

Clyde Archaeology



Inverkeithing Town House Standing Building Survey

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Clyde Archaeology

39 Gallowhill Road | Carmunnock | Glasgow | G76 9DQ

web: www.clydearchaeology.co.uk | tel: 07845 632 490

email: info@clydearchaeology.co.uk

Data Structure Report

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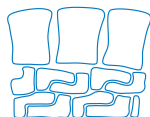


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Report: David Sneddon

Illustrations: David Sneddon

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Abstract

A basic standing building survey of the listed category A Inverkeithing Town House (LB35087) was undertaken on 14th, 22nd & 29th February 2020 as part of *People Making History* within the wider Inverkeithing Townscape Heritage and Conservation Area Regeneration Scheme delivered by Fife Historic Buildings Trust. The survey was carried out by Clyde Archaeology with and on behalf of Northlight Heritage and concentrated on providing training and participation opportunities for the local community. Both the interior and exterior of the building, known to have been substantially rebuilt in the mid-18th century, were recorded revealing traces of earlier phases of the Town House amidst extensive later 20th century refurbishment. Evidence for early phases of the building included blocked windows, a possible slit window, previously unrecorded disused stairs and clear external evidence for rebuilding and remodelling. Traces of the pre-18th century tolbooth may be present on the rear elevation.

1. Introduction

This report presents the results of a basic standing building survey of Inverkeithing Town House as defined in Historic Building Recording Guidance (ALGAO 2013). The survey was undertaken as part of *People Making History* (Inverkeithing Community Burgh Survey) and provided training and participation opportunities in standing building survey for members of the local community. The Burgh Survey forms part of the wider Inverkeithing Townscape Heritage and Conservation Area Regeneration Scheme being delivered by Fife Historic Buildings Trust and funded by Fife Council, The National Lottery Heritage Fund and Historic Environment Scotland.

The survey was carried out by Clyde Archaeology with and on behalf of Northlight Heritage over the 14th, 22nd and 29th February 2020 in generally cold and wet weather.

2. Location

Inverkeithing Town House is located at NGR NT 1304 8292 within the historic heart of the town. It sits on the southern edge of a triangular parcel of land defined by the High Street/Church Street to the west, Heriot Street to the east and Town Hall Street to the south (Illus. 1). The Town House backs onto the graveyard of the Church of Saint Peter while buildings abut its western and eastern gable ends. The ground generally slopes down from the west to the east

3. Historical Context

A Town House in this context refers to a council meeting chamber and the seat of civic authority in the burgh. In some places this type of building is still referred to as a Tolbooth (a building used from the 12th century by the burgh to collect tolls but also for council meetings, courts and

imprisonment) although this name became less popular from the 17th century when it began to be viewed negatively as it was often associated purely with imprisonment. (RCAHMS 1993, 1).

Inverkeithing Town House (Canmore ID: 50960) is a Listed Category A building (LB35087) located on the southern edge of the medieval parish graveyard. The likely late 14th century market cross (Canmore ID: 50971) once sat in front of the building at the junction of Townhall Street and Bank Street, having been moved here from its former position at the northern end of the High Street in 1799, but was subsequently moved to its current position in the late 20th century. The current building represents the most recent phases of a long history of modification and rebuilding.

The Royal Burgh of Inverkeithing was granted charters from William the Lion in 1139 and Robert III in 1399 (Walker & Ritchie 1987) while a Tolbooth is known to have existed on the current Town House site from at least 1550 when rents were gathered from shops on the ground floor (RCAHMS 1996). A bell from the Town House, now housed in the Civic Centre, is inscribed with the date 1667.

By the late 17th century the building must have been in relatively poor condition as numerous prison escapes are recorded (Simpson & Stevenson 1981). Supervised by John Monroe, the tower was rebuilt in 1754-5 while, in 1769, the council agreed the remainder of the tolbooth should be 'taken down, widened and repaired' (ibid). This was completed in 1770 although records note the second floor was also altered to create a debtors prison in 1777. In addition to the debtors prison on the top floor a courtroom was on the first floor and the prison or 'Black Hole' on the ground floor (Walker & Ritchie 1987).

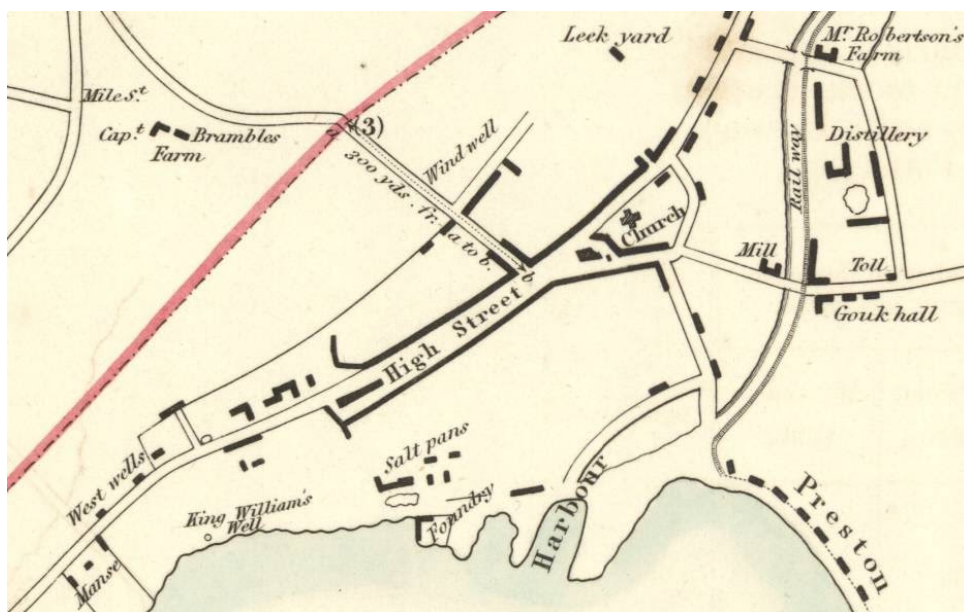


Illustration 2: Extract of the Great Reform Act map of Inverkeithing, 1832, courtesy of the National Library of Scotland.

No pre-19th century maps are known to exist of the area that have sufficient detail to show the layout of the Town House. Plans and reports drawn up in 1832 as part of the Great Reform Act show the Town House and market cross but inaccuracies in orientation seem to exist (Illus. 2). Late 19th century ordnance survey mapping provides more accurate mapping but the Town House is shown in its current form and provides little to aid interpretation of earlier phases.

The internal areas of the building have undergone significant alteration through time including in the late 20th century. Survey by the RCAHMS (1996) recorded the floor plans and front elevation (<https://canmore.org.uk/collection/337163> & <https://canmore.org.uk/collection/337164>) although rooms on the ground floor appear to have been subdivided subsequent to this survey.

4. Aims

The aims of the project were:

- to provide training and participation opportunities for members of the local community in standing building survey; and
- To conduct a basic standing building survey of the interior and exterior of Inverkeithing Town House.

5. Methods

The standing building survey was undertaken following generally accepted guidance on the recording of historic buildings (Historic Scotland 2003 & undated, English Heritage 2006, ICOMOS 1990) and using accepted terminology (Harris 2006). In particular the level of detail included in the survey corresponded to that defined as basic by ALGAO Scotland (2013) or Level 1 by English Heritage (2006) although some parts of the survey included a higher level of detail more akin to an Enhanced survey (ALGAO 2013) or Level 2 survey (English Heritage 2006).

Desk-based Assessment

Initially a rapid desk-based assessment of the Town House was undertaken utilising was undertaken of readily available sources including:

- Information from the national database of the historic environment (Canmore) was obtained through their online portal (Pastmap).
- Information from Historic Environment Scotland on Scheduled Monuments, Listed Buildings, Gardens and Designed Landscapes, Historic Battlefields and Conservation Areas was obtained through their online data portal.
- Cartographic sources including those held in the National Library of Scotland.

