

Dysart Tolbooth and Town Hall



Conservation Management Plan

V. 6a November 2008



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SUMMARY

The Dysart Tolbooth and Town Hall are two contiguous 'A' listed buildings located at the heart of the Dysart Conservation Area and owned by Fife Council.

A study undertaken in 2006 as part of the Dysart Regeneration Initiative into Dysart's historic buildings identified the need to safeguard these landmark buildings and to undertake a comprehensive programme of conservation repairs, as part of a wider programme of improvements in the area.

This report evaluates the existing condition of the buildings, proposes an appropriate programme of repairs, and presents a cost plan and implementation strategy for these works.

The Tolbooth is a 6-storey tower, dating from 1576, that has considerable architectural, historic and townscape significance but very limited potential for active use. Little altered since it fell out of use, the building retains a working clock and bell. Having suffered low level of maintenance and inappropriate repairs, it is currently unsafe for public access.

In accordance with a management strategy for conservation of its heritage significance and allowing limited and controlled public access, this report proposes a programme of repairs to conserve the interior essentially in its current condition with services improvements, and to repair the exterior of the building, largely reinstating its historic appearance.

The Town Hall was built in 1887, replacing an earlier building of the same function. It comprises the upper storey of a building abutting the Tolbooth and is accessed off the same forestair. The Town Hall currently contains the archive and exhibition of the Dysart Trust, who will remain users in the foreseeable future. Residential use of the lower floor and difficulties in achieving DDA compliant access limit the utility of the Town Hall.

The Hall is in relatively good condition and requires only minor repairs and improvements. A limited amount of improvements to the setting of the buildings is also proposed.

It is intended that the works will be undertaken in a single phase during 2008-9, under the Dysart Townscape Heritage Initiative and managed by Fife Historic Buildings Trust. The project will also provide the opportunity to train Fife Council staff in the skills and materials needed to repair and maintain historic buildings. This will focus on lime mortar, render and stone repairs and will be undertaken in association with the Scottish Lime Centre Trust.



Fig. 1: Graffiti of sailing ships on one of the old doors

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Fig. 2: Map by Ainslie, 1775



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Fig. 4: Contemporary aerial view of Dysart

1 INTRODUCTION

This report was jointly commissioned by Fife Council and Fife Historic Buildings Trust to aid the planning of a programme of repairs and improvements to the Dysart Tolbooth and Town Hall as part of a wider programme of improvements within the historic burgh.

This report follows on from a detailed study into the principal historic buildings in Dysart published in January 2006¹, that examined: the history of each structure; their physical condition; and the potential for their re-use. It concluded that the Tolbooth “still has a character defining presence within the fabric of the townscape”, and recommended that a programme of repairs be undertaken on the Tolbooth and the Town Hall.

1.1 Dysart Townscape Development

A busy, thriving market town and seaport since medieval times, the St Clair family created Dysart a burgh of barony, in 1483. Its status was later confirmed when it became a Royal burgh during the reign of James VI in 1587.

Dysart’s townscape is characterised by the evolution of two distinct districts; the historic civic centre, of which the Tolbooth forms the focus, and the harbour. The private walled grounds of the Carmelite monastery stand between these areas, dividing the town.

Economic decline in the 20th century, culminated in the mid-1980s with the closure of the local coal mine and the loss of the major source of the town’s wealth. The traditional townscape was significantly eroded by the replacement of historic buildings and street patterns (Fig. 6) with post-war council housing. However, some important buildings were saved by the National Trust for Scotland’s Little Houses Improvement Scheme.

The current programme for urban renewal in Dysart will replace some of the poorest quality modern housing, with developments more sympathetic to the historic urban grain. Economic regeneration is focused on the harbour area, which has significant tourist potential, being located on the Fife Coastal Path and having a new interpretation centre, housed in the Harbourmaster’s house.

The planned renewal of the historic urban centre seeks to complement this economic development by focusing on preservation of the surviving built heritage as a catalyst and symbol for wider improvements. The Tolbooth and Town House are the most significant individual elements of this historic townscape renewal plan.

¹ Dysart Regeneration – Historic Buildings, January 2006 by PTZ Pedia Consulting for Fife Council

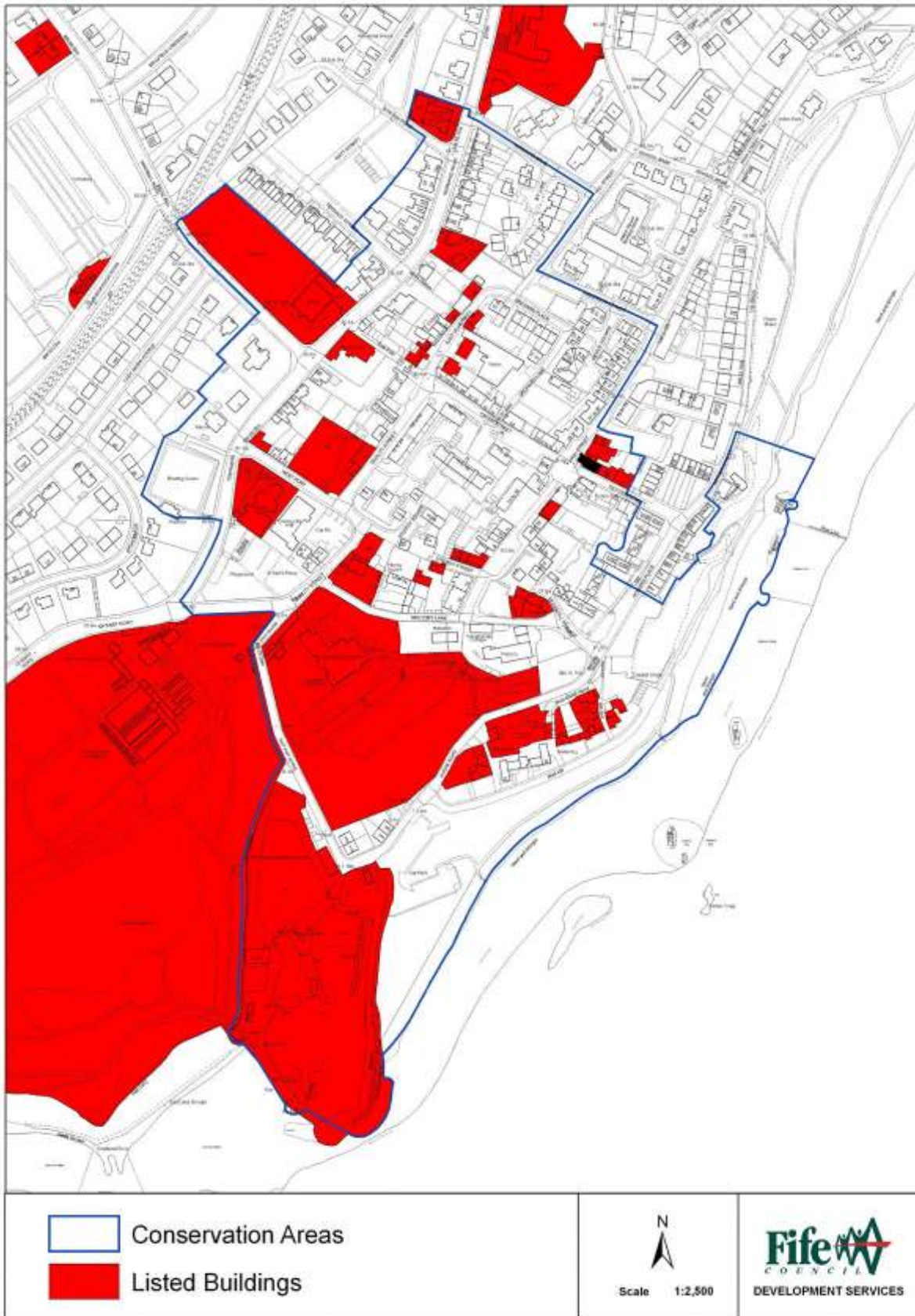


Fig. 5: The location of the Tolbooth and Town Hall (shown in black) within the Conservation Area

1.2 Location & Designations

The Tolbooth is located at the historic crossroads of the burgh of Dysart, at the junction of High Street and Victoria Street. The Town Hall is located immediately to the south of the Tolbooth. Each has been designated grade A listed since 1971 and are of architectural, historical and cultural significance. A copy of the listing description is included in Appendix 1.

