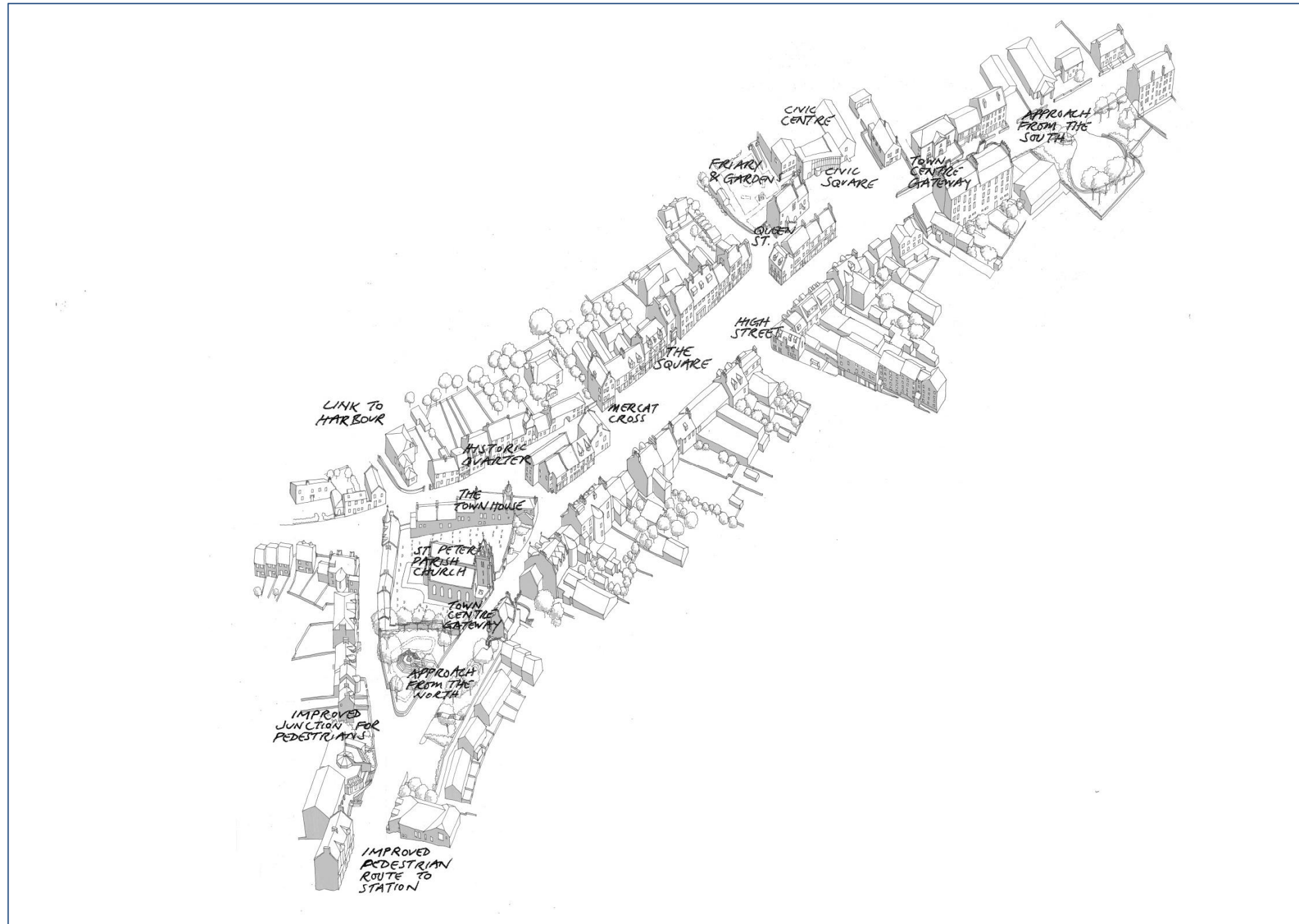


Inverkeithing Town Centre Framework



Quality Assurance

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1. The Purpose

Inverkeithing is an important town in Fife by virtue of its excellent road and rail transport links, its scenic location and historical significance. Recent developments such as designation of the Forth (Rail) Bridge on the list of UNESCO World Heritage Sites, the new Queensferry Crossing and planned new house-building provide additional opportunities for the town. At the same time, Inverkeithing faces the challenges common to all town centres of competition from out of town retail and from the nearby town of Dunfermline.

Fife Council therefore commissioned a study to develop a framework for Inverkeithing town centre that will allow the town to take advantage of these opportunities, building on its strengths and addressing its weaknesses.

This framework has been developed by a multi-disciplinary team led by WSP | Parsons Brinckerhoff comprising Gillespies urban planning/landscape architecture, property advisers Ryden and in-house transportation engineers.

The projects described in the framework are aspirational, as funding is not yet in place. Designs have been prepared to an initial stage, so may be subject to change for technical or economic reasons.



Aerial view of the main square in Inverkeithing Town Centre

2. The Process

Fife Council appointed WSP|Parsons Brinckerhoff to prepare this a design framework for Inverkeithing Town Centre in May 2015. Then team was made up of Gillespies (Urban Planning & Landscape Architecture), WSP (Transport Engineering) and Ryden (Property Advisers).

Background

The Framework draws on a consultation exercise carried out by Fife Council in January to April 2015. The Council drew up a Town Centre Design and Development Framework in February 2015 which identified strengths, weaknesses, opportunities and threats. In addition, the Council produced an Inverkeithing Conservation Area Appraisal and Management Plan in 2011. These set the context for the more detailed analysis carried out for this study.

The Council has also produced a South West Fife Area Committee Action Plan for Inverkeithing, Rosyth, Dalgety Bay and surrounding areas. This contains four elements of direct relevance for Inverkeithing Town Centre:

- Promoting tourism and tourism-related activities
- Developing Inverkeithing Town Centre
- Supporting groups working to promote greenspace such as Take a Price in Inverkeithing
- Improve Road Safety , including enforcing road traffic legislation

The Council's project team included representatives of the Economic Development and Transportation Services and the Areas Services Manager.

Ryden carried out a review of the property market in Inverkeithing. Gillespies and WSP analysed the town centre townscape and transportation provisions.

The framework has been developed in consultation with local residents and businesses. This involved:

- Initial meeting on 24th September 2015 with local elected members and representatives from the Community Council and Take A Pride in Inverkeithing to review proposed projects.
- Public consultation event at Inverkeithing Civic Centre on 7th October to present options
- Public display of proposals in Inverkeithing Civic Centre
- Feedback questionnaires were issued at the consultation event and via an online survey to seek feedback on project options
- Further development of options to take account of feedback

The main areas of feedback were concern about the loss of parking spaces within the town centre and traffic congestion resulting from the removal of the bus layby in the High Street. Appendix A summarises the questionnaire results.

The proposals have been revised to address these concerns as follows:

- The new public realm space at the south of the Main Square has been removed, reducing the loss of parking spaces in this area to 2 instead of 9.
- It is proposed to remodel the Hope Street car park to increase the number of parking spaces by 24.
- The bus layby on the High Street has been retained

3. The context

The opportunities for Inverkeithing Town Centre are influenced by its wider context: its location and connections and the local property market.

Location

Inverkeithing is located at a strategic defensive position on high ground overlooking the Firth of Forth. It benefits from a natural harbour within an inlet of the Firth. Today it still commands a strategic position in modern east central Scotland and is located at a gateway into Fife.

Connections

Inverkeithing is very well connected. It is close to the national road network close to the Forth Road Bridge and the new Queensferry Crossing. The park and ride facility for Edinburgh is located to the south of the town centre. Two railway lines from the north converge at the town's rail station. There are good bus routes to the surrounding areas. The Fife Coastal Path and two national cycle routes (NCR 1 and NCR 76) pass through the town.

The diagram on page 7 shows the location of transport connections within the town centre.

Property Market Analysis

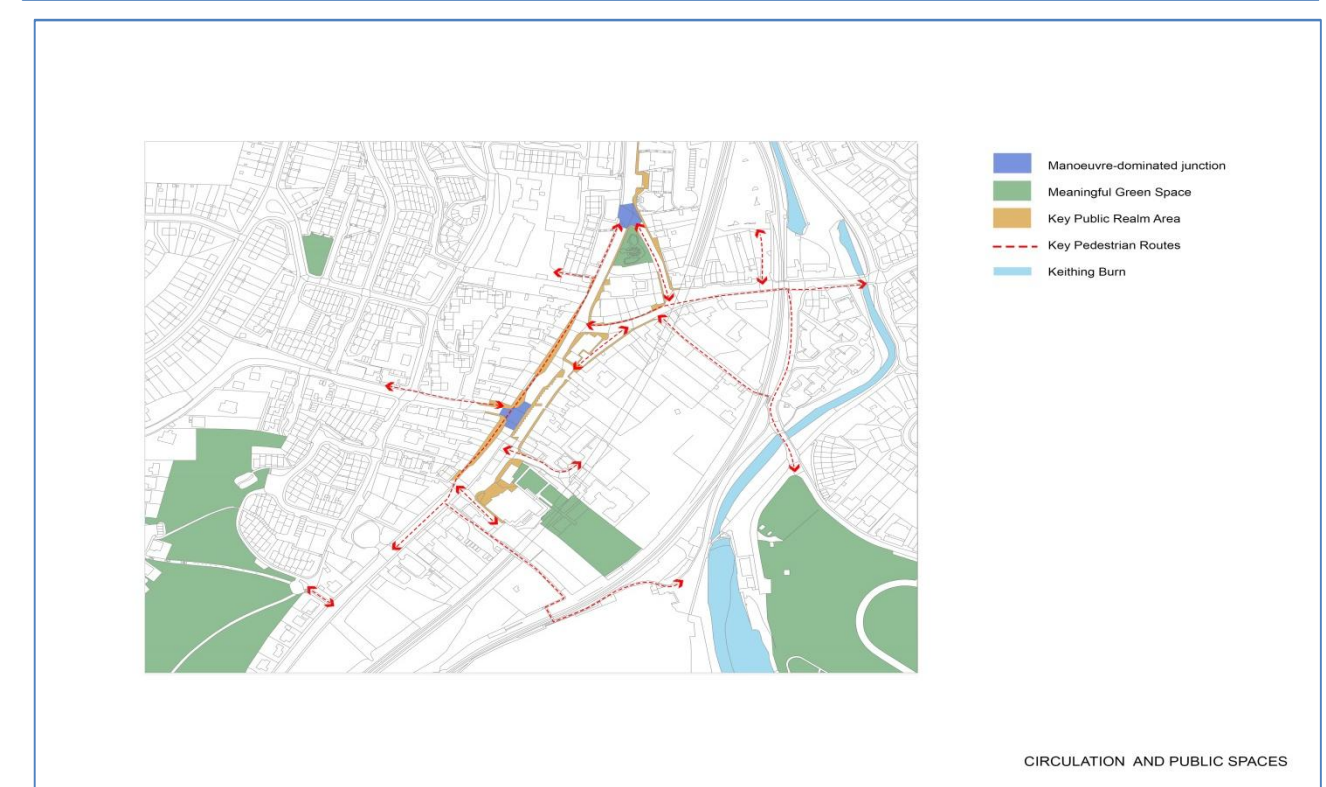
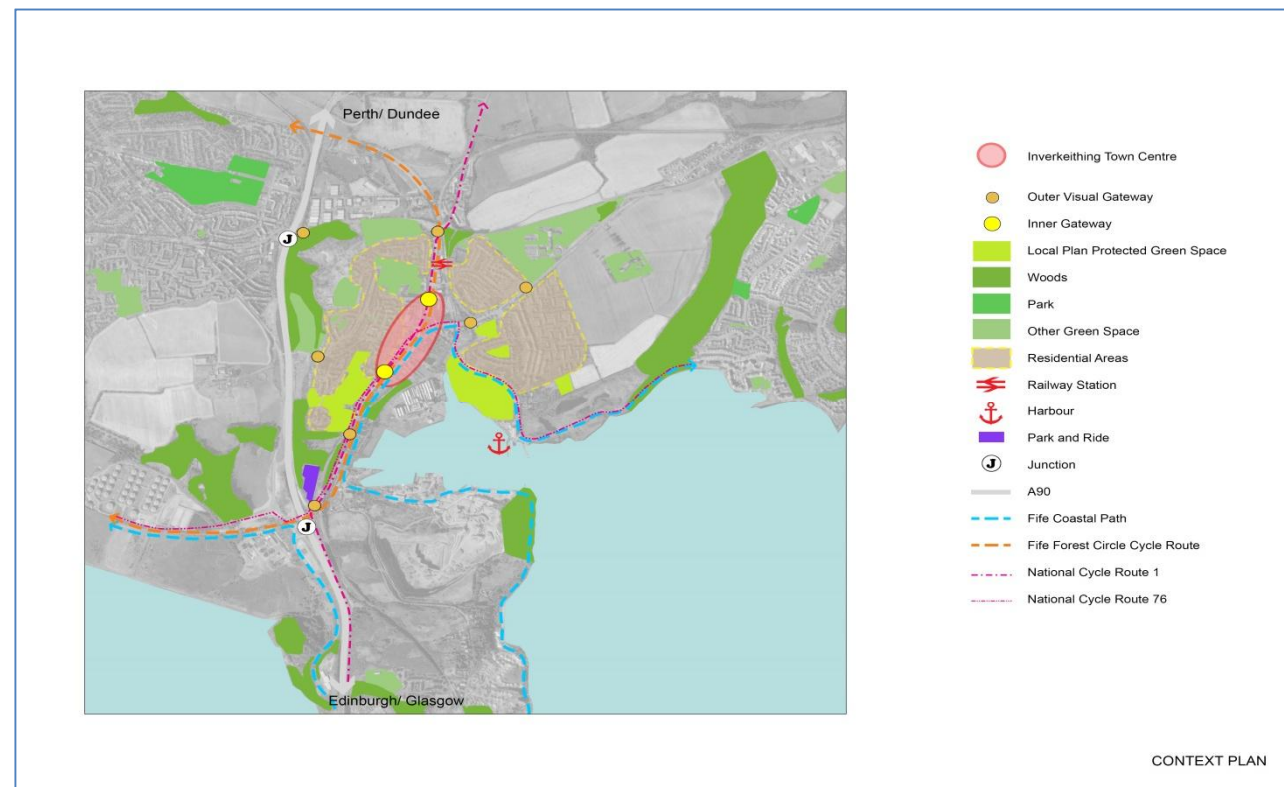
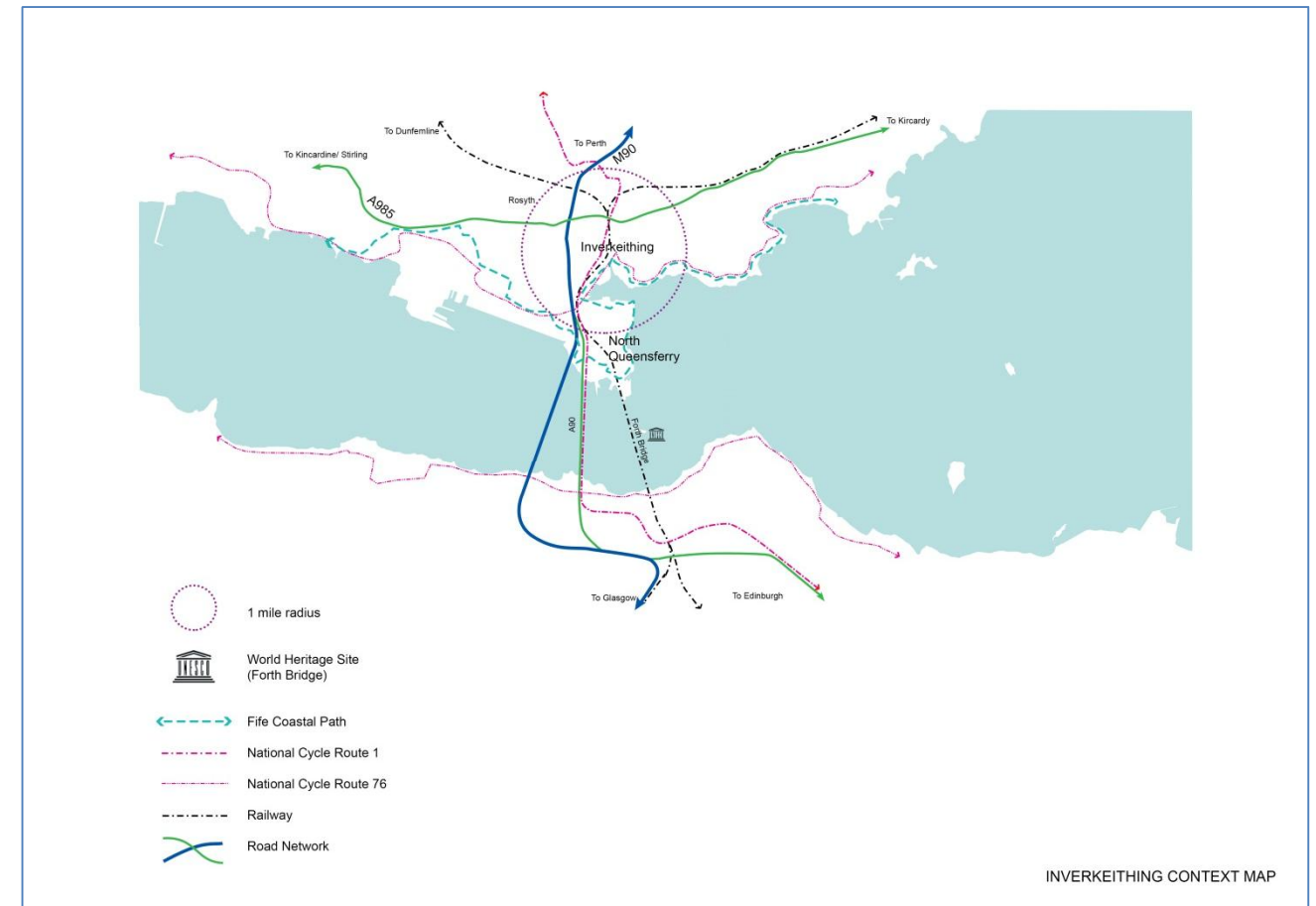
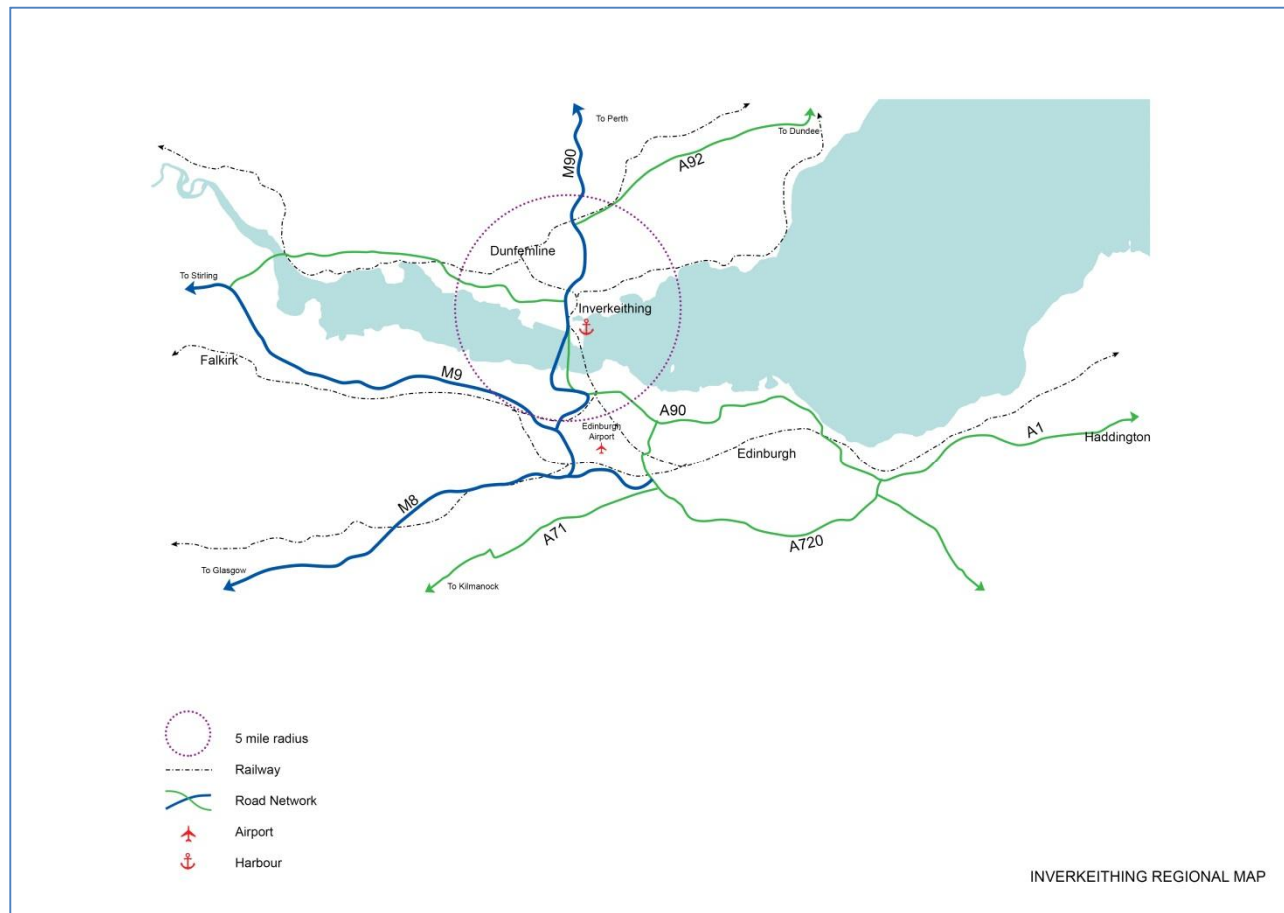
Ryden has carried out a review of the property market in Inverkeithing. Their report is provided separately. Its conclusion is as follows:

Scotland's town centres are struggling to adapt to a combination of private sector and public sector divestment from property and competition from larger destinations. Policy and market trends are now aligning around the need to diversify beyond shopping, into leisure, residential, employment and community uses. Many centres are struggling with a market where high rents and long leases to national retailers are no longer available.

Inverkeithing's adaptable built form and local customer catchment is permitting a flexible response to market change towards a more independent and less retail-dominated commercial sector. This is evident in the town centre mix and recent transactions. The challenge for Inverkeithing is not structural vacancy or dereliction, but the need to maintain and promote a quality environment to sustain and attract shops and services. Vacancy rates are low and qualitative improvement will have more long term impact on town centre vitality and viability than major intervention.

A key part of providing this support to the town centre will be to accommodate housing-led regeneration and growth around Inverkeithing, both to build the customer base and to improve the wider urban environment (in the case of the stalled brownfield sites). Inverkeithing's core does not have significant vacancies or gap sites to support housing-led development, meaning that edge of centre / wider town regeneration will be important to support the town centre.





4. Heritage

Inverkeithing has a distinctive heritage, which is reflected in the town centre streetscape and by the high number of listed buildings. This is a key asset for the town. The Council's Conservation Area Appraisal (2011) gives a detailed history.

The first recorded building at Inverkeithing was the wooden church founded by St Erat in approximately AD400. The foundation charter of Scone Abbey (1114) contains a reference to the town¹. King David I of Scotland (1124-1153) granted the town Royal Burgh status.

An order of Franciscans founded a Friary in the town in the late thirteenth century, building the Greyfriars Monastery in approximately 1350. The Friary's Hospitium remains, considered one of the best preserved friary buildings in Scotland².

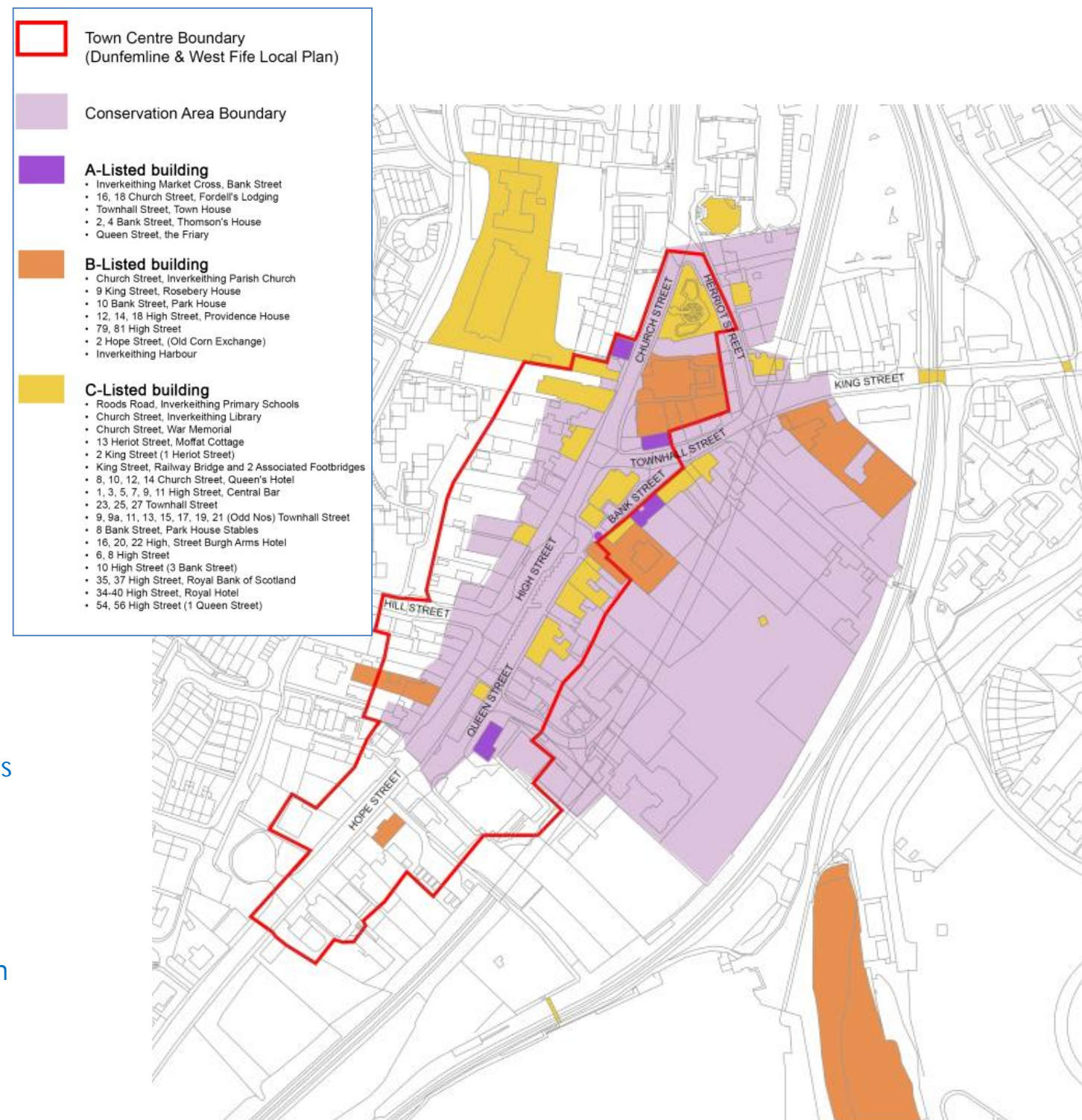
Much of the town centre is a Conservation Area. This contains 33 items on the statutory list of Historic Environment Scotland. It contains four Grade A listed buildings and one Scheduled Ancient Monument (the Mercat Cross). This was formerly located in the High Street²; its pillar dates from the fifteenth century.

The Royal Burgh status influenced the form of development, with designated street frontages, strip backlands or riggs and a protective town wall. The wide high street is distinctive, with similarities to Crail and Haddington. This forms a square, which has been used for livestock trading and fairs. The Lammas Fair is still held every August, when the square is given over to fairground rides.

The Category A listed buildings are not only important in their own right, but make positive contributions to the townscape. The most impressive landmark is the Parish Church steeple which dates from the fourteenth century. Fordell's Lodging, built in 1666, is considered a fine early example of Scottish Baronial Architecture².

There are six Category B listed buildings within the Conservation Area. These date from the eighteenth century (the Corn Exchange) to the twentieth century library at the north of the town centre (presently under conversion to a private dwelling).

The B listed harbour to the east of the town centre acknowledges the early trading and later industrial story of the town.