- Published books and articles.

Historical information was supplemented during the survey through voluntary research of primary sources led by local volunteers and initial cursory examination of a significant quantity of primary records, mainly from the 16th to 18th centuries, found within the Town House during the late 20th century which are now in care of Inverkeithing Historical Society. Additional historical and contemporary photographs are held by Arc Architects and Fife Historic Buildings Trust.

Standing Building Survey

A record of the interior and exterior of the Town House was obtained utilising digital photography, measured drawing and a written record on pro-forma recording sheets. Current ground plans and external elevations produced by Arc Architects Ltd. were used as a baseline upon which additional notes and drawings could be taken.

Each room was individually numbered and recorded through digital photography and written notes. Specific detail within the rooms and external elevations were recorded by measured sketches and drawings where appropriate.

Access to the bell tower, roof space and close examination of upper levels of the external elevations was not possible but previous photographs of these areas taken by Arc Architects Ltd. were consulted.

6. Results

The results noted below concentrate on the key observations recorded during the survey of the internal rooms and front and rear elevations and do not describe every feature of the building.

Although all areas of the building have been subject to some degree of modification, both historically and in more recent times, the broad layout can be divided into three distinct areas (Illus. 3):

1. The square tower with upper octagonal section - rebuilt in 1754-5
2. The main block - rebuilt in 1770 with the upper floor being modified in 1777
3. The rear block - the upper floor with flat roof is one of the most recent additions but lower floors may hold traces of early phases.

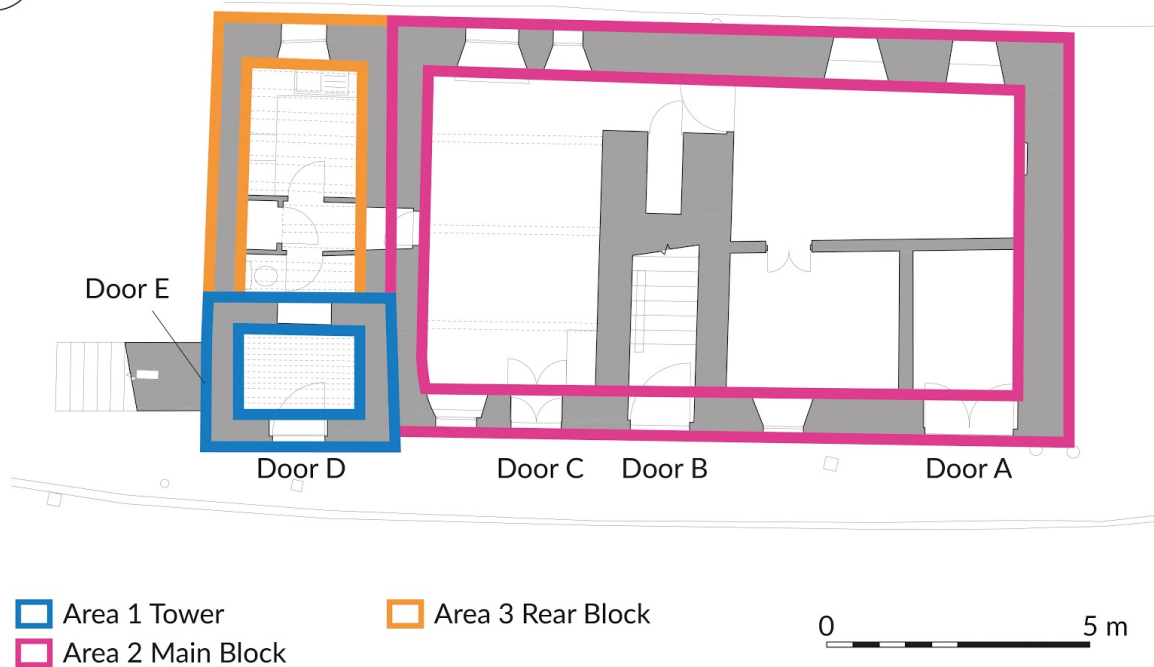


Illustration 3: Areas of Town House based on the current ground floor plan provided by Arc Architects Ltd.

Front Elevation

The front, south, facing elevation of the Town House (Illus. 4 & 5) is, perhaps not surprisingly given it would have been the public facing side, the most decorative and includes sophisticated masonry techniques, decorative caulking and patterns of diagonal chiselling. Variations in chisel marks between some blocks likely indicate areas of repair.

The front elevation holds four doors providing access to various parts of the building (Illus. 5, Doors A-D) with a fifth on the western wall of the tower (Door E). Door B is the most formal providing current access to the council chambers while Door A covers what was a Pend or Close which led through to the churchyard behind the building.

The date 1770 is inscribed into the stone lintel above Door B corresponding to the date the main block was rebuilt while a faint '8' is visible on the lintel above Door C, presumably relating to a current or former street number assigned to this part of the building.

The tower appears on a slightly different alignment to the main block, the eastern end being orientated more to the north. This could be a result of them being rebuilt during different years of the mid-18th century but may also relate to the orientation of the earlier phases of tower and main block, which are known to have stood here prior to the 18th century. Despite there being no obvious remains of the earlier buildings within the fabric of the current front elevation uncertainty remains over how much of the previous buildings were demolished and completely rebuilt and how much

the foundations and lower courses were kept and incorporated into the new building. This small difference in orientation of the tower could, therefore, reflect the foundations of an earlier tower although it remains unclear whether this also represents evidence of a smaller tower structure that was extended as the building grew in size and complexity or whether the tower was added to an existing, even earlier, building. The extension and altering of Tolbooths and Town Houses was not uncommon, being the result of frequently changing needs and resources (RCAHMS 1993, 14).

The fixings for a former notice board, visible on a photograph from the early to mid 20th century, are present immediately to the west of Door D at the base of the tower while the Inverkeithing coat of arms (a ship with furled sail and Saint Peter holding a church and two keys) adorns a plaque above a small arched window.



Illustration 4: Front, south facing, elevation of Town House.

Immediately above this and below the belfry sits a rectangular surround with a circular blocked hole in its centre. Late 19th and early 20th century photographs of the Town House show this circular hole being open. The purpose of this hole and surround remains uncertain, however, given the frequency of clocks appearing on other Tolbooth towers in Fife immediately below the belfry e.g. Dysart, Pittenweem, Newburgh and Crail, it would not be surprising if this surround once held a clock with the now blocked opening having allowed connections between the internal clock mechanism and the externally mounted clock face.

