16	Top of North Gable	Masonry battlemented	Plants growing including established cotoneaster at foot of west skew	Arrange access and remove all plant growth, poison roots and fill holes with suitable mortar. Point upopen joints	В	£ 2,800

Element	Description	Condition	Action	Priority	Cost
West Gutter	Lead lined stepped gutter with outlet to hopper	Appears sound	Ensure outlet is clear	RM	
East gutter	Lead lined gutter has sunk from the bay beside the outlet to the chimney and the bay North of the chimney	Gutter sole rotted. Water backs up due to outlet being choked, and sole sunken	Access, strip out lead, repair rotted timber sole and remake gutter	В	£ 10,000
Chimney	Stone built chimney on East wallhead	Very open joints in masonry	Access, dismantle and rebuild with stones dowelled in position	В	£ 2,500
			Note that liner and stainless steel terminal plate may be required	В	£ 4,000
West Nave Roof	Shallow pitched slated roof with lead ridge and lead valleys	Slate slopes satisfactory			
North & South Gutters of Nave	Lead lined, stepped to outlets	Appear sound	Clear outlets	RM	
South Transept Roof	Slate slopes to lead gutter. Lead ridge	Slate slopes satisfactory			
West Gutter	Stepped lead gutter to outlet	Appear sound	Clear outlet	RM	
East Gutter	Adjoins the stair roof	Used as access to Tower			
	Lead lined with duckboards	Outlet to RWP 11 has debris	Clear outlet	RM	
	West Gutter East gutter Chimney West Nave Roof North & South Gutters of Nave South Transept Roof West Gutter	East gutter Lead lined stepped gutter with outlet to hopper Lead lined gutter has sunk from the bay beside the outlet to the chimney and the bay North of the chimney Chimney Stone built chimney on East wallhead West Nave Roof Shallow pitched slated roof with lead ridge and lead valleys Lead lined, stepped to outlets South Transept Roof Slate slopes to lead gutter. Lead ridge West Gutter Stepped lead gutter to outlet East Gutter Adjoins the stair roof	West Gutter Lead lined stepped gutter with outlet to hopper Lead lined gutter has sunk from the bay beside the outlet to the chimney and the bay North of the chimney Chimney Stone built chimney on East wallhead West Nave Roof Shallow pitched slated roof with lead ridge and lead valleys Lead lined, stepped to outlets Slate slopes satisfactory Slate slopes satisfactory Appear sound Appear sound Slate slopes satisfactory Lead ridge West Gutter Stepped lead gutter to outlet Appear sound Used as access to Tower	West Gutter Lead lined stepped gutter with outlet to hopper East gutter Lead lined gutter has sunk from the bay beside the outlet to the chimney and the bay North of the chimney Chimney Stone built chimney on East wallhead West Nave Roof Shallow pitched slated roof with Earling and lined, stepped to outlets Gutter sole rotted. Water backs up due to outlet being choked, and sole sunken Access, dismantle and rebuild with stones dowelled in position Note that liner and stainless steel terminal plate may be required West Nave Roof Shallow pitched slated roof with Earling and Indianate and rebuild with stones dowelled in position North & South Gutters of Nave South Transept Roof West Gutter Slate slopes to lead gutter. Lead ridge West Gutter Appear sound Clear outlet Clear outlet Clear outlet Clear outlet Appear sound Clear outlet Clear outlet Clear outlet Lead ridge West Gutter Adjoins the stair roof Used as access to Tower	Lead lined stepped gutter with outlet to hopper Appears sound Ensure outlet is clear RM

