

CONSERVATION REPORT

THE MELVILLE TOMB, COLLESSIE

Abridged Version



February 2003



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CONTENTS

1.0	Summary	p. 5
2.0	Introduction	7
3.0	Historical Background	9
4.0	Physical Condition of the Tomb	12
5.0	Conservation Strategy	17
6.0	Schedule of Proposed Works	20
7.0	Programme	22
	Appendix 6: Collessie Church Records Held at NAS	51



View from the graveyard.

1.0 SUMMARY

The Melville Tomb is a fine example of an early 17th century burial chamber. It was built in 1609 by Sir James Melville of Halhill a noted courtier to Mary Queen of Scots and James VI, whose personal memoirs remain an important historical record on the later 16th century.

The tomb was a small, freestanding masonry building, erected on the principal public edge of the kirkyard. Built to a very high standard, the building has the complex mouldings and architectural features appropriate for a high status building of this time. These include a lengthy inscribed text in the nature of a religious exhortation addressed to the public, of a type found elsewhere in lesser form.

The direct line of Sir James' descent had died out by the early 18th century and the tomb became neglected. It suffered a variety of alterations in 1831, associated with improvements to the Kirk and its grounds. These significantly altered the appearance of the building.

The loss of the building's roof and skew stones have allowed patterns of decay to become firmly established. These are now seriously threatening the building's integrity and architectural features.

A comprehensive package of works is proposed to conserve the building fabric and reinstate its original appearance, as far as is appropriate. While the building is small in size, the works will have to be very carefully handled as some of the important masonry has become quite delicate.

The building currently has no established legal owner. It is proposed that Collessie Community Council will take ownership of the building and act as client for the conservation works. On completion, ownership will be transferred to Fife Council who will be responsible for its long-term maintenance.

A total project cost is estimated at £81,080. It is proposed that funding will be provided jointly between the Heritage Lottery Fund and Historic Scotland. It is proposed that the works be carried out in 2004.



The setting of the tomb.

2.0 INTRODUCTION

- 2.1 Background.** On the 16th March 2001 Collessie Community Council asked Tom Morton Associates to investigate the potential for the conservation of the building known as the Melville Tomb, a conspicuous monument in the village dating from the early 17th Century. Subsequently a Project Planning Grant was awarded by the Heritage Lottery Fund and this has funded this report.

The purpose of this report is to establish the appropriate extent of works to conserve the Melville Tomb and to establish a mechanism by which this can be achieved.

- 2.2 The Building.** The Melville Tomb was constructed in 1609 by Sir James Melville of Halhill, a noted courtier in the time of Mary Queen of Scots and her son, James VI. Sir James was interred in the tomb on his death in 1617. The direct line of Sir James died out after two generations and the Halhill estate came into the possession of the Earls of Melville.

The tomb gradually fell into disrepair and grew increasingly neglected, with increasing loss of original fabric during the 20th century. At the start of the project, the building was inaccessible and overgrown with considerable vegetation. The high quality masonry was the subject of increasingly severe decay.

The lack of maintenance of the building is attributable to the fact that there is no established owner. The tomb would have been the property of the family and a legal search carried out in 2002 was not able to establish any current ownership. Fife Council has responsibility for the Kirk yard and enclosure wall, but not family tombs.

The building is not individually listed, though it forms part of the 'B' listed Kirk yard enclosure wall. It also is a significant feature in Collessie 'Outstanding' Conservation Area.

- 2.3 Consultation.** This proposals detailed in this report have been developed in consultation with Historic Scotland, Fife Council Planning and Archaeology services and the Collessie Community Council.



Detail of the inscription

3.0 HISTORICAL BACKGROUND

3.1 Sir James Melville of Halhill. Sir James Melville was the son of Sir John Melville of Raith, a politically active Fife laird on the reforming side during the reign of James V, who suffered the penalty of execution for treason in 1548. Sir James's elder brother, Sir Robert, of Murdocairny, was Treasurer Depute from 1582 to 1596. His younger brother, Sir Andrew, of Garvock, was Queen Mary's master of the household during her captivity in England. His brother-in-law was James Kirkcaldy of Grange, Treasurer, and father of William Kirkcaldy of Grange, the famous soldier who held Edinburgh Castle for Queen Mary. Among his garrison in the castle were three of Sir James's brothers, Sir Robert, Sir Andrew and David. Loyalty to the crown was a hallmark of the family, to the extent that they have been called 'the loyal Melvilles'.