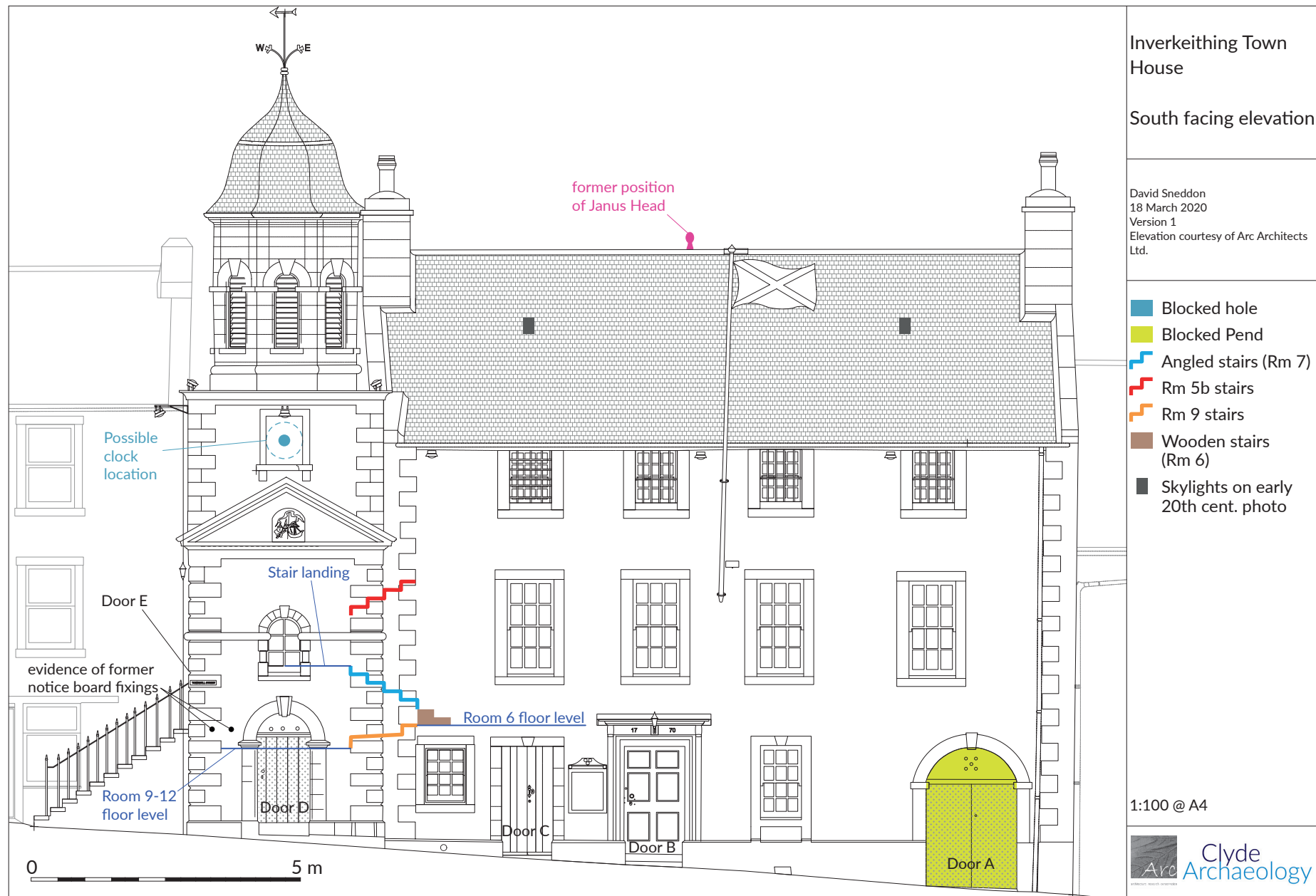


Illustration 5: Annotated front elevation of Town House based on drawing provided by Arc Architects Ltd.

The second floor windows all have bars across their exterior, possibly relating to the use of this floor as a debtors prison. The Westernmost bars differ from the other three comprising three square vertical bars and five horizontal. Two of the horizontal bars are joined to the vertical at the angle by nails/rivets while three bars are flattened and not attached to the vertical bars (they are embedded into the side walls). The remaining three windows have bars comprising four square vertical bars and a single flattened horizontal bar through which the vertical bars run and are welded to. The Westernmost window bars also have a detachable pulley system clamped to a horizontal bar.

An early 20th century photograph (<https://canmore.org.uk/collection/1104518>) of the front elevation shows two small skylight windows in the roof and the likely location of the Janus Heads which are known to have been present on the ridge prior to being removed in the later 20th century (Illus. 5 & 7).

Rear Elevation

The rear elevation backs on to a graveyard, the ground level of which sits considerably higher than the base of the Town House (Illus. 6 & 7). It was not uncommon for the ground level height within popular graveyards to be increased during the 19th century. Rapid increases in population within industrial areas led to graveyards running out of space and increasing the ground level height provided a solution.



Illustration 6: Rear, north facing, elevation of Town House.

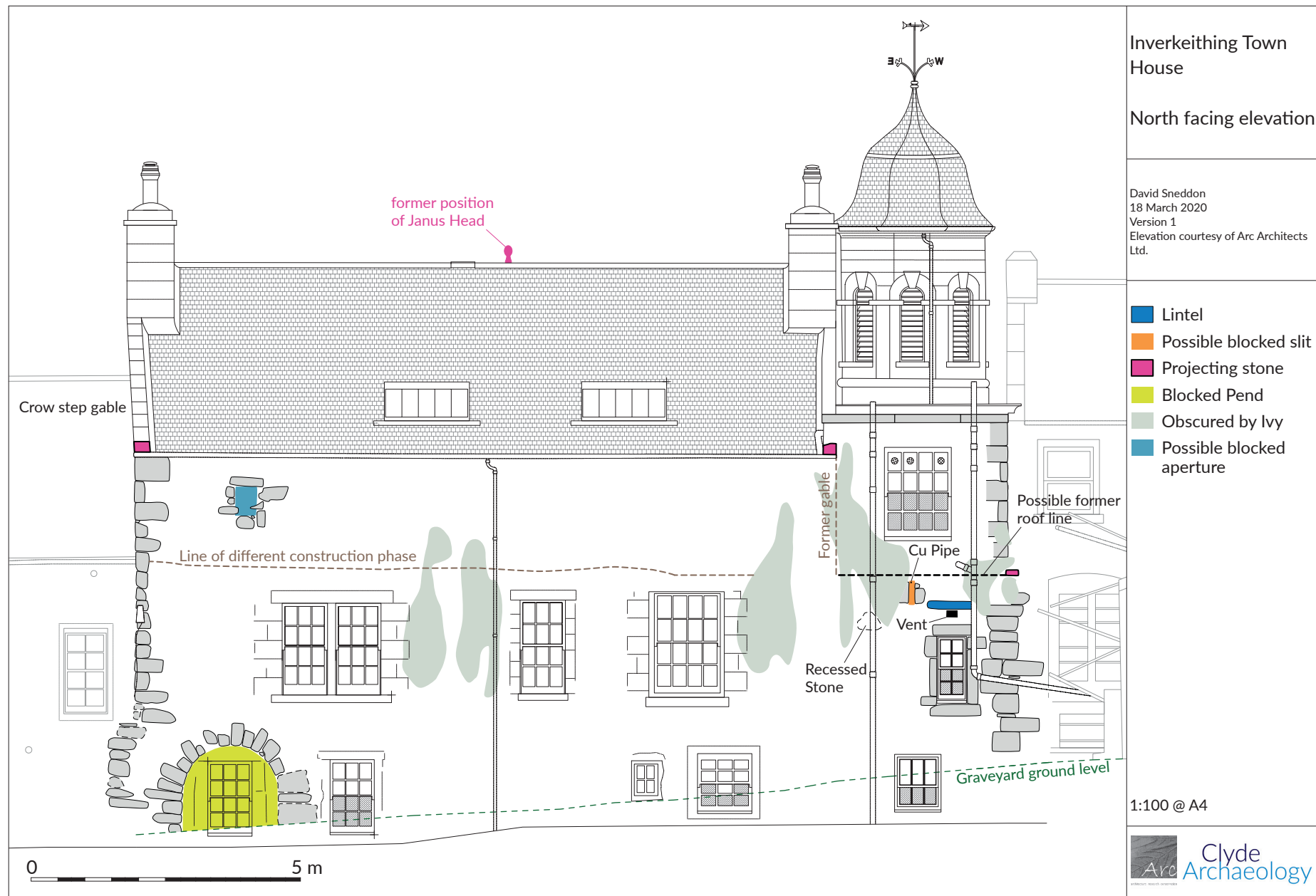


Illustration 7: Annotated rear elevation of Town House based on drawing provided by Arc Architects Ltd.