Dysart is designated as an 'outstanding' Conservation Area. The location of the building within the Area is shown in Fig. 5.



Fig 6: Aerial photograph from 1946 showing the historic townscape structure.



Fig 7: View from the northwest.

2 THE TOLBOOTH

2.1 *History*

The Tolbooth was erected in 1576 and marks the town's historic civic centre. It has been a Category A Listed Building since 1971. It was de-scheduled in 2001. Although its original purpose, to house the public weights and measures office, guardhouse and prison, has long since passed into history, the Tolbooth still has a character defining presence within the fabric of the townscape.

There is little evidence for the Tolbooth having been of any functional use for a considerable time, though it retains a working clock and bell, which chimes hourly. Latterly, the tower has periodically opened for visitors, although this has recently ceased due to health and safety concerns regarding the structural condition of the building.

2.2 *Physical Development*

The tower is roughly square on plan, with a stair-turret projecting from the NE angle, and rises to five storeys, plus a belfry. The ground floor is accessed from the street and a forestair built against the south side gives access to the first floor, from which an internal stair rises to the fourth floor. Access to the distinctive, octagonal belfry is by ladder. The forestair is an addition and carries a panel with the town tree symbol, dated 1617.

The upper part of the tower was reconstructed in 1743-7, following a gunpowder explosion in 1656. The Tolbooth originally stood alone from the neighbouring buildings, but has become attached to its neighbours as they have been extended over time. Removal of the earlier Town Hall building, built against the Tolbooth in 1617, has resulted in some alteration to the south wall of the Tolbooth, which does not directly communicate with the contiguous Town Hall.

The steeple is rectangular on plan, measuring 8.3m by at least 6.5m. With the exception of the ashlar-built belfry, it is harled and has dressed margins, with stepped quoin-stones and moulded string-courses up to third-floor level. An early photograph showing some harling removed at first-floor level indicates that the masonry is of coursed rubble.

The upper stages of the tower have plain ashlar margins and stringcourses, and terminate in a heavy wall-head cornice. The clock-faces are set within square surrounds with segmental heads which rise into the cornice, and the octagonal belfry has round-headed louvered openings with slighting projecting.

Up to the third-floor level the rooms are rectangular on plan, although the ground floor room has been curtailed by extensive blocking at the South end. This room is entered by a doorway in the North wall and has no communication with the upper floors, which are

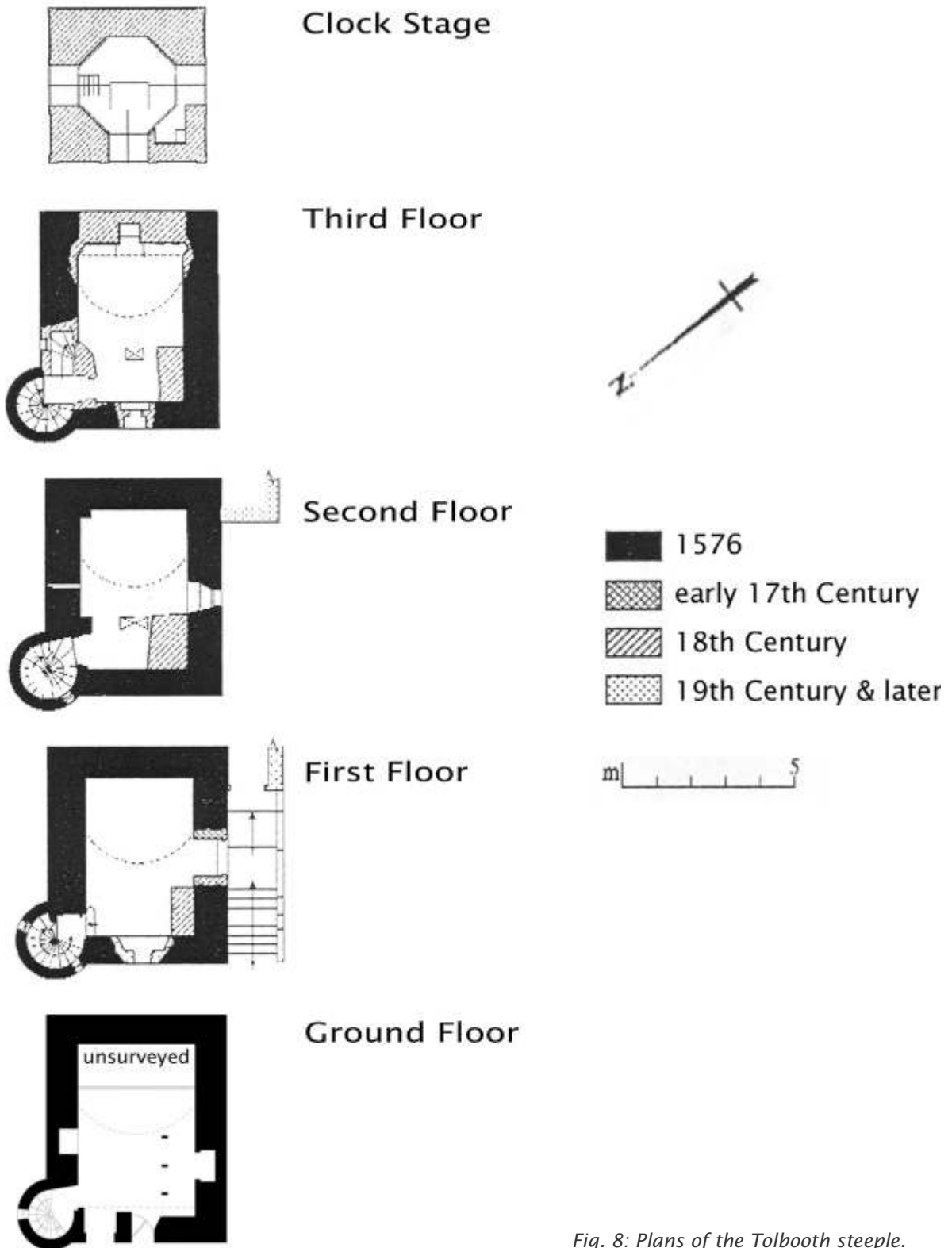


Fig. 8: Plans of the Tolbooth steeple.

barrel-vaulted. From the first floor upwards, each room has access to the stair-turret, and in the NW angle there is a rectangular shaft for the clock-weights. The walls and vaults of these rooms were covered with coarse render, much of which has disintegrated. Few original fittings survive, but there are iron yetts to the doorways of the second-and-third floor rooms, the latter still retaining its inner wooden door.

The provision of a new clock was discussed in 1825, but the existing one was made in 1876 by Hand R Miller of Edinburgh, at a cost of £110. The belfry contains two bells, one of which is of late medieval date. The newer bell, which measures 0.8m in diameter, was cast by Thomas Mears and Son of London, and bears the names of the burgh magistrates and officials of 1808."²

2.3 Characteristic Features

The Tolbooth is one of 87 surviving Tollbooths distributed in historic burghs across Scotland from Whithorn to Wick. Dysart is one of the earliest, among only a few which date from the latter 16th century. It displays many characteristic features of this building type.

2.3.1 Location

Although many of the burghs were sea-ports, it was unusual for the market-place and tolbooth to be in immediate proximity of the harbour. At Anstruther Wester an early tolbooth in the harbour area was swept away in a storm during the 17th century. In many burghs the tollbooth was situated on the street front of the High Street or market-place. Particularly favoured were corner-sites at the junction of a street with the market-place.³

The location of the Tolbooth in Dysart, on a corner of the High Street and market-place, and away from the port, is then a highly typical typological characteristic.