	Element	Description	Condition	Action	Priority	Cost
6.1.27		Cast iron pipes runs along East side from stair roof to the Tower, taking the bell rope	Appears to be in working order	Consider repainting in grey micaceous paint to be less conspicuous	С	£ 1,500
6.1.28	Top of South Gable	With stone pinnacles	Some fern growth on outside face suggests open joints between cope stones	Access and point up open joints. Rebuild as necessary	В	£ 2,500
6.1.29	Stair Roof	Lead covered with access hatch	Good			
6.1.30		Sump in S.E. corner of roof channels water through the roof to the outlet in N.E. corner	Clear on day of visit	Inspect regularly during routine maintenance	RM	
6.1.31	Vestry Roof	Slated slope with lead	Appears to be in good order			
6.1.32	Walls	Masonry, with Chancel walls rendered	Generally good but see detailed comments below			
6.1.33	Nave Walls including West Gable	Ashlar	A few open joints at low level	Access and carefully point up open joints	С	£ 3,200
6.1.34	South Transept including South Gable	Ashlar with some mortar patching				

	Element	Description	Condition	Action	Priority	Cost
6.1.35	East Gable and Chancel	Masonry rendered with plinth course	The masonry, particularly of the gable, is holding water, due to hard render	Remove render, attend to masonry and repoint	В	£ 40,000
6.1.36		Carved panel, dated 1623 above window	Plant growth around stone suggests open joints, or possibly water held by render	Access and point up open joints	В	£ 2,000
6.1.37	North Wall of Chancel	Grave stone hard against wall with plant growth on top	Moisture visible on interior in this location	Remove render, point up. Consider fitting flashing. (cost taken at 6.1.35)		
6.1.38	Stair Walls	Asniar with dressed stones to openings LARCOSNEVBLENPARSHOLICH	Generally good, except for crack in East wall	Point up crack	В	£ 750
6.1.39		Tracery to WO 3	Open joints at base of mullion	Point up open joints	В	£ 500
6.1.40	Vestry Walls and Buttresses	Ashlar with stone copes to mono pitch gable	Good			
6.1.41	East Wall of North Transept	Ashlar with chimney stack at parapet	Plant growth to South of chimney stack	Access and point up open joints and areas of failed mortar	В	£ 3,500
6.1.42		Lower part of wall has significant mortar patching	Ferns growing out of joints . Water seems to be seeping into the masonry from above	Rake and repoint where mortar has failed, following repairs to gutter above	В	£ 2,500
6.1.43	North & West Walls of North Transept	Ashlar. Gable wall goes right down to road level	Gable wall has plant growth at the top, noted elsewhere	Access rake and repoint open joints	В	£ 7,000

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	Element	Description	Condition	Action	Priority	Cost
6.2.0	Rainwater Goods	All cast iron painted	Generally good, but painterwork beginning to fail	Overhaul and paint when access is in place for masonwork	С	£ 2,000
6.2.1	RWP1. North elevation of Chancel	C I with C I hopper section unpainted		Prepare and paint unpainted section when access available	С	£ 250
6.2.2	RWP2. South elevation jnintal and whitesty	C I stepped over plinth		Check over at next routine maintenance	RM	
6.2.3	RWP3. Stair East elevation	discharging into gutter of Vestry roof LACOSNEWBLENPARSHILLECTH	Appears to be running over near to top.	Check that drain is clear below ground	A	£ 350
6.2.4			Pipe seems to be cracked	Access and replace cracked section, once the drain has been cleared	В	£ 500
6.2.5	RWP4. South Transept East side	C I with C I hopper serving South Transept Roof				
6.2.6	RWP5. West devalorSouthTianept	C I with C I hopper	Gully is standing full of water	Clear drain	A	£ 350