At the eastern end of the rear elevation the gable is distinctively crow stepped although this is not repeated on the western end or at either end of the front elevation. The front, public facing, elevation is likely to have been subject to most modification as part of presenting a consistent and unified frontage, while a projecting stone at the top of the western side of the rear elevation (Illus. 7) could represent the remnants of a previous crow stepped gable on this side.

At the top of the wall on the eastern side is what appears to be a small blocked aperture also noted during the previous RCAHMS (1996) survey (<https://canmore.org.uk/collection/337163>). No sign of this was visible on the internal wall that had been rendered, covering the stonework. It may relate to the use of this floor as a debtors prison having been subsequently blocked up when the room was repurposed.

At the base of the eastern end of the wall elevation the former Pend or Close is clearly seen in an arch of stone, although the former opening has been blocked up and a sash window inserted. The current height of the graveyard here would have prevented easy egress from the Pend suggesting the increase in graveyard height occurred after the Pend as a means of access had fallen out of use.

Although close inspection was not possible as part of this survey the stone used in the upper portion of the rear wall elevation, broadly corresponding to the current second floor, was darker in colour than the lower portions (Illus. 6). This likely relates to the use of a different type of stone and could represent work to this floor known to have taken place in 1777 when the floor was substantially rebuilt and possibly raised (see historical context above). In addition, the presence of a projecting stone at broadly this level on the western end of the elevation (Illus. 7) may indicate a former roof level. In addition, the fact that, on this side, only the lower gable end stonework extends beyond the end of the building to tie in with the adjacent buildings, strongly suggests that the block behind the tower (Area 3) previously consisted of only a ground and first floor, the second floor being a later addition. This later addition may be represented by the flat roof behind the tower, something that would be an unusual feature in an older building.

At the western end of the rear elevation further evidence of previous building phases were seen in the presence of a blocked window or opening and a possible blocked slit window, both of which were more visible from the interior (see Room 5b below). The possible narrow slit window was present just below the former roof line of Area 3 noted above and comprised several small stones blocking a narrow gap between larger stones. The only visible exterior feature of the likely blocked window, which sat just west and beneath the possible slit (Illus. 7), was a large stone lintel with a modern vent beneath. Although unclear it is possible these blocked windows represent the faint traces of a pre-18th century tolbooth. This would also suggest the former buildings were not

completely demolished prior to rebuilding in the mid-18th century. The narrow window beneath the blocked window and possible slit could have been inserted into an existing wall at this time when floor levels were likely remodelled.

Internal Rooms

Given many of the visible features within some rooms related solely to modern additions and modifications, only those rooms where key historical features were present, potentially relating to earlier phases of building use, are described below. Full summary descriptions of the current condition of each room are provided in Appendix 1 (Table 1) and are recorded within the photographic record (Appendix 1, Table 2).

Room 1 (second floor)

This room is thought to have formerly been the debtors prison after being rebuilt in 1777 when the roof level may have been raised. The current grand size and design of the room relates to its later use as a courtroom. The previous RCAHMS survey (1996) records a partition wall at the eastern end (<https://canmore.org.uk/collection/337163>) that was absent at the time of this survey.

Given the size of the chimneys on top of the eastern and western gable ends of the main block it is surprising that no fireplace, blocked up or otherwise, was visible on the western wall. However, it is feasible it sat at the location of the southern of two entrances from Room 5 and was removed when the layout was modified.

Room 5 (stairwell)

This stairwell leads from the external door on western side of the building (Door E) to the second floor Rooms 1 and 2. Access can also be gained to first floor Room 6 though a wood panel door located on a small intermediate landing and a stairwell (Room 7). The stairs are clearly of modern wood construction with laminate covering and are unlikely to represent the original layout. The western wall of the upper staircase shows differing plaster marks where the stairwell runs through the width of the tower wall (0.68 m). The opening for the stairs through the tower wall may be a later addition. Inside the northern corner of the doorway (Door E) the wall appears chamfered at floor level.

Room 5b (between first & second floor)

This small unlit hidden room is currently only used for modern services being accessed through a small door on the western side of the modern stairs (Room 5). Its floor area broadly corresponds to the internal dimensions of Area 3 behind the tower (Illus. 3 & 8). The plaster on the walls hide stone and brickwork visible around the base and edges where it has fallen off or been chipped away.

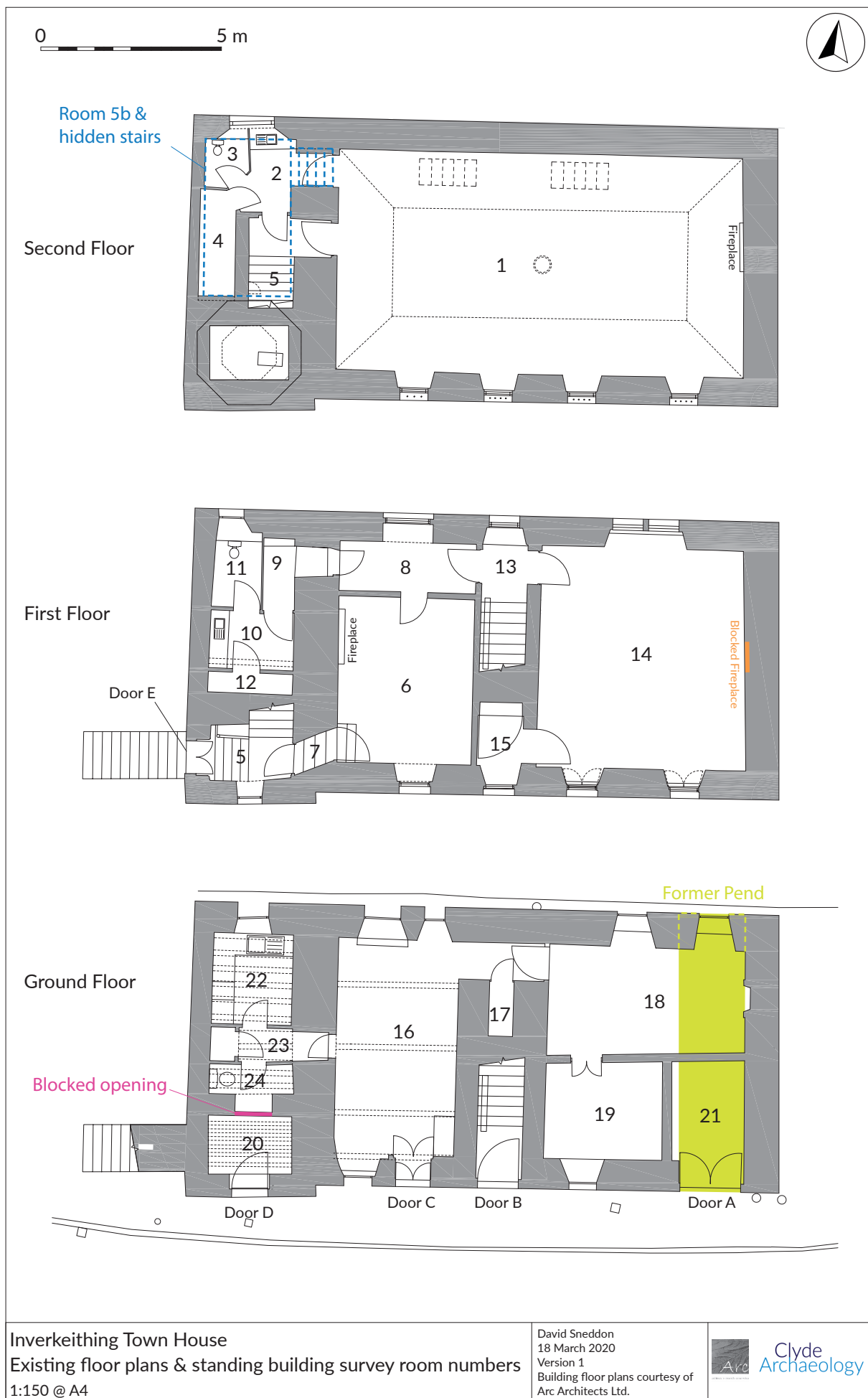


Illustration 8: Annotated floor plan of Town House based on drawing provided by Arc Architects Ltd.