2.3.2 Architectural Style

Scottish tolbooths had strong native roots, with the tower-house tradition influencing the design of early buildings, and later town-houses continued to show close links with domestic architecture in the use of features such as forestairs. The semi-fortified tollbooths of the late 16th century often had massive steeples, but there is no surviving evidence of the original upper levels of this building. The earliest surviving tollbooth steeples belong to the second half of the 16th, when very few churches were built, and the influence of the tower-house may be seen in the robust tower of Dysart⁴.

The upper levels of the Dysart Tolbooth were re-built in 1743-4. In the 17th and 18th centuries belfry roofs were often of ogee form, but a type of spire which was probably derived from the Low Countries

² Tolbooths and Townhouses: A Record of Tolbooths and Townhouses in Scotland, 1997 RCAHMS

³ *ibid*

⁴ *ibid*



Fig 9: View from 1880. This image shows the former hall best, though unaccountably it omits the upper carved panel on the forestair.



Fig 10: View, undated. This image shows the tower stripped of render, revealing coursed rubble.



Fig 11: View, undated. This image suggests that the string courses and stair tower roof were originally limewashed. It also indicates two carvings on the forestair. It also shows clearly the end arched window.



Fig 12: View, undated. This photograph shows the arched window, stair tower roof and flagpole.



Fig 13: View, undated. This photograph shows the arched window, flagpole, extended forestairs and new Hall.



Fig 14: View undated. This photograph shows the flagpole and arched window, together with the two panels on the forestairs and the window that has since been blocked up.



Fig 15: The forestair.



Fig 16: Remnants of decoration.



Fig 17: The 1617 armorial panel.



Fig 18: The town arms on the inner Hall door.

was favoured for important buildings. This had a lead-covered lower part of concave profile and a small ogival upper section. The octagonal belfry with a domed or ogival cupola is a common termination of 18th century steeples, or addition to an existing one, as at Dysart.⁵

The two architectural styles embodied in the upper and lower sections of the Tolbooth are therefore typical of their era.

2.3.3 Architectural Features

Forestair

The forestair was a familiar feature of Scottish urban domestic architecture from the medieval period onwards and they were used in about two thirds of known pre-1740 Tolbooths. Most forestairs are simple straight flights of stone steps, with greater elaboration sometimes provided by a wall ballustrading, as at Dysart. Use was sometimes made of the space below a forestair to house a small cell.⁶

Dysart displays these general features (Fig. 15). Early images suggest that there may have been an external doorway into the void under the stair, though this is blocked by masonry and may have had some other function. It is now covered in cement render and further investigation during the works may be productive.

Interior Decoration

Interior walls were commonly lime plastered and limewashed, and this is what partially survives at Dysart. The remnants of decoration in the first floor room echoes the simple painted scheme of the mid 18th century, of two colours separated by a black horizontal band (Fig. 16), which is preserved in the former vestibule of the tolbooth at Aberdeen.⁷ Kirkcaldy Museum houses some items believed to have come from the Dysart Tolbooth, including a large key, weights and measures, and a marquetry panel of a ship, dated 1613; the significance of which has not been assessed.

Armorial Panels

Royal and burgh armorials and other emblematic devices were widely employed to display the status of burghs and the source of their authority. They are found on both the exteriors and interiors of tollbooths and town-houses of all periods, commonly in the form of carved stone panels.⁸

At Dysart, one carved panel sitting high up on the west wall of the forestair shows a shield bearing a stylised tree, with the date 1617 (Fig. 17). The tree resembles a palm, but is more likely intended to represent a thorn tree, the arms of the burgh.

5 Tolbooths and Townhouses: A Record of Tolbooths and Townhouses in Scotland, 1997 RCAHMS

6 *ibid*

7 *ibid*.

8 *ibid*



Fig 19: The Ground Floor room.



Fig 20: The First Floor room.



Fig 21: The Second Floor room.



Fig 22: The Third Floor room.

Early images of the forestair suggest that there was another carved panel beneath this (Fig 14).

Room Arrangements

A tolbooth's ground floor storey was often used for storage and prison accommodation. The advantage of placing cells on the ground storey was that stone vaulting, an obvious security and fireproof benefits, could be employed without placing undue stress on the structure. However, there were frequent complaints that prisoners could converse with those outside through ground floor windows.⁹

The ground floor room at Dysart is stone vaulted (Fig. 19). The original door is no longer in place, but the window has both an iron grille and inner timber shutter. While it remains possible the room was a store, this suggests it was used as a cell, with the iron grille for security and timber shutter to prohibit conversations with prisoners. The blocking southern wall may conceal other original features.

The principal rooms, the council chamber and court room, were almost always at first floor level and often entered from a forestair¹⁰.

The first floor room at Dysart was clearly the highest status room, with good plasterwork (Fig. 20). 19th century images show a tall, round-headed window on the north, similar to ones on the now-replaced contiguous hall to the south. It is possible that the tower room acted as a vestibule for this larger hall and that a blocked doorway remains behind the plaster. There is little evidence of what the original 16th century arrangement was.

Subordinate meeting rooms were often placed above the principal rooms. The top floor might also be used to hold prisoners and was particularly favoured for debtors.¹¹

The second floor room is vaulted and plastered (Fig. 21). It has an iron yett and inner timber door to the stair, with the door displaying graffiti. There is a decently sized window to the west, with two layers of iron grilles, but no evidence of glazing or shutters.

The third floor room is similarly vaulted, with an iron yett remaining, but having lost its timber door, which in this case was on the outside (Fig. 22). It has only one small circular window to the north, again with an iron grille.

The evidence suggests that these two secure rooms were both used as cells.

9 Tolbooths and Townhouses: A Record of Tolbooths and Townhouses in Scotland, 1997 RCAHMS

10 *ibid*

11 *ibid*.



Fig 23: The Clock Stage.



Fig 24: The belfry vaulted ceiling.



Fig 25: The Third Floor room.



Fig 26: The weathervane.

Graffiti

Graffiti are a common feature of prisons in Tolbooths. At Dysart, on the timber inner door of the third floor cell, among a variety of other marks, three sailing ships can clearly be discerned (Fig. 1). The fact that the timber door is inside means that these could have been carved while the outer iron yett remained closed. Both the existence and subject of this graffiti is highly characteristic.

Bells

Tolbooths and town houses were normally fitted with a bell to mark the times of rising and curfew, council meetings and other public events, often including church services. Many of them remain in use in connection with clocks. The earliest bells were of ecclesiastical origin.¹²

Dysart Tolbooth has two bells. The older one is pre-reformation and of ecclesiastical origin, bearing an inscription thought to relate to John the Baptist. It is recorded that, for reasons of central location and audibility the church bell was placed in the tollbooth steeple at Dysart. In 1808 a new large bell replaced both the broken church bell and the small town-house one and this remains in use, chiming the hour.

Clock

As early as the 17th century it was considered an obligation for every burgh to have clock. A clock was introduced to the Dysart Tolbooth as early as 1592 and it is likely to have come from Holland.

The current mechanism and clock faces were installed in 1876 (Fig. 23). The insertion of a shaft for weights to drive the mechanism, together with a pendulum case, were rather brutally effected and the last significant alteration to the building.

2.3.4 Conclusion

The Dysart Tolbooth clearly displays a wide range of characteristic features, with no significant changes since it was last altered in the early 19th century.

*“From the iron yetts of the doorways in the upper levels to the timber pendulum shaft and the centuries old graffiti, the interiors convey a powerful sense of untouched history. This is the Tollbooth’s greatest strength and significance beyond its landmark presence within Dysart.”*¹³

¹² Tolbooths and Townhouses: A Record of Tolbooths and Townhouses in Scotland, 1997 RCAHMS

¹³ Dysart Regeneration – Historic Buildings, January 2006 by DTZ Pieda Consulting for Fife Council



Fig 27: The larger bell.



Fig 28: The inscription on the smaller bell.

2.4 Future Use

The Tolbooth's survival without significant alteration can be attributed to the lack of utility of the building for other than its original purpose and the economic and social decline of the town in which it stands during the modern era.