	Element	Description	Condition	Action	Priority	Cost
6.2.7	RWP6. South elevation Nave	C I with C I hopper	Evidence of water running over. Gully is standing full of water	Clear drain	A	£ 350
6.2.8	RWP7. North elevation Nave	C I with C I hopper	Evidence of running over. Gully is holding water	Clear drain	A	£ 350
6.2.9	RWP8. West elevation of North Transept	C I with C I hopper	Gully at the foot is standing full of water	Clear drain beyond this trap	A	£ 350
6.2.9	RWP9. East elevation of North Transept	CI with CI hopper with bend to road below	Appears to be failed, water seeping out	Clear drain	A	£ 350
		C I With C I nopper IVId			~	2.700
6.2.10	RWP10. East door of North	section unpainted LARGOSNEARLENPARSHOLIRCH		Prepare and paint	С	£ 500
	Transept					
6.2.11	Rainwater Disposal generally	Not clear whether this goes to a drain or to soakaway	Several downpipes have problems	Check whether drainage is to drain or soakaway. If it is to a drain this multichardisokawayan emikingisepied Archaeologist	A/B	£ 5,000
				The metalogist		
6.3.0	Windows	Stone tracery set in gothic arched openings with leaded glass. Three stained glass windows	For condition of glass see specialist report with proposals			
6.3.1	SGO1	Stained leaded glass to Chancel				

	Element	Description	Condition	Action	Priority	Cost
6.3.2	WO2	Clear leaded glass to Vestry				
6.3.3	WO3	Clear leaded class				
0.3.3	WO3	Clear leaded glass				
6.3.4	SGO4	Stained leaded glass to South Transept				
6.3.5	WO5	Clearleaded glass to South Transept				
6.3.6	WO6	Clear leaded glass to Nave				
6.3.7	WO7	Entrance Porch LARCOSNEVBURNPARSHOLICH				
6.3.8	WO8	Clear leaded glass to Nave				
6.3.9	WO9	Clear leaded glass to North Transept				
6.3.10	W10	Clear leaded glass fan light to door	Georgian			
6211	0.011	0. 11 11 1 1 1	1 NA CC: A 1 XX 1 C			
6.3.11	SG11	Stained leaded glass in Rose Window	In Memory of Sir Andrew Wood of Largo. Presently concealed by the organ case			
6.3.12	SG12	Stained leaded glass to North Transept				

	Element	Description	Condition	Action	Priority	Cost
6.4.0	DOORS	Timber painted				
6.4.1	D1	UpaseptostiandVestystiltacktoSouhGalay				
6.4.2	D2	Entrance to South Transept				
(12	D2	Main Entrance to Vestibule				
6.4.3	D3	and stair to West Gallery				
6.4.4	D4	Entanceto North Tiansept and North Callery				
6.4.5		Note fanlight over				
		LARGOSNEWBLENPAREHIHLRCH				
6.4.6		8 panelled door				
6.4.7	Lightning	Tape rises on North		Allow for refixing tape and testing	В	£ 3,500
	Conductor	Elevation of Chancel		after pointing work		,
6.4.8		In a band around the spire				
6.4.9	Access	Access to roof via small internal hatch	This is suitable for routine maintenance by appropriately trained staff, but for work described scaffolding will be required	Allow for scaffolding	В	£ 30,000
				Church: Exterior	Total	£ 149,850
				Tallo		0.7.100
				Total Category A		£ 7,100
				Total Category B		£ 135,300
				Total Category C		£ 7,450

Element	Description	Condition	Action	Priority	Cost
			Total Category F		

	Element	Description	Condition	Action	Priority	Cost
7.0.0	Church: Interio	r				
7.1.0	INTERIOR					
7.1.1						
7.1.1	SibWe Calefor France					
	Hby D3					
	3					
7.1.2	Stair to North	Lower flight stone, upper				
71112	Gallery	flight timber, by D4				
7.1.3	Electrics	LARGOSNEWBURNPARESHOLLROH				
	cupboard at the					
	footofthestairbyD4					
7.1.4	Stone stair to					
	SouthGallaryficmD1					
7.1.5	Store off this					
7.1.3						
	stair with hatch to roof					
7.1.6	Door of Vestry	Ashlar with carved heads as				
,	2001 01 1 0001	label stones				
7.1.7	Stonework of	Bipartite opening with three	Masonry appears to be wet above	See reference to work to the	С	£ 2,000
/.1./	SGO1	lights above, all with	the apex and around the arch	Chancel Gable. Allow for		2,000
	5001	coloured leaded glass	the apex and around the arch	redecoration following external works		