The top of a bricked up window and possible blocked slit window are present in the northern wall (Illus. 9) corresponding to the location of the same on the exterior rear elevation (Illus. 7). Only the top 0.3 m of the window was visible above floor level which measured 1.1 m wide tapering out to brickwork blocking the former opening. A modern vent sits beneath a wooden interior lintel.

Approximately 0.1 m above the top eastern corner of the blocked window lies the possible blocked slit window. It measures approximately 0.5 m in height and 0.47 m in width on the internal wall edge, tapering to a narrower gap some 0.15 m in width at the outer wall edge. A modern copper overflow pipe runs through the top of the slit window.

At the northeastern corner of the room, on the eastern wall, an 0.9 m wide opening with a large wooden beam at its base holds five to six disturbed stone stairs (Illus. 9) which appear to have led to the current floor level of Room 1.



Illustration 9: Northern wall of Room 5b showing blocked window, slit window and stairs in northeastern corner (scale = 0.2 m divisions).

Room 7 (first floor)

A series of stone stairs run between the western stairwell (Room 5) and Room 7 (Illus. 5 & 8). They comprise four stone steps within Room 7, which has doors at either end, which lead down to two wooden steps that extend into Room 6, required due to the floor level of this room being much lower than the bottom of the stone stairs (Illus. 10). The stone steps are painted but regular chisel/machine marks can be seen on the surface and edges of steps. They extend through the width of the tower wall (Area 1) and the main block (Area 2) at a distinct angle (Illus. 10). The reason for this angle and lack of correspondence with the floor level of Room 6 is unclear but is likely due to various elements belonging to different phases of build and use.



Illustration 10: Angled stone stairs of Room 7 (left) and wooden stairs extending into Room 6 (right) (red/white scale = 0.5 m divisions, B&W scale = 0.2 m divisions).

Room 8 (first floor)

The eastern door to Room 13 is wooden panelled with a brass letterbox and large mortice lock suggesting the main entrance (Door B) at the base of the stairs in Room 13 may not have always been secured and functioned as an open close.

Room 9 (first floor)

This room is accessed from Room 8 down two stone stairs as a result of the floor level of Room 9 being 0.4 m lower than Room 8. The lower stair is wide (c. 0.9 m). The corridor may have been punched through the original outer wall of the main block. The possible remains of an iron hinge protrudes from the northern wall behind the door to Room 8. A wooden ceiling beam at the northern end of the main north to south running room is tied into eastern stone wall of the main block (Area 2) and continues into Room 11. The eastern end of the beam on the northern side of the room rests on a stone corbel which unusually projects inwards (Illus. 11). An additional machined wooden beam sits just above floor level on northern side and is also keyed into eastern stone wall.

Room 10 (first floor)

Above a wood panel door on the southern wall sits a beam tied into the eastern and western stone walls. The beam sits slightly proud of the southern partition wall. Previous survey by the RCAHMS (1996) annotated this area as a 'Document Store' suggesting it may be the former location of the historical archive now being cared for by Inverkeithing Historical Society.



Illustration 11: Stone corbel at northern end of Room 9 (red/white scale = 0.5 m division).

Room 13 (stairwell)

This room consists of a stairwell leading to the first floor from the street via Door B. The stone steps show signs of heavy wear and may have formed part of an open close (see also Room 8). The top step is possibly an addition suggesting the floor level of the top landing has been slightly raised.

Room 15 (first floor)

A small room off the southwestern corner of the council chambers located directly above Door B. A single large sash window is on the southern wall while an unusual raised cupboard, some 0.6 m above ground level, sits on the northern wall.

Room 16 (ground floor)

Four modern wooden beams span east to west across a lowered ceiling. Two recessed sash windows are present on the northern wall with the easternmost being much smaller (Illus. 12). The proximity of the small window to the adjacent larger window suggests they could belong to different phases or a former layout. The door in the western wall leading to Room 23 is very low.



Illustration 12: Windows in the northern wall of Room 16 (red/white scale = 0.5 m division).

Room 18 (ground floor)

The floor level of this room is approximately 0.1 m below the level of Room 16. The eastern part would have been part of the Pend indicating walls have been removed. Previous survey by the RCAHMS (1996) annotate the western part of the room, along with Room 19, as being part of the prison cells.

Room 20 (ground floor)

A small room accessed off the main street via a wood panelled door with decorative studs on the outside (Door D). A single stone step leads down from street level onto a rough earth/debris floor. A large opening is present on the northern wall now blocked with sandstone (Illus. 8 & 13) and containing two vents from Room 24 to the north. Clearly chamfered vertical stonework is present on the eastern side of the blocked opening indicating the presence of a formal edge to the now blocked up opening/doorway. Some of the closely spaced old wooden beams on the ceiling hold possible carpenters marks. Two holes are present in the ceiling boards. The central hole is distinctly worn into a rough 'club' shape (Illus. 13) and likely represents a bell rope opening.

Room 21 (ground floor)

This room would have originally formed the southern entrance to the Pend but has been blocked off at its northern end and now serves as storage. The western wall is constructed of brick and it has a stone flag floor. The arched entrance remains above a studded double wooden door (Door A) but the arch does not continue into the room. A large lock in a wooden housing sits on the rear of the eastern door.

Room 22 (ground floor)

A lowered ceiling with similar modern wooden beams seen in Room 16 partially obscures the top of a sash window in the northern wall. Old stone walls are clearly visible but have been painted.



Illustration 13: Blocked opening in Room 20 (left) and bell rope opening (right).

Room 23 (ground floor)

The floor level of the corridor leading from Room 16 is slightly lower than that of Room 16 and the northern and southern sides of the corridor closest to Room 16 are clearly constructed of dressed stone (Illus. 14) where it runs through the wall of the Main Block (Area 2). This suggests the corridor may be an original feature and could relate to the pre-18th century tolbooth. Areas at the base of the northern corridor wall show signs of erosion/wear. The aperture of the corridor is wider at the western end than the eastern and steps out on the northern side where a partition wall has been added as part of Room 22.

Room 24 (ground floor)

The recess in the southern wall represents the opposite side of the blocked opening seen on the northern wall of Room 20 (Illus. 8 & 13), but is partially obscured by floor cabinets.



Illustration 14: Corridor leading from Room 16 with dressed stone on northern & southern walls (red/white scale = 0.5 m divisions, B&W scale = 0.2 m divisions).

7. Discussion

Inverkeithing Town House has a complex history of modification, particularly in relation to the internal room layout. This provided a thought provoking and interesting subject for the local volunteers to engage with standing building survey.

Historical records show the tower (Area 1) and main block (Area 2) were rebuilt in the mid-18th century although to which, if any, of these phases the rear block behind the tower (Area 3) relates to is unclear. On a general level the building exhibits evidence of several key phases:

- Pre-18th century - the blocked window and possible slit window at the western end of the rear elevation could relate to the early tolbooth indicating parts of at least the rear elevation were not completely removed during mid-18th century rebuilding. Although unclear the corridor between Rooms 16 & 23 on the ground floor may also form a vestige of this earlier building.