Within Dysart it is both a powerful reminder and symbol of Dysart's civic past and a symbol of regeneration and a new and sustainable future. However there is little scope for it to fulfil any useful function. The rooms are small and without suitable access for public use, while any significant alterations would damage the historic fabric whose survival makes the building important.

The 2006 report concluded that the Tolbooth's small size limits options. Having tested options against a number of key criteria, such as relative regeneration benefits and market conditions, it defined a clear strategy.

It stated that 'the conservation of the Tolbooth should be seen as a cultural necessity rather than a commercial opportunity' recommending that it 'should be renovated in order to preserve the historic landmark and made secure for an element of controlled access. The Tolbooth should then be used as an 'icon' of Dysart to emphasise to those who don't know the town the quality of its townscape, exploiting its defining characteristics. There is significant potential for using the building as Dysart's 'trademark', conveying the quality and character of the place to those who don't know it. The building's conservation will therefore not only ensure its future and encourage it to be a source of pride for those who live in Dysart, but it can be used to raise the town's profile and to symbolise its attributes.'¹⁴

This is the proposed use that forms the basis for the detailed assessment of works described in this report.

¹⁴ 6.7, 6.10, 5.6, Dysart Regeneration – Historic Buildings, January 2006 by DTZ Peda Consulting for Fife Council



Fig 29: The Town Hall.

3 THE TOWN HALL

3.1 *History*

The current Town Hall is essentially as it was rebuilt and enlarged, to designs by the Glasgow architects Campbell, Douglas and Sellars, in 1885. The Town Hall always had a minor role in the townscape of Dysart, being tucked in behind the Tolbooth, in all its various incarnations.

The building was created with two storeys. A main hall on the upper floor formed the meeting place of the Provost and Town Council, with a magistrates room adjoining. The main room now forms an exhibition space for the Dysart Trust and contains a range of display material. The smaller room is used as storage, with a small kitchen and w.c. off.

The lower floor was formerly used as a police station with cells. It has been converted to use as a domestic residence and is currently occupied. Both floors are owned by Fife council and rented by their occupants.

3.2 *Physical Development*

There is little physical evidence of the former structures on the south side of the Tollbooth. A small area of slated roof, sloping away from the Tollbooth at fourth floor level, may be a remnant of some early contiguous building.

A Town Hall is recorded as having been built in 1617 and a number of 19th century images show the end of a building with an array of high, arched windows, tucked behind the two-storey, crow-stepped house that faced onto Victoria Street. It seems likely that this was either an altered form of the 1617 building, or an unrecorded replacement. The similarity to the non-original window on the north wall of the Tolbooth at first floor level strongly suggests that the Hall was entered through this room, and that the windows were created at the same time as an improvement on earlier facilities.

Currently available information sheds little light on the extent of survival of earlier fabric within the current Town Hall structure, though useful information may be gained during the proposed works as well as in further archival research. The building does not internally communicate with the Tolbooth, though the existing forestair was extended to create a suitable public entrance to the main first floor rooms.

The current use of the upper floor involved minimal alteration to its fabric. The ground floor was conversion to domestic use will have involved greater intervention, though this has not been assessed as it does not fall within the scope of the current proposals.



Fig 30: The main room, the former council chamber



Fig 31: Detail of the cornice.

3.3 Characteristic Features

The Town Hall displays characteristic features of its type and era.

3.3.1 Architectural Style

The building has the classical formality befitting Victorian notions of civic pomp, representing a marked contrast to the crow-stepped and vernacular building it replaced and the mixture of 17th century houses and later modest baronial buildings that still surround it.

The relative importance of the upper floor is expressed in its west elevation, which features tall, six-paned windows with individual entablatures.

The Hall therefore retains its original distinctive streetscape presence through features that mark it out as a significant building within the burgh.

3.3.2 Internal Features

The former council chamber is relatively plainly decorated, reflecting the relatively reduced wealth of the burgh during the 19th century. The south wall has a recessed arch that would have formed a backdrop to the Provost's chair, which still remains within the museum display.

The inner entrance door features a fine version of the town arms of a thorn tree, etched into a glass panel.

3.4 Future Use

The current exhibition of historic photographs and artefacts contained in the upper floor is only open to the public intermittently, though it is understood to be very popular. Greater public use of the upper floor is limited by difficulty in achieving DDA compliant access.

The 2006 report concluded that 'the Dysart Trust's desire to remain in this building and difficulties with the provision of ground floor access, which would be required by many alternative users, lead to the conclusion that its current use should be expanded and made more accessible in the short to medium term. The Town Hall should be opened more regularly, and made more active in order to bring the Dysart Trust's collection to a wider audience.¹⁵

The current residential use of the lower floor will continue.

In line with this management strategy, continuity of existing uses with minor improvements to the upper floor facilities is the basis for the proposals contained in this report.

¹⁵ 6.11, Dysart Regeneration – Historic Buildings, January 2006 by PTZ Pedia Consulting for Fife Council



Fig 32: A former double-barred cell window

4 SIGNIFICANCE & CONSERVATION APPROACH

4.1 Statement of Significance

	TOLBOOTH		TOWN HALL	
<i>Value</i>	<i>Scale</i>	<i>Importance</i>	<i>Scale</i>	<i>Importance</i>
<i>Overall</i>	Scottish	Exceptional	Regional	Considerable
<i>Aesthetic</i>	Scottish	Considerable	Local	Moderate
<i>Historic</i>	Regional	Considerable	Regional	Considerable
<i>Economic</i>	Local	Low	Local	Low
<i>Educational</i>	Local	Moderate	Local	Considerable
<i>Recreation</i>	Local	Low	Local	Moderate
<i>Archaeological</i>	Scottish	Considerable	Regional	Considerable
<i>Social</i>	Local	Low	Local	Low
<i>Scenic</i>	Scottish	Considerable	Local	Moderate

4.2 Grading of Significance

The table above shows both buildings graded to indicate their level or degree of significance. In addition to the conclusions drawn from the statement of significance, the condition and integrity of the structure, contribute to the grading of significance.

<i>Value</i>	<i>Scale</i>	<i>Importance</i>
Aesthetic	British/UK	Exceptional
Historic	Scottish	Considerable
Economic	Regional	Moderate
Educational	Local	Low
Recreation		
Ecological		
Archaeological		
Social		
Scenic		

The following definitions indicate the different degrees of importance:

- *Exceptional Importance* - A building or feature of British or international importance either architectural or historic, or little-altered examples of some particular period, style or building type. The definition correlates with buildings listed as Category A by Historic Scotland.
- *Considerable Importance* - A building or feature of Scottish or more than local importance, style or building type which may have been altered. The definition correlates with buildings listed as Category B.
- *Moderate Importance* - A building or feature of local importance.
- *Little Importance* - Items of little significance may include additions and alterations made to accommodate changing requirements. They tend to be expedient and ephemeral and their impact on the significance of the building ranges from neutral to moderately intrusive.

4.3 Vulnerability

4.3.1 The Tolbooth

The Tolbooth is in a highly vulnerable condition. Natural ageing, accelerated by lack of maintenance and inappropriate repairs, has engendered decay of the fabric that is locally severe. This is threatening significant architectural features and has meant that the building can no longer safely be accessed by the public. If there is not a programme of conservation repairs, this decay will accelerate further, eventually resulting in a hazardous building condition and reduction in the buildings significance.

4.3.2 The Town Hall

The Town Hall is in a condition of low vulnerability. Occupied and maintained, there are minor issues of vandalism prevention and roof repairs which need to be addressed to safeguard the buildings future.

4.4 Conservation Objectives

The conservation and repair work should be designed in such a way that it achieves the following objectives:

- The design must be undertaken with an understanding of the implication of the BS 7913; British Standard Guide to the Principles of Conservation.
- Conservation work must be based on thorough physical and historical understanding of the building or landscape element. The design of repair works to buildings should be undertaken with a thorough knowledge of traditional building history and practice. The physical research should include analysis of mortar,

plaster, aggregates and paint samples for buildings and could include archaeological research for buried and landscape components.