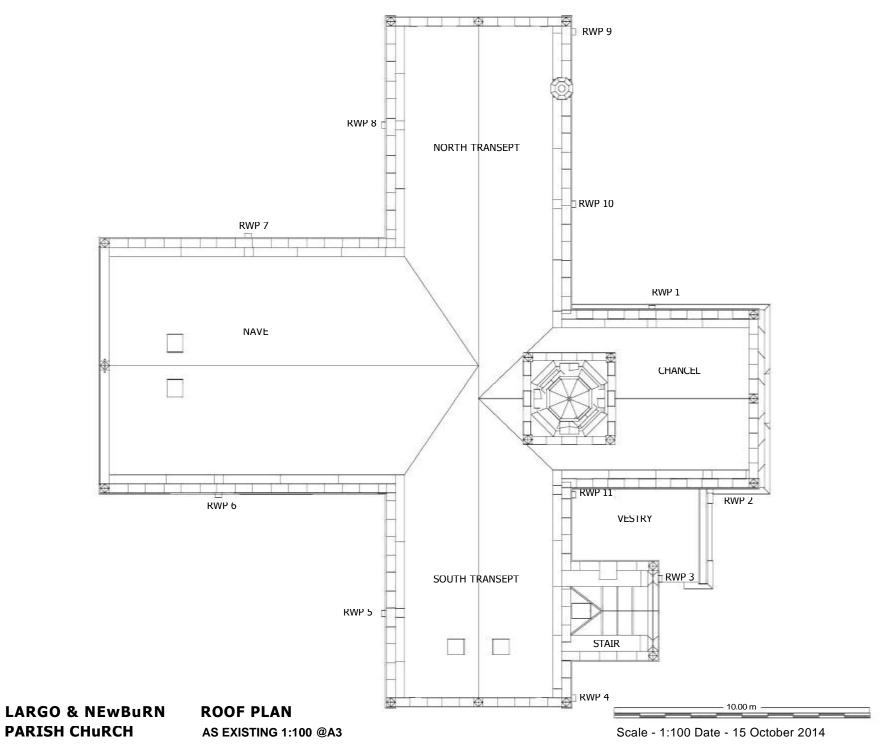
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	Element	Description	Condition	Action	Priority	Cost
7.1.8		Ashlar splay	Evidence of dampness			
7.1.9	Stonework of	Tripartite with coloured		Stonework is being attended to		
	SGO4	leaded glass below balcony		with planned window repairs		
		below only				
- 1 10				~		
7.1.10		Upper part of window triple	Lead deformed stonework crumbly	Stonework is being attended to		
		lights with leaded glass and coloured panels at the top		with planned window repairs		
		coloured panels at the top				
7.1.11	Stonework of	Rose window with stone	Some evidence of water ingress	See work to North Gable to remove		
7.1.11		panels and leaded glass	from above	plant growth		
	SG11	purers and readed glass	Hom above	piant growth		
7.1.12	Stonework of	Bipartite with 7 lights above	Tracery appears to be water stained	See work to sunken gutter and		
,.1.12	SG12	and coloured leaded glass	Tracery appears to be water summed	chimney stack		
	5012	LARGOSNEWBURNPARESHITHERCH		3		
7.1.13	Stonework of	Bipartite with single light	Sill stone fractured and open joint	See item 6.1.38.		
	WO3	above and clear leaded glass	below mullion			
7.1.14	Wall monument	James Calderwood Durham	All appear in good order			
	list	General James Durham				
		Elizabeth daughter of Col Sheldon				
		C				
		David Briggs Sir John Leslie James				
		Kettle John				
		Goodsir				
		Christian Ranken				
		Lilias Calderwood Durham				
		Anne Calderwood plaque				
		F400				
7.1.15	Slate stone set	Andrew Wood of Largo				
	in the floor					