- 1754-5 - the tower is rebuilt probably on the foundations of the earlier tolbooth suggested by the slight misalignment between the current tower and main block. A clock may have been present within the rectangular surround below the belfry.
- 1770 - the main block is taken 'taken down, widened and repaired'.
- 1777 - the top floor of the main block is modified to accommodate debtors. Evidence of this may be present on the rear elevation where the upper portion of wall is distinctly different from the lower portions (Illus. 6 & 7). The blocked aperture here may also relate to the debtors prison, having been blocked up when repurposed as a courtroom.
- Unknown date but probably 19th century - the upper floor of the rear block (Area 3) is rebuilt with the flat roof possibly being added at a later date.

Additional evidence for modification is clearly evident in the form of the hidden stairs within Room 5b, the blocked opening between Rooms 20 and 24, the blocked Pend, evidence of various walls having been broken through and the angled stairs within Room 7 being considerably higher than the floor level of Room 6. Where exactly these fit within the overall history of the building currently remains unclear although further clues are likely to exist within the hidden fabric of the building.

A consistent theme noted during the survey was the changing floor level when moving between the main block (Area 2) and the rear block (Area 3). On the ground floor this may be due to the floor level of Room 16 being raised slightly in more modern times, particularly given the floor level of Room 18 to the east was also slightly lower. A distinct drop was present between Room 8 and 9 on the first floor while older configurations of the second floor have been further blurred by the later modification of the top floor of Area 3. The hidden stairs within Room 5b could more accurately reflect previous levels which would indicate a significant drop between Area 2 and 3 on the top floor.

Government records also note modifications to the ground floor were undertaken in 1829 with the addition of *'a seperate cell..... to be fitted up on the ground floor, for the confinement for short periods of disorderly and filthy prisoners. This cell is to be 11 feet by 6 feet'* (Phillipps 1830, 89). It is tempting to interpret this as relating to Room 20 and Rooms 22 to 24 to the north of the blocked opening. Room 20 also holds the oldest wooden beams noted during the survey with possible carpenters marks and the bell rope hole which, if contemporary with the cell noted in 1830, suggests the prisoners were not held within Room 20 itself, the cell more likely being to the north of the blocked opening and accessed either through Room 16 and the corridor of Room 23 or through the now blocked opening of Room 20. Cells are also thought to have existed in the eastern part of this floor (Rooms 18 & 19) highlighting the difficulties encountered when attempting to match historical accounts to a much altered current building layout.

Further historical research and recording of features currently hidden will inevitably shed more light on the numerous alterations and remodeling the Town House has undergone. Limited historical research undertaken so far has shown the prison cells were present on each floor, at least in the early 19th century (Phillipps 1830), and some of the blocked windows on the rear elevation, particularly the smaller apertures, likely relate to these infamous 'Black Holes'.

8. Recommendations

Given Inverkeithing Town House has a complex history and that glimpses of previous building phases were identified from visual inspection alone it is highly likely that further evidence for historical construction and use of the building is present behind some of the modern interior alterations and additions.

Clyde Archaeology would recommend further monitoring and recording is undertaken during refurbishment works particularly during the removal of internal wall coverings, floors and ceilings. These recommendations are provided for guidance only. Final decisions on the requirement for future work in relation to refurbishment of the Town House rests with the planning authority and Historic Environment Scotland.

In addition, further opportunities for community based activities in relation to the Town House and wider Community Burgh Survey present themselves in the form of a vast and little understood archive of primary historical records dating from the 16th century previously found within the Town House and currently in the care of Inverkeithing Historical Society.

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10. Appendices

Appendix 1: Concordances

Table 1: Room details

Room	Floor	Description
1	2	Largest room on current building layout. Referred to as a courtroom. Currently used by the Historical Society for meetings and storage. Four identical sash windows along the southern wall. Window bars on the exterior of all. Westernmost window bars differ from the other three comprising three square vertical bars and five horizontal. Two of the horizontal bars are joined to the vertical at the angle by nails/rivets while three bars are flattened and not attached to the vertical bars (embedded into side walls). The remaining three windows have bars (possibly later) which comprise four square vertical bars and a single flattened horizontal bar through which the vertical bars run and are welded to. Westernmost window bars have a detachable pulley system clamped to a horizontal bar. Two roof windows on the northern side. Ceiling is curved (likely remodelled) around the perimeter with two sets of mouldings (one at wall/ceiling junction & one around edge of flat ceiling. Centre of ceiling has a circular feature, estimated to be 0.4 to 0.5m in diameter, which could be a former light fitting or hatch. A fireplace is situated on the eastern wall slightly off centre to the north. Appears relatively modern although partially obscured. Wooden floors covered with carpet. Two door ways on western wall.
2	2	Accessed from either Room 1 or from the stairwell (Room 5). Single window on northern wall partly obscured by later partition wall. The Window was formerly a sash with the bottom part now boarded up to allow a sink and the flush system for Room 3 to be installed. Floored with modern vinyl.
3	2	Separated from Room 2 by a plasterboard partition wall which partially obscures the sash window in the northern wall. Currently used fitted for use as a toilet. Modern vinyl floor.
4	2	Long walk-in cupboard running along the westernmost wall of the building. Southern, eastern and northern walls are modern plasterboard partitions while the floor is laid with vinyl.
5	2	Stairwell leading from the external door on western side of the building (Door E) to second floor Rooms 1 and 2 (through separate modern doors each with glass pane. Access can also be gained to first floor Room 6 though the wood panel door located on small intermediate landing, where stairs turn at 90 degrees, and stairwell (Room 7). Stairs are of modern wood construction with laminate covering, orientated initially east to west (five steps) then north to south (eleven steps). Wood and metal bannister run along the western side of the stairs. Inside the main entrance door at the base of stairs (Door E) comprises two arched panels made of wooden planks. Iron hinges run across nearly the width of panels. Southern door panel attached to wall with a large iron hook. Northern corner of the doorway appears chamfered at floor level. Small arched window on southern wall at level floor level of middle landing. Six steps up from the middle landing a small door (0.4m by 0.6m) leads into a wooden floored space (Room 5b) beneath stairs and Rooms 2-5. Ceiling has a hatch above middle landing which leads into the belfry. Western wall of the upper staircase shows differing plaster marks indicating the width of the tower wall (0.68m) and floor level of Room 4.