- An archaeological survey should be carried out which includes the assessment of buildings as standing archaeology. The archaeological survey should continue as a watching brief throughout the conservation works to buildings and landscape components.
- The work should be designed so that it can be carried out safely and consideration must be given to safety issues arising from the continued maintenance of the structures. The conservation works must be designed in accordance with the Construction Design Management Regulations.
- It is essential that conservation work is carried out by experienced trades people. A large part of the success of any project is in the understanding of the task and sharing of experience between all professionals and all trades people involved.

4.5 *Repair and Restoration*

The work proposed will be primarily concerned with the conservation and repair of existing building fabric. There may be a degree of restoration of missing elements, such as the stair tower roof. Some interventions will be necessary, such as for lighting. Interventions are any new designed elements which are intended to improve access and facilitate interpretation of the existing structures and landscape.

The design of restored elements should be carried out in such a way that it achieves the following objectives:

- The need for restoration should be fully justified by the findings of this report. It should be the minimum required to aid the interpretation of the significance of the site. Restoration can be justified by the condition of a particular building or feature, for instance to provide support or because a completed element is easier to maintain.
- The restoration of missing elements must be based on thoroughly researched documentary evidence. It should follow detailed examination of the relevant parts of the existing structure or feature. The specification of materials in building restoration should match the existing in terms of quality, colour, worked surfaces and weathering characteristics.
- Existing conditions should be recorded before the restoration work is carried out. The fabric of the restoration on buildings should have a clear but unobtrusive mark with the date of its construction.



Fig 33: Detail of masonry decay accelerated by cement render.

5 CONDITION REPORT AND REPAIR PROPOSALS

5.1 Introduction



In general, the condition of the buildings does not present any urgent public hazard or danger of loss of significant fabric. The Town Hall is in good condition, however, the Tolbooth requires comprehensive repairs to bring it up to a safe and satisfactory condition, especially to the external fabric.

While there has been a general decay of the fabric through its neglect over most of the last 200 years, there are two specific areas which should be highlighted:

- There are a range of cracks in the lower three floors of the Tolbooth, together with some variation in the line of its western wall. These indicate some structural movement, which might be associated with the 17th century explosion which destroyed the upper floors, the crude insertion of the pendulum case and weight shaft in the early 19th century or some other cause or combination of causes. The movement is most likely to be historic, but a more detailed investigation by a structural engineer is required.
- Use of cementitious materials during maintenance in the 20th century has resulted in damage to the Tolbooth. The application of cement pointing to the dressed stone and cement render to the rubble has resulted in raised damp levels in the building and accelerated decay of the relatively soft sandstone of which the Tolbooth is constructed. This has resulted in loss of some carved stonework. Internally, the application of a cement slurry to the plasterwork has accelerated its decay.

The only functional aspect of the building, the clock and bell, have been maintained in good working order, and whilst dirty, appear to be in reasonable condition.

5.2 Schedule of Conditions and Repairs

		EXISTING CONDITION	PROPOSED REPAIRS
1.	Weathervane 	In working condition although hoop is dislodged.	Requires re-gilded and minor repairs. Consider lightning protection.
2.	Stone octagonal ogee roof 	In reasonable condition although some weathering visible, particularly of pointing. Pointing type not visible from the ground. Possibly originally lead clad. No cladding currently visible. Further investigation required	Some repointing required. Estimate 20%. Possible recladding in lead.
3.	Belfry	Octagonal sandstone belfry with cement pointing, louvers and clock.	Remove cement pointing and replace with lime pointing to suit - 100%.
3.01	Timber louvers on Belfry	8 no. timber louvered panels approx. 2m x 1m. In reasonable condition, with timber painted black. Some broken louvers nom. 5% with inadequate chicken wire internally to prevent pigeon entry to the bell tower	Minor timber repairs. Replace missing louvers and repaint. Remove defective chicken wire and replace with stainless steel mesh panels.
4.	Architrave	sandstone architrave with cement pointing and some areas of cement capping.	Remove cement pointing 100% and replace with lime pointing to suit. Remove cement capped areas and replace with stone indents. Nom. 1m length


5.	Clock	Working clock in good condition.	Repaint metalwork. Renew lighting.
6.	External Stairs 	The external stairs originally served only the Tollbooth, but were later extended when the Town hall was rebuilt, and they now serve both entrances. The external stairs are constructed from natural local sandstone and are in reasonable condition. They have been cement pointed. The top stone in the balustrade capping has been replaced with a cement capping. See also 'west elevation'	Remove cement pointing and replace with lime pointing. Remove cement balustrade capping and replace with stone to match adjacent. Nom 1.5m length. Replace cement render with lime harl, and carry out repairs of masonry wall as required. Allow 20%.
7.	Pavement	Existing pavement is concrete with whinstone kerbs. Telecom panel on corner.	Cement finish to be broken out and replaced with stone flags. Area nom. 25m ² .
8.	Flag Pole	There is no flagpole currently, although historical pictures show a flagpole over the north elevation	Flagpole and flag to be reinstated.



Fig 34: North Elevation

8.	North Elevation		
8.01	Pointing	Existing exposed pointing is cement and has damaged some stone work as a result	Remove cement pointing 100% and replace with lime pointing to suit on entire elevation.
8.02	Harl	Existing cement harl is causing stone degradation around edges. Condition behind the harl is unknown although internal dampness suggests it is contributing to water damage in the walls.	Remove all cement harl, and cement pointing behind. Replace with lime pointing and lime harl, with limewash finish. Allow for 10% stone repairs behind harl once it is removed.
8.03	Exposed stone on elevations	All exposed sandstone is being damaged due to cement pointing. However, with exception of that noted below, is in reasonable condition	Minor repairs to exposed stonework - 5%
8.04	Upper string course	Cement pointing as noted above. Otherwise in reasonable condition	Pointing - as 8.02
8.05	Middle string course	Cement pointing as noted above. Some cement patches replacing previously damaged stonework.	Pointing - as 8.02. Remove stone patches, indent with sandstone. Nom. 1m length.
8.06	Lower string course	Cement pointing as noted above. Some cement patches replacing previously damaged stonework.	Pointing - as above. Remove stone patches, indent with sandstone. Nom. 2m length.
8.07	Window 1 (circular)	All circular stonework surround has been cement coated.	Remove cement coating and repair stone. Assume 100% moulded indents.
8.08	Window 2 (top window on stair tower)	Timber frame is rotten in some areas, the glass is cracked and is painted black internally	Repair and repaint timber frame, replace glass with crown glass.
8.09	Window 3 (middle window on stair tower)	Timber frame has rotten in some areas.	Repair and repaint timber frame.
8.10	Window 4 (bottom window on stair tower)	Timber frame is rotten in some areas, is painted	Repair and repaint timber frame, replace glass with



	tower)	black externally and the glass is cracked.	crown glass.
8.11	Window 5 (window beneath date stone)	This window is an inappropriate modern timber framed window with wired glass. The stone cill is spalled. Cast iron bars to window are in reasonable condition and are painted black.	Remove window and replace with appropriate timber framed window. Indent required to cill nom. 500mm length. Minor repairs to bars and repaint.
8.12	Window 6 (bottom window)	Window opening is currently boarded up with Sterling Board between bars and internal shutter. There is no window. Cement patches have been applied to the stone head and cill around the window.	Remove boarding and repair shutter. Remove cement patches and indent stonework at head and cill. Nom. 1.2m length
8.13	Door	Existing door is modern, in poor condition, and has been boarded up.	Remove and replace with appropriate door.
8.14	Date stone 	The 1576 date stone has had cement edge repairs on all 4 sides.	Full stone repair and repaint.
8.15	Stair tower	Stair tower head capping is stone edges, with cement infills and patches.	Remove cement and repair stonework. Nom 1.5m length.
8.16	Other notes	It can be seen that the walls above and below the lower string course are not in line, with the 1 st floor about 25mm further out than the ground floor. While this looks like historical movement it may be connected to the cracks internally at ground floor and further investigation should be undertaken.	Structural Engineer to inspect all cracks in the building, and carry out analysis using tell tales to ascertain whether movement is historical or ongoing.