Sir James was born in 1535 and was a prominent courtier both in Scotland and across Europe during the time of Mary Queen of Scots, Elizabeth Tudor and Catherine de Medici. From 1550, he served as a page for three years in the French court. He then had a period of military service in the of the Duke of Montmorency, the Constable of France, which ended in 1557. He has one diplomatic mission to Scotland before entering the service of the Elector Palatine for three years. In 1564, Melville travelled back to Scotland and on meeting Mary, resolved to remain in Scotland in her service.

Melville had an important role in the events of Mary's life, acting as ambassador to Queen Elizabeth and on her deposition had various dealings with the regents who ruled on behalf of James VI. He declined the role of ambassador to James and by the time James became King of England, in 1603, he had decided to retire from public life.

In his later years, Sir James wrote extended memoirs, which chronicled a very personal account of the events that he witnessed. These were discovered in Edinburgh Castle in 1660 and have been published in various editions, the first in London in 1683.

Though a staunch supporter of the Reformation, Melville had no factional interest and he showed none of the fervour of other reformers. His interest lay more in the interplay of personalities.

Sir James acquired the land of Halhill around 1575, from another active reformer, Henry Balnaves. With his wife, Christian Boswell, he had two daughters and two sons. The line of the family was carried on by the elder son, James Melville of Halhill, who was succeeded by his elder son, James Melville of Halhill and Burntisland who died in 1664, leaving the estate to his elder son, also James Melville. He lost the estate of Halhill by adjudication in 1675 and had died without issue by 1714.

The lands came into the possession of the Earl of Melville in 1675 and he demolished the tower of Halhill and added that part of the estate to the parkland around Melville House.

3.2 The Tomb. Eight years before his death Sir James Melville established a family burial ground in Collessie Kirk yard and constructed the tomb in 1609. His was the earliest recorded burial in Collessie Kirk yard, on 13 November 1617¹. It is possible that the construction of the tomb was related to the death of Melville's wife, who is last recorded alive in 1589.

The tomb was built of high quality masonry, with ornate mouldings, armorial panels, and a lengthy inscription in Scots. The inscription is located in a prominent position, addressing the road that was at that time the main route through the village to St. Andrews.

The text is an exhortation to the public to ensure that they be buried in the Kirk yard rather than within the Kirk, as had been the Roman Catholic practice. This was a particular change in practice being pursued by the reformed church at the time and as such reflects Melville's personal beliefs. The fact that he displayed them so publicly perhaps also reflects on his

¹ SIR. WM. FRASER, THE MELVILLES, VOL. 1, P.161

character: 'the combination of self-importance and ineffectiveness may have led some to see him as nothing more than a solemn bore.'²

The inscription reads:

1609

YE LOADIN PILGRIMS PASSING LANGS THIS WAY
PANS ON YOVR FALL AND YOVR OFFENCES PAST
HOW YOVR FRAIL FLESH FIRST FORMIT OF THE CLAY
IN DVST MON BE DESOLVIT AT THE LAST
REPENT AMEND ON CHRIST HE BVRDEN CAST
OF YOVR SAD SINNES WHO CAN YOVR SAVLS REFRESH
SYNE RAIS FROM GRAVE TO GLOIR YOVR GRISLIE FLESH

DEFYLE NOT CHRISTS KIRK WITH YOVR CARRION
A SOLEMNE SAIT FOR GODS SERVICE PREPARD
FOR PRAIER PREACHING AND COMMUNION
YOVR BYRIAL SHOVL D BE IN THE KIRKYARD
ON YOVR VPRYSING SET YOVR GREAT REGARD
WHEN SAVLL AND BODY IOYNES WITH JOY TO RING
IN HEAVEN FOR AY WITH CHRIST OVR HEAD AND KING

The grey letters indicate text that cannot be discerned today due to the decay of the masonry face. The missing letters are taken from A.H. Millar's recording of it, as published in 1895³. It is however cautionary to note that in the text that is currently legible, A.H. Millar made three errors in his record. Intriguingly, Millar records the date of 1609 above the text. This could only have been located in some missing part of the central heraldic panel.