Room	Floor	Description
5b	2	Accessed through a small door off modern stairs (Room 5). Measures c. 4.35 m north to south by 2.35m east to west and 1 m in height. Unlit. Wooden flooring appears relatively modern. Plaster on walls hides stone and brickwork visible around base and edges where it has fallen off or been chipped away. The top of a bricked up window is visible in the northern wall with chamfered sides and wooden lintel. Modern vent through brick blocking. Immediately above and to the east of the blocked window is a possibly blocked slit window measuring 0.48m in height. Chamfered sides leading to slit c. 0.15 m in width at outside wall. Modern copper service overflow pipe extends through the wall of the building in the top left corner of possible slit. At the northern end of the eastern wall a 0.9 m wide opening with a large wooden beam at its base holds what appears to be five to six disturbed stone stairs which would have led to the floor level of current Room 1.
6	1	Former dressing room for council chambers. Sash window on southern wall with later cupboard underneath. Accessed from corridor to north (Room 8) and angled stairs to west (Room 7). Blocked fireplace on eastern wall, offset to north, with wooden mantle. Crown cornice runs around all of the room and the floor is carpeted. Walls contain modern light fittings and coat pegs. Door leading to angled stairs (Room 7) is in southwestern corner where two wooden steps project out from beneath the door into Room 6 due to floor level being lower than the first step within Room 7.
7	1	Angled stone stairs between Room 5 and Room 7. Four steps lead down to two wooden steps within Room 6. Stone steps are painted but regular chisel/machine marks can be seen on the surface and edges of steps. Top three steps are 0.16 m high and 0.3 m deep while the bottom step is 0.18m high. Extend through the width of western wall of Room 6 and eastern wall of the bell tower. Western end of the steps are to the south of the eastern end meaning they run at an angle.
8	1	East to west running hallway on the northern side of the building. Provides access between western Rooms 9 to 12 and Room 6 from main stairwell Room 13) leading from the street. Door to Room 13 is wooden panelled with brass letterbox and large mortice lock suggesting the main entrance (Door B) at the base of the stairs in Room 13 may not have been secured. Single sash window in northern wall. Cornice runs continuously around the ceiling. Wooden panelled door at western end, leading to Room 9, is considerably shorter and narrower than the other two. Carpeted.
9	1	Accessed from Room 8 down two stone stairs. Lower stair is wide 9 (c. 0.9 m) resulting in an 0.4 m drop between floor level of Room 8 and that of Room 9. Stair corridor may have been punched through original outer wall of main building. Possible remains of iron hinge protruding from northern wall behind door to Room 8. Wooden ceiling beam at northern end of main north to south running room which is tied into eastern stone wall of building and continues into Room 11. Eastern end of beam on northern side rests on a stone corbel which unusually projects inwards. An additional machined wooden beam sits just above floor level on northern side and is also keyed into eastern stone wall. Modern cornice runs around the ceiling and a modern partition wall exists to the west. Modern vinyl flooring.
10	1	Wood panel door on the southern wall leads to a cupboard (Room 12). Above this sits a beam tied into the eastern and western stone walls. The beam sits slightly proud of the southern partition wall. Modern vinyl flooring. small sink installed on western side. RCAHMS survey notes this area as a 'Document Store'.

Room	Floor	Description
11	1	Beam runs along the northern ceiling forming a continuation of that in Room 9 to the east. Southern and eastern walls formed by modern partition walling. Single narrow sash window in northern wall. Western bay wall of the window is slightly curved. Modern vinyl flooring
12	1	Narrow east to west running cupboard. Southern wall backs on to wall of bell tower. Small metal fixing on a wall in southwestern corner located 1.72 m above floor level. No cornice or skirting.
13	1	Stairwell leading to first floor from street entrance (Door B). Street door comprises a large wood panelled door with large iron hinges and lock. Stairs are orientated north to south (14 steps) with electric stair lift on western wall. Walls plastered. Steps are stone and show signs of heavy wear in the middle. Modern wooden bannisters and wooden skirting on both walls. Top landing has a vinyl floor with top step possibly being an addition. Single sash window on northern wall with wooden window seat beneath. Door to west leads to Room 8 and door to east leads to Room 14 (Council Chambers).
14	1	Council Chambers much of which is occupied by a meeting table with Provost's chair & table along the southern side which sit on a raised plinth c. 0.2 m high. Two sash windows on the southern wall. Easternmost is a single window with wooden shutters. Westernmost is a double window with shutters. Double sash window on northern wall with no shutters. Decorative cornice and skirting runs around the room which is wall papered and carpeted with modern light fittings. Bricked up fireplace on centre of eastern wall. Wooden panelled door to cupboard (Room 15) in southwestern corner.
15	1	Single sash window on southern wall. Western wall leading to the window is slightly curved. large window cill. Tall but shallow shelved cupboard on northern wall situated some 0.6 m above current floor level. Six coat hooks on the outside of the wood panelled cupboard door. Seven coat hooks on western wall. Cornice runs around south, west and east walls. Evidence of former locks on eastern door frame of the cupboard.
16	G	Accessed from the street by double doors (Door C). Low concrete step to second set of inner double doors. Single sash window on the southern wall immediately west of the main entrance door. Western wall to sash window is slightly curved. Four modern wooden beams on a low ceiling running east to west. Two recessed sash windows on the northern wall. Easternmost is small (four panes). Given proximity to the adjacent larger window this may suggest they belong to different phases or a former layout. Small cupboard has been added beneath the westernmost window. Small cupboard immediately east of the entrance door houses an electricity meter. Very low door on western wall (1.63 m high & 0.65 m wide) leads to Room 23. Short corridor in the northeastern corner leads to Room 18. Carpeted floor.
17	G	Small cupboard beneath the stairs of Room 13 accessed the corridor in the northeastern corner of Room 16. Two shelves. Carpeted floor.
18	G	Floor level c. 0.1 m below level of Room 16. Wheelchair ramp extends from the door in the northwestern corner of the room. Two recessed sash windows on the northern wall. Modern cornice and skirting with carpeted floor. Unused brick lined fireplace in middle of eastern wall. Double doors in southwestern corner lead to Room 19. Eastern part would have been part of the Pend indicating remodelling.
19	G	Currently used as a food bank store, therefore, access was limited. Single recessed sash window on southern wall.

Room	Floor	Description
20	G	Small room accessed off main street via a wood panelled door with decorative studs on the outside. Single stone step down from street level onto a rough earth/debris floor. Appears to be a large blocked opening on the northern wall. Blocked with sandstone and now contains two vents from Room 24 to the north. Chamfered vertical stonework on eastern side of the blocked opening indicates the original edge of the opening/doorway. Old closely spaced wooden beams on ceiling with modern repairs on western side. Possible carpenters marks on some beams. Wooden door lintel. Two holes are present in the ceiling boards. Central holes is distinctly worn onto a rough 'club' shape. Likely represents bell rope opening. Patchy modern rough render of interior stone walls. Large old, hand made, iron nails are present in walls and the back of the door.
21	G	Former pend now storage for Lollipop man/lady. Stone flag floor (stone up to 0.85 m by 0.61 m). Western wall constructed of brick. Studded double wooden door (Door A) with arched entrance. A large lock in a wooden housing sits on the rear of the eastern door. Northern and eastern walls along with ceiling are rendered. walls decorated with children's artwork. Modern air bricks at floor level on eastern wall. iron vent at floor level on northern wall, east corner, possibly representing under floor ventilation for Room 18 to the north.
22	G	Currently used as a kitchen. Plasterboard partition wall to the south. Low ceiling with east to west running modern wooden beams partially obscures a single sash window on the northern wall. Rough textured walls the result of painting over stone walls. Internal downpipe in the northwestern corner.
23	G	Corridor leading to Rooms 22 and 24 from Room 16 with a small cupboard at the western end. Runs through western stone wall of the original large building. Floor level slightly lower than Room 16 to the east. Aperture of eastern part of the corridor, where it runs through the wall, is wider at the western end than the eastern and steps out on the northern side where a partition wall has been added as part of Room 22. Modern wooden beams on low ceiling (2.1 m high) as also seen in Rooms 16, 24 & 22. Stonework clearly visible through white paint on northern and southern sides of the corridor through the wall with areas near the base of the northern wall showing signs of wear/erosion.
24	G	Currently used a toilet. Recess in the southern wall appears to represent a blocked opening corresponding to that seen on the northern wall of Room 20 but partially obscured by floor cabinets. Stonework visible beneath painted walls . Modern wooden beams on low ceiling as also seen in Rooms 16, 22 & 23. Possible concrete.stone lintel above blocked opening in southern wall.