Fig 35: West Elevation

9.	West Elevation		
9.01	Pointing	Existing exposed pointing is cement and has damaged some stone work as a result	Remove cement pointing 100% and replace with lime pointing to suit on entire elevation.
9.02	Harl	Existing cement harl is causing stone degradation around edges. Condition behind the harl is unknown although internal dampness suggests it is contributing to water damage in the walls.	Remove all cement harl, and cement pointing behind. Replace with lime pointing and lime harl, with limewash finish. Allow for 10% stone repairs behind harl once it is removed.
9.03	Exposed stone	All exposed sandstone is being damaged due to cement pointing. However, with exception of that noted below, is in reasonable condition	Minor repairs to exposed stonework - 5%
9.04	Upper string course	Cement pointing as noted above. Otherwise in reasonable condition	Pointing - as above.
9.05	Middle string course	Cement pointing as noted above. Some cement patches replacing previously damaged stonework and exposed stonework in poor condition.	Pointing - as above. Remove stone patches, indent with sandstone. Nom. 3m length.
9.06	Lower string course 	Cement pointing as noted above. Some cement patches replacing previously damaged stonework.	Pointing - as above. Remove stone patches, indent with sandstone. Nom. 0.5m length.
9.07	Window 7	No window in the opening. The window is covered with 2 layers of bars in reasonable condition. However the stone	Repair stones locally to avoid removing the iron grills. Consolidate with lime rather than stone indent if possible.



		surround is badly cracked and is spalling.	
9.08	External Light	This is a modern light.	Remove light and replace with appropriate fitting.
9.09	Door 	Existing door is modern redwood with original iron strap hinges. The lintol is split in 2 places, and has partially come away internally and is therefore not acting structurally. The quoins are badly decayed and cracked with some cement patches. The door has been repaired in the past with a cast iron bar under the lintol and frame on the north side of the door. This cast iron post is rusting and is cracked.	Repaint and minor repairs to door. Replace lintol fully with new stone, remove cast iron bar and post, indent stonework. Nom. Size 300 x 600mm.
9.10	External Stair Elevation	19 th Century (?) construction with medieval (?) decorative panel inset into façade. 75% of the wall has cement covering, with the remaining as exposed stone. There is a roll margined, blocked up window, and this has been infilled faced with cement. There is evidence in historical photographs of another panel below.	Remove cement on the whole wall, lime point, lime harl and lime wash finish. Allow for 20% stone repairs. Approximate area of wall is 25m ² on street side, and 10m ² on stair side. Evidence of the lower panel is to be investigated once the cement render is removed.



Fig 36: East Elevation

10	East Elevation		
10.01	Pointing	Existing exposed pointing is cement and has damaged some stone work as a result	Remove cement pointing 100% and replace with lime pointing to suit on entire elevation.
10.02	Harl 	Existing cement harl is causing stone degradation around edges. Condition behind the harl is unknown although internal dampness suggests it is contributing to water damage in the walls. There are two cracks in the harl above and below the window below the clock. This may be due to shrinkage of the render but should be further investigated once harl removed.	Remove all cement harl, and cement pointing behind. Replace with lime pointing and lime harl, with limewash finish. Allow for 10% stone repairs behind harl once it is removed.
10.03	Exposed stone	All exposed sandstone is being damaged due to cement pointing. However, with exception of that noted below, is in reasonable condition	Minor repairs to exposed stonework - 5%
10.04	Upper string course	Cement pointing as noted above. Otherwise in reasonable condition	Pointing - as above.
10.05	Window 8	Frame not visible from the road, but assumed to be timber.	Repair and repaint timber frame, replace glass with crown glass if damaged.
10.06	Stair tower	As north elevation	
10.07	Chimney stack	Sandstone chimney stack has heavy cement pointing and stone cornice. It is assumed that the stonework is not in good condition due to the extent of pointing. The chimney is capped with slates, some of which are broken. Approx size of chimney stack 3m x	Remove cement pointing, carry out stone repairs nom. 15%, repoint in lime. Cap chimney heads.

		2m. Pigeons are roosting in the chimney pots.	
10.08	Cement haunching to gutter.	Cement haunching to neighbouring slate roof likely to crack and leak.	Remove cement detail and install lead secret gutter.
10.09	Drain pipe	Nom. 70mm cast iron rain water pipe in reasonable condition.	Repaint and minor repairs
11.	South Elevation		
	This was not visible from the ground and as such no detailed condition report could be made. However it is assumed some minor repairs will be required.		




Fig 37: Town Hall West Elevation


12.0	West Elevation of Town Hall		
12.01	Stonework	Generally in reasonable condition	Minor repairs where required. Allow for 2%
12.02	Pointing	Existing pointing is cement, and is much corroded above architrave, with vegetation growing in joints	Remove cement pointing 100% and vegetation, and replace with lime pointing to suit on entire elevation.
12.03	Rainwater goods	Cast Iron in reasonable condition with plastic (?) rain water hopper	Remove plastic rainwater hopper and replace with cast iron. Repaint and minor repairs throughout.
12.04	Windows	Windows appear in reasonable condition although condition of each individual window was not closely inspected.	Minor repairs and repainting.
12.05	Roof	The roof could not be examined	Minor repairs are assumed.
13.0	Ground Floor Room		
13.01	North Wall	2 vertical parallel cracks - likely to be historic - in NW corner of otherwise generally dry sound wall with stonework exposed internally. 2 arches on this side.	Structural Engineer to investigate cracking and advise
13.02	West Wall	Generally sound stone wall with 2 metal hooks, and a press with timber door.	Press door to be repainted and minor repairs.
13.03	East Wall	Generally sound dry stone wall and a press.	Minor repairs to stonework.
13.04	South Wall	This is a modern brick wall with no access to space behind. Timber dowels can be seen coming into the wall from the other side.	Investigation of the space behind the brick wall should be made, with possible removal of the wall.
13.05	Floor	The floor is infilled with earth.	Dig out debris, under archeological supervision, down to original stone floor. No repairs anticipated.
13.06	Ceiling	There is no ceiling lining, and the underside of the timber joists and boards of the floor above are visible. These are generally in good condition although the joist ends could	Allow for splicing 5% of the joist ends.

		not be inspected for rot.	
13.07	Services	There is functional electric lighting, and the power comes into the building on the east wall. Gas enters the building on the west wall, though now disconnected, and for former gas lighting.	Electrics require full replacement throughout the tollbooth including installation of meter, and fire detection to be installed at all levels. Redundant services pipes to be removed.
13.08	Windows	There is an old bricked up small window opening in the base of the stair tower. There is cement facing around the main window on the inside face of the surround.	Reopen minor window opening, install glass. Remove cement facing around main window and replace with lime/stone.
13.09	Door	Refer to 'north elevation'	
13.10	Stair tower base	Existing base is filled with dirt and rubble. Otherwise, internal face of stone walls appear to be in reasonable condition	Dig out debris, under archeological supervision. No repairs anticipated.
13.11	Other	Timber props from floor to underside of joists on northwest side of room below press on 1 st Floor. An old flag was found in the basement.	Props to remain in place until floor otherwise suitably propped to carry out restoration works. The flag is to be analysed to ascertain age and significance.
14.0	First Floor Room		
14.01	North Wall	Plasterwork in reasonable condition although 'modern' layer peeling away in some areas. Holes for fixings.	'Modern' plaster to be removed. Any localized repairs to lime plaster to be made. Redecoration.
14.02	West Wall	2 vertical cracks. Thought to be historic. Some bowing of external wall. Plasterwork in reasonable condition although modern layer peeling away in some areas. Holes for fixings.	Cracks to be investigated by Structural Engineer. Modern plaster to be removed. Repairs to lime plaster. Redecoration. On all four walls, analysis of original decoration to be undertaken. Analysis of the plasters to be made - both modern and original.
14.03	East Wall	Plasterwork in reasonable condition although modern	Modern plaster to be removed. Repairs to lime