The word 'pans' is the Scots form of the French *pense* – to think. This word also occurs in a similar text on an undated, but probably somewhat earlier, stone panel on the outside of Aberdour Kirk, some twenty miles away:

PANS O PILGRIM
THAT PASSITH BY THIS WAY
UPON THINE END
AND THOU SAL FEAR TO SIN
AND THINK ALSO
UPON THE LATTER DAY
WHEN THOU TO GOD MAN COUNT
THAN BEST THOU NOW BEGIN

The Melville inscription is clearly part of an established type of righteous public exhortation. It is, however, unusual both in its length and its quality and it clearly relates to a particular reforming concern of that period.

- 3.3 Archive Sources.** While the Melville memoirs relate his public life in great detail, they give very little information concerning his personal affairs. Lengthy investigation was undertaken as part of the report to try and uncover information on the construction and alteration of the tomb, but without success.

The Kirk Session and Presbytery Records do not cover any of the relevant periods. The Syond records do and were examined in detail. However, they contain nothing of

□ GORDON DONALDSON, INTRODUCTION TO □ THE MEMOIRS OF SIR JAMES MELVILLE OF HALHILL □, THE FOLIO SOCIETY. LONDON 1969
□ A.H. MILLAR, FIFE PICTORIAL □ HISTORICAL, VOL. 1, P. □□□.

interest.

The Heritors minutes exist for 1831, the time of some alterations to the building. These were examined in detail for most of the 1820s and 1830s and whilst there is a lot of material relating to repairs on the church, manse, offices, school etc, there is no mention of the Melville mausoleum or anything that could have been it.

In summary, the extant church records shed no light on matters of interest relating to the tomb.

Secondary sources include:

Millar, A H (1895), Fife: pictorial and historical, Vol. 1
Sir Wm Fraser, The Melville, Earls of Melville & Leven, Vol's I-III
Henry Rae-Arnott, 1912, Collessie Churchyard
Folco, J di (1973), Graveyard Monuments in East, North and Central Fife
Proc Soc Antiq Scot, 102, 1969-70, 218

4.0 PHYSICAL CONDITION OF THE TOMB

4.1 Original Design. The tomb was built in 1609 as a free standing building with its east wall constructed on top of an existing rubble wall, which formed the roadside enclosure boundary to the medieval Kirk.

4.2 Subsequent Alterations.

4.2.1 Ground Levels. While there is indirect evidence that ground levels in the graveyard rose historically, site conditions would indicate that the levels around the tomb today are generally similar to when it was constructed, apart from to the north. Here another burial enclosure, that of Cheape of Rossie, was constructed in the 19th c. The rising ground inside this enclosure was made level, raising the level of the ground against the Tomb by approximately 450mm.

4.2.2 Abutment Walls. The Cheape enclosure has a low front wall, which abuts the Tomb. This is topped by an iron railing, with two rails fixed in lead into the Tomb walls. The rear wall of the Cheape enclosure is higher than that of the Tomb. The raising of this wall may have accompanied the building of the ashlar entrance gateway in 1841, which followed the erection of the new Kirk in 1838-9.

4.2.3 West Wallhead. The head of the west wall has been raised by approximately 240mm. The door lintol was reset on two dressed sandstone quoins, with a moulding similar but not identical to, the moulding on the original quoins, indicating that these were re-used from some other building. Either side, the dressed sandstone capstones were raised onto a new stone of roughly square basalt rubble. The skew put stones were not altered with the result that they no longer align with the cap stones.



4.2.4 Pediment Stones. On the west wall, above the door, stands a corniced sandstone panel, with the inscription 'Rep'd 1831'. There is a similar stone on the east wall, over the central armorial panel. This stone has no inscription and is raised up on two small rectangular basalt blocks, the rest of the elevation being dressed sandstone. Both these stones have roughly hewn backs and are much more weathered than the others in their vicinity.



4.2.5 Windows & Door. The two gable windows have been infilled with rubble of roughly squared basalt blocks in lime mortar. The boarded & ledged pine door has been altered to fit the tomb doorway, indicating it was re-used from another building.

4.2.6 Floor Alterations. The inside of the tomb currently is bare soil. The original flagged floor may have been robbed out at some point, when the Tomb had become disused. Alternatively, if the original floor was level with the east wall base string course, the original floor would have been several steps down from the doorway and the tomb may have been infilled with soil to allow for a more simple secondary use . In this case, the original floor may survive below approximately 450mm of soil infill.

4.2.7 Corrugated Metal Roof. Fragments of a makeshift corrugated metal roof survived, supported on two joists, fitted into roughly formed pockets in the gables. This was a low internal covering and not a roof to the building.



