



PURCELL

WOKING PALACE CONSERVATION MANAGEMENT PLAN

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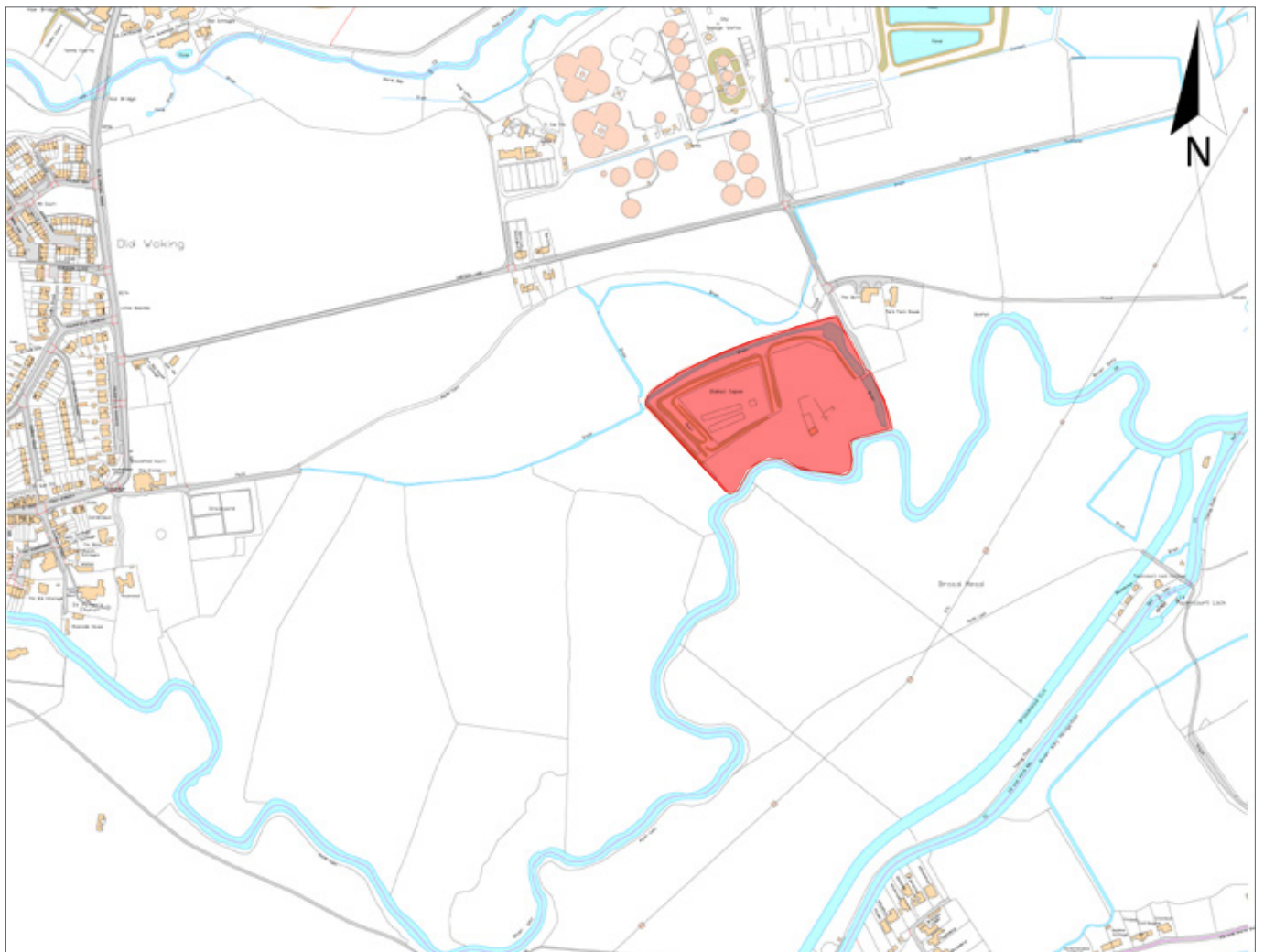
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- Appendix G - Conservation Management Plan, Adoption Guidelines and Monitoring



Site Location Plan, with the site highlighted in red © Landmark Surveys 2012

INTRODUCTION

1.1 REASONS FOR AND OBJECTIVES OF THE REPORT

Woking Palace is a Scheduled Monument located in Old Woking, Surrey. The property is owned and managed by Woking Borough Council (WBC) and is of national importance. The Tudor Palace developed from one of the most important manorial sites in Surrey, first occupied around AD 1200 on the grant of Woking Manor. During the following 400 years the Manor and Palace remained very closely associated with the Kings and Queens of England, but was abandoned in the early 17th century, the site was subsequently used for farming and fell into decline. In 1988 Woking Borough Council (WBC) purchased the site. The charity 'Friends of Woking Palace' was established in 2003. WBC has maintained the site with the aid of The Friends.

This Conservation Management Plan (CMP) will consider the Palace site (hereafter referred to as 'the site'), outlined on the plan overleaf. Woking Palace is closed to public access with the exception of open days which are operated by The Friends of Woking Palace. Public interaction is hindered by the lack of formal access or provision for disabled persons (in line with Equality Act 2010). However the site is considered important by a number of stakeholders and Woking Borough Council has recognised an opportunity to enhance this site and make it accessible to the public, who will be able to draw a strong sense of history and enjoy the surrounding nature from this multifaceted asset. This will also create a more sustainable future for the site which is currently conserved in an ad-hoc and reactive manner.

As a result of the issues affecting the management and use of the Heritage Asset, Woking Borough Council has commissioned Purcell, with the assistance of Greengage LLP (to consult on ecology), to produce a Conservation Management Plan (CMP) which will provide:

- An understanding of the site's heritage and natural assets;
- An understanding of the history, current use, management and maintenance of the site;
- An analysis of the reasons Woking Palace is significant and to whom it is significant;
- An assessment of the issues relating to the current use and management of the site, and the potential opportunities and scope for change it could accommodate; and
- A set of conservation policies which will provide guidance about how to enhance the use of the site and better utilise it as a public amenity. This will inform a managed change to provide a viable and sustainable long term future for the site.

The study will also address how to resolve any issues with regard to accessibility, fire risk, sustainability and outline what long term maintenance will be needed to the building.

1.2 SCOPE OF THE STUDY

The scope of the study area covers an area which is enclosed by a moated boundary to the north, east and west and the River Wey to the south. The moats also form part of 'the site'.

The site is surrounded by open marshland which once formed part of an historic deer park. The marshland to the south of the river is designated as a 'Site of Special Scientific Interest' (SSSI). Although these areas are located outside of the study area they will be referenced in order to inform a greater understanding and sound conservation management planning of the site.

The site is marked in red on the accompanying plan opposite, and aerial photographs overleaf.

1.3 EXISTING INFORMATION AND GAPS IN KNOWLEDGE

Several sources have been consulted during the preparation of this CMP. One principal source of information was the site itself. Several site visits were made during 2012 in which the individual assets, both historical and natural, were inspected.

Various documents about the site's history and conservation management have previously been published. This CMP has taken account of the information in these documents.

Previous studies include:

- Cawsey, P. Nancarrow, I. (2012) *Woking Palace Management Plan (2012-2017)*, Merrist Wood College
- Murphy, T. (2012) *Woking Palace Conservation Statement*, Purcell
- Spencer, C. Horsfield, J. (2009) *Management Plan: Woking Palace*, Woking Borough Council: Asset Management Business Area.

This CMP has also been informed by Historic England guidance *Conservation Principles, Policies and Guidance* (April 2008), and the *Heritage Lottery Fund's Conservation Management Planning* (April 2008).

1.4 ACKNOWLEDGEMENTS

Several individuals and groups have significantly contributed to the completion of this document. This includes:

Diane Phillips:	Woking Borough Council
Jane Horsfield:	Woking Borough Council
Arran Henderson	Woking Borough Council
Marilyn Scott:	The Lightbox
Paul Roberts	Historic England
Richard Massey:	Historic England
Sarah Abbott:	The Friends of Woking Palace
Richard Savage:	Surrey Archaeological Society
County Archaeologist:	Surrey County Council
Frances Halstead:	Surrey Wildlife Trust
Mike Waite	Surrey Wildlife Trust
Morgan Taylor:	Greengage
Mitch Cooke:	Greengage
Rob Poulton:	Surrey County Council
Phillip Moll	

1.5 ADOPTION AND REVIEW

The first draft of this report was supplied to Woking Borough Council for review. Subsequently, the major stakeholders, such as statutory bodies and Historic England, were invited to make comment on the draft document.