		layer peeling away in some areas. Some minor cracking, possibly historic. Holes for fixings.	plaster. Investigate original decoration scheme, and redecoration.
14.04	South Wall	Plasterwork generally in reasonable condition. Small fixings and minor vertical crack in center of wall. Pine skirting in good condition.	Remove fixings. Minor repairs and redecoration.
14.05	Floor	19 th C timber boarded floor in good condition	Floor to be cleaned and minor repairs where necessary.
14.06	Ceiling	This is a barrel vaulted room with the apex of the barrel running north south. Finishes are as per 'walls'. Hole in plaster in ceiling at north end. Could be for light fitting or similar.	Proposals as per 'walls'. Replace missing stones.
14.07	Services	There is electrical cable in the room, but no functioning lighting. There are old gas pipes in the pendulum case. .	Full electrical wiring for lighting circuit required, and fire detection.
14.08	Windows	Refer to window in 'north elevation'	
14.09	Door	Refer to door in 'west elevation' for external door. Timber internal door to stair tower, with 19 th C facing to medieval door, with original iron strap hinges. Modern timber door to pendulum press.	Repair and refurbish internal doors. All joinery work has modern paint finish which is peeling off. Remove and repaint throughout on all levels.
14.10	Other	Press in corner for pendulum. Has old weights and other debris in the base. Stone missing from the end of the vault. Evidence of water ingress and splashback on the inner side of the press door. Inside the press, there is evidence of movement about 25mm outwards, of the external wall. There are two timber steps to	Clean out the debris from the press. Investigate water ingress and repair.

		the staircase, which are in good condition.	
15.0	Second Floor Room		
15.01	North Wall	Stone walls in evidence with little lime plaster remaining (max 10%) with possible 20 th century application of cement wash. Some cracking and opening up over window opening.	Remove cement wash. Limewash the walls. S.E. to advise regarding cracking and opening up.
15.02	West Wall	Stone walls in evidence with little lime plaster remaining (max 10%) with possible application of cement slurry	Remove cement slurry. limewash the walls.
15.03	East Wall	Stone walls in evidence with little lime plaster remaining (max 10%) with possible application of cement slurry. Minor vertical crack.	Remove cement slurry. limewash the walls.
15.04	South Wall	Stone walls in evidence with little lime plaster remaining (max 10%) with possible application of cement slurry. Rough cement pointing Brick archway to outside in cement mortar.	Remove cement slurry and cement pointing where on stone. Repoint walls in lime, and limewash the walls. Retain the brick archway as existing. Total stone repairs in room about 1m2.
15.05	Floor	Pendulum case broken through original floor. 19 th C timber boarded floor in good condition	Floor to be cleaned and minor repairs where necessary.
15.06	Ceiling	Single vaulted chamber, with opening made roughly for pendulum case.	Ceiling proposals as per 'walls'. S.E to advise regarding stability of structure caused by pendulum case insertion.
15.07	Services	There is electrical cable in the room, but no functioning lighting.	Renew electrical wiring for lighting and fire detection.
15.08	Windows	Refer to 'west elevation' 9.07.	
15.09	Door	Internal door to stair tower - Medieval iron yett with timber boarded and ledged door. Door has graffiti of three ships carved in.	Refurbish yett and door. Retain graffiti.
15.10	Other		

16.0	Third Floor Room		
16.01	North Wall	Stone walls with possible application of cement slurry	Remove cement slurry. limewash the walls.
16.02	West Wall	Stone walls with possible application of cement slurry	Remove cement slurry. limewash the walls.
16.03	East Wall	Stone walls with possible application of cement slurry	Remove cement slurry. limewash the walls.
16.04	South Wall	Stone walls with possible application of cement slurry	Remove cement slurry. limewash the walls.
16.05	Floor	19 th C timber boarded floor in good condition	Floor to be cleaned and minor repairs where necessary.
16.06	Ceiling	Fracture to entire vault.	S.E to advise regarding stability of structure
16.07	Services	No services in this room	Full electrical wiring for lighting circuit required, and fire detection.
16.08	Windows	Refer to 'north elevation'	
16.09	Door	Lintol above door cracked and stone behind fractured and missing. Medieval wrought iron yett, causing cracking in the stone due to pintol stress.	Replace lintol. Replace stone in corner of surround.
16.10	Other	Timber access hatch to pendulum void.	Minor refurbishment and repainting.
17.0	Fourth Floor Room		
17.01	North Wall	Stone walls with possible application of cement slurry	Remove cement slurry. limewash the walls.
17.02	West Wall	Stone walls with possible application of cement slurry	Remove cement slurry. limewash the walls.
17.03	East Wall	Stone walls with possible application of cement slurry	Remove cement slurry. limewash the walls.
17.04	South Wall	Stone walls with possible application of cement slurry	Remove cement slurry. limewash the walls.
17.05	Floor	19 th C timber boarded floor in good condition	Floor to be cleaned and minor repairs where necessary.
17.06	Ceiling	Roof finish not visible. However, sarking on reasonable condition but with some localized modern repairs. Nails in reasonable condition. Some decayed rafter ends. Wall plates rotten.	Replace wallplate, and splice rafter ends of 5%. Rafters are approx 30mm x 150mm section.
			

			
17.07	Services	No services in this room	Full electrical wiring for lighting circuit required, and fire detection.
17.08	Windows	Circular window - refer to north elevation.	
17.09	Door	Timber lintol above door rotten	Replace lintol with reclaimed timber.
17.10	Other	No visual evidence of bats.	
18.0	Clock Stage		
18.01	Walls	Timber boarding internal wall finish in reasonable condition.	Remove modern paint, repair nom. 15% of joinerywork and repaint.
18.02	Floor	19 th C timber boarded floor in good condition	Floor to be cleaned and minor repairs where necessary.
18.03	Ceiling	Timber boarding ceiling finish to match walls in reasonable condition.	Remove modern paint, repair nom. 15% of joinerywork and repaint.
18.04	Services	No services in this room known to be functional	Full electrical wiring for lighting circuit required, and fire detection.
18.05	Clock	In good condition. Refer to section above. Existing lighting behind clock inefficient.	Lighting to be replaced with low energy light fittings.
19.0	Belfry		
19.01	Walls	Stone walls with possible application of cement slurry	Remove cement slurry. limewash the walls.
19.02	Floor	19 th C timber boarded floor rotten.	Replace timber floor with boards to match. Condition of joists unknown. Allow for full replacement of joists.
19.03	Ceiling	Some damage to ashlar vault. Possible water ingress if lead originally on roof. Cement wash may have been applied, and some evidence of soot from	Remove cement wash and soot. Repoint and stone repairs 5%.

		gas lamps.	
19.04	Services	No services in this room known to be functional	Full electrical wiring for lighting circuit required, and fire detection.
19.05	Bells	Structural support for bells assumed to be in reasonable condition. Bells require cleaning as covered in a layer of pigeon droppings.	Bells to be cleaned in situ. Structural Engineer to check supports.
19.06	Louvers.	Refer to section above	
20.00	Stair Tower		
20.01	Internal Stairs	Timber stairs in reasonable condition including newel post.	Minor repairs.
20.02	Walls	Existing stone walls have been painted with a cement based slurry which has caused the stone to retain moisture and decay badly.	Fully remove cement coating. Consolidate stone walls and limewash.
20.03	Windows	As per 'north elevation'	
20.04	Roof	Concrete roof panel on stone edging. Condition of the top face unknown.	Remove concrete roof panel and replace with timber structure with lead capping.
21.0	Town Hall		
21.01	Main Hall	Generally in reasonable condition.	Redecorate throughout.
21.02	Middle Room	Generally in reasonable condition but with crack running over ceiling through ceiling rose. Some damp in corner, caused possibly by blocked gutter externally.	Fill cracks. Investigate source of damp, and repair. Repair wall. Redecorate throughout.
21.03	Utility Room	Paintwork flaking in some areas. Fittings in working condition. Upgrading of	Remove flaking paint, redecorate. Possibly remove window boarding and repair

		fittings outwith scope of this contract. Existing window blocked up with timber.	window.
21.04	Services	Existing services functional	Work to services outwith this contract
21.05	Windows	Windows in reasonable condition.	Any upgrading to windows is outwith the scope of this contract.
21.06	Door	Door is in reasonable condition	Repaint door.