4.2.7 Summary. It is reasonable to surmise that the Tomb was significantly altered in 1831. By this time it would have been disused for some time and, unmaintained, the original roof may have collapsed and windows and door deteriorated. A package of works could have been undertaken to change the ruinous and abandoned building into a useful graveyard store. The low entry was raised, the floor brought to a level and the windows infilled. Two ornate stones, which were probably a part of some other redundant graveyard feature, were relocated to give the tomb a more picturesque appearance.

These works would relate to a period when Collessie was considering a series of improvements to the ancient Kirkyard, including demolishing the small but well loved medieval Kirk and replacing it with a much more extravagant building, and building an elaborate entrance gateway.

Subsequently the building became again disused. The cope stones, as they became loose and dangerous, were taken down and laid aside. The key for the door was lost and free seeding vegetation gradually colonised the structure and interior of the Tomb.

4.3 Current Condition.



- 4.3.1 North Gable. The north gable is of rubble construction, which is in reasonably good condition on both sides, though minor local repairs are required. The wall head is exposed, with the original moulded skew stones having been removed, some of which are lying at the foot of the wall. Some of these are broken or have suffered other damage. The unprotected wallhead allows ingress of water and this has encouraged vigorous growth of ivy and other vegetation, growing from inside the Tomb. The ground level has been raised, meaning that the wall is partly retaining, leading to damp also at low level. The original window had sandstone roll moulded quoins and has a flush infill of basalt rubble in lime mortar. On top of this, a funerary plaque has been inserted, dated 1935, damaging the lintol and some quoins.



- 4.3.2 West Wall. The west entrance wall is of rubble construction with sandstone dressings. The raised wall head is exposed, allowing ingress of moisture and supporting vegetation growth. The moulded sandstone eaves course stones are suffering locally severe delamination due to moisture ingress and vegetation growth. The rubble is in reasonable condition on both faces, though the original flush face has been lost. The door is a modified boarded and ledged pine door, painted green and with 2 iron strap hinges and a timber boxed mortice lock. The timber work is in poor condition, but the ironmongery could be refurbished.



4.3.3 South Gable. The south wall is of rubble construction with sandstone dressings. The rubble work is in reasonable condition, though there is one rodent hole at ground level and the original flush face has been lost. The wall head is exposed, with the original moulded skew stones having been removed, one of which is lying inside the Tomb. The unprotected wallhead allows ingress of water and this has encouraged growth of vegetation. The window opening has sandstone roll moulded quoins and has a recessed infill of basalt rubble in lime mortar. On top of this there is a sandstone dressed niche, presumably for an armorial panel, which has been lost. A timber enclosure fence to the compost heap has been nailed to the joints in the sandstone quoins.

4.3.4 East Wall. The east wall comprises a dressed sandstone wall built on the gently battered retaining rubble Kirkyard enclosure wall. This wall is B listed. The wall has been raised to the north to a level higher than the Tomb eaves. The rubble, though generally sound, has received a crude cement pointing, which is failing. The wall of the Tomb is divided into two horizontal panels of ashlar. The lower panel is of fine lime mortar jointed ashlar, undecorated apart from a central memento mori sculpture of a skeletal figure surmounted by an inscribed arch. The panel sits on a large bellcast moulded plinth course over the rubble. This moulded course has some impact damage to its north end.

The upper panel, of similar ashlar, sits on a moulded string course and has an extensive Scots text incised in the upper three courses. It has a central recess for an armorial panel, though only traces remain of a heraldic shield and more complex side mouldings. The panel is surmounted by a moulded pediment panel. This panel is considerably more worn than the other masonry and is mounted on two basalt blocks, both indicating that it is not part of the original design. Below the armorial panel there is a small undecorated square recess. The wall is framed by clasped, half round pilasters which run into the skew putt mouldings. The wall is capped by a moulded eaves course, which matches that on the west wall.



This wall has benefited from facing away from the prevailing winds. Much of the text is still sharp, though there is locally severe loss on certain stones due to delamination and the effects of algae and lichen. Mortar joints are generally open. There is some loss of face from spalling due to moisture movement from the retained ground on the north side of the lower panel. The wall head is thoroughly colonised by ivy and other vegetation, with deterioration of the stone mouldings, primarily delamination, quite advanced. One stone is completely missing. The steady deterioration of this important and vulnerable wall is evidenced by the accumulation of small sandstone debris at its base.