	Element	Description	Condition	Action	Priority	Cost
7.1.16	Pulpit	Georgian 1815 brought from Newburn Kirk in 1965 painted timber	Good			
7.1.17	Model Boat	Painted timber model of the boat belonging to Andrew Wood	Would be of interest to the wider public			
7.1.18	Nave & Transept Ceilings	Exposed timber following roof line with trusses visible	Good			
7.1.19	Chancel ceiling	Plaster vaulted				
7.1.20	Heating	house below the Church	See notes on chimney	Allow for recommissioning boiler following work to chimney	В	£ 2,500
7.1.01			2.7			
7.1.21		Entrance from the street to the North	Boilerhouse not seen			
5.1.00						
7.1.22		Column radiators in the Chancel	Good			
7.1.23	Plaque in Porch	Stone with Latin Inscription				
7.1.23	T taque III T Oreir	Stone with Eath inscription				
				Church: Interior	Total	£ 4,500
				Tilo		
				Total Category A		6.2.500
				Total Category B		£ 2,500
				Total Category C Total Category F		£ 2,000
				Total Category I		

SUMMARY					
Property	Total A items	Total B items	Total C items	Total F items	TOTALS
Church: Exterior	£7,100	£135,300	£7,450	£0	£149,850
Church: Interior	£0	£2,500	£2,000	£0	£4,500
LECCENTARIENTES I					
TOTALS	£7,100	£137,800	£9,450	£0	£154,350

The costs shown are indicative probable costs and have not been prepared by a Quantity Surveyor. They are given as nett builder costs, shown without the addition of amounts for VAT, Local Authority Charges, Fees or other similar items