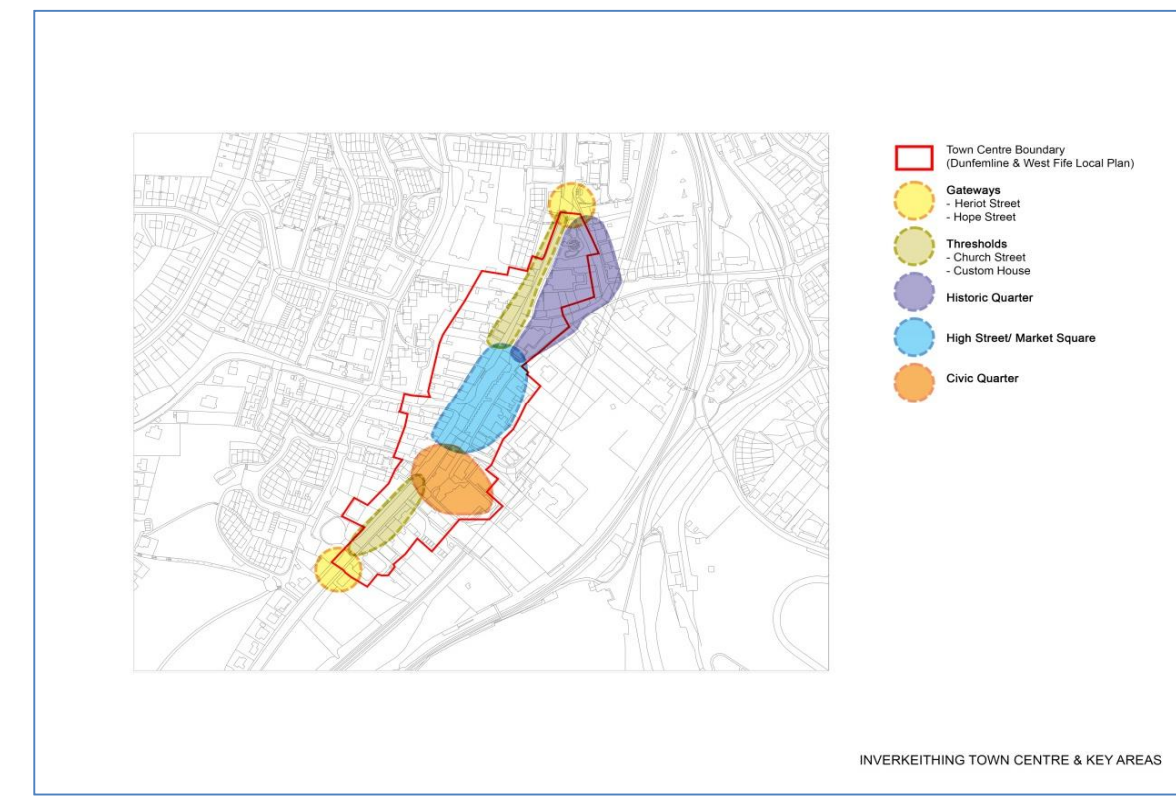
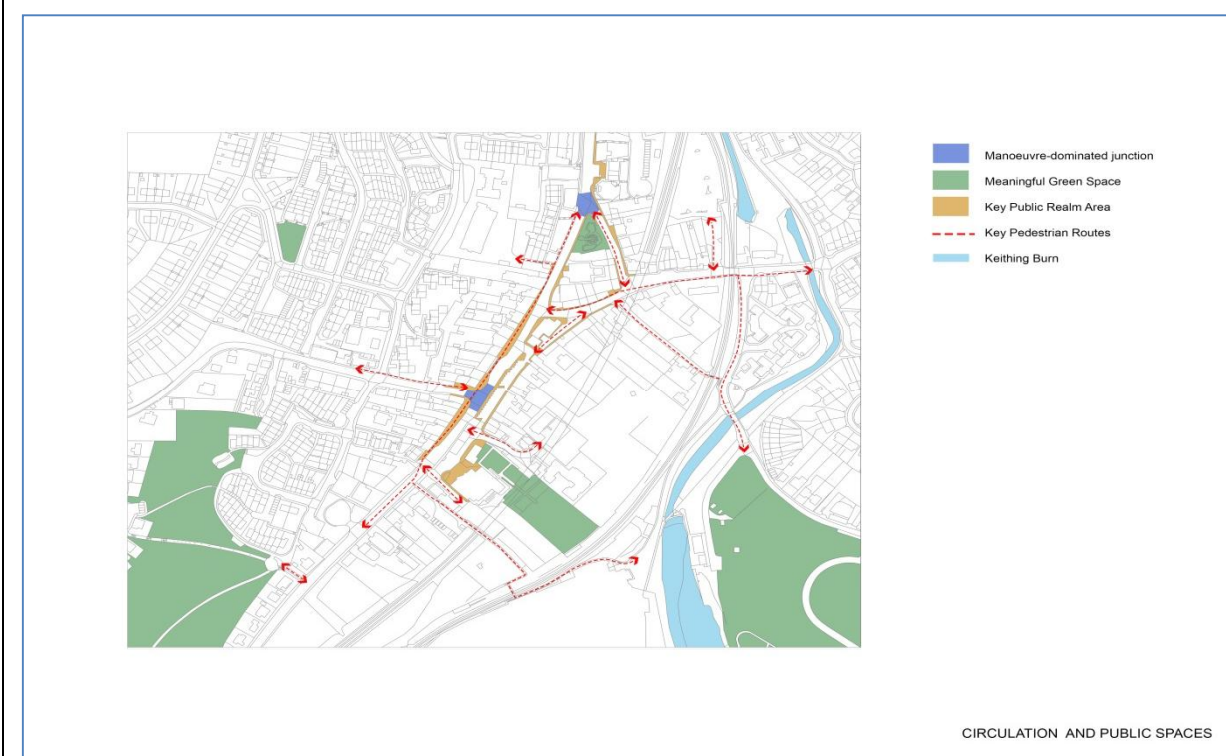
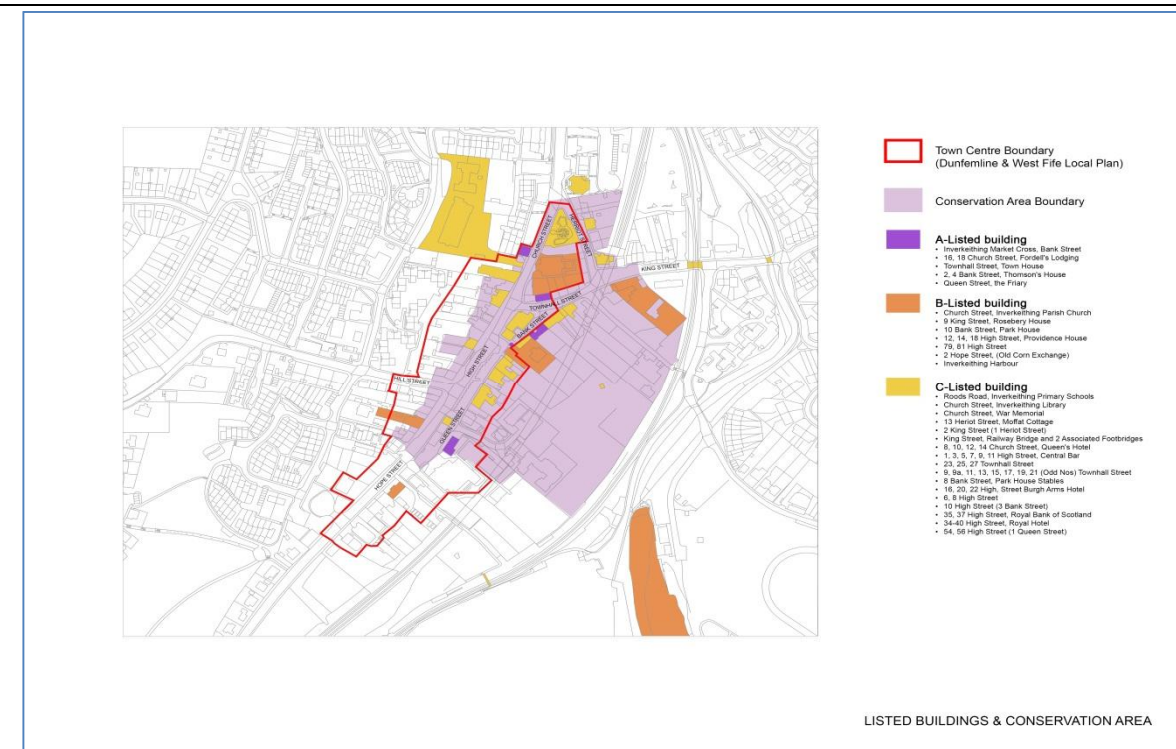
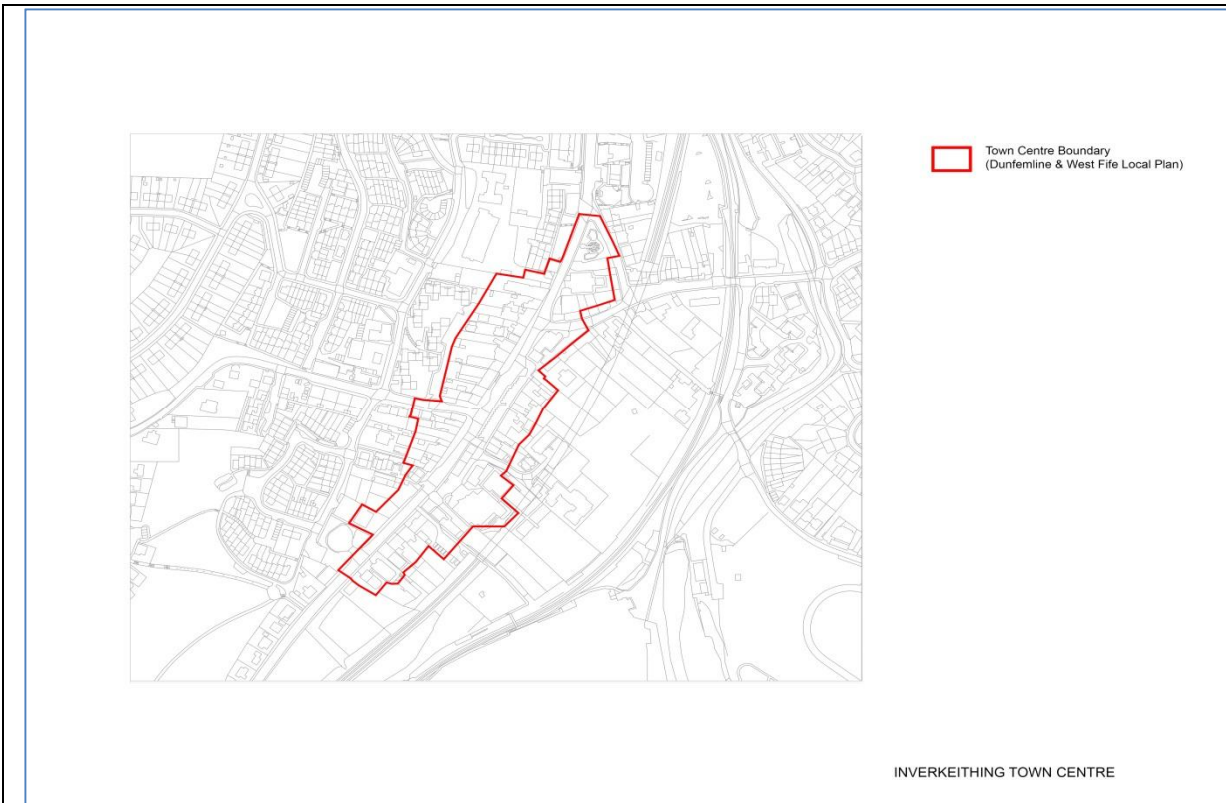
Town Centre boundary, Conservation Area and listed buildings

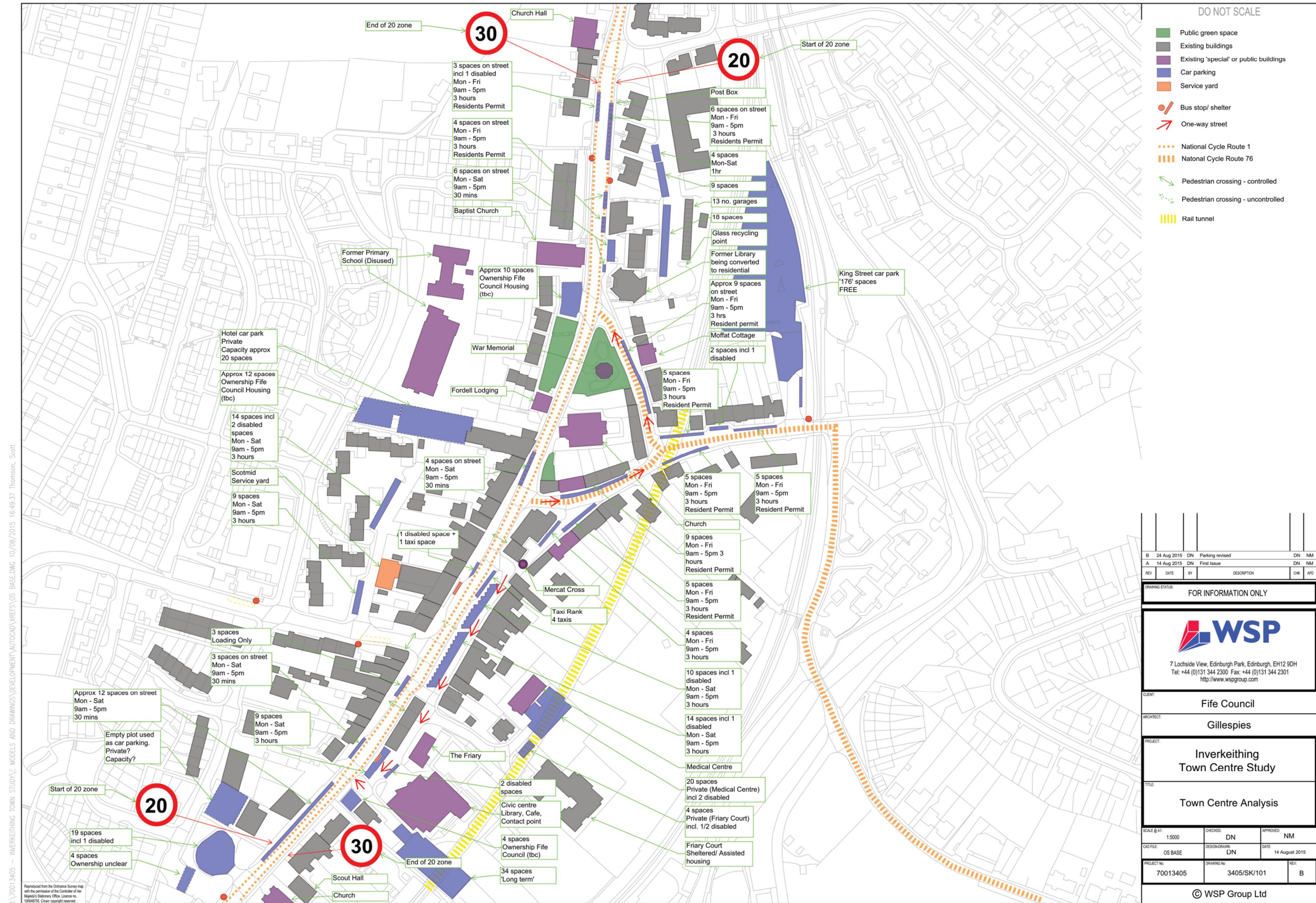
¹ Old Inverkeithing, Edward Robinson, 2012

² Canmore website www.canmore.org.uk, accessed 03-12-15

5. Town Centre Spatial Analysis

The diagrams below show our spatial analysis of Inverkeithing Town Centre.





MA\70013405 - INVERKEITHING TOWN STUDY\LE MODELS AND DRAWINGS\DEVELOPMENT\AUTOCAD\XREFS\OS BASE.DWG 10/08/2015 16:49:37 Thomson, Scott
 Reproduced from the Ordnance Survey map with the permission of the Controller of Her Majesty's Stationery Office. Licence no. 100049795. Crown copyright reserved.

6. SWOT Analysis

We set out below our understanding of the strengths, weaknesses, opportunities and threats facing Inverkeithing Town Centre.

Strengths

- A distinctive townscape and heritage, with a large number of listed buildings
- Low retail vacancy rate; mainly independent shops/cafes
- Good public transport links (road, rail and bus)
- Located on Fife Coastal Path and two National Cycle Routes
- Inverkeithing Civic Centre located within town centre
- Active local organisations such as the Community Council, Take a Pride in Inverkeithing, the Inverkeithing Historical Society, the Friary Community Garden Group
- Good use of town centre upper floors for residential use

Weaknesses

- The High Street has a limited range of shops, of which several are hot food take-away's which do not open until late afternoon
- There are few shops or facilities to attract visitors; the historic buildings are not open to the public. The Council museum has closed.
- Public realm materials are not in keeping with the historic nature of the town centre
- A large amount of traffic in the High Street going to rail station or using Inverkeithing as a short cut; 20 mph speed limit ignored
- The main square and area outside the Civic Centre are dominated by car parking
- West side of High Street suffers from pavements cluttered by uncoordinated street furniture
- No defined gateways to town centre

Opportunities

- Designation of the Forth (Rail) Bridge as a UNESCO World Heritage Site and Network Rail plans for a Forth Bridge visitor centre
- Pilgrim's Way project to develop an inland walking and cycling route to link historic pilgrimage destinations in Fife between North Queensferry and Dunfermline
- Improvements to the town centre environment could enhance the economic performance of the town
- Public spaces and pavements could be improved to provide better pedestrian environment
- Opportunities to increase public access to historic buildings
- Better links between town centre and harbour area
- Improve understanding of heritage
- Use of vacant and derelict site for residential development leading to population increase

Threats

- Improvements to Dunfermline town centre result in greater retail leakage
- Ongoing decline in the main current demographic group of current High Street shoppers

7.0 Objectives for Inverkeithing Town Centre Framework

The objective of this framework is to develop a Town Centre for Inverkeithing that has a strong identity, meets the needs of local residents and attracts a greater range of users.

The goals of the framework are:

1. To increase the involvement of community and business representatives in the life of the Town Centre
2. To increase public understanding of the heritage of Inverkeithing
3. To increase footfall to the High Street and increase the number of visitors to Inverkeithing
4. To provide attractive public spaces within the town centre suitable for a range of uses and to provide a suitable setting for the historic buildings within the town centre
5. To improve the condition of properties fronting the main streets in the town centre

The following section sets out priority projects to achieve this vision and goals. It is essential to secure excellent community and business support for the projects to ensure that they achieve the stated goals.



Opportunities within the town centre

8. Town Centre Projects

Estimated completion date: December 2019 Estimated project cost: £760,000 excluding VAT

1) The Main Square

The Main Square is the centre of Inverkeithing. The large widening of the High Street to the eastern side provides the main open space in the town centre. The area is contained at either end by buildings that front onto the square. Along the north-western edge, Hill Street meets the High Street carriageway with a mini-roundabout.

The central spaces is used for car parking but is cleared for the annual Lammas Fair. There is also a taxi stance located in a layby on the east side of the central area. The buildings fronting the square are predominantly retail with two public houses. A number on the east and north of the square are occupied by hot food take-away's.

The objective of the proposed works is to make the area more attractive for pedestrians and increase the range of uses while retaining the majority of the parking spaces.

Proposals

The proposal is to increase the width of pavements on either side of the Square and reduce the main High Street carriageway to 6m side. The pavement and parking area to the east side of the square will be a shared surface, with the pavement level with the carriageway and parking area.

A new public realm space will be created at the north of the square, with the Mercat Cross re-located to this area. This area will include new benches and cycle parking racks. Subject to the appropriate licence, it could also be used for outdoor seating for the adjoining food outlet. Subject to detailed design, this may result in the loss of one or two parking spaces. This may be offset in the longer term, subject to funding, by the provision of additional spaces at the Hope Street car park, as detailed in project 2 on the following page.

The pavements and shared surface area to the east of the square will be re-paved using natural materials in keeping with the Conservation Area status. The main carriageway to the west will be re-surfaced in asphalt if required.

Street trees will be re-introduced to green the space, reflecting their presence during the Victorian era.

The detailed design will include for retention of the Lammas Fair.



Sketch of new Main Square layout

Estimated completion date: December 2019 Estimated project cost: £728,000 excluding VAT

2) Civic Square

The area outside the Civic Centre is an important place within the town. The Civic Centre is an important town resource which delivers public services from the Council and other agencies. It extends to Hope Street to the south.

The square provides the setting for the important A-listed Friary building located to the north. The space currently lacks definition and the view from the south is dominated by an exposed blank gable wall.

The proposals aim to improve the quality of the space, creating a defined Civic Square. It will be mainly a pedestrian area. Due to the narrowness of the Friary Court / High Street junction, it is necessary to retain a left turn from Friary Court through the civic square.

Proposals

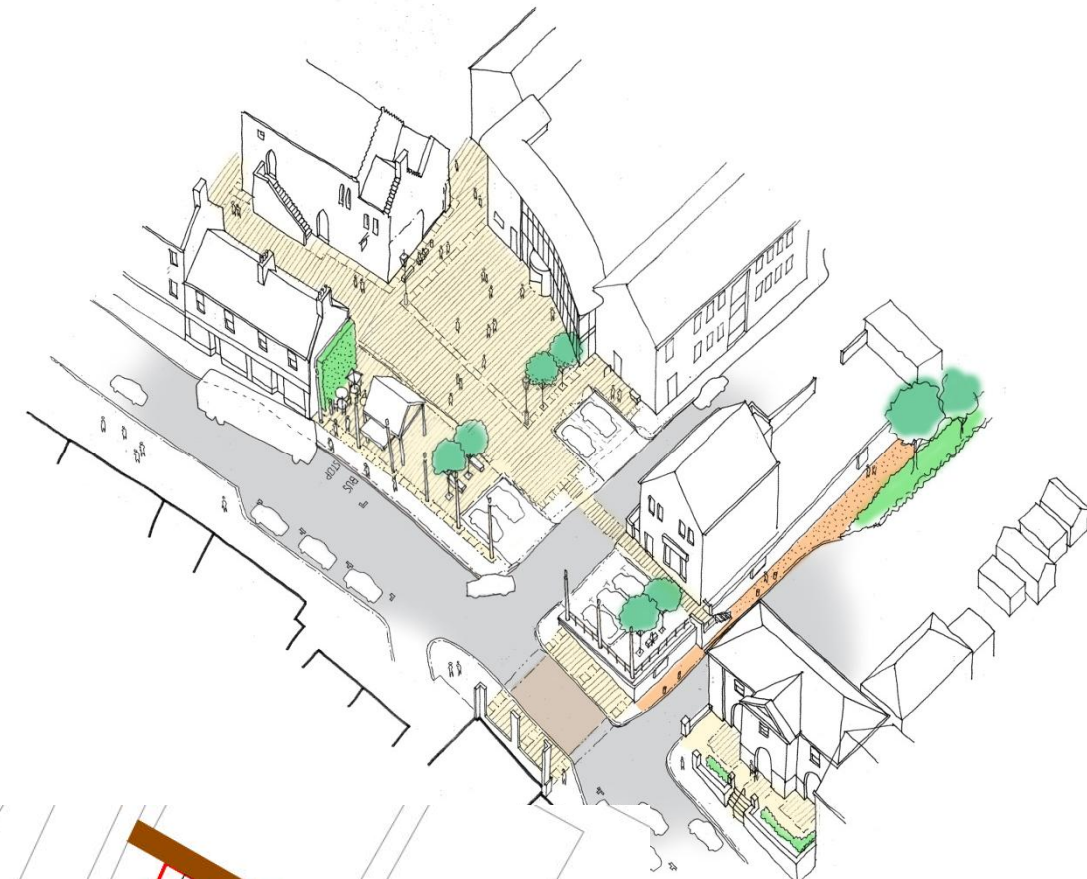
Remove parking from west side of square. Create two disabled parking spaces along south of square.

Re-pave area in natural materials, including shared surface one way vehicle route through square and space in front of Friary. Use bollards to designate roadway.

Install vertical living planted feature in front of gable wall to green space and provide a distinctive feature. Provide high quality benches and cycle racks. Install new lighting and plant trees.

Subject to appropriate licence, use part of square for outdoor seating for adjoining Millbrae café, with high quality shelter to allow use during wet weather.

The works to the civic square will result in a loss of nine parking spaces. Two disabled spaces will be retained. The loss of spaces will be offset by re-configuring the existing car park at Hope Street. By building a new retaining wall, the area for parking will be increased. The new car park will be re-surfaced and re-lined. This will provide an estimated 42 parking spaces (representing an increase of 24 spaces compared to the existing 19 spaces provided).



Sketch of Civic Square layout



Hope Street car park: revised layout

Estimated completion date: December 2019 Estimated project cost: £380,000 excluding VAT

3) Historic Quarter

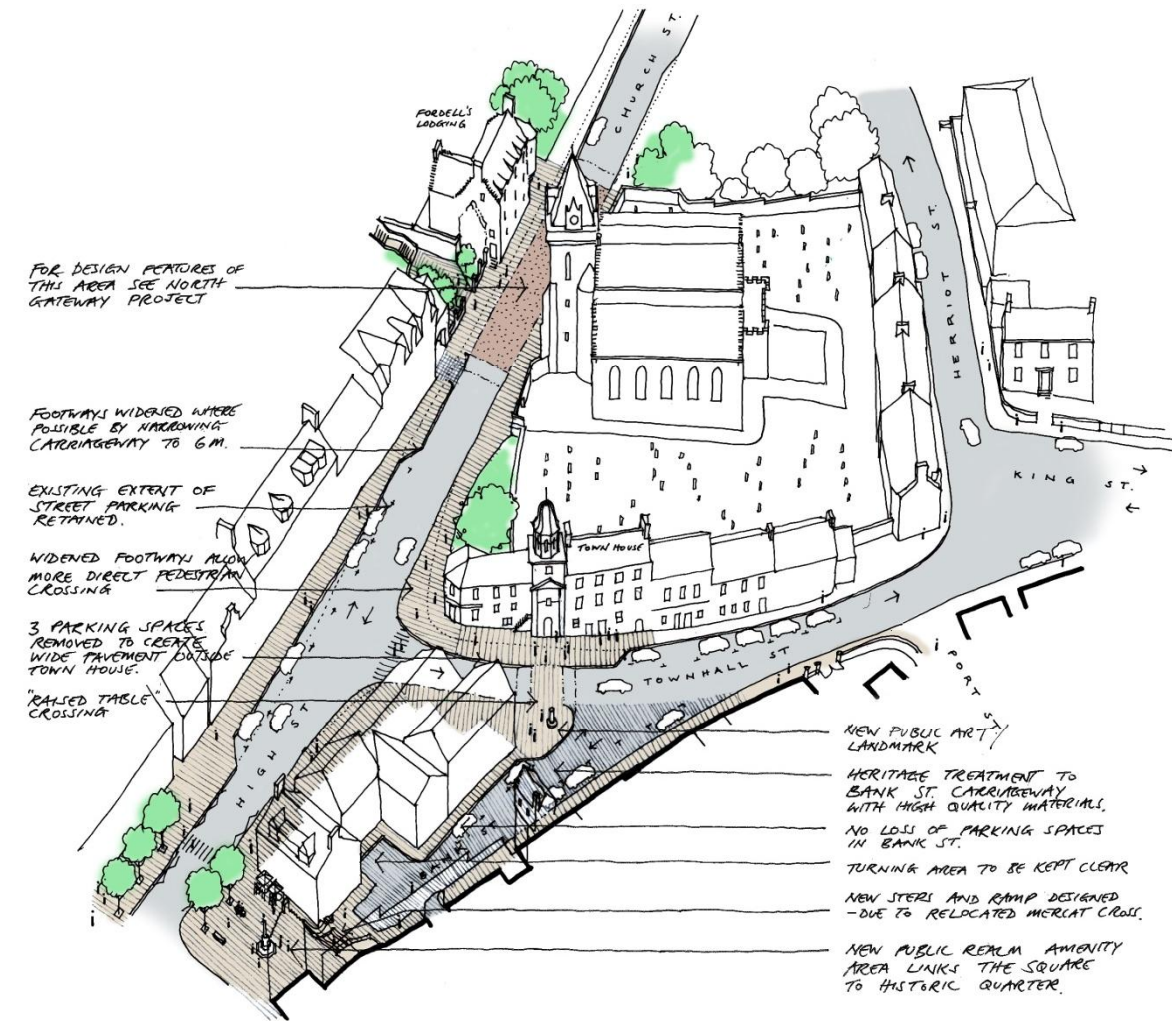
The townscape and historic architecture to the immediate north east of the square are of special quality. Bank Street narrows to the south and the land slopes down to the Town Hall. This irregular arrangement is in contrast to the rectangular form of the High Street. The urban form in this area feels medieval. Although the buildings are from different centuries, the area has a visual cohesion.

The area contains two fine Category A listed buildings: the Town House, with its fine octagonal steeple and Thomson's Lodgings, a fine building dating from 1617 which has many details that are typical of Fife of this period.

The proposed works will improve the setting of the buildings by providing wider pavements and use of traditional materials.

Proposal

Increase width of pavements on Town Hall Street from High Street to Town Hall. Install bollards to widened pavements to prevent parking on footway. Create a raised table crossing across the street in front of the Town Hall. Re-pave footpaths in Bank Street, Town Hall Street and associated area of High Street and Bank Street carriageway in natural materials. Commission a new piece of public art, to be installed on the widened footway at the junction of Bank Street and Town Hall Street.



Sketch of works to Historic Quarter

Estimated completion date: December 2019 Estimated project cost: £432,000 excluding VAT

4) Links to Harbour

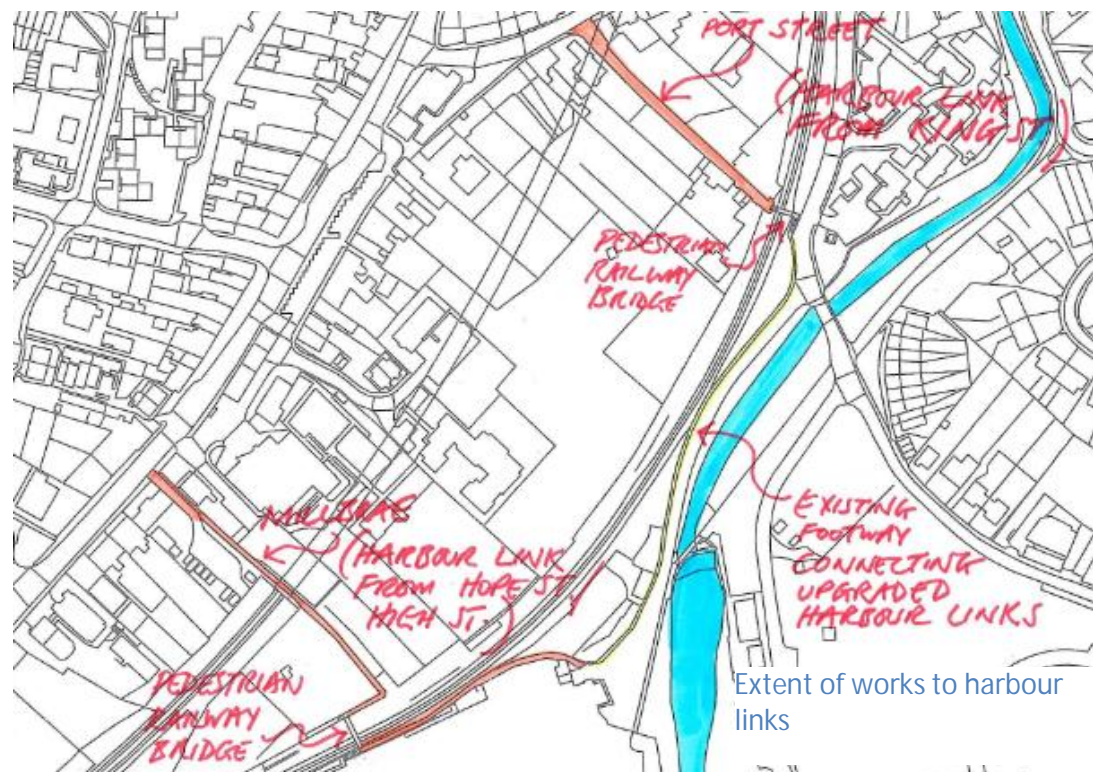
The harbour and River Keithing are assets of which the town could make greater use. Both played a key role in the early development of the settlement. The harbour is a Category B listed structure.

Port Street was the main route to the harbour, while there was also a route from the south of the town centre at the top of Hope Street. Both routes still exist as pedestrian lanes down to bridges over the railway. Attractive stone walls line sections of the paths. However, access to the harbour area is not obvious to visitors. The paving and walling is in poor condition.

Better links from the High Street to the riverside and harbourside would encourage people visiting town centre to extend their stay by exploring these areas.

Proposal

The footway will be re-surfaced in asphalt with an edging detail of three courses of stone setts. Lighting will be improved and the stone walls repaired. There is potential for a small planted area on part of the southern lane.



Estimated completion date: December 2019 Estimated project cost: £109,000 excluding VAT

5) North Gateway

The entrance to Inverkeithing town centre from the north is not well defined. A 20mph zone begins in this area but from anecdotal evidence, many drivers exceed this speed.

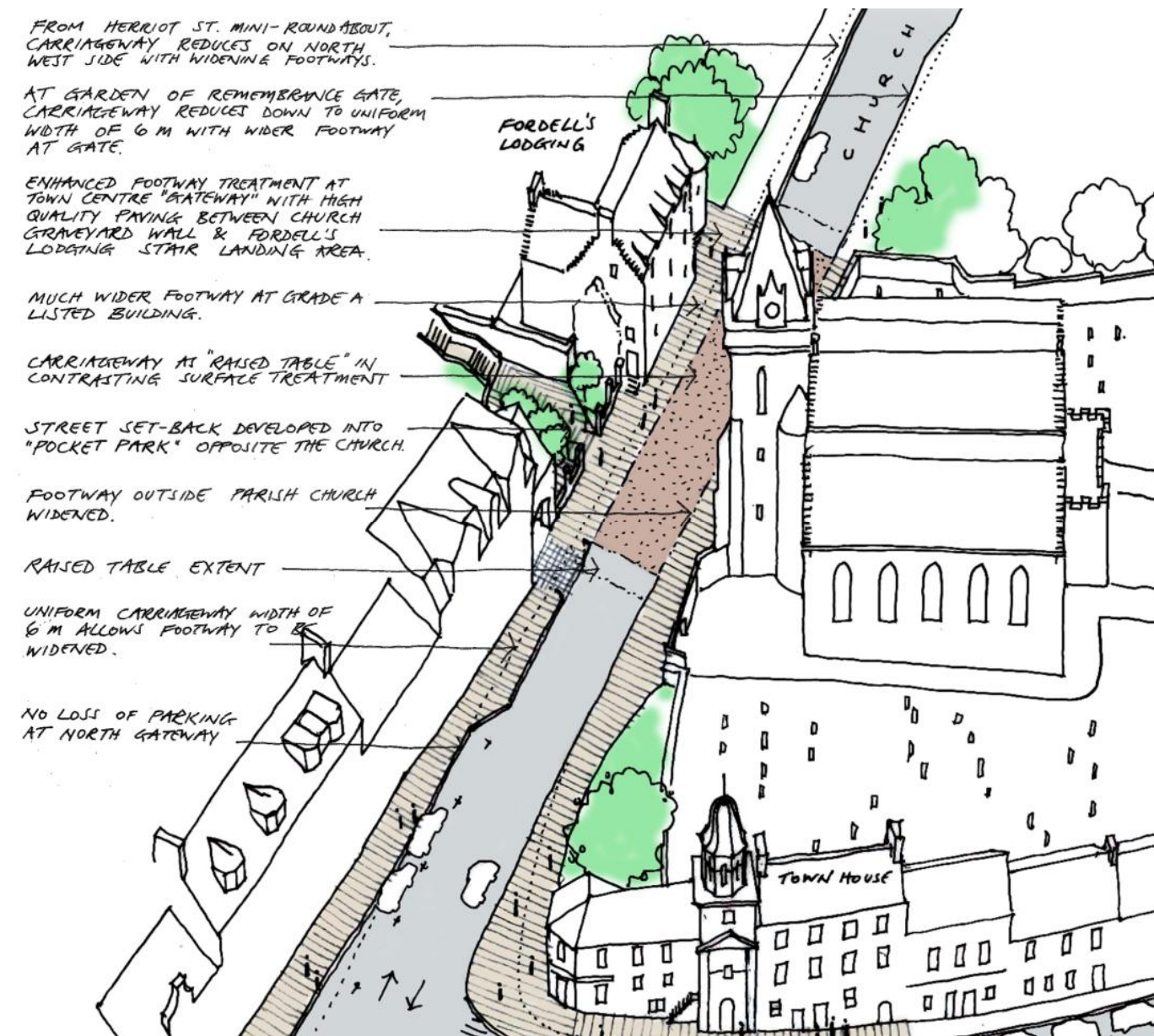
An ideal place to mark the start of the town centre is the point on Church Street where the road narrows between St Peter's Church and Fordell's Lodging. These are two fine buildings of architectural and historic interest.

There is a stepped path south of Fordell's Lodging which leads up to the former Primary School (which has planning consent for conversion to residential use). The steps are in private ownership and should be repaired as part of the residential development. However, the area at the base of the steps provides an opportunity for soft landscaping.

Proposal

The footways alongside Fordell's Lodging and St Peter's Church will be widened and the pavements re-surfaced in natural materials. A raised table will be formed within this area, reinforcing the reduced speed limit.

The area at the base of the steps will be landscaped and could be adopted by a local community group, providing an opportunity for volunteering.



North Gateway proposals



Northern approach - looking towards town centre



Fordell's Lodging

6) South Gateway

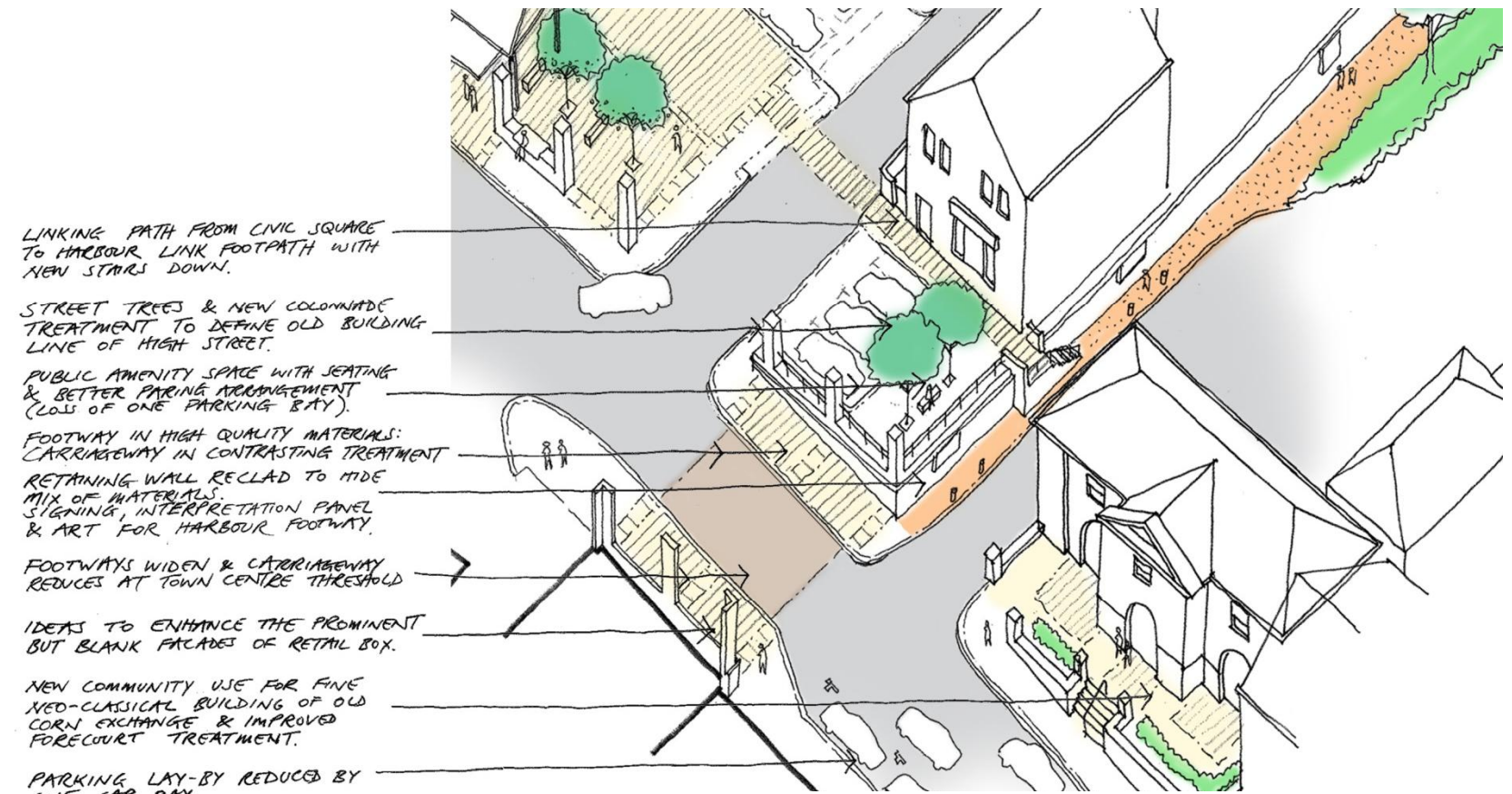
Completion date: December 2019 Estimated project cost: £97,000 excluding VAT

The entrance to Inverkeithing town centre from the south is not well defined. The approach along Hope Street suffers from several unfilled gap sites; these now present blank gables. Closer to the town centre, the B-listed old Corn Exchange is a fine two storey Georgian building. This is set back from the street frontage and is obscured by hedging. Owned by Fife Council, it is currently empty but the Council is actively considering potential uses.

On the opposite side of the road, there is a modern retail unit which presents a blank façade to the street. Approaching the Civic Centre, the street loses its containment and the space is dissipated with car parking and another blank gable.

Proposal

It is proposed to create a gateway close to the Civic Centre by upgrading the forecourt of the Corn Exchange and the adjoining building (currently a betting shop). This would be signalled by widening the pavements, re-paving the carriageway in a different colour of asphalt and planting trees. This would result in loss of one parking space on the west side of the road. This would be offset by the increased capacity of the Hope Street car park to the south.



South Gateway Proposals



South Gateway site

Estimated completion date and cost for options appraisal: August 2016, £50,000 excluding VAT

7) The Friary and the Town Hall

The Friary

The Hospitium building is the sole survivor of the fourteenth century Franciscan Friary. It is Category A listed. The building is owned by Fife Council and falls within the Common Good fund. The ground floor is well used by community groups. The Council museum on the first floor is now closed and will shortly be vacated. So far, no new use has been identified.

Use of the first floor is constrained by the lack of disabled access. However, this building is of major historical interest and public access is highly desirable. Uses suggested during the public consultation included an artist's studio, a wedding venue, a community-run museum, events and a high end restaurant.

The Friary Gardens are open to the public. However, there is no information about the Friary and little to attract visitors

Proposal

It is proposed to commission an options appraisal of uses for the upper floor of the Friary and improvements to the Friary Gardens. This should include consideration of sources of funding for capital works and how running costs would be met.

The Town Hall

The Town Hall is a fascinating building made up of three main parts. The Tolbooth forms the western part of the complex. Its main tower dates from the mid eighteenth century, with the lower part thought to be from the mid sixteenth century or earlier. The three storey section was built in 1769-1770. Tolbooths were used for a variety of civic purposes, including the jail and meeting place for the town council³. It is one of Scotland's oldest remaining tollbooths.

The Town Hall is currently used for a variety of purposes. Part of the upper floor is let to the Inverkeithing Historical Society. The Community Council meets in the former civic chamber. Other rooms are let to community groups on a regular basis.

The building suffers from damp in some areas. A major issue is the lack of disabled access, although there is a stair lift on one staircase.

Apart from community lets, there is no regular public access to the building.

Proposal

It is proposed to commission an options appraisal to consider how to increase public access to the Town Hall. This study should include consideration of sources of funding for capital works and how running costs would be met.



The Friary



The Town Hall

³ Old Inverkeithing, Edward Robinson, 2012

Completion date: March 2019 Estimated cost: £87,000 excluding VAT

8) Signage and interpretation

Signage in Inverkeithing Town Centre is un-coordinated, giving a cluttered appearance. Although there are a number of very high quality historical information panels, there is very limited information about the heritage of the area, the key historical buildings and no orientation map.

There is an active Local History Society in Inverkeithing. In addition, members of the Community Council and Take a Pride in Inverkeithing have expressed an interest in being involved in developing orientation and interpretation content for the town centre.

Proposal

It is proposed to develop a co-ordinated signage plan (including proposals for design, materials, installation and maintenance) that fits with the historic character of the town. This would include orientation plans to advise visitors of the links to the harbour and riverside, the Fife Coastal Path and other routes. It would include development of a heritage trail, identifying places of interest such as the birthplace of Samuel Greig, founder of the Russian Navy. This could be developed into an application for smartphones as well as hard copy leaflets.

Volunteers from the Local History Society, other groups and members of the public could be involved in this project under the leadership of the Council team.

It is important that the signage strategy includes details of who is responsible for maintaining each type of signage and any smartphone applications. For the latter, as well as hard copy leaflets, it is important that there is a resource available to update these as changes take place in the town.



Existing signage

Other projects

9) Supplementary Planning Guidance

The townscape of the central area of Inverkeithing has been altered by a number of developments in the last fifty years. In particular, some plots of the edges of the town centre have been redeveloped with buildings set back from the pavement line. This has led to a loss of the original pattern of continuous buildings. As a result, the sense of enclosure and resulting urban character of the space has been diluted. This is illustrated in the figure on page 22.

While the Conservation Area status covers the majority of the town centre, it does not include the northern section of Hope Street. Furthermore, the buoyant nature of the property market is likely to result in increased development activity. In addition, there are numerous shop fronts which are not in keeping with the town centre's Conservation Area status.

The Council's Conservation Area Appraisal and Management Plan (2011) sets out the particular characteristics of the Inverkeithing Conservation Area. The Council's Shop Front Design Guidelines apply for any replacement of shop fronts within the Conservation Area. This seeks 'to protect and enhance the traditional character and appearance of individual Listed Buildings, Conservation Areas and prime retail frontages within traditional shopping areas',

The quality of the streetscape is of critical importance in the ongoing vitality of the town centre. It is therefore proposed to develop Supplementary Planning Guidance for the town centre area. This will identify the particular characteristics of Inverkeithing Town Centre and provide guidance for developments in the area.

Scottish Government policy as set out in Planning Circular 6/2013 Development Planning allows local authorities to develop Supplementary Planning Guidance (SPG) either as part of the Development Plan process or after a Development Plan has been prepared. SPG must not conflict with Scottish Planning Policy or policies in the relevant Strategic or Local Development Plan. A local authority must publish a draft SPG and seek public feedback. Once the SPG has been finalised, it must be sent to Scottish Ministers for review prior to adoption.

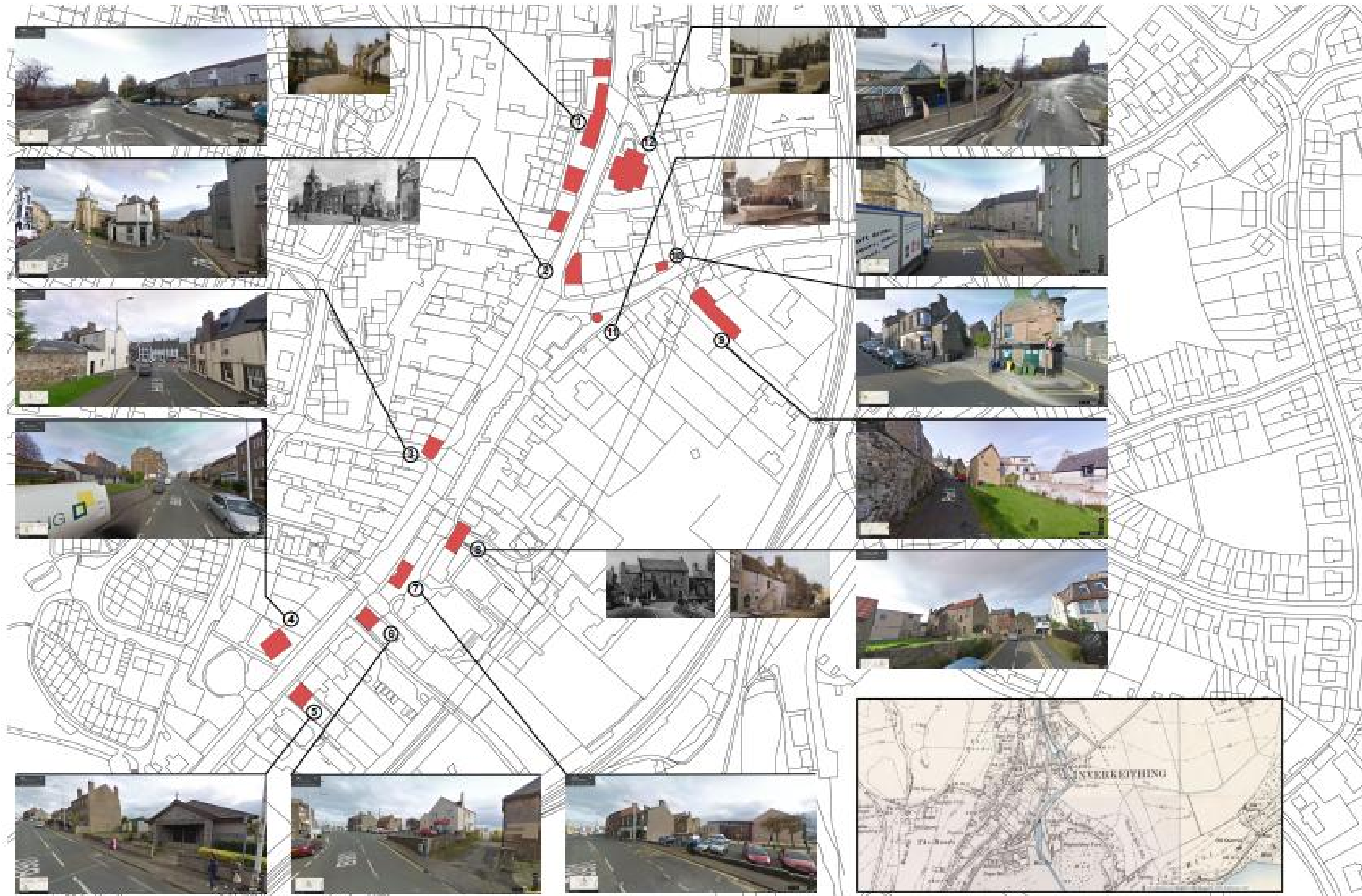
Fife's draft Local Plan is expected to be adopted in 2016. It includes policies promoting the role of town centres as 'the principal focus for commercial, cultural and civic functions...Town Centres should be sustainable employment areas, accommodating a mix of retail, leisure, commercial and food and drink uses'. It also sets out clear guidance for changes of use within town centres.

The prime objective of the SPG should be to provide clear guidance to owners and developers so that proposals are in keeping with the design and townscape characteristics of Inverkeithing's town centre. Scottish Planning Circular 6/2013 sets out the process to be followed. It is a requirement that the draft SPG be issued for public consultation. The final SPG must be issued to the Scottish Ministers for review before it is adopted.



Townscape issues

The diagram below shows the changes to the town centre townscape resulting from demolition and redevelopment.



10) Shop Front improvement scheme

It is proposed that funding assistance be given to owners to improve shop fronts. New shop fronts will require planning consent and will need to follow the Council's Shop Front Guidelines. This project would be eligible for funding as part of a Heritage Lottery Fund Townscape Heritage project.

11) Town Centre external repairs

Several buildings within the Town Centre are in need of repairs. Some have had repairs carried out that are not in keeping with the character of the Conservation Area. It is proposed that funding assistance be given to owners to carry out external repairs and restoration of architectural features. This project would be eligible for funding as part of a Heritage Lottery Fund Townscape Heritage project.

12) Advice to town centre businesses

The Town Centre boasts successful independent retail and leisure businesses. Fife Council operates an advice service for small businesses. In order to take advantage of the identified opportunities, it is proposed to target businesses within the town centre to make owners aware of this service.

13) Set up a Town Centre Action Group

The success of projects to boost the town centre relies on active input from local residents and businesses. It is proposed that Fife Council set up a Town Centre Action Group comprising representatives of local community groups, the Community Council, town centre businesses and local elected members. This terms of reference for this group will be established by the participants, but are likely to include producing a co-ordinated town centre events programme, providing a sounding board for Council and other initiatives, overseeing public consultation on town centre projects.



Existing shop fronts

8.2 Contribution of projects to Town Centre Framework objectives

Projects/ Objectives	Increase the involvement of community and business representatives in the life of the town centre	Increase public understanding of heritage of Inverkeithing	Increase footfall to town centre and number of visitors	Provide attractive public spaces within town centre	Improve condition of properties fronting main town centre streets
1 Main Square		✓	✓	✓	
2 Civic Square	✓	✓	✓	✓	
3 Historic Quarter		✓	✓	✓	
4 Links to Harbour		✓	✓	✓	
5 North Gateway	✓		✓	✓	
6 South Gateway			✓	✓	
7 The Friary and Town Hall		✓	✓		
8 Signage and interpretation	✓	✓	✓	✓	
9 Supplementary Planning Guidance	✓		✓	✓	✓
10 Shop front improvement scheme	✓		✓	✓	✓
11 External repairs and restoration	✓		✓	✓	✓
12 Advice to businesses	✓		✓	✓	✓
13 Set up town centre action group	✓	✓	✓	✓	✓

9.0 Cost and Programme Summary

The table below summarises the costs and key programme dates for each of the proposed projects. A breakdown of the costs is given in Appendix 2.

Project	Total Cost excl. VAT (£)	Appoint Contractor	Completion	Comments/Assumptions
1 Main Square	760,000	Sept 2018	Dec 2019	Projects 1 to 6 would be let as one contract with phased completion dates.
2 Civic Square	728,000	Sept 2018	Dec 2019	Projects 1 to 6 would be let as one contract with phased completion dates.
3 Historic Quarter	380,000	Sept 2018	Dec 2019	Projects 1 to 6 would be let as one contract with phased completion dates.
4 Links to Harbour	432,000	Sept 2018	Dec 2019	Projects 1 to 6 would be let as one contract with phased completion dates.
5 North Gateway	109,000	Sept 2018	Dec 2019	Projects 1 to 6 would be let as one contract with phased completion dates.
6 South Gateway	97,000	Sept 2018	Dec 2019	Projects 1 to 6 would be let as one contract with phased completion dates.
7 The Friary and Town Hall	TBC	Aug 2018	Feb 2019	Cost and programme will depend on extent of works, to be identified via Options Appraisal. Estimated cost of options appraisal: £50,000
8 Signage and interpretation	87,000	Sept 2018	Mar 2019	See cost schedule for description of scope
9 Supplementary Planning Guidance	50,000	July 2017	Dec 2017	Cost is for consultancy fees. Dates are for start of development of SPG and its final adoption
10 Shop front improvement scheme	TBC	Aug 2018	July 2020	Total amount of grant funding to be determined during preparation of Townscape Heritage / CARS Round 1 applications
11 External repairs and restoration	TBC	Aug 2018	July 2020	Total amount of grant funding to be determined during preparation of Townscape Heritage / CARS Round 1 applications
12 Advice to businesses				No capital cost
13 Set up town centre action group				No capital cost. To be set up early in 2016

9. Next steps and implementation

9.1 Overall timescale

The draft programme for implementation of the projects set out in this document is given in Appendix 3.

9.2 Further public consultation

The projects have been revised in response to feedback from the public consultation process. A further round of consultation should be carried out to present and receive comment on the current project proposals.

9.3 External Funding

The identified projects require substantial external funding. Two possible sources of funding are The Heritage Lottery Fund's Townscape Heritage programme and Historic Environment Scotland's Conservation Area Renewal Scheme.

The Townscape Heritage programme requires applicants to demonstrate that their projects will achieve the following outcomes:

1. Outcomes for heritage: heritage will be better managed and in better condition
2. Outcomes for people: people will have developed skills and learned about heritage
3. Outcomes for communities: negative environmental impacts will be reduced, more people and a wider range of people will have engaged with heritage, the area will be a better place to live, work or visit; the local economy will be boosted

The items in bold are the most important outcomes.

The application process has two stages. The first stage application requires outline project proposals, costs and timescales for the full project and detailed information on the project development stage (RIBA stages 2 to 3). Following a successful Round 1 application, HLF provides a contribution to the costs of developing detailed project proposals and the Round 2 funding application.

The next deadline for Round 1 applications is 1st September 2016. The estimated timescales for the full funding process is shown in the programme at Appendix 3.

The Conservation Area Renewal Scheme (CARS) funding covers the following items:

- A repairs programme for priority projects.
- A small grants scheme (such as to homeowners or retailers).
- Community engagement through providing training opportunities in traditional skills and through education programmes.
- Training opportunities for traditional craftsmen
- Public realm conservation and restoration
- Administration costs including the appointment of a dedicated project officer

The next CARS application deadline is 31st August 2016. Historic Environment Scotland has advised that funding can be deferred for one year to allow completion of the Townscape Heritage funding process.

Fife Council has a record of successful applications for Townscape Heritage and CARS funding for projects in Dysart, Anstruther, Dunfermline and Cupar. The Council has worked closely with Fife Historic Buildings Trust to deliver these projects.

9.4 Fife Council funding

Both Townscape Heritage and CARS schemes require match funding. It is proposed that an application be made to Fife Council's Town Centres Fund for some of the match funding. Other potential sources of match funding should be explored during the initial stages of the project.

9.5 Town Centre Action Group

We recommend that the Town Centre Action Group be established as soon as possible, to provide a forum for public involvement in the development of the Inverkeithing Town Centre projects.

Appendix 1 Public Consultation Event Feedback

Questionnaire results

Date 27/10/2015

No.	Question	Responses					Total no. responses	% in favour	Comment
		Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree			
1a	Main Square East Side of High Street				x				Agree with new public space. Do not agree with reduction in parking spaces. It is hard enough to get parked in Inverkeithing High Street area
		x							No comments
			x						Mercat Cross was never in Square Reduce Parking by 5 spaces
		x							Why 'continental' markets? Local food is fantastic. Be wonderful to re-pave with authentic looking historical materials, e.g. to give cobbled effect.
				x					There aren't enough parking spaces at present so reducing them doesn't make sense.
		x							Parking will be an issue. Additional parking elsewhere would need to be identified to keep the shops open.
					x				Looks ok on plan, but not in practice. There are too few parking spaces as it is, so visitors move on. Lammas Fair - see comment on separate sheet.
			x						As a local business owner I would like to see alternative provision being made for the number of parking spaces being lost. I would hope that we can strike a balance between the potential improvements of re-generation of the High Street business.
			x						Cycle stands, great idea! Reducing car parking space is a bad idea, unless you can come up with new High Street parking, as being a shop owner I can't find parking and visitors struggle to find parking also.
			x						Parking is always a problem in the town centre - more elsewhere would be needed.
		x							No comments
		x							Not enough done to recreate the original square atmosphere etc. The above would apply to most aspects of the proposals.
			x						No comments
		x							No comments
		x							No comments
					x				No comments
		x							No comments
		x							Where is the sense of removing spaces in a town relying of through trade.
				x					No comments
		x							One level paving is a very good idea. Nice seating needs to be put in.
		x							
		x							
		x (with exception)							
		x (with exception)							As a High Street resident, I am constantly complaining about noise from the Burgh Arms Public House. This is aggravated by noise from revellers waiting at the taxi rank late at night or early hours of the morning. I would like the taxi rank moved to a more central par to the High Street, possibly opposite the supermarket. The taxi's also run their engines all day/night throughout the colder weather, which is not only noisy, but environmentally unfriendly. There should be a solution found for taxis to park off street and can be called by phone from customers waiting in the shopping area.
	Totals	14	5	2	3	0	24	79%	8 respondents out of 24 not in favour of reducing parking spaces
1b	High Street West side		x						I hope the 20mph limit is enforced as at the moment, traffic seems to do whatever speed they like.
			x						No comments

No.	Question	Responses					Total no. responses	% in favour	Comment
		Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree			
			x					Use seats for pavement at east side of High Street. All Seating should be removable for Lammas Fair	
		x						Brilliant, and wider pavements would allow for re-creation of original fountain.	
		x						I see no reason to widen pavements, there are never too may pedestrians for the space available.	
					x			Reducing speed of traffic - great. Seating definitely needed outside chemist, but preferably from planters. As suggested pedestrians need more space (some are very wide :0) and they perch on the planters and squash the displays!!	
			x					No comments	
			x					An even flow of benches throughout the town would be good. Also trees!!!	
			x					No comments	
		x						No comments	
		x						No comments	
			x					No comments	
					x			The High Street is a high traffic area for access to the bridge (road). Narrowing the streets and restricting speed will prompt drivers to detour around Inverkeithing - defeating the purpose.	
		x						I believe this would be a huge improvement. Enlarging pavement space is not only more attractive, but very pedestrian friendly. It is currently the position that cars have priority in Inverkeithing High Street/Square and I am surprised that there have been no accidents (involving pedestrians). As the access to the current central car park area allows drivers to drive at speed in front of the shops running along the south side/by the parking bays. Also, a great many drivers mount the pavement and drive along the pavement as well as park on the pavement when there are no parking bays free!!	
		x						No comments	
				x				No comments	
		x						No comments	
		x						No comments	
		x						No comments	
	Totals	9	7	3	2	0	21	76%	
1c	High Street West site: option to remove bus layby				x			This would then cause traffic build up and would hold up traffic at the mini roundabout and if the lights are red at the crossing at the bottom of the hill, it could become a hazard.	
					x			No comments	
			x					No comments	
				x				Fine until a bus breaks down, or there is traffic problems due to Forth Road Bridge.	
				x				No comments	
					x			It would hold up traffic and make air pollution much worse.	
				x				This cold cause congestion at the junction at the Post Office, but agree slowing down traffic would be welcome.	
						x		If I was driving/commuting through Inverkeithing and keep that the speed limit was 20mph, it would be ok, however, I could imagine a potential for bottleneck situations if the buses were holding up traffic (at peak times in particular). I think that you could risk forcing potential customers away from the High Street. Wold there be a potential to extend the existing loading bay area (outside Farm Foods) to accommodate a bus stop on that site?	
			x					Could cause congestion.	
			x					No comments	
		x						No comments	
		x						No comments	
					x			No comments	
					x			Thee is already confusion over bus stops etc. Removing a layby may exacerbate.	
						x		Congested at peak times, would be a very bad idea for traffic	
		x						No comments	
						x		Only if that improves the area surrounding it by a dedicated bike land continuing from FRB.	
				x				No comments	
		x						No comments	
		x						No comments	
		x						No comments	

No.	Question	Responses					Total no. responses	% in favour	Comment
		Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree			
		x						I completely agree with this suggestion as it is utter chaos with the existing plan. Delivery vehicles to the shops on the north side would surely be forced to use their <u>REAR</u> access/loading bays provided (in Back O'Yards) The problem you will have is drivers will continue to park illegally whilst 'nipping in' to the supermarket/cash points/takeaways. The parking wardens are rarely visible in the area to enforce the parking laws.	
	Totals	7	3	4	5	3	22	45%	
2	A new Civic Square in front of the Civic Centre								
			x					No comments	
					x			No comments	
			x					No comments	
		x						As long as the associated events/catering is in keeping with other Council messages and not just burger vans/junk food.	
		x						The stream of traffic to the medical centre needs to be usefully managed to avoid accidents.	
				x				No comments	
					x			Pop-up catering - not fair on current café and associated litter. Decent wholesome meals ok - not fast food.	
			x					I think that there would need to be alternative parking provided. There is a risk of making a beautiful area, but highly impractical if every day usage is not taken into account. I think that it would be extremely controversial to install a pop-up catering outlet on the doorstep of an existing cafe, which is an independent business.	
						x		Disagree with vehicle access, would need to have area to extend my café (Millbrae) outside, either at the back door for table and chairs or to move the crossing traffic lights at front of Café and widen path at front so I could put table/chairs out there. If there was an outside catering outlet, I would like my business times open to be considered as business is tough at the moment on the High Street without extra competition. A fruit and veg market would be good.	
				x				No comments	
		x						No comments	
		x						No comments	
			x					Would be nice to have outside eating in the summer etc., at Millbrae café, as it has a good position on the High Street.	
			x					No comments	
		x						I completely agree with this. The Civic Centre & Friary buildings are currently lost in the mess of the existing layout. We need to be able to house large gatherings (of people) in the 'Civic Square' at special events. This will allow/encourage more public events in a safer environment.	
					x			No comments	
		x						No comments	
		x						In an area that is key to our business and parking spaces, we would be totally against the removal of spaces.	
				x					
		x						Very good idea. Only issue would be toilets. Best solution would be for the public to be allowed to use the Civic Centre toilets, but that depends on opening times.	
		x							
		x							
	Totals	10	5	3	3	1	22	68%	
3	Historic Quarter								
			x					No comments	
			x					No comments	
			x					Town House' not Town Hall	
			x					Would be fab to recreate cobbled-look without the problem of cobble-walking!!	
		x						No comments	
			x					The place needs some improvement, this could help.	
				x				Ok if bollards prevent parking on pavement. Currently yellow lines ignored by fold parking at chip shop on corner.	
			x					No comments	
			x					No comments	
			x					Please note the church is now called <u>Inverkeithing Parish Church</u>	
		x						No comments	
		x						Cobble would be perfect (as is done in Edinburgh) where it finishes historic areas perfectly.	

No.	Question	Responses					Total no. responses	% in favour	Comment
		Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree			
		x						No comments	
			x					I believe we need to "show off" our public A or B listed buildings more readily and this will allow more of this in this area. I believe we should look at installing plaques on the walls of each important building, identifying the historic nature/or famous tenant (past) e.g. Admiral Gregg.	
		x						No comments	
		x						No comments	
				x				No comments	
				x				No comments	
		x						Some work needs to be done to improve the backs of the shops that are visible from the Town Hall.	
		x						No comments	
		x						No comments	
	Totals	9	9	3			21	86%	
4	Links between High Street and the harbour		x					I would like to see this continue all the way down Port Street to the Harbour and see the west bank of the harbour landscaped and picnic benches, as this is part of the coastal path/walk and would improve the appearance of this old harbour area.	
			x					No comments	
			x					Make arrangements for drainage gully to be re-installed with the original seats.	
		x						Many local community groups would be interested in helping!	
		x						No comments	
			x					No comments	
		x						Dog bin needed near bottom of slope in Port Street.	
		x						No comments	
				x				Abbott Place was renamed by they locals over the last 80 years as the "Millbrae" as it was the shortcut to the paper mill over the rail track bridge. It would be good to give this area the name plack as the "Millbrae". Also that's why I called my café "Millbrae Cafe" . Not sure if it's a good idea to xxxxx tourists as they will bypass the town if coming from the bridge side.	
			x					No comments	
		x						No comments	
		x						No comments	
		x						No comments	
		x						Again, these routes are desperately requiring upgrading. Currently embarrassed when visitors to the town have to find their way to the harbour through the existing down-trodden inadequate streets.	
		x						No comments	
		x						No comments	
				x				No comments	
				x				No comments	
		x						Improved and signs need to be clear. Lighting would be a benefit for the winter months.	
		x						No comments	
		x						No comments	
	Totals	13	5	3			21	86%	
5	North Gateway to the town centre		x					No comments	
			x					No comments	
			x					No comments	
		x						Council needs to do something about Primary School. Allowing such a useful building to fall into disrepair through owners neglect is a disgrace!	
		x						No comments	
				x				Don't see the need for wider pavements.	
			x					Owner of old Primary School should be forced to deal with weeds, vermin and peeling railings.	
				x				No comments	
			x					No comments	
		x						No comments	
								A recurring problem at Fordell's has been the ground floor windows being broken as the pavement is too "close" to the front elevation.	

No.	Question	Responses					Total no. responses	% in favour	Comment
		Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree			
		x						No comments	
		x						Anything to slow/discourage speeding traffic!	
				x				No comments	
		x						No comments	
		x						If it makes single traffic that creates a bottleneck for traffic and prevents people stopping and then people passing through. Where is the sense in that for us businesses.	
				x				No comments	
		x						No comments	
		x						No comments	
		x							
	Totals	10	6	4			20	80%	
6	South Gateway		x					No comments	
			x					No comments	
			x					No comments	
			x					No comments	
		x						Nicer planters are needed.	
								Why the obsession with wider pavements? - unnecessary	
			x					No comments	
				x				No comments	
					x			No comments	
		x						No comments	
			x					The pavements should blend into the square seamlessly to avoid creating an island in the middle.	
		x						No comments	
		x						No comments	
		x						Anything to discourage speeding traffic.	
		x						No comments	
		x						No comments	
		x						If it makes single traffic that creates a bottleneck for traffic and prevents people stopping and then people passing through. Where is the sense in that for us businesses?	
				x				No comments	
		x						No comments	
		x						No comments	
		x						No comments	
	Totals	10	6	2	1	1	20	80%	
7	The Friary		x					No comments	
		x						This is a great idea using our heritage to make a difference.	
			x					Build transparent elevator on east wall (in Friary Gardens). Access to existing door, then re-instate Museum (run by volunteers).	
		x						Various community groups have asked to view this place over the past year and been refused. Also have asked for details on public use and been told would continue as current and no discussion possible. Disappointed no communication that this position now changed.	
		x						It could be a wedding venue to generate much needed income, it could be a café (the café at the Civic Centre is useless!) It needs to be more than an O.A.P. day-care centre full of inappropriate tat and trinkets!!!	
								It should be open to the public as a museum of local history.	
				x				No comments	
				x				The Friary is a beautiful, historic building and enjoys magnificent views across the water. Is there a potential to use the space for wedding/events, receptions or as a "high end" restaurant - specifically using Scottish fare of locally sourced produce?	
			x					Would like to see it turned into a museum or somewhere the public can visit.	
		x						No comments	
			x					Is the upper floor devoid of features worth seeing?	
			x					No comments	
		x						No comments	
			x					But <u>not</u> a holiday flat please!!!!	

No.	Question	Responses					Total no. responses	% in favour	Comment
		Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree			
				x				No comments	
		x						No comments	
				x				No comments	
				x				No comments	
		x						Maybe a café of some sort; I'm not sure how well an artist studio would be used. Maybe a place for events to take place; indoor markets, etc.	
		x						No comments	
		x						No comments	
	<i>Totals</i>	9	6	5			20	75%	
8	High Street Tidy Up		x					There was a fountain in the High Street many years ago (The Jubilee Fountain). This was taken away to be restored and never came back. It would be good to find out what happened to it or have a new one made. It was situated outside where Lindsey & Gilmour chemist is in the High Street.	
			x					No comments	
		x						No comments	
		x						No comments	
		x						No comments	
		x						Definitely	
		x						Hope tidy-up includes preventing smoking in entrances - currently it's disgusting passing the pubs in the square - some have no litter bin for fag ends. Clientele very disrespectful and off-putting to passers-by.	
		x						A greater degree of unity throughout the High Street would improve the overall look.	
			x					Great idea	
		x						No comments	
		x						No comments	
		x						No comments	
		x						No comments	
								Shop front improvements are a must! They are a disgrace at present, <u>but</u> shop keepers need to <u>pay</u> . Also gutter cleaning to property. Residents need to <u>pay</u> ! This was cleaned a couple of years ago at taxpayers expense. A freebie that should not be allowed a second time around. I can see that some of the tenants have neglected their property and weeds abound once more!	
		x						No comments	
		x						No comments	
			x					High Street needs proper pavements and less street furniture but sensible low key projects, not a massive pie in the sky waste of time.	
				x				No comments	
		x						Yes, strongly agree - I think this will give the High Street a bit of a lift. Removal of any graffiti would also be good.	
		x						No comments	
		x						No comments	
	<i>Totals</i>	15	4	3			22	86%	
								<i>One respondent did not indicate whether they agreed or not</i>	
9	Shop front grant scheme		x					No comments	
			x					No comments	
		x						No comments	
		x						Brilliant! A town I lived in (in Northern Ireland) did this for their Victorian heritage - it looks fab and has created a tourism boom!	
		x						No comments	
		x						Much needed.	
		x						Fascia's should be strong enough to support weight of large hanging baskets.	
		x						The shop units that have used these grants have already enjoyed a greater visibility and lots of positive feedback.. Hopefully, this will encourage some of the shop units that are vacant at the moment to attract new business into the High Street.	
		x						Great idea. I would love my shop front brick and wood.	
			x					No comments	
		x						No comments	
		x						No comments	
		x						No comments	
		x						No comments	

No.	Question	Responses					Total no. responses	% in favour	Comment
		Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree			
			x					Shopkeepers must pay something!	
			x					No comments	
		x						No comments	
				x				Some shops would bge welcoming to a new shop front grant scheme as long as there was restrictions as to make everyone the same theme and not gaudy or ludicrous. More in fitting with the surroundings.	
				x				No comments	
		x						Shops need to be in keeping with the local buildings, whether they are chains or not.	
		x						No comments	
		x						No comments	
	Totals	15	5	2		22	91%		
10	Signage Scheme		x					No comments	
			x					No comments	
		x						Finger posts (1) corner of High Street/Hill Street. (2) at map boards at Parish Church and round car park in Hope Street.	
		x						No comments	
		x						No comments	
		x						No comments	
		x						Include QR codes where possible.	
		x						Co-ordinated design for signage would look much more attractive and unified.	
			x					Remember not to bypass the High Street - "lost trade".	
			x					No comments	
		x						No comments	
			x					The signs should be appropriate for the historic context.	
			x					No comments	
		x						No comments	
		x						In addition, tasteful plaques hung outside buildings of historical importance or who have had distinguished tenants/owners reside, e.g. Moffat House/The Royal Hotel Not enough made of these important links. A must see for visitors/tourists.	
				x				No comments	
		x						No comments	
				x				No comments	
		x						People need to know about the harbour and the Fife Coastal path	
		x						No comments	
		x						No comments	
	Totals	13	6	3		22	86%		
11	Supplementary Planning Guidance		x					No comments	
		x						No comments	
		x						No comments	
		x						No comments	
			x					No comments	
		x						No comments	
			x					No comments	
		x						Involve groups with daily local knowledge in this, e.g. Interflora, Take a Pride in Inverkeithing, Historical Society.	
			x					No comments	
				x				No comments	
			x					No comments	
		x						No comments	
								Hopefully there are no "new" developments	
		x						No comments	
		x						No comments	
		x						New buildings which have been added do not seem to have been given due consideration when being given the green light and area at odds with the more historical listed A/B & C properties.	
		x						No comments	
				x				No comments	
				x				No comments	

No.	Question	Responses					Total no. responses	% in favour	Comment
		Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree			
		x						A general tidy up is needed and to make the most of the beautiful buildings we have. Information on grants would be beneficial as there are a few empty pretty buildings that could be turned into something great. I think Inverkeithing could be a great little town	
		x						No comments	
		x						No comments	
	Totals	12	5	3			20	85%	
OTHER COMMENTS								As I have mentioned in Question 4, the Harbour area is a stopping point for walkers and cyclists who walk the coastal path, the west side of the Harbour is overgrown with grass/brambles/trees. It would be nice to see this area improved. The Harbour is a historic part of Inverkeithing from years gone by with the Paper Mill, coal and monks.	
								We need to preserve the heritage of Inverkeithing. Create a space for locals and visitors.	
								Lots of ideas to put our fantastic town back on the map and fill us all with pride. Need to highlight history, heritage at every step. This will only work if the plans are followed through by seniors after they have been completed, e.g. we have a great civic centre with lots of ideas included by architects/council, but as a community, it is not the asset it could be. Rooms are too expensive to hire, not allowed to open doors to garden/terrace, not allowed to have events in front, not allowed to put up displays.	
								If this plan is delivered in partnership with existing organisations and some money is set aside to encourage start up business so that the impact of the changes can be maximised, then great. I worked in Margate when they re-developed the Old Town, they built a paved area which took away vital parking which killed off existing shops. It took over 10 years before it was properly utilised.	
								Perhaps the local businesses could set up a loyalty card scheme to encourage track within the High Street. It is important to maximise the aesthetic appeal of Inverkeithing in the proposals, however, it is vital that the regeneration of the High Street and businesses are an integral part of this. If traffic calming manoeuvres/widening pavements are implemented, then easy access to free parking facilities must be put in place to compensate for the areas that are going to be re-planned or people will simply detour Inverkeithing.	
								Outside area considered to develop existing cafes in town. Would like to see the Friary Park developed as it looked in the 60's/70's. It was a great meeting place when I was a child, i.e. swings etc. I am very keen on seeing the old Corn Exchange restored to vibrant community use - as a hub including Arts, Heritage, Environment, Education, Sustainability, Food and Tourist/Welcome Centre approaches. The combination of other central buildings, i.e. Friary and Civic Centre etc., with the addition of a vibrant cultural centre in the Corn Exchange would e a fantastic complex additional attraction to this wonderful heritage old town.	
								Better signage around Terry toll area (high tourist traffic) about Inverkeithing's historic status.	
								The town centre is currently in desperate need of an upgrade, including street furniture and lamp posts. The town is used as a cut-through for commuters from surrounding towns who travel southbound/return for work purposes only. They don't stop in the town. Making the High Street more attractive and appealing aesthetically might encourage more interest in potential new business owners and shoppers alike. It's important it retains character for residents to have an enjoyable shopping experience. Easy transport links and suitable parking bays or car parks should not be forgotten. The taxi rank should be placed in a more convenient and central location to the main shops. Parking bays for disabled should be enforced within the town centre and any non badge holders prosecuted. A resident Association for town centre and High Street should be formed as problems occurring in this vicinity are unique.	
								A general tidy up is needed and to make the most of the beautiful buildings we have. Information on grants would be beneficial as there are a few empty pretty buildings that could be turned into something great. I think Inverkeithing could be a great little town	

No.	Question	Responses					Total no. responses	% in favour	Comment
		Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree			
									As a local business owner I am highly disappointed in the way that I have found out due to lack of notification or consultation that was not well publicised. I am 100% against anything that reduces traffic flow through the town centre as nearly most of the shop owners rely on passing traffic for trade. We are disgusted that we found out about this proposed plan when a local resident came in to our shop and said that it was on display for a short period of time and was removed the next day with a short time period for comments. We as a local business are gathering support from our business neighbours to make sure it does not go ahead under its current form unless we are allowed to be consulted with changes that we think are appropriate to ensuring our business survival. We will also be in contact with our local MP to ensure our concerns are heard and to prevent this being put through without consultation at a reasonable time and place to ensure we can attend outwith business hours.
Notes not on official form									<ol style="list-style-type: none"> 1. First complaint - no questionnaires to fill in and none at the Council desk. 2. Reduced parking in square - down to 16. Already a problem - local businesses will suffer. Those without a Disability Badge (and they are difficult to get), but with Health or Mobility problems will be unable to use facilities and therefore be disadvantaged. I certainly would be unable to use the Bank or Post Office. Access to and from Doctor's Surgery will be more difficult and possibly cause tailback to the surgery and along the parking area at busy times of day. (Already really difficult). 3. Mercat Cross - Not the original location, but old location from 1960's and 1970's (error in Eric Simpson's book perhaps!). 4. Reduced road width - have the planners seen the queues along Church/High Street at 5pm? Did they do a traffic survey at these times? 5. Children going to Inverkeithing Primary School - will they have to cross in middle at High Street? <p>Sorry, no time to write more!</p>

Appendix 2 Cost Breakdown

Cost Estimate

Client: Fife Council
 Project: Inverkeithing Town Centre Study
 Project No: 3513115B-BMW
 Date of Issue: 30/12/2015

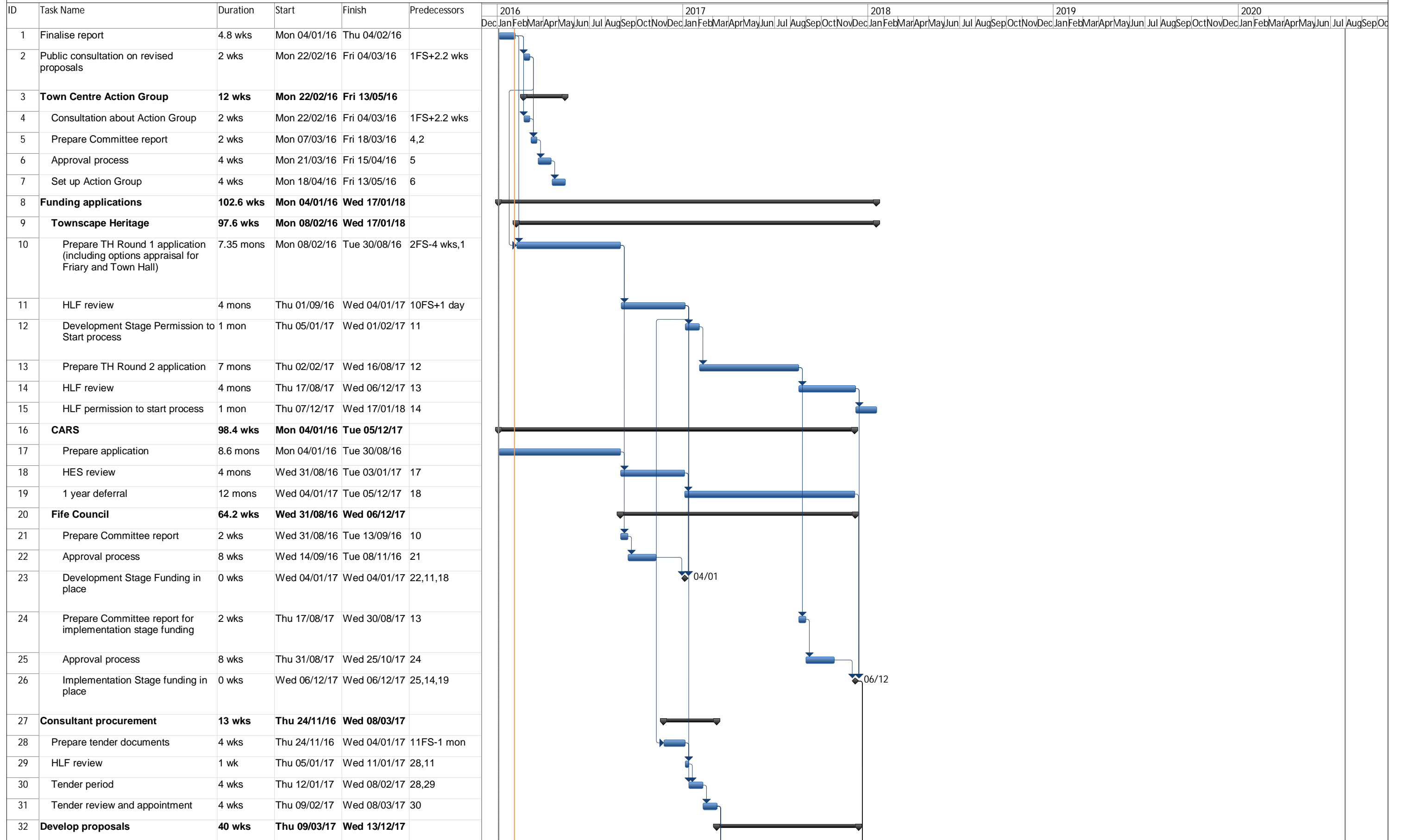
Changes since last issue Inflation and statutory fees added

Ref.	Project	Description	Item No	Item	Quantity	Unit	Rate	Cost	Comments			
0	HLF Townscape Heritage/CARS funding applications	Develop outline proposals for funding applications	1.1	Consultancy costs				£0.00	FHBT to advise			
			1.2	Surveys required for applications				£0.00	FHBT to advise			
Total								£0.00				
1	Main Square including adjoining part of High Street	Public realm works	2.1	Drainage alterations				£25,000.00				
			2.2	Relocation of pedestrian crossings				£0.00	Assume no changes			
			2.3	Relocation of Mercat Cross				£50,000.00				
			2.4	Widening and resurfacing of pavement to perimeter of square in natural material (incl public space at north of square)	772	m ²	£120.00	£92,640.00	Granite or Caithness flagstone. Could pave outer section of High Street west in concrete paving as a saving. Rate includes replacement of existing kerb with conservation kerb on new alignment			
			2.5	New paving of High Street carriageway	760	m ²	£76.67	£58,266.67	Rate includes allowance for conservation kerbs and for replacement of surface course only			
			2.6	New paving of shared surface for parking area/High St East and island between High Street and parking area	938	m ²	£60.00	£56,280.00	Quality concrete blocks. DN to adjust area to include road in front of hardware shop			
			2.7	Street furniture - benches	6	Benches	£1,500.00	£9,000.00				
			2.8	Street furniture - litter bins	4	Bins	£1,000.00	£4,000.00				
			2.9	Soft landscaping	10	Trees	£7,000.00	£70,000.00				
			2.10	Create steps and ramp to Bank Street	25	m ²	£400.00	£10,000.00				
			2.12	Utilities				£25,000.00	Allowance for utility diversions			
			2.13	Lighting to Mercat Cross				£10,000.00	Allowance			
			Sub-Total								£410,186.67	
			Prelims @ 20%								£82,037.33	
			Sub-Total								£492,224.00	
			Contingency @ 15%								£73,833.60	
			Sub-Total								£566,057.60	
Inflation								£55,756.67	Based on tender 3Q 2018 and BCIS TPI dated November 2015. Inflation allowance: 9.85%			
Total (Construction)								£621,814.27				
Fees												
Topographical surveys								£3,000.00				
Specialist survey and conservation report for Mercat Cross								£5,000.00				
Specialist monitoring of move of Mercat Cross								£5,000.00				
Statutory fees								£606.00	Planning fee			
Professional fees @ 20%								£124,362.85				
Total fees								£137,968.85				
Total Main Square					2,495	m²		£759,783.13				
4	Civic Square	Public realm works	4.1	New Civic Square shelter	20	m ²	£1,500.00	£30,000.00	Assumes metal frame with zinc or slate covering			
			4.2	Resurfacing of shared surface to square	920	m ²	£120.00	£110,400.00	Rate assumes 50/50 natural and man-made paving			
			4.3	Drainage alterations				£15,000.00	Allowance for linear drainage systems			
			4.4	Colonade to square/High Street boundary					Omitted as a cost saving (estimated cost - £30k)			
			4.4	Repairs to boundary wall	29	m ²	£100.00	£2,900.00				
			4.5	New street lighting	6	Street Lamps	£3,000.00	£18,000.00				
			4.6	Power supply etc for lighting				£3,000.00				
			4.7	Bollards to delineate traffic route)	10		£600.00	£6,000.00				
			4.8	Street furniture	8	Benches	£1,500.00	£12,000.00				
			4.9	Soft landscaping	4	trees		£7,000.00				
			4.10	Green wall	30	sq.m		£36,000.00	Assumes a free-standing element. Proprietary item			
			4.11	Revise layout of Hope Street car park	1,047	m ²	£90.00	£94,230.00	New road construction and surfacing			
			4.12	Retaining wall surrounding car park	100	m	£500.00	£50,000.00				
			4.13	Soft landscaping to circular car park	400	sq.m	£30.00	£12,000.00				
			4.14	White lining to Hope Street car park				£2,500.00				
			Sub-Total								£399,030.00	
			Prelims @ 20%								£79,806.00	
Sub-Total								£478,836.00				
Contingency								£71,825.40				
Sub-Total								£550,661.40				
Inflation								£54,240.15	Based on tender 3Q 2018 and BCIS TPI dated November 2015. Inflation allowance: 9.85%			
Total (Construction)								£604,901.55				
Fees												
Topographical surveys								£1,000.00				
Statutory fees								£904.00	Building warrant required for retaining wall due to height and for shelter structure. £500 allowance included for BW fee as fee scale not accessible on FC website			
Professional fees @ 20%								£120,980.31				
Total fees & surveys								£122,884.31				
Total of Civic Square					1,967			£727,785.86				
5	Historic Quarter	Public realm works	5.1	Footpath alterations/widening including drainage alterations at Banks St., Town Hall St. and High St.	incl in 5.2 below							
			5.2	Repave footpaths in Bank St., Town Hall St. and High St.	559	m ²	£120.00	£67,080.00	Natural material			
			5.3	New raised table at Town Hall	50	m ²	£100.00	£5,000.00				
			5.4	New public art at Bank St.	1			£50,000.00	Allowance			
			5.5	Heritage paving Bank St. carriageway	319	m ²	£116.67	£37,216.67	New cobbled surfacing and conservation kerbing			
			5.6	Bollards	30	no.	£600.00	£18,000.00				
			5.7	Drainage alterations				£25,000.00				
			5.8	Utility alterations				£15,000.00				
			Sub-Total								£217,296.67	
			Prelims @ 20%								£43,459.33	
			Sub-Total								£260,756.00	
			Contingency @ 15%								£39,113.40	
Sub-Total								£299,869.40				
Inflation								£29,537.14	Based on tender 3Q 2018 and BCIS TPI dated November 2015. Inflation allowance: 9.85%			
Total (Construction)								£329,406.54				
Fees												
Topographical surveys								£1,000.00				
Statutory fees								£202.00				
Professional fees @ 15%								£49,410.98				
Total fees & surveys								£50,612.98				
Total of Historic Quarter					878			£380,019.52				
6	Signage	Improve and integrate	6.1	Signage Strategy : consultancy fee		Item		£10,000.00				
			6.2	Managing a tendering process for signing works and subsequent management		Item		£7,500.00				
			6.3	General rationalising exercise of all signage, removal of redundant, duplicates		Item		£10,000.00				
			6.4	New traffic signs to Inverkeithing attractions		Item		£5,000.00				
			6.5	Central pedestrian/ visitor information/ orientation sign in Civic Sq		Item		£5,000.00				
			6.6	Pedestrian fingerpost sign system or panel equivalent		Item		£15,000.00				
			6.7	Historic plaques on buildings or footways		Item		£5,000.00				

Ref.	Project	Description	Item No	Item	Quantity	Unit	Rate	Cost	Comments
			6.8	Two more Heritage Information panels, other heritage signing		Item		£5,000.00	
			6.9	Wider connection signs to / from Fife Walkway, cycle routes, Pilgrim Way		Item		£5,000.00	
			6.10	Heritage trail leaflet and web application		Item		£10,000.00	
				Sub-Total				£77,500.00	
				Inflation				£7,633.75	Based on tender 3Q 2018 and BCIS TPI dated November 2015. Inflation allowance: 9.85%
				Sub-Total				£85,133.75	
				Planning fee				£2,016.00	based on area affected by signage installation
				Total				£87,149.75	
7	Harbour Links	Improve Fife Coastal Path route	7.1a	Port Street - Resurfacing	432	m ²	£100.00	£43,200.00	asphalt - probably HRA due to gradient
			7.1b	Port Street- Channel edge of three courses of reclaimed setts or heritage paver with asphalt between incorporating coloured chip.	240	m	£100.00	£24,000.00	to both sides
		Mill Brae - to railway line	7.1c	Port Street- Cleared of weed margin		Item		£2,500.00	
		Port Street - over bridge to edge of green area	7.2a	Millbrae Top Section-New upstand concrete kerb	60	m	£50.00	£3,000.00	
			7.2b	Millbrae Top Section-Same paving as Civic Square.	54	m ²	£120.00	£6,480.00	
			7.2c	Retaining Wall along top section- Average Height of 2m	20	m	£500.00	£10,000.00	
			7.3a	Millbrae Middle Section- Resurfaced	198	m ²	£90.00	£17,820.00	Asphalt surface
			7.3b	Millbrae Middle Section- Channel edge of three courses of reclaimed setts or heritage paver with asphalt between incorporating coloured chip.	120	m	£100.00	£12,000.00	
			7.3c	Millbrae Middle Section- Cleared of weed margin		Item		£2,500.00	
			7.4a	Millbrae Bottom Section- Resurfaced	420	m ²	£90.00	£37,800.00	Asphalt surface
			7.4b	Millbrae Bottom Section- Channel edge of three courses of reclaimed setts or heritage paver with asphalt between incorporating coloured chip.	300	m	£100.00	£30,000.00	
			7.4c	Millbrae Bottom Section- Cleared of weed margin		Item		£2,500.00	
			7.2	New paving: Abbot Place (from High Street to Harbour Place)	600	m ²	£50.00	£30,000.00	Asphalt
			7.3	New street lighting to both Port St and Abbot Place	20	no.	£1,000.00	£20,000.00	5m columns & LED lights
			7.4	Repairs to walls		Item		£10,000.00	
			7.5	Soft landscaping		Item		£10,000.00	
			7.6	Other (state)		Item		£0.00	
				Sub-Total				£255,320.00	
				Prelims @ 15%				£38,298.00	
				Sub-Total				£293,618.00	
				Contingency @ 15%				£44,042.70	
				Sub-Total				£337,660.70	
				Inflation				£33,259.58	Based on tender 3Q 2018 and BCIS TPI dated November 2015. Inflation allowance: 9.85%
				Total (Construction)				£370,920.28	
				Fees				£5,000.00	
				Topographical surveys				£654.00	Building warrant req. for new stairway due to height. £250 allowance for Building Warrant fee
				Statutory fees				£55,638.04	
				Professional fees @ 15%				£61,292.04	
				Total fees & surveys				£117,584.08	
				Total of Harbour Links	1,824			£432,212.32	
8	North Gateway	Improvement to North Gateway	8.1	Repairs to steps to former primary school	19	m ²			Exclude - part of development site
			8.2	Widening of footpaths	Incl. in 8.3 below				Flagstones
			8.3	Repave footpaths	228	m ²	£120.00	£27,360.00	
			8.4	Soft landscaping	55	m ²	£50.00	£2,750.00	Potential for the Inverflora group to adopt this planted space
			8.5	New raised table	192	m ²	£100.00	£19,200.00	asphalt
			8.6	New / repaired railings to primary school steps				£0.00	Exclude - part of development site
			8.7	Drainage alterations	8	m		£10,000.00	
				Sub-Total				£59,310.00	
				Prelims @ 20%				£11,862.00	Assumes that this forms part of a larger project
				Sub-Total				£71,172.00	
				Contingency @ 20%				£14,234.40	
				Sub-Total				£85,406.40	
				Inflation				£8,412.53	Based on tender 3Q 2018 and BCIS TPI dated November 2015. Inflation allowance: 9.85%
				Total (Construction)				£93,818.93	
				Fees				£500.00	
				Topographical surveys				£202.00	
				Statutory fees				£14,072.84	
				Professional fees @ 15%				£14,774.84	
				Total fees & surveys				£15,776.84	
				Total of North Gateway	247			£108,593.77	
9	South Gateway	Public realm improvements	9.1a	Recladding of retaining wall	Incl in 7.1b above				
			9.1b	Collonade wall					Omitted as a cost saving (estimated cost - £15k)
			9.2	Widening of footpaths	165	m ²	£120.00	£19,800.00	
			9.3	Soft landscaping	2 no. trees		£7,000.00	£14,000.00	
			9.4	Street furniture	1 bench		£1,500.00	£1,500.00	
			9.5	Repave carriageway at gateway	149	m ²	£100.00	£14,900.00	Asphalt with chippings
			9.6	Drainage alterations				£5,000.00	
			9.7	Re-pave carriageway	192	m ²	£76.67	£14,720.64	asphalt with coloured chippings. Raised table not thought feasible at this location
				Sub-Total				£55,200.00	
				Prelims @ 20%				£11,040.00	
				Sub-Total				£66,240.00	
				Contingency @ 15%				£9,936.00	
				Sub-Total				£76,176.00	
				Inflation				£7,503.34	Based on tender 3Q 2018 and BCIS TPI dated November 2015. Inflation allowance: 9.85%
				Total (Construction)				£83,679.34	
				Fees				£750.00	
				Topographical surveys				£202.00	
				Statutory fees				£12,551.90	
				Professional fees @ 15%				£13,503.90	
				Total fees & surveys				£14,503.90	
				Total of South Gateway				£97,183.24	
10	Friary Court	Options appraisal	10.1	Study cost only				£25,000.00	Assumes this is combined with the Town Hall options study to form one commission
				Total of Friary Court				£25,000.00	
12	Town Centre Supplementary Planning Guidance (SPG)	Develop SPG	12.1	Consultancy cost only				£50,000.00	
				Total of Town Centre SPG				£50,000.00	
13	Shop front scheme	Small grants scheme	13.1	Fife Council to cost				£0.00	
				Total of Shop Front Scheme				£0.00	
15	Town Hall study	Explore options to increase use	15.1	Study cost only				£25,000.00	
				Total of Town Hall Study				£25,000.00	
17	Repairs to High Street facing buildings	External repairs and restoration of architectural features	17.1					£0.00	Costs to be defined by Townscape Heritage project development process.
				Total of Building Repairs				£0.00	
18	Advice to businesses	Via Council & Business Gateway	18.1					£0.00	No additional revenue cost. Reference to fund for start-up businesses deleted.
				Total of Start-Up Support				£0.00	
19	Town Centre action group	Set up a Town Centre action group	19.1					£0.00	No core funding required. Group would apply for funding for projects.
				Total of Action Group Set Up				£0.00	
				Total Cost				£2,789,910.82	

Appendix 3 Draft programme

Inverkeithing Town Centre projects: draft programme



Project: Inverkeithing programme Date: Thu 04/02/16	Task		Summary		External Milestone		Inactive Summary		Manual Task		Start-only		Finish-only		Deadline		Progress	
	Split		Project Summary		Inactive Task		Manual Task		Manual Summary		Manual Summary Rollup		Manual Summary		Manual Summary		Manual Summary	
	Milestone		External Tasks		Inactive Milestone		Duration-only		Manual Summary		Manual Summary Rollup		Manual Summary		Manual Summary		Manual Summary	