Table 2: Digital Photographs

Note: in all images the red/white scale = 0.5 m divisions and the black/white scale = 0.2 m divisions

No.	Area	Description	Taken from
1	Room 1	eastern end of room	W
2	Room 1	eastern and southern sides of room	NW
3	Room 1	western end of room	E
4	Room 1	western and northern sides of room	SE
5	Room 1	c. 0.5 diameter circular recess in centre of ceiling	n/a
6	Room 1	south wall, westernmost window - unique bars on outside	N
7	Room 1	coat stand against northern wall	S

No.	Area	Description	Taken from
8	Room 1	south wall, second window in from eastern end	N
9	Room 1	south wall, easternmost window with pulley? on exterior	N
10	Room 2	two doors on western side of room	E
11	Room 2	sink on northern side of room	SE
12	Room 3	partially obscured window on northern wall of toilet	S
13	Room 4	long cupboard	N
14	Room 4	long cupboard	S
15	Room 5	door into Room 1	W
16	Room 5	door into Room 2	S
17	Room 5	view down stairwell	N
18	Room 5	view down stairwell	N
19	Room 5b	view of north wall showing possible blocked window & slit inside small room off stairs	S
20	Room 5b	view of possible stairway inside small room off stairs	SW
21	Room 5b	entrance door to small room off stairs	E
22	Room 5	western wall of stairs showing entrance to 5b and thickness of tower wall	SE
23	Room 5	small window on stairway landing	NW
24	Room 5	door to Room 7	W
25	Room 5	inside main entrance to Room 5 (Door E)	E
26	Room 5b	hidden stairs at NE corner Room 5b	W
27	Room 5b	hidden stairs at NE corner Room 5b	W
28	Room 5b	hidden stairs at NE corner Room 5b	W
29	Room 5b	possible blocked window in W corner of northern wall	S
30	Room 14	southern side of council chamber	NE
31	Room 14	southern side of council chamber	NW
32	Room 14	northern side of council chamber	SW
33	Room 14	cornice in SW corner	NE
34	Room 14	skirting in W window	NE
35	Room 14	bricked up fireplace on E wall	NW
36	Room 14	E window & shutters	N
37	Room 15	storage room and raised cupboard door	SE
38	Room 15	storage room and raised cupboard door	SE
39	Room 15	storage room	E
40	Room 15	corniced ceiling	n/a
41	Room 15	window	NE
42	Room 15	raised cupboard interior	S
43	Room 15	evidence of former locks on E side of raised cupboard	SW
44	Room 13	inside of main entrance door at base of stairs (Door B)	N

No.	Area	Description	Taken from
45	Room 13	disused lock on inside of main entrance door at base of stairs (Door B)	N
46	Room 13	hinge on inside of main entrance door at base of stairs (Door B)	N
47	Room 13	main stairway	S
48	Room 13	main stairway	N
49	Room 13	window & window seat at top of stairs	S
50	Room 8	view from top of stairs - Room 13	E
51	Room 8	inside of door to Room 13	W
52	Room 8	window	S
53	Room 8	detail of lock on inside of door leading to Room 13	W
54	Room 6	northern side of room including door leading to Room 8	S
55	Room 6	northern side of room including door leading to Room 8	S
56	Room 6	southern side of room including door leading to Room 7	NE
57	Room 6	blocked fireplace on W wall	SE
58	Room 6	wooden steps leading to Room 7	NE
59	Room 6	wooden steps leading to Room 7	NE
60	Room 7	angled stairs and inside of door leading to Room 5	E
61	Room 7	angled stairs leading to Room 5	E
62	Room 7	angled stairs leading to Room 6	W
63	Room 7	dressed stone of stairs showing possible machine marks	E
64	Room 9	stairs leading down to Room 9 from Room 8	E
65	Room 9	stairs leading down to Room 9 from Room 8	W
66	Room 9	corbel on N wall	S
67	Room 9	possible hinge next to door on north wall	S
68	Room 9	north wall	S
69	Room 10	beam above door into Room 12	N
70	Room 10	beam above door into Room 12	NE
71	Room 11	toilet and window	S
72	Room 11	window	S
73	Room 12	western side of cupboard	NE
74	Room 12	metal fitting in SW corner	NE
75	Room 16	inner entrance door	S
76	Room 16	window in south wall with curved wall on W side	N
77	Room 16	northern side of room	S
78	Room 16	entrance into Room 23	E
79	Room 16	corridor and entrance into Room 18	W
80	Room 17	small cupboard under main stairs (Room 13)	N
81	Room 18	doorway to Room 16 showing change in floor level	SE
82	Room 18	north wall and two windows	S

No.	Area	Description	Taken from
83	Room 18	disused fireplace on E wall	W
84	Room 18	door to Room 19 (Food Bank)	N
85	Room 19	Food Bank & window	N
86	Room 23	corridor	E
87	Room 23	corridor and inside of door to Room 16	W
88	Room 23	corridor and inside of door to Room 16	W
89	Room 23	cupboard door at west end of corridor	E
90	Room 24	possible blocked up opening in S wall	N
91	Room 23	bottom of wall on N side of corridor to Room 16	NW
92	Room 24	dressed blocks on S wall of corridor to Room 16	NW
93	Room 24	E side of room	W
94	Room 24	W side of room	E
95	Room 22	lowered roof and partially obscured window	SE
96	Room 22	inside of door into Room 22	NW
97	Room 20	dressed and shaped stonework in NE corner of room representing possible old opening	SW
98	Room 20	dressed and shaped stonework in NE corner of room representing possible old opening	SW
99	Room 20	rear of main door into Room 20	N
100	Room 20	nails on S wall to E of entrance	W
101	Room 20	possible carpenters marks on ceiling beams	n/a
102	Room 20	possible carpenters marks on ceiling beams	n/a
103	Room 20	worn hole in ceiling, centre of room, for bell rope	n/a
104	Room 20	hole in ceiling near W wall	n/a
105	Room 20	modern render on W wall	E
106	Room 20	fixings on E wall	W
107	Room 20	main entrance and NW corner of room from the street. Blocked up opening partially visible	SE
108	Room 21	inside of main door (Door A)	N
109	Room 21	former and current locks on inside of main door	N
110	Room 21	northern wall	S
111	Room 21	arch above main door	N
112	Room 21	flag flooring	S
113	Front (south) elevation	south facing elevation	S
114	Front (south) elevation	south facing elevation - Door B to stairwell (Room 13)	S
115	Front (south) elevation	south facing elevation - Door A to Room 21 and window to W	SW
116	Front (south) elevation	south facing elevation - Door C - faint '8' on stone above door	S

No.	Area	Description	Taken from
117	Front (south) elevation	south facing elevation - Door C to Room 16 and window to W	SW
118	Front (south) elevation	south facing elevation - Door D to Room 20 and window above	S
119	Front (south) elevation	west facing elevation - external steps and Door E to Room 5	W
120	Front (south) elevation	south facing elevation - Door D to Room 20	SE
121	Front (south) elevation	south facing elevation - bell tower	S
122	Rear (north) elevation	north facing elevation	N
123	Rear (north) elevation	north facing elevation	NE
124	Rear (north) elevation	north facing elevation - E end	N
125	Rear (north) elevation	north facing elevation - E end	N
126	Rear (north) elevation	north facing elevation - mid	N
127	Rear (north) elevation	north facing elevation - W end	N
128	Rear (north) elevation	north facing elevation - W end	N
129	Rear (north) elevation	north facing elevation	N
130	Rear (north) elevation	north facing elevation	NE
131	Room 5b	possible slit window in N wall	S
132	Room 5b	possible slit window in N wall	S
133	Room 5b	hidden stairs at NE corner Room 5b	SW
134	Room 5b	N wall showing blocked window & slit plus hidden stairs at NE corner	SW
135	Room 5b	hidden stairs at NE corner Room 5b	W
136	Front (south) elevation	1770 above Door B	S
137	Front (south) elevation	1770 above Door B	S
138	Rear (north) elevation	raised graveyard	W
139	Rear (north) elevation	blocked window lintel with vent below	N
140	Rear (north) elevation	blocked slit and window lintel with vent below	N

No.	Area	Description	Taken from
141	Rear (north) elevation	blocked slit and window lintel with vent below	N
142	Room 20	Blocked opening in N wall	S