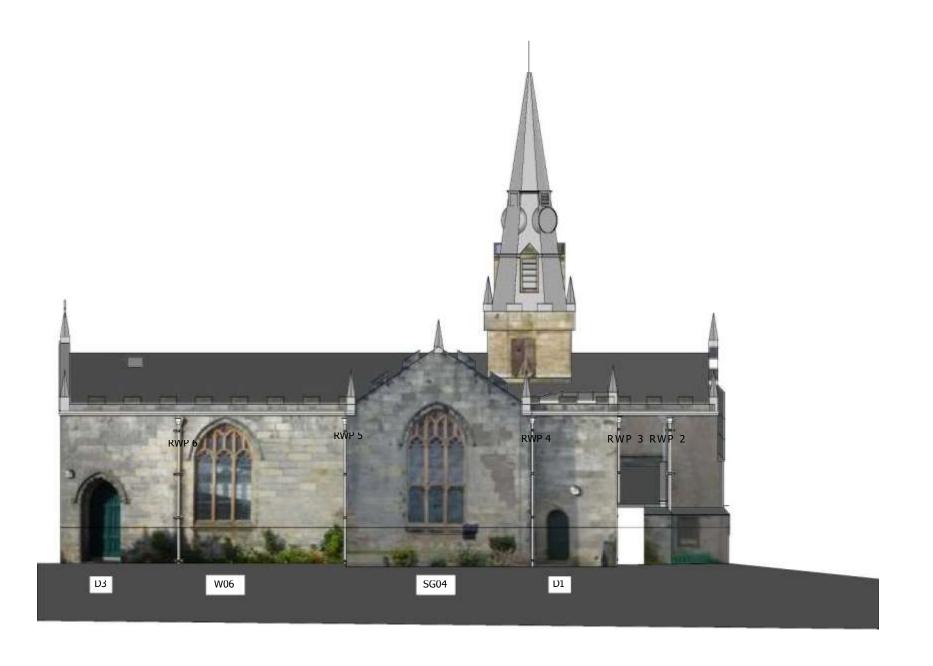


C533 101

TOD & TAYLOR ARCHITECTS

43 MANOR PLACE EDINBURGH EH3 7EB

tel 0131 225 7988 fax 0131 220 0122



C533 103

fax 0131 220 0122



EAST ELEVATION AS 1:100 @A3 − 10.00 m −

TOD & TAYLOR ARCHITECTS
43 MANOR PLACE tel 0131 225 7988
EDINBURGH EH3 7EB fax 0131 220 0122



NORTH ELEVATION AS 1:100 @A3

10.00 m

TOD & TAYLOR ARCHITECTS
43 MANOR PLACE tel 0131 225 7988 EDINBURGH EH3 7EB fax 0131 220 0122



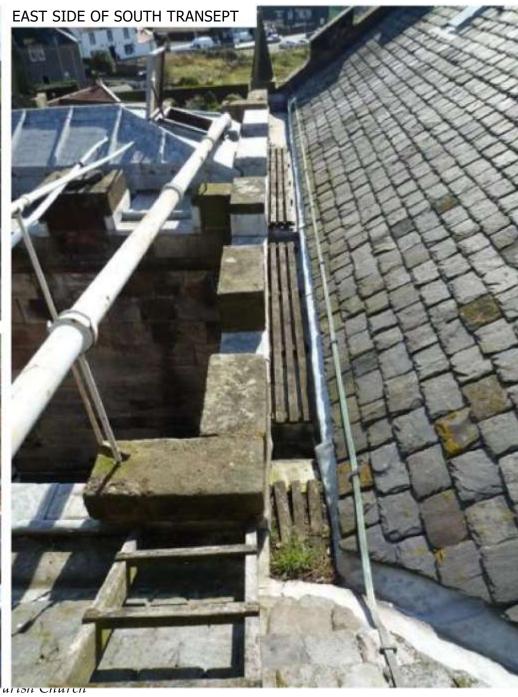
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C533 Largo & Newburn Parish Church

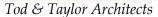














PARAPET GUTTER EAST SIDE OF NORTH TRANSEPT SUNKEN SOLE

C533 Largo & Newburn Parish Church







HARLING REMOVED FROM EAST GABLE TO REVEAL STONEWORK

Tod & Taylor Architects



C533 Largo & Newburn Parish Church







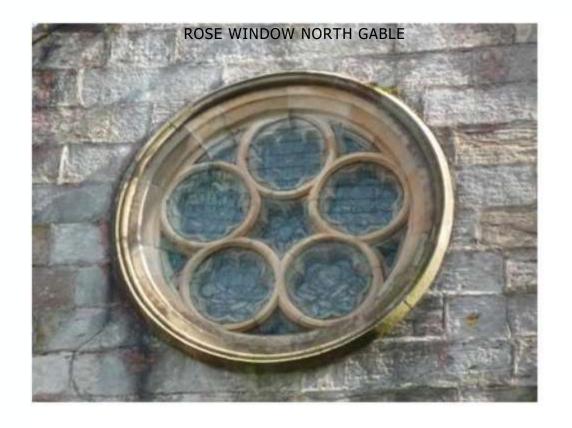


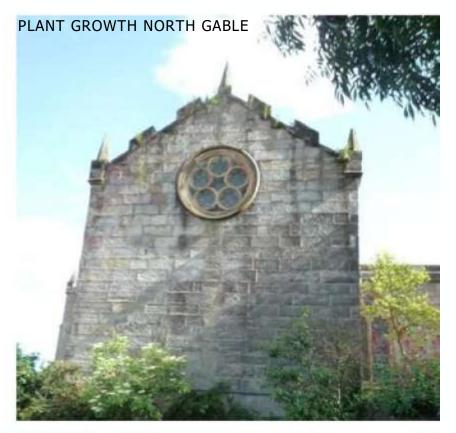






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Tod & Taylor Architects

C533 Largo & Newburn Parish Church