Inside the wall is rubble in reasonable condition and displaying the wallhead sockets for the original roof structure.

- 4.3.5 The Floor. The floor is uneven earth with considerable vegetation growth. The door threshold is sandstone.
- 4.3.6 The Roof. No evidence for the original roof survives, apart from the wall sockets.

5.0 CONSERVATION STRATEGY

5.1 **Strategic Approach.** The proposed works are designed to:

- a) Create a full record of the building, before and after any works.
- b) Conserve the original fabric
- c) Remove previous alterations which detract from the original design.
- d) Reinststate original elements where adequate evidence exists and the reinstatement will help to conserve the original fabric.
- e) Provide modest and sympathetic new works to improve the setting of the building and facilitate its better appreciation.

5.2 Conservation Proposals.

5.2.1 Creating a Record. A drawn record of the building has been created as part of this report. Copies will be lodged with The Royal Commission on Ancient Monuments in Scotland and Historic Scotland. Prior to the works a comprehensive photographic record will be made, in black and white as well as colour, and a similar record taken on completion. Copies of both photographic records will be lodged with the RCAHMS.

5.2.2 Conservation of the Fabric. Of the original fabric, only masonry remains to be conserved. This is suffering from a number of different decay mechanisms:

- a) Damp Movement. The lack of a roof over the earth floor, the raised ground in the Rossie burial enclosure and the cement pointing to the adjacent rubble all contribute to the movement of moisture through the masonry, particularly the ashlar faced east wall. This mechanism brings salts to the surface of the stone, causing spalling. The salts also push iron staining to the surface of the stone.

This decay is most evident in the right side of the lower panel, where there is most retained ground and adjacent cement pointing.

To address this decay mechanism, the retained ground should be removed or drainage improved, where possible. The cement pointing should be removed and replaced with a lime mortar pointing.



- b) Lichen Growth. The high moisture levels in the walls, caused by the damp movement described above, as well as the exposed wallheads and open joints, creates an environment for organic growth. The growth of lichen on the surface of the stones is particularly apparent on the east ashlar wall. The lichen holds acidic moisture in the surface of the stone, causing decay of the face. It also obscures the lettered text.

The moist environment which encourages lichen growth will be reduced by removing the retained ground moisture pressure, removing the cement pointing, filling open joints with lime pointing and stopping rainwater penetrating the wallhead.



The existing lichen will be lightly sprayed with an approved biocide and left to die off. The dead lichen will then be removed with a dental steam machine, carefully worked over each surface and controlled to as not to over clean the stone.

- c) Delamination. The high moisture levels in the walls has led to the leaching out of some of the clay content of the stone, weakening the bond between the minerals. This has exposed the natural bed of the stones, particularly the moulded eaves stones. Once established, this delamination has allowed organic growth to penetrate the natural beds and break the cohesion of the stone.

The existing vegetation will be lightly sprayed with an approved biocide and left to die off. The dead vegetation will then be removed carefully by hand. Stones will be repaired with lime mortar, where possible, or replaced with new stones, dressed to match, where the originals have lost all cohesion.



- 5.2.3 Removal of Pervious Alterations. Along with the vegetation, the accumulation of inappropriate alterations has confused the original design of the tomb. These will be removed.

- a) Pediment Panels. The two pediment panels will be removed and set aside. After the repairs are completed these will be laid inside the Tomb, where they will be accessible, but protected from the elements.
- b) West Wall Eaves Course. The raised eaves course will be reinstated at its original level, in alignment with the skew putts. This will involve the removal of the 19th C. basalt rubble course and the two door quoins.
- c) Window Infill. The rubble infill to the south gable window will be removed.
- d) Door. The inappropriately designed 19th c. door will be removed, though the ironmongery will be retained for possible re-use.
- e) Possible Soil Infill. A small test hole will be excavated to determine whether the original floor was at a lower level. If this is the case the infill soil will be removed and the original floor conserved as appropriate.

- 5.2.4 Reinstatement of Original Elements. The loss of important original features has encouraged the tomb's deterioration and obscured its design. These works will help preserve the surviving original fabric and allow the better appreciation of the original building design.

- a) Skews. The original skew stones will be reinstated in lime mortar in appropriate positions on the gable wallheads, with new ones cut to match.
- b) Roof. A new roof will be constructed. This will stop moisture penetrating both the interior of the Tomb and wallheads. A timber structure will be fitted to the original sockets in the walls. The roof covering will be stone slates, fitted in diminishing courses with oak pegs to battens. A stone coping will be fitted and lime mortar fillets to the skews. The design will be based on surviving examples of a similar date.