5.3 Maintenance

It is recognised that along with the preceding list of repairs which will bring the buildings back into good order, there must be an ongoing commitment to regular and appropriate maintenance.

This should include annual inspections of the Town Hall roof and clearance of gutters and quinquennial inspections of all the building fabric. Lime render should be limewashed regularly, ideally every 2 years. If this cannot be carried out from a mechanical lifting device and the steeple has to be scaffolded, then more coats could be applied at less frequent intervals.

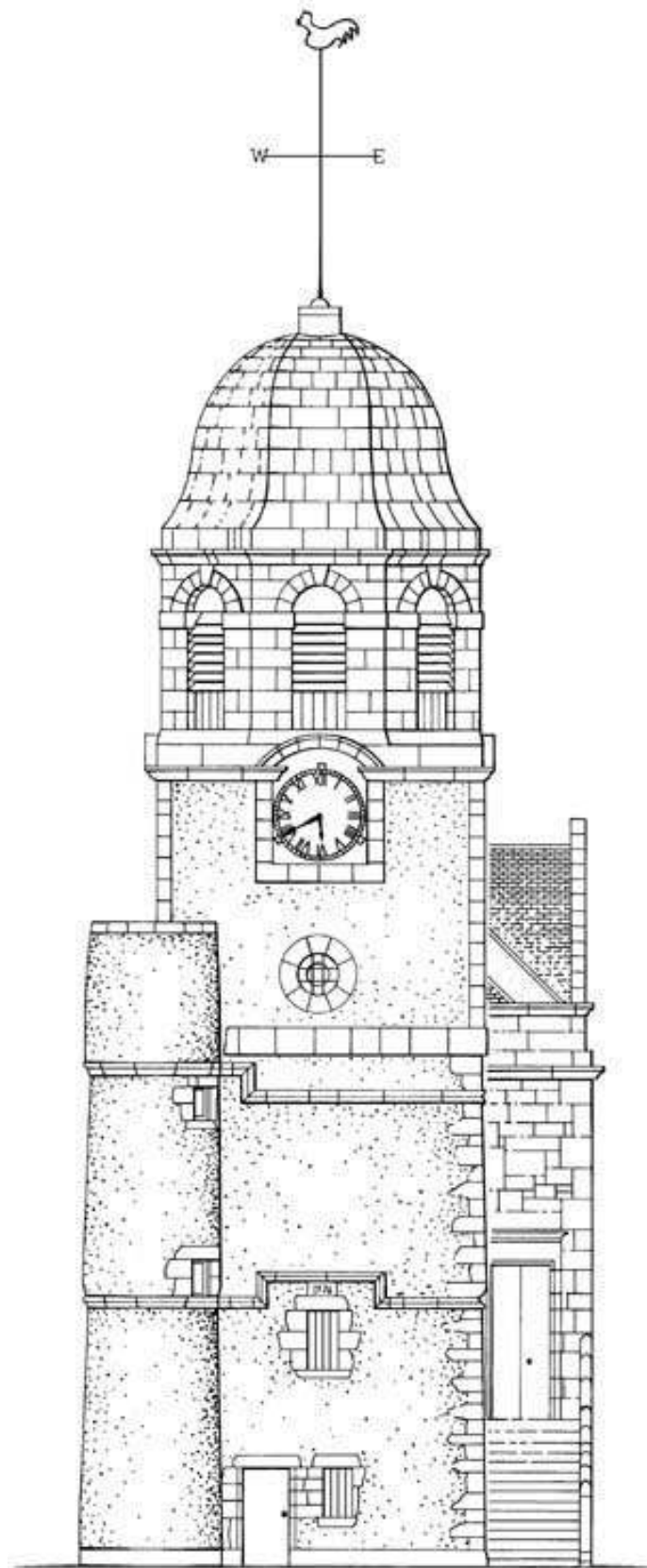


Fig 38: North Elevation, RCAHMS survey

APPENDIX 1: LISTING DESCRIPTION

FIFE COUNCIL Information Supplementary to the Statutory List

(This information has no legal significance)

HBNUM: 36418 Map Ref: NT 3042

Group with Items: CAT: A

Group Cat: 9315

Date of Listing: 28th January 1971

KIRKCALDY BURGH STATUTORY LIST

ITEM NO: 60

DYSART, HIGH STREET AND VICTORIA STREET, TOLBOOTH AND TOWN HALL

DESCRIPTION

Dated 1576; forestair dated 1617; 3rd stage and belfry rebuilt (see Notes) 1743-4.

4-stage, rectangular-plan tolbooth tower with ogee roofed octagonal belfry. Harled with irregular stone quoins and stepped string courses to 1st and 2nd stages, quoin strips and band course to 3rd stage, ashlar belfry. Base course and cavetto cornice. Clock faces in stone panels with segmental open pediments breaking cornice; round-headed keystone openings to belfry.

Town Hall by Campbell Douglas and Sellars, 1885.

Dressed squared and snecked rubble with ashlar quoins. Base course, ground floor cornice, 1st floor cill course, cavetto eaves cornice and deep blocking course. Architraved surrounds, corniced 1st floor and windows, stone transom and mullions.

TOWER (HIGH STREET) ELEVATION

1st stage with small timber door to left and adjacent window to right, further window above with datestone over lintel and stepped string course giving way to blank 2nd stage; 3rd stage with glazed oculus at centre close to band course and clock above. Round stair tower to NE angle with narrow lights to bottom and top of 2nd stage, ending part way up 3rd stage. West elevation with forestair from North, boarded timber door high up 1st stage, small window to 2nd stage and clock to 3rd stage. East elevation adjoining building (listed separately) at 1st and 2nd stage. Set-back, octagonal belfry to top stage with louvered opening to each face, cavetto cornice and stone ogee roof with weathervane finial.

TOWN HALL (VICTORIA STREET) ELEVATION

3 symmetrical bays with transomed window (converted from door) to centre at ground and bipartite windows in flanking bays. Side of forestair (see above) to outer left with blocked window and moulded panel with shield and stylised tree. 3 tall windows to 1st floor and 2-leaf boarded timber door on return to left. Deep blocking course giving way to pitched roof at left and gable to right adjoining irregular terrace. Tolbooth windows barred. Town Hall with 6-pane glazing pattern in timber sash and case windows. Coped ashlar stack.

INTERIOR

Tolbooth 1st stage entered from North (High Street), blocked to South, no internal access to upper stages. 1st stage and above vaulted with stair-turret to NE angle, NW angle with shaft for clock-weights. Iron gates to 3rd and 4th stages, latter also with inner wooden door. 1876 bell in belfry. Town Hall (Council Chamber and Court Room) with decorative plasterwork ceiling and cornice; boarded timber dado with panelled frieze; timber fire place with corniced over mantel; panelled soffits; and round-headed arch with scroll-pedimented panel. Magistrate's Room off to South.

REFERENCES

Castellated & Domestic Architect VOI V p188. RCAHMS, INVENTORY 225.
Groome.
Gifford FIFE (1992), p289.
RCAHMS, TOIBOOTH AND TOWN HOUSES (1996), pp23, 78-9.
Burgh Architect's Drawings at Kirkcaldy Museum, Ref 1396.
Swan & McNeill DYSART A ROYAL BURGH (1997), pp14, 71, 113-4.

NOTES

In 1617 the Town Hall was built alongside the old Tolbooth, the upper stages of which were wrecked by an explosion in 1656 and not rebuilt until 1707. The building housed the public weights-and-measures office, guard-house and prison; the Town Council met here weekly after 1617. A clock was introduced as early as 1592, and the current mechanism and clock faces were installed in 1876. An etching dated 1853 and a photograph of 1897 both show a tall round-headed window high up on the 1st stage of the North (High Street) elevation. Tolbooth de-scheduled 13th June 2001.