Stakeholders consulted include:

Diane Phillips:	Woking Borough Council
Jane Horsfield:	Woking Borough Council
Arran Henderson	Woking Borough Council
Marilyn Scott:	The Lightbox
Paul Roberts	Historic England
Richard Massey	Historic England
Sarah Abbott:	The Friends of Woking Palace
Richard Savage:	Surrey Archaeological Society
County Archaeologist:	Surrey County Council
Frances Halstead:	Surrey Wildlife Trust

The Environment Agency has been consulted as part of the design of the master plan. Future pre-application consultations with the Environment Agency are recommended prior to all future works within the environs of the River Wey.

2 UNDERSTANDING WOKING PALACE

2.1 LOCATION

Woking Palace is located approximately 0.8 kilometres east of Old Woking Village on a sandy island of higher ground within a broad flood plain. The southern boundary of the study area is formed by the River Wey. The north, east and west boundaries of the site is formed by the historic moat. The site is principally accessed on the east side where the moat is culverted, via a short track from Carters Lane. Beyond the site boundary the land is characterised by open fields. The listed buildings and domestic curtilage of Woking Park Farm are located to the north east of the site.

Site Location



Outline Of Study Area



2.2 MANAGEMENT AND USE

2.2.1 OWNERSHIP AND MANAGEMENT

Woking Palace is owned by Woking Borough Council (who purchased the site in 1988) which administers and funds its operation. The site is managed through Woking Borough Council's Asset Management Business Area. The Council undertakes basic grounds maintenance (vegetation clearance, tree safety and grass cutting) and preservation work to the buildings. The Council also manages security of the site however access to the scheduled site from the river is uncontrolled. Funding for the site operation and conservation comes from Woking Borough Council.

2.2.2 USE

The site is closed to the public but may be visited on open days and guided tours that are operated by the Friends.

2.2.3 MAINTENANCE

The site is unused, with the exception of the uses outlined above. As such, minimal maintenance is carried out at the site.

Maintenance of the standing buildings is undertaken by Woking Borough Council. In recent years, this has included the installation of a roof to the vaulted building, repointing of the walls, cleaning of the walls and ceiling to remove effects of smoke damage and a new fireproof door.

Grass cutting of the site is undertaken under contract with Woking Borough Council. General maintenance of the copse and grounds within the site was undertaken by volunteer working parties.

2.2.4 VOLUNTEERS

The Friends of Woking Palace is a volunteer group which was formed as a registered charity in 2003. They have the principal objective of the preservation and protection, upkeep and maintenance of Woking Palace, and the advancement of education of the public in the history of the Palace site. While the main activity of the Friends is in running the open days, they also undertake some maintenance activities on behalf of Woking Borough Council, principally in regard to vegetation both in the copse and around the archaeological features. Surrey Wildlife Trust advises Woking Borough Council on wildlife conservation within the area of the copse and assists practically. The Friends also provide the only easily accessible public resource for the site at present in the form of their website www.woking-palace.org.

Archaeological excavations, with a strong community archaeological and volunteer component, have taken place at the site under the aegis of the Woking Palace Archaeological Project each year from 2009 to 2012. The excavations are managed by the Surrey County Archaeological Unit (within Surrey County Council) under Scheduled Monument Consent granted by DCMS. The first four years of the Woking Palace Archaeological Project have been supported financially by Surrey County Council, Woking Borough Council, Surrey Archaeological Society and (indirectly in 2009 and 2010) by the Heritage Lottery Fund. Archaeological units at the Universities of Reading, London and Nottingham have supplied 'in kind' archaeological services.

The Friends of Woking Palace, supported by SCC Heritage, gained approval from the Heritage Lottery Fund for a three year community outreach programme including archaeological excavation. This was completed in 2015. The formal report and a permanent exhibition in The Lightbox are scheduled towards the end of 2016.

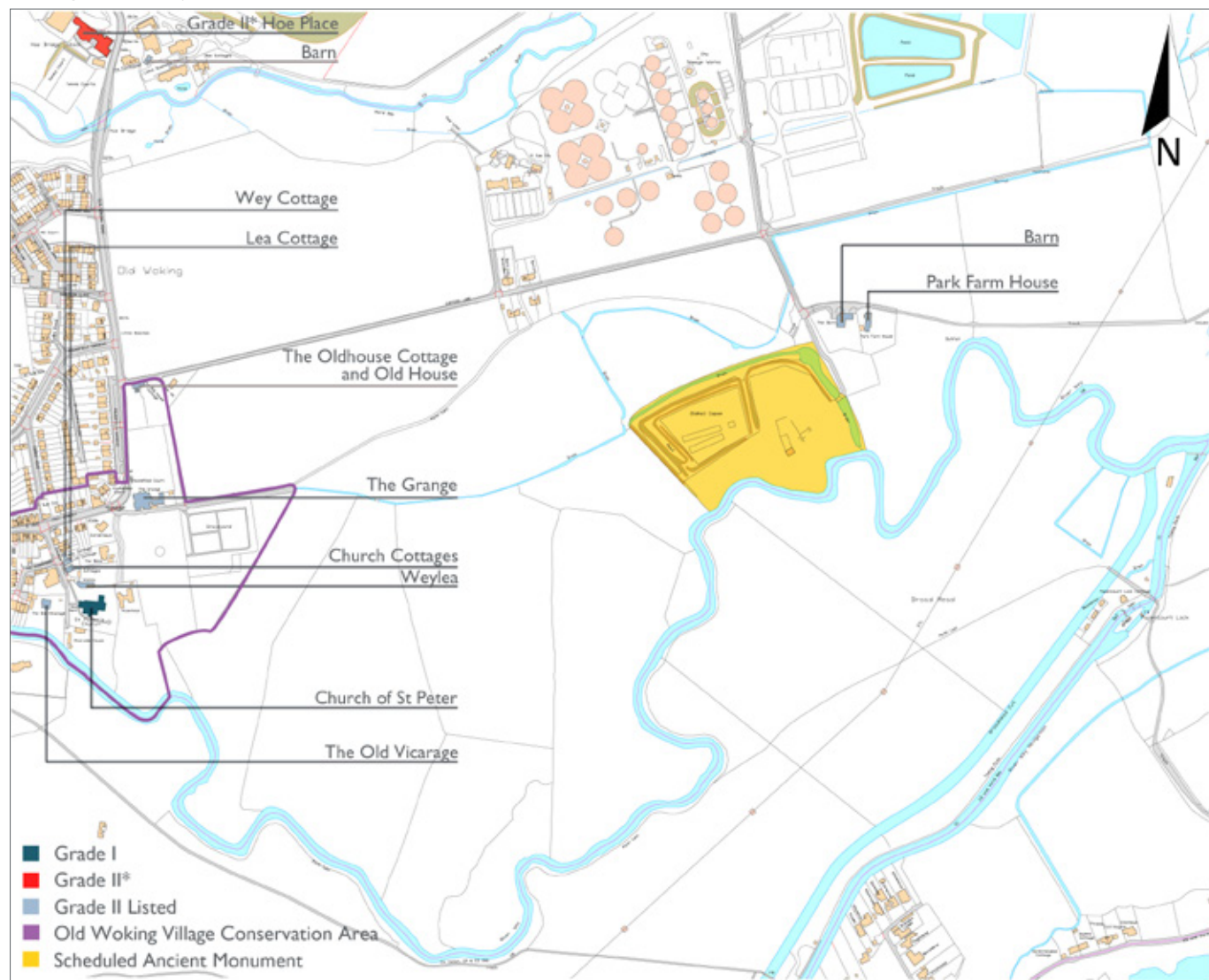
2.3 DESIGNATIONS

The site and its environs contain many designated assets. The information below breaks down these designations into the separate elements. Heritage and wildlife designations are shown on the two annotated maps below and overleaf.

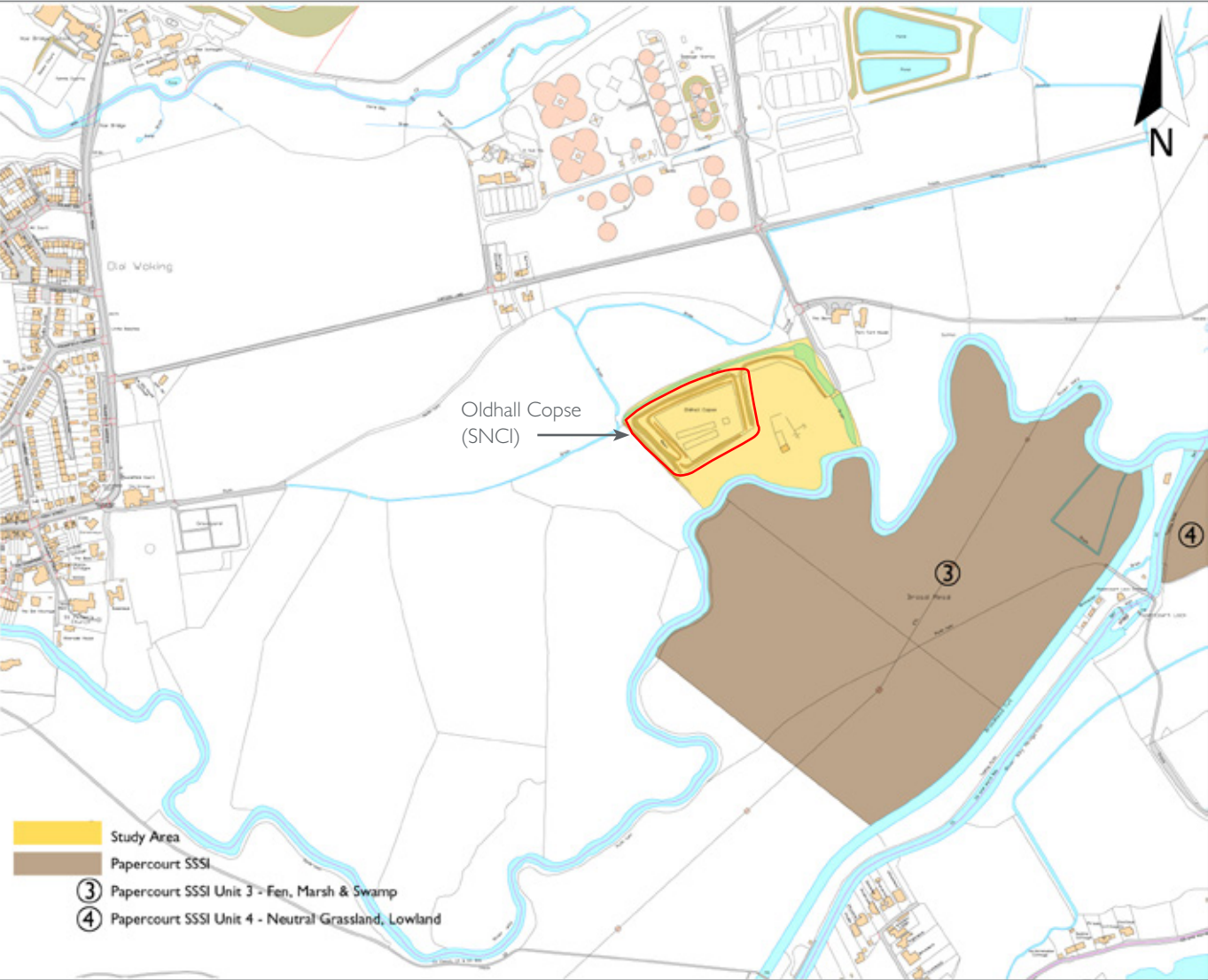
Relevant information pertaining to heritage and nature guidance and policy is contained within Appendix A.

The designation descriptions within the site and its environs are also contained within Appendix A. Information provided by the Surrey Historic Environment Record (HER) is contained within Appendix B of this document.

Heritage Asset Map



Natural/Wildlife Asset Map



2.4 HISTORY

The history of Woking Palace has been detailed in articles and publications produced by the Friends of Woking Palace. Annual excavations are also revealing more information about the site and providing new interpretations. A monograph of all excavations will be produced after 2015 when the current programme of archaeological excavations has been completed.

The timeline below is intended to provide an overview history, providing an understanding of the site's development and historical significance. The historical information has been largely supplied by the Friends of Woking Palace.

700

A missionary Church was established at 'Old' Woking.

1086

The Domesday survey recorded that the manor of Woking passed from Edward the Confessor to William the Conqueror.

1189

Richard I granted the manor to his adviser Sir Alan Basset, who built a new manorial house or hunting lodge half a mile downstream from 'Old' Woking on a virgin riverside site and began the creation of a deer-park.

1272

The earliest surviving documentary reference to the manor house. The description as a Capital Mansion House implies it was a substantial complex.

1280

Woking Manor passed from the Bassets to the Despensers, who later became the principal advisors to Edward II.

1326

The Despensers were executed for treason on the fall of Edward II.

1327

The earliest surviving reference to moats at the site, enclosing substantial ranges of buildings. It is likely that the moats were built in two phases and that both were in existence by 1327.

1416

Woking Manor became the home of Thomas, Duke of Clarence (the younger brother of Henry V).

1419

The Manorial Accounts contain the second earliest reference to the use of brick in Surrey.

1466

Woking Manor was granted to Lady Margaret Beaufort, the mother of Henry Tudor (to be crowned as Henry VII in 1485).

1467-1471

The site was the principal home of Lady Margaret Beaufort and her third husband Henry Stafford (who died at Woking in 1471 of wounds received at the Battle of Barnet). On their coming to Woking the counting house received a new roof, the stables were repaired and a new larder was built. The vaulted room is believed to date to this period.

1468

Edward IV hunted in Woking Park and was entertained at a lavish dinner.

1472

Margaret Beaufort and her fourth husband Thomas Stanley built new lodgings at Woking and completed the deer-park pale.

1480

Edward IV visited Woking.

1485

The end of the War of the Roses with Henry Tudor crowned as Henry VII. This resulted in Woking Manor being restored to Margaret Beaufort.

1490

Henry VII signed the Treaty of Woking (a friendship and non-aggression pact with the Emperor Maximilian of Austria) at the site.

1503

Henry VII acquired Woking Manor from Margaret Beaufort and the title of "Palace" dates from this time.

1508

Henry VII began the construction of the new Great Hall but died before it is finished.

1509 - 1533

Henry VIII inherited the site and completed the Great Hall in 1511. Throughout his reign he visited Woking Palace frequently, approximately four or five times a year and often accompanied by the Queen. Survival of the Building Accounts for Woking Palace for much of the second half of his reign after 1533 show several periods of alterations and additions to the Palace but suggest no major new buildings.



Visualisation of Woking Palace c. 1540. (Lyn Smith, 2010)

1515

Henry VIII visited Woking. A new wharf on the River Wey was constructed around this time.

1533-36

The Palace was substantially renovated by Henry VIII and Anne Boleyn (the new Queen), with new ranges and hearths in both the Hall Kitchen and the Lord's Kitchen, the installation of chimneys and hearths in many of the privy quarters, many new windows with new painted glass, the plastering and pargetting of the external walls together with extensive works to the moats and the bridges connecting the various areas of the site. The contract survives for the manufacture in 1534 of 230,000 large bricks for Woking Palace. Not all of these were used immediately, as records show that a good proportion were stored at the Palace for a number of years.

1537

Two temporary bowling alleys were constructed in the gardens. The Building Accounts show installation of more chimneys and hearths, new windows and glazing and frequent repairs to timbers and roofs throughout the Palace from 1537 to 1544.

1550

Edward VI visited Woking Palace.

1569

Elizabeth I visited Woking Palace.

1580

Elizabeth I undertook a major programme of renovation and infilled part of the inner moat.

1594

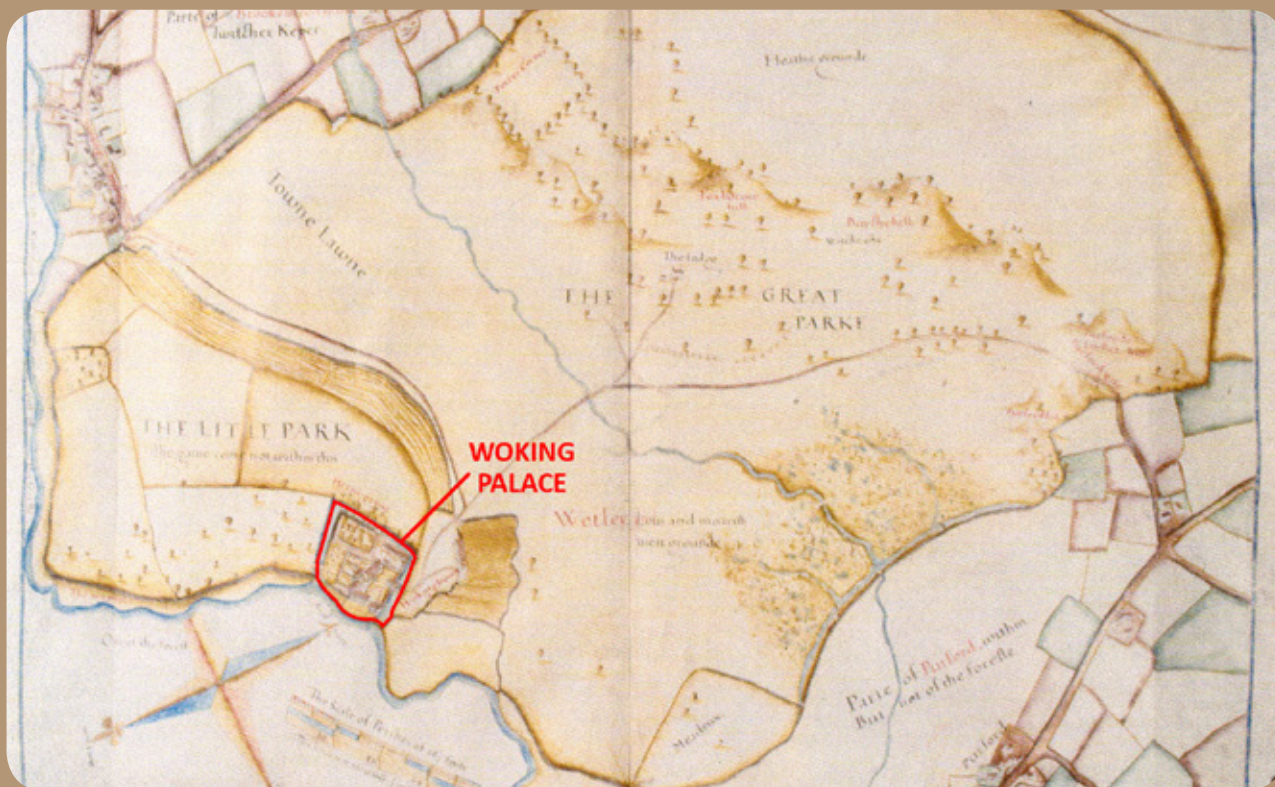
A reference to the whole of the exterior of the structures being renovated to resemble ashlar.

1603

The Palace and deer-park were inherited by James I. By this period the deer-park encompassed 590 acres (divided into the 40 acre Little Park without deer and the Great Park) surrounded by over 4 miles of paling (pointed stick fencing).

1607

John Norden produced a map of The Great Park and The Little Park.



John Norden Map 1607, this is the only surviving contemporary illustration of the Palace (© British Library)

1620

The Park and Palace was granted by James I to Sir Edward Zouche. The Palace was subsequently abandoned and demolished by 1635. The Park was converted into farmland and a new mansion house was built where Hoe Bridge School is presently located.

1625

Charles I was the last monarch to hunt in the Great Park, shortly before the Palace was demolished and the Great and Little Parks converted to farmland.

1708

The Manor passed to Barbara, Duchess of Cleveland (a mistress of Charles II).

1709

John Holmes produced a map showing the Palace site.



John Holmes map, 1709. Reproduced by permission of Surrey History Service

1719

Remnant map showing the Palace site.



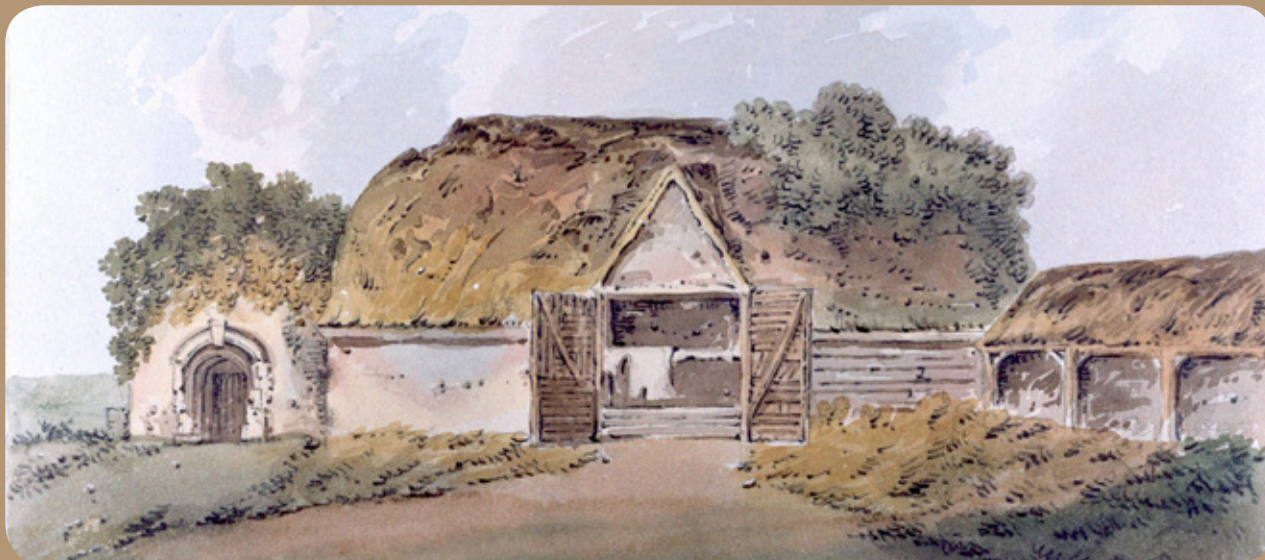
Remnant map, 1719 (© Surrey County Council)

c.1780

All of the land formerly in the Park was acquired by the Earls of Onslow.

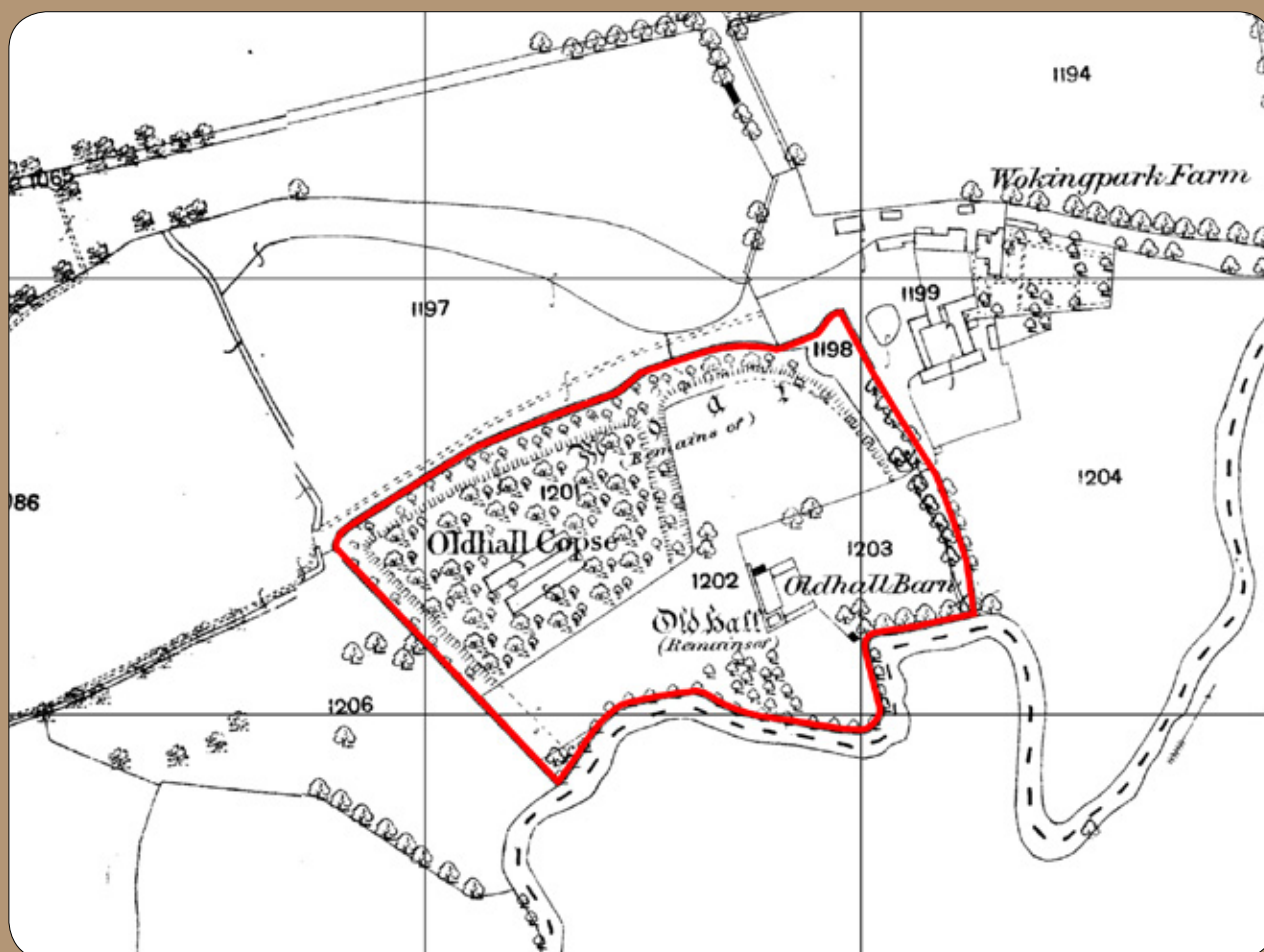
1823

Painting of Woking Palace by John Hassell, c.1823. Reproduced by permission of Surrey History Service.



1870-1880

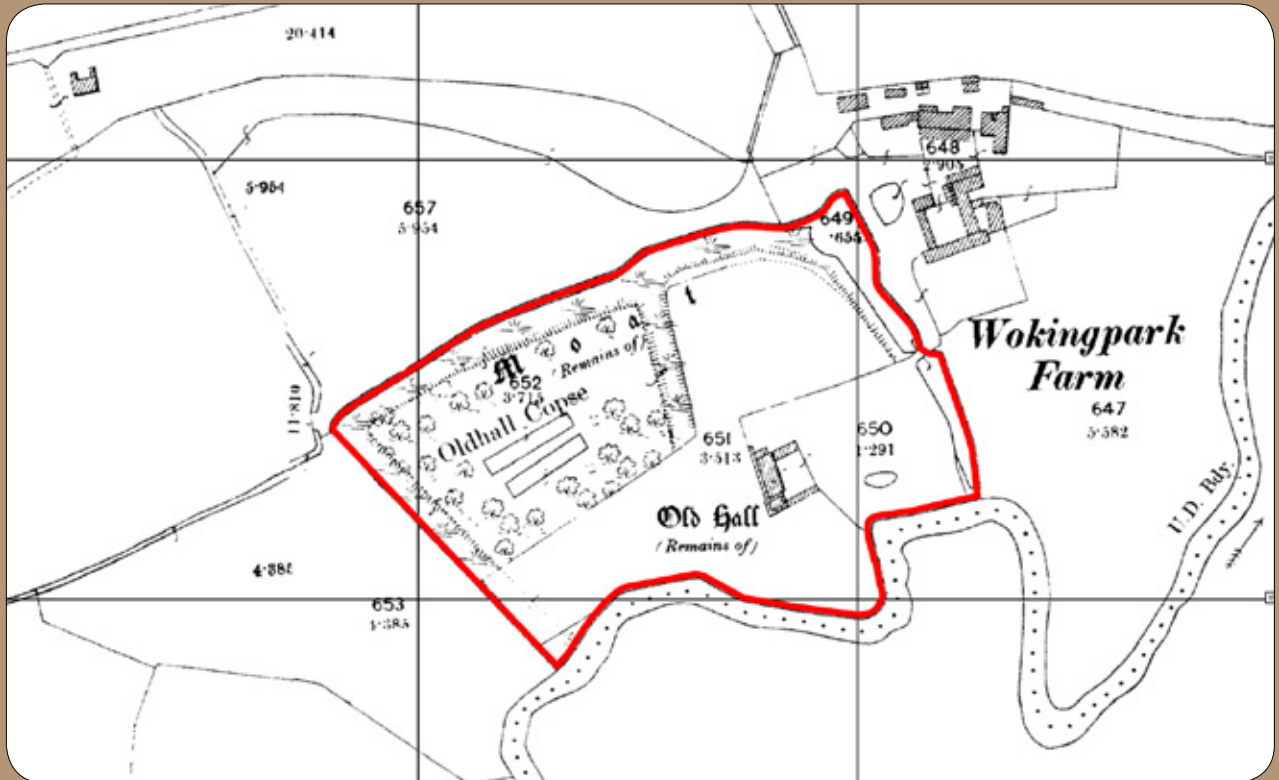
First Edition Ordnance Survey depicts the site of the Palace.



First Edition Ordnance Survey, 1870-1880. (©Landmark Surveys 2012)

1896

Ordnance Survey depicts the site of the Palace. No significant changes are noted to have happened at the site between the surveying of the first and second edition Ordnance Survey.



Ordnance Survey, 1896. (© Landmark Surveys 2012)

1902

All of the surrounding land and the site was bought by the Guinness family.

1905

Photograph of the vaulted building and barn (view from east).



View of barn and vaulted room from north west, believed to be c.1905. Note intact roof to barn building and monopitch roof to vault. (Reproduced by permission of Phillip Moll).

1912 and 1917

Structural repairs and stabilisation works were undertaken to the vaulted building by Lord Iveagh. A programme of archaeological excavation was also undertaken around this time.

1914-1915

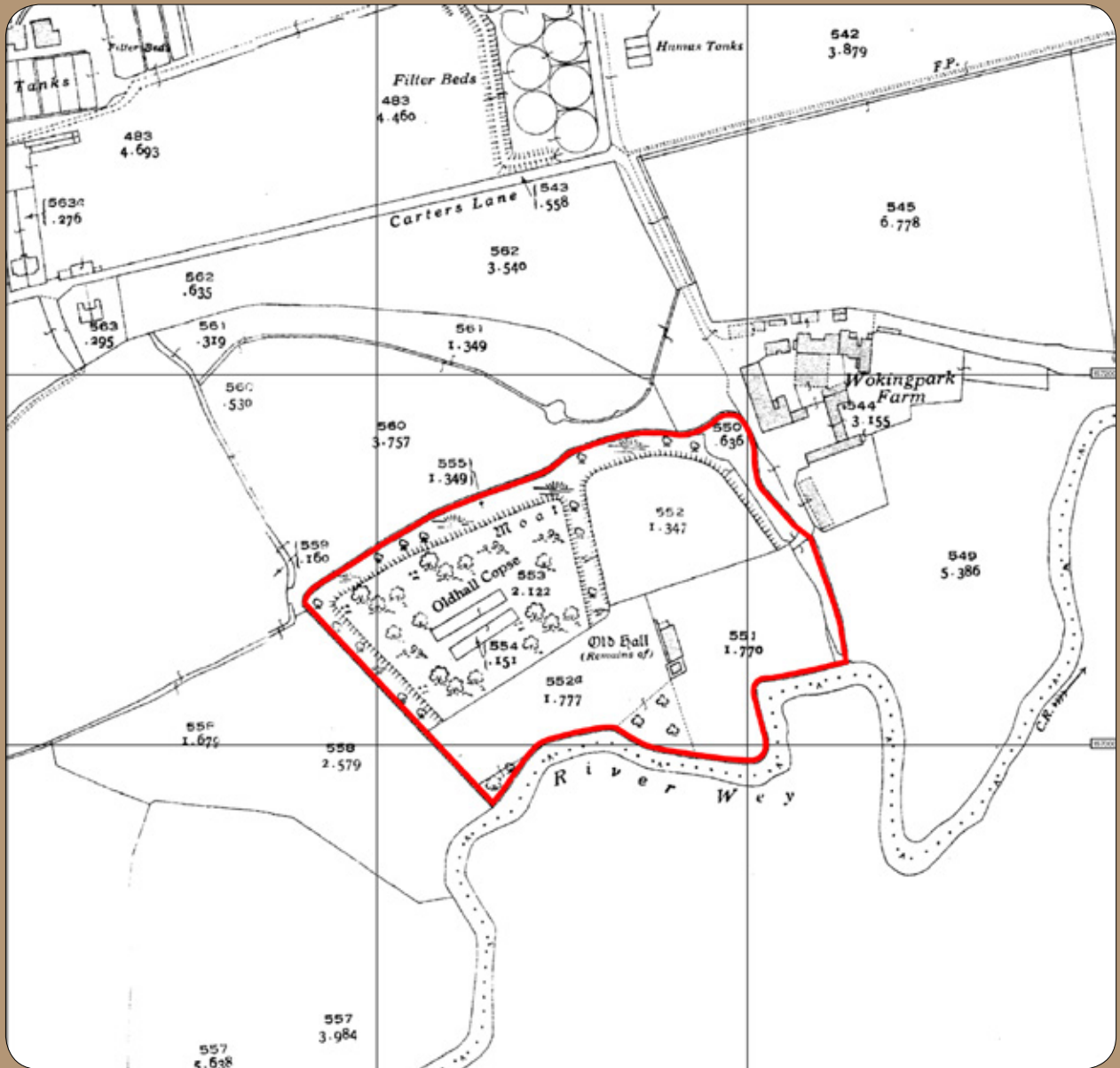
Ordnance Survey depicts the site of the Palace. The map notes that remains of the Palace had been uncovered which are surveyed and illustrated within 'Area A'.



Ordnance Survey, 1914-1915. (© Landmark Surveys 2012)

1935-1936

Ordnance Survey depicts the site of the Palace. The sewage works to the north are shown to have been constructed by this time. There were no apparent changes to the Palace site.



Ordnance Survey, 1935-1936. (© Landmark Surveys 2012)

Mid-20th Century

During the 20th century several photographs were taken of the site. The images (shown below) show the barn which once stood here and incorporated the remains of the former Palace structures.



View of the interior of the vaulted building, c.1950. Reproduced by permission of the Friends of Woking Palace



View of barn and vaulted room from east, c.1955



View of barn and vaulted room from south east, c.1945. Note intact roof to barn building and monopitch roof to vault. (Reproduced by permission of Phillip Moll).



View of barn interior: 1948. Note intact roof. (Reproduced by permission of Les Bowerman).



View of Palace from west. c.1985. Note intact monopitch roof to vault. (Reproduced by permission of Phillip Moll).



View of Palace from north west. c.1985. Note intact monopitch roof to vault and brick arch. (Reproduced by permission of Phillip Moll).



View of Palace from east. c.1985 Note intact monopitch roof to vault and brick arch. (Reproduced by permission of Phillip Moll)

1953

Woking Palace was scheduled as an 'Ancient Monument'.



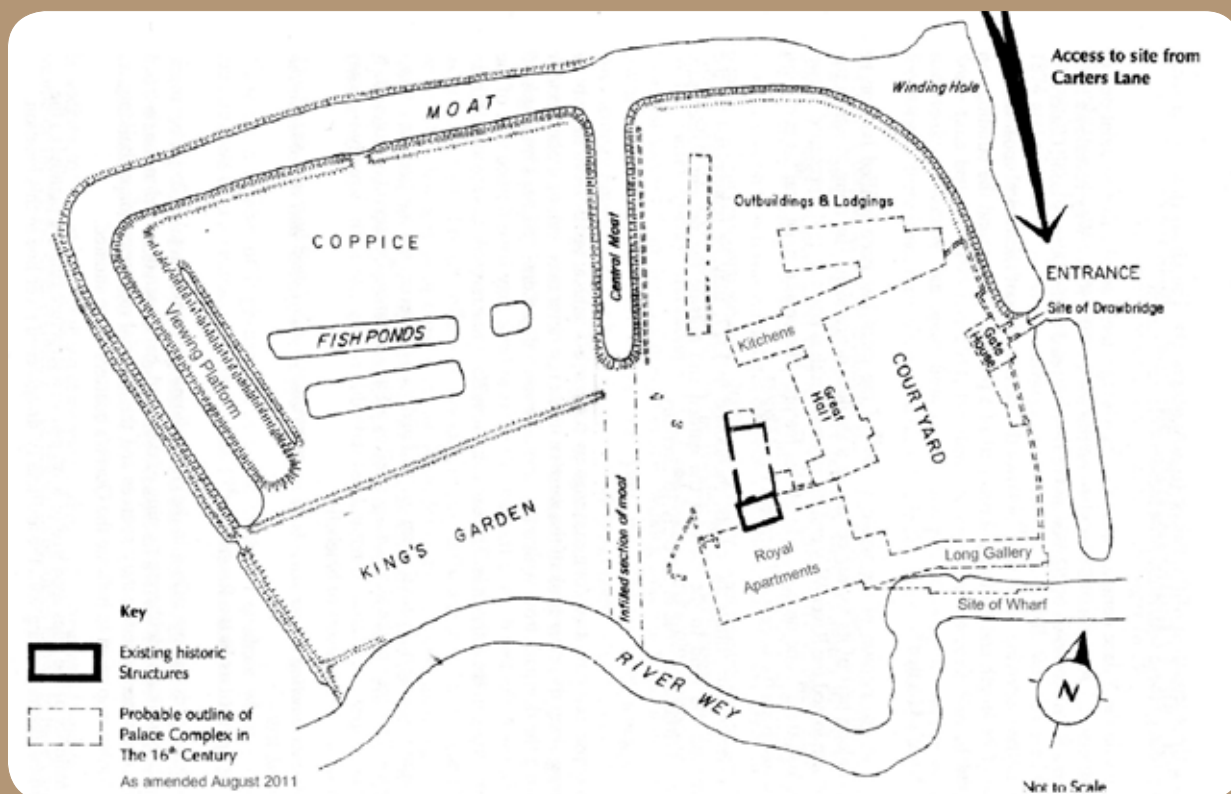
View of the vaulted building interior: Published by the Woking Informer; October 1984 (SHHER)

1988

Woking Borough Council purchased the site from Burhill Leisure.

2003

The charity 'Friends of Woking Palace' was created.



Plan of site, present day. Reproduced by permission of Woking Borough Council & Richard Savage.

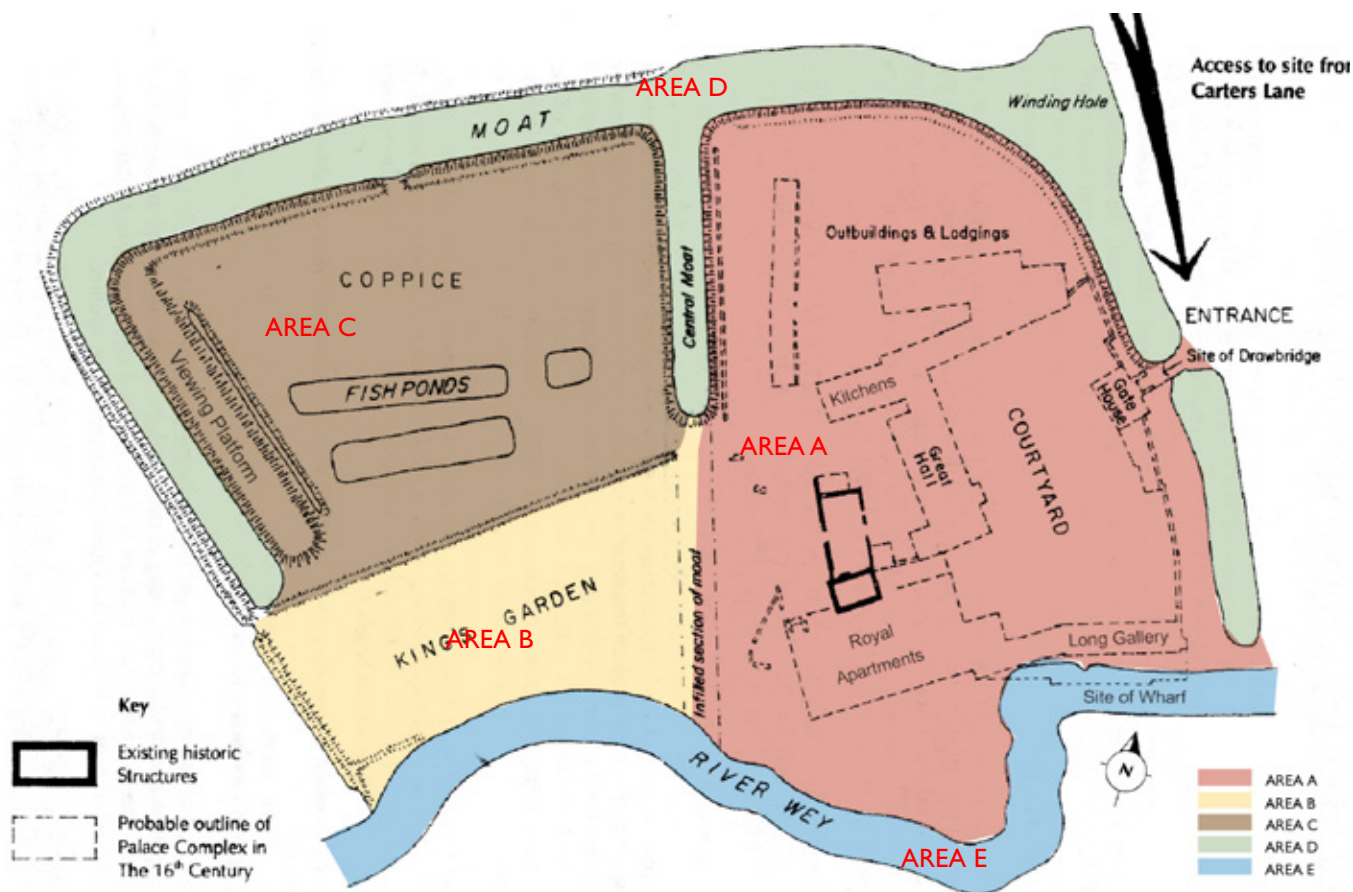
2.5 DESCRIPTION OF THE SITE

This section provides a description of the site. For ease of understanding the site has been broken down into five areas (A-E) which are illustrated on the plan below. The plan has been reproduced by permission of Woking Borough Council & Richard Savage, with amendments by Purcell.

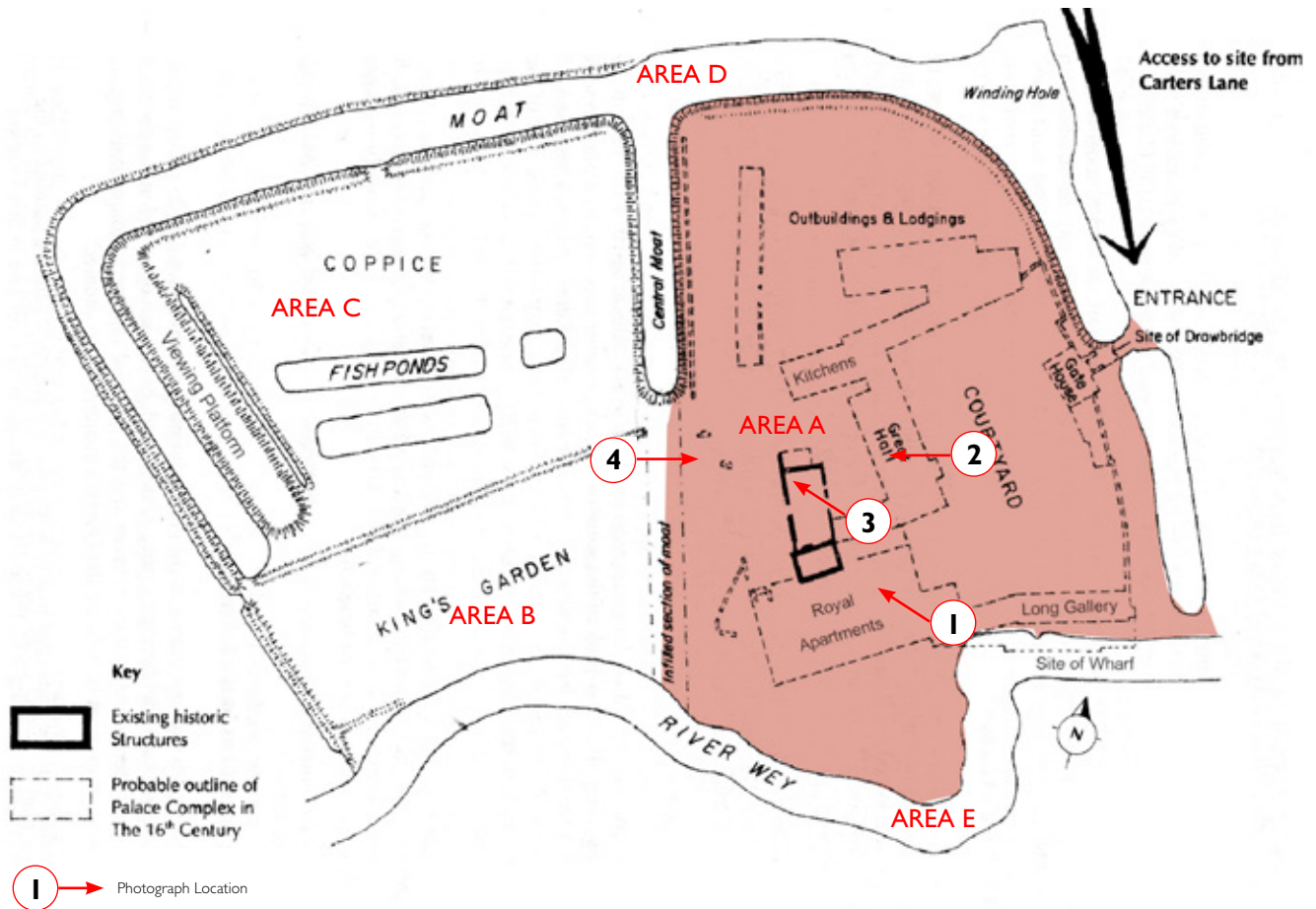
The description of each area has been broken down into the following headings:

- General description
- Standing buildings
- Archaeology
- Wildlife and habitats
- Current use

Present day plan of the site



2.5.1 AREA A: THE PALACE SITE



General Description

This area forms the eastern portion of the site and where the former Palace structures were located. The existing open space is enclosed by the moat to the north, east and partially on the west side. The southern section of the moat arms, where they formed a junction with the River Wey, have been infilled.

The River Wey encloses this area to the south. The principal site entrance is located within this area and is accessed over the eastern moat arm. This is the approximate location of the historic entrance to the Palace which now exists as a culverted bridge over the moat.

Standing Buildings

There was a succession of high status manorial buildings in this area of the site since 1200. Within this area are the only standing remains of the former Palace which exist as a vaulted room and partially surviving remains of elevations. Archaeological assessment has suggested that the vaulted building was constructed between 1450-1500, possibly by Lady Margaret Beaufort and her third husband, Sir Henry Stafford, between 1466-1471. The building has been remodelled and truncated in antiquity. A modern roof was constructed over the building following WBC ownership of the site in 1988. A brick wall extends from the north west corner of the vaulted building. This wall was previously believed to be a surviving part of the King's Hall. However, recent re-interpretation of the site has suggested that this structure was a service building which was

adjacent to the Tudor kitchen. After the abandonment of the Palace in the early 17th century this building was converted into a barn. The barn eventually fell into disuse during the 20th century and the brick elevations deteriorated until intervention when WBC purchased the site.

Archaeology

This area of the site has the highest concentration of sub-surface archaeology, largely because it was historically occupied by the Palace buildings. Previous archaeological investigations have revealed features and interpretation has also suggested the potential for further archaeology in this area. Known archaeology and potential features within this area include:

- The sub-surface and partially exposed remains of the Palace building. There are presently exposed low standing walls within this area. Several seasons of excavation have also uncovered walls and foundations of the former Palace buildings. Many of these were retained in-situ and the excavation trenches backfilled.
- The remains of the medieval manor house. Woking Palace is a multi-phased site. The earliest activity and early medieval manor house were located in this area prior to the expansion of the complex which later formed the Palace. As such there are likely to be sub-surface remains associated with the earlier occupation of the site located in this area.

- Future analysis of the standing remains has the potential to further our understanding of the site, its historic form and chronological development and change.
- Any remains/artefacts associated with the historic activity at the site. This area of the site has likely had the most intense previous human occupation and forms the domestic area of the historic Palace complex.
- Potential for archaeological remains associated with the 17th-20th century occupation of the site as a farm.
- The in-filled moat (southern section of middle-arm) and associated structures on the west boundary of the area. Historical evidence has suggested that a central moat arm divided the site and enclosed Area A on the west side. This has been in-filled in antiquity and has a high potential to hold significant archaeological deposits.
- The in-filled segment of moat in the south east corner of the area. The southern part of the central moat arm is believed to have been in-filled in c.1580, which may have sealed deposits from this date.
- The existing entrance and site of the former draw bridge and gate house. Historical research and archaeological excavation have revealed that the formal entrance to the site was located on the eastern moat leading into Area A. Excavations undertaken in September 2012 have revealed further features in this area.
- The inner boundary of the moats and banks. There is potential for features associated with the Palace to be located upon the inner banks of the moat.
- Archaeology associated with The River Wey, such as the site of the wharf. Remains found within the River Wey suggest a wharf was once located upon the bank in the southern portion of this area.
- Remains of previous landscaping.
- Potential for well-preserved palaeo-environmental remains.
- The River Wey is a historic watercourse which has been navigated for hundreds of years. There is potential for archaeological features to be located on the banks (southern boundary of this area) which is associated with the river's historic use, in context of the Palace, and means of access.

Area A

Wildlife and Habitats

The improved grassland that covers much of the southern and eastern areas of the site, including the Palace area, is mown three times a year and as such is fairly constrained in terms of floral diversity.

Fringing scrub habitats, log piles and the piles of mowed grass are known to support grass snake (*Natrix natrix*), as well as terrestrial habitat of potential value for great crested newt (*Triturus cristatus*) and a range of foraging bat species (including pipistrelles, *Myotis* spp, and *Nyctalus* spp and serotine bats).

In addition, a number of oak (*Quercus* sp) and willow (*Salix* sp.) trees have the potential to support roosting bats, containing various cracks, crevices and woodpecker holes; a small number of bat boxes at site also show some signs of bat usage.

There was no evidence of water vole (*Arvicola amphibious*) activity along the river bank, however the species are known to be present in the local area.

Area B

Wildlife and Habitats

The habitats are much the same as those associated with the Palace site (Area A). The improved grassland of the field here is also subject to the same mowing regime, supporting similar habitats, and flora and fauna. See Area A for more detail.

Area C

Wildlife and Habitats

This broadleaved semi-natural woodland copse area can in turn be split into a number of habitats, each holding the potential to support differing ecological receptors of note.

A detailed survey for hazel dormice (*Muscardinus avellanarius*) confirmed likely absence of the species within the copse.

A number of trees show high potential to support bat roosting, with dense ivy coverage and numerous woodpecker holes, cracks and crevices. Given the valuable bat foraging habitats surrounding the copse and the green corridor linkages to and from the site it is possible that bats are using trees within the copse to roost; there is also some potential evidence of roosting in one of the bat boxes. There is also evidence of a range of invertebrates using the trees; signs in deadwood suggest the presence of a range of coleoptera (beetles) and hymenoptera (bees, wasps and ants) species. The copse also supports a diverse community of fungi.

This area is designated as a Site of Nature Conservation Importance (SNCI), recognising its ancient semi natural woodland status, and importance for wild daffodils (*Narcissus pseudonarcissus*). Ancient woodland indicator species are present, including common bluebell (*Hyacinthides non-scripta*), dog's mercury (*Mercurialis perennis*), red campion (*Silene dioica*), greater stitchwort (*Stellaria holostea*) and wild daffodil (*N. pseudonarcissus*).

Whilst the fish ponds were considered of sub-optimal value for great crested newt (GCN), surveys undertaken throughout 2013 confirmed the presence of a low population at the site; evidence of GCN was observed in one of the central fishponds, however the presence of minnow in the moat likely precludes their presence, and dense scrub growth around the pond fringes are likely resulting in a decline of the species at the site. Other amphibians, common frog (*Rana temporaria*) and common toad (*Bufo bufo*), were also observed along the fringes of the woodland bordering the moat.

The copse supports an abundance of valuable herpetofauna terrestrial habitat – the log piles and patches of scattered scrub are likely to provide suitable refugia and overwintering habitat. Grass snakes are also known to be present within the area of the Copse.

There is evidence of the presence of deer and potential signs of foraging badger (*Meles meles*).

Some small clearings in the copse provide a break from tree cover and support stands of tall ruderal and scrub vegetation, dominated by bramble (*Rubus* sp.) and bracken (*Pteridium* sp.). Here damselflies and speckled wood (*Pararge aegeria*) and marbled white (*Melanargia galathea*) butterflies were observed.

Green woodpeckers (*Picus viridis*) were observed in trees to the east of the copse, along with ring-necked parakeets (*Psittacula krameri*), a non-native species. Other notable areas of woodland in the local area include White Rose Lane, a site of damp alder (*Alnus glutinosa*) woodland and Local Nature Reserve, which sits approximately 1.2km north-west.

Area D

Wildlife and Habitats

The former moat now exists as a choked pond system surrounding much of the site. No direct fluvial connection to the river exists, and as such the ponds are all fairly stagnant and eutrophic. Some limited potential for GCN was identified in parts of the moat (namely the Winding Hole), however much of the moat contains minnow and therefore appears unsuitable for the species; no evidence was observed confirming likely absence. There is a covering of duckweed (*Lemna minor*) over much of the water surface. Common frog (*R. temporaria*) and common toad (*B. bufo*) were observed at certain points showing that amphibian populations are present.

At points trees have encroached into the moat footprint where the water level has fallen. A number of these trees show potential to support bats and dormice including a number of pollarded willows (*Salix* sp.) and oaks (*Quercus* sp.).

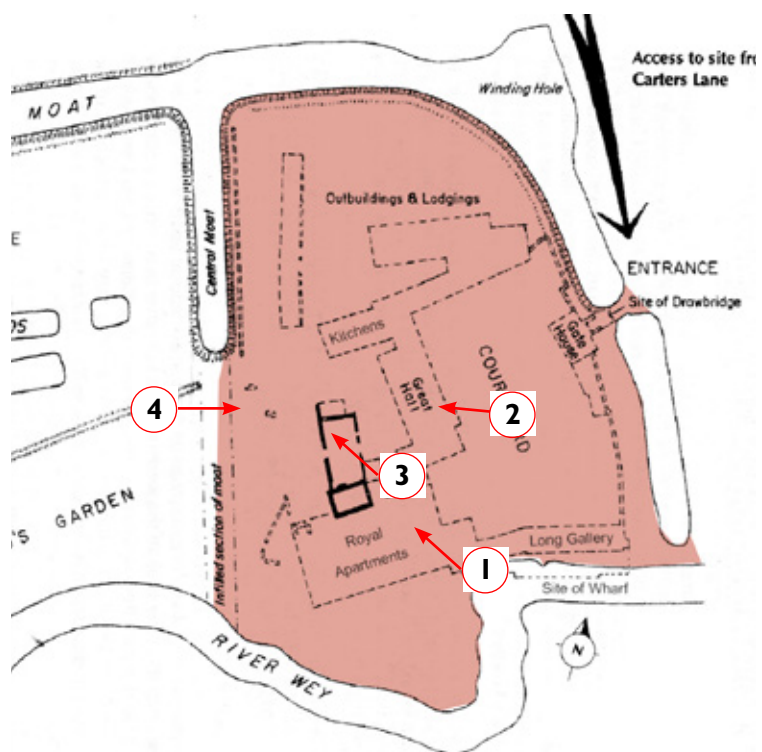
Stands of Reed Mace (*Typha latifolia*) are prevalent in a number of the areas. Dragonflies and damselflies were observed along with marbled white butterflies (*M. galathea*).

The moat provides valuable foraging habitats for bats with invertebrate potential considered as high. Himalayan balsam (*Impatiens glandulifera*) has encroached into the moat at the southwestern point.

Area E

Wildlife and Habitats

The River Wey within the area of the Palace site appears ecologically healthy. Other than the slight encroachment of Himalayan Balsam (*I. glandulifera*) at some points along its banks a variety of native riparian flora are still supported. In turn it appears to support various fauna, including mallard duck (*Anas platyrhynchos*), mute swan (*Cygnus olor*), common moorhen (*Gallinula chloropus*) and common frog (*R. temporaria*). The potential for water vole (*Arvicola amphibius*) was identified, although no evidence was observed during the 2013 survey. Woking Palace is situated on the northern bank of the River Wey, directly north of the Papercourt Meadows Site of Special Scientific Interest (SSSI) unit. These floodplain grasslands and sedge bed/fens form part of the larger Papercourt SSSI that encompasses 69 hectares of the land south of the river containing a mix of habitat including marshland, pastureland, woodland and three former gravel pits.



Internal view of vaulted structure



View 1 (A) View of Palace ruins from south east



View 2 (A) View of Palace ruins from east