The Summer House at Edzell Castle is dated 1604 and displays a typical stone slated roof, leaded windows and oak boarded door.

- c) Door. A new oak boarded door will be fitted to the existing iron pivots. The existing door ironmongery will be re-used where possible. The year date will be inscribed in a discrete location. The door will allow gentle ventilation of the interior. This will
- d) Window. A new leaded fixed light will be fitted to the reinstated south gable window opening. The year date will be inscribed in a discrete location.
- e) External Wall Finish. The external walls will be finished with a flush point and limewash. This work will help to preserve the sandstone surfaces, which have been weakened as a result of the various decay mechanisms. It will also conceal the mortar repairs to the east wall ashlar and make the inscription considerably more legible. An appropriate pigment will be given to the wash. The heraldic panel would probably have been painted, but so little of this survived that repainting is not proposed. The lettering may also have been painted, but as there is no specific evidence, this also will not be reinstated.

5.2.5 New Works. New works will be carried out to improve the landscape setting of the Tomb and facilitate its better appreciation.

- a) Compost Pile. The compost pile and fence will be relocated to an appropriate location by Fife Council.
- b) Trees. Several immature trees to the south of the Tomb will be removed. IN time, these would threaten the stability of the adjacent retaining wall.
- c) Yew Hedge. The existing yew hedge will be extended along the enclosure wall, to form a protective barrier to the road, while retaining the view across the countryside from within the graveyard.
- d) Interpretive Panel. A modest plaque will be fitted to the rubble walling beside the tomb on the roadside. This will give historical information on the Tomb as well as an accurate rendering of the text.
- e) Lighting. The Tomb can be seen from across the Howe of Fife, and particularly from the main A91 St. Andrews road. Subtle lighting could enhance the Tombs appreciation and its contribution to the Conservation Area of Collessie. This suggestion would be subject to the approval of both the Community and Fife Council and detailed discussions will be held.

SCHEDULE OF PROPOSED WORKS

6.1 Preparatory Works.

- 6.1.1 Removal of vegetation from interior and walls.
- 6.1.2 Relocation of timber fence & compost pile.

6.2 Archaeology.

- 6.2.1 Test hole, nom. 300 x 300mm to establish if steps & lower floor exist.
- 6.2.2 Possible removal of internal soil to original floor level, estimated depth 600mm.

6.3 Drainage Trench.

- 6.3.1 Perimeter excavation of nom. 600 deep trench, with geo-textile membrane lining and pea gravel fill

6.4 Masonry Downtakings.

- 6.4.1 Removal of 2 pediment stones and temporary storage for later relocation inside the tomb.
- 6.4.2 Removal of North wall basalt raised head course.
- 6.4.3 Removal of basalt rubble infill to south window opening.
- 6.4.4 Removal of cement pointing to rubble on roadside, below tomb and 1m. either side.

6.5 Masonry Repairs.

- 6.5.1 Removal of algae & lichen by steam cleaning and biocide treatment.
- 6.5.2 Minimal replacement of missing or damaged dressed stones.
- 6.5.3 Lime mortar consolidation of dressed stones.
- 6.5.4 Rubble repairs & wallhead consolidation.
- 6.5.5 Reinstatement of dressed skew stones with new to match as required.
- 6.5.6 Flush lime mortar pointing to rubble.
- 6.5.7 7 coats limewash to tomb masonry.
- 6.5.8 Repointing in lime mortar to rubble walling on roadside below tomb and 1m. either side.

6.6 Roofing.

- 6.6.1 New timber roof structure to existing wall sockets.
- 6.6.2 New stone slate roof, with oak pegs, to battens.
- 6.6.3 New dressed stone copes.
- 6.6.4 Lime mortar fillet to skews.

6.7 Door & Window.

- 6.7.1 New boarded oak door to adjusted doorway, with iron ironmongery and date inscription. Door to allow ventilation.
- 6.7.2 New leaded light to reinstated window opening, dated.

6.8 Floor.

- 6.8.1 Either, repair stone slabs, if uncovered, or
- 6.8.2 New 100mm gravel, laid on geo-textile membrane, finishing flush to threshold.

6.9 Landscaping.

- 6.9.1 Removal of immature trees.
- 6.9.2 Relocation of compost pile and fence.
- 6.9.3 Extension of low yew hedge.
- 6.9.4 Painted cast metal panel, fixed to wall.

6.9.5 Possible external lighting.

6.0 PROGRAMME

7.1 Proposed Programme.

	2003										2004									
	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N
Fundraising	■	■	■	■	■	■	■	■	■											
Transfer to Com. Council											■									
Detailed Design						■	■	■	■											
Consents								■	■	■										
Tender												■	■							
Conservation Works															■	■	■	■	■	■
Transfer to Fife Council																				■

7.2 Fundraising. The Heritage Lottery Fund and Historic Scotland have both indicated they would give financial support to the project. Further work is required to confirm this finance.

7.3 Transfer to Collessie Community Council. Once the finance is secured, the Community Council will take ownership of the Tomb, allowing them to act as client for the project. This will be done by writing a new title deed, lodged with the Register of Scotland. This could theoretically be challenged within ten years by someone with a superior title deed. However a legal search has already established that nonesuch exists.

7.4 Detailed Design. The design team will carry out the detailed design and specification of the works, in consultation with Historic Scotland.

7.5 Consents. The proposed works will be submitted for Planning permission, Listed Building Consent and Conservation Area Consent. As the proposals will have been prepared in consultation with the authorities, these should be approved without difficulty.

7.6 Tender. The works will be put out to tender. As much of the works are specialised and small in size, but requiring detailed care, it may be more appropriate to negotiate with separate specialists rather than going out to competitive tender.

7.7 Conservation Works. The works have been programmed so that they will begin when a new years vegetation growth has not yet begun and so that the lime based work will have adequate time to cure before winter frosts.

7.8 Transfer to Fife Council. On completion of the works, the ownership of the Tomb will be transferred to Fife Council, who will be responsible for the long-term maintenance of the building. Guidance on an appropriate maintenance regime will be given by the Architects.

APPENDIX 6: COLLESSIE CHURCH RECORDS HELD AT NATIONAL ARCHIVE OF SCOTLAND

Collessie Church Records Held in the NAS

Presbytery of Cupar

CH/82	/28	Scroll Minutes	1761-71
	/29	Scroll Minutes	1779-85
	/30	Scroll Minutes	1815-25
	/31	Scroll Minutes	1844-61

Kirk Session Minutes (Collessie)

CH2/765	/1	Minutes and Accounts	1696-1723
		Minutes and Accounts	1723-33
		Minutes and Accounts	1742-45
		Payment for seats	1779-80
		Register of poor	1777-79
	/2	Minutes	1772
		Accounts	1772-1811
	/3	Minutes	1833-50
			1851-89
	/5	Communion Roll	1851 - onwards

Synod of Fife

CH2/154

1/	Minutes	1610-36
		1639-57
19/	Minutes	1809-53

** Meetings of synod examined for sittings of: 7 Oct, 1617
14 Apr, 1618

Heritors Minutes

HR36/

1/	Minute Book	1775-1841
2/	Minutes Book	1841-1907
5/	Account Book (basically a Poors Fund)	1813-48
9/	Papers regarding ecclesiastical buildings (church, manse, churchyard, school)	1824-1926

Plan relating to church and churchyard
in RHP.7100

** Heritors Account Book is essentially a poor's fund book listing payments to poor, pensioners, sick, infirm... disbursements to poor with very occasional deviations eg payments for repairing school windows

Papers re ecclesiastical buildings mainly 19th century and mainly relate to erection of new tombstones.

Heritors Minutes Book (period 1831 +/- 3 years)

Meeting of heritors:	Dec	18	1830
	Jan	14	1831
	Oct	7	1831
	May	11	1832

Meeting of Oct 7, 1831, in Collessie manse. Present: the Right Honourable the Earl of Leven and Melville, Charles Kinnear of Kinloch, Thomas Wallace of Newton, William Walker of Pitlair... the Earl of Leven and Melville presiding.

"Mr Wallace then before the meeting several accounts for repairs on the church, manse and school, amounting in all to £19:19:1/2"...

The Accounts of 1831 are listed in detail and include many things including those underwritten (and many more), but do not mention the mausoleum.

Thatch for the school
Three loads of threave (for thatching)
plasterer for repairing church roof
mason for works on manse
repairing church bell
new tongs for the school
repairing outside of school door
covering pulpit in black cloth
whitewashing the school in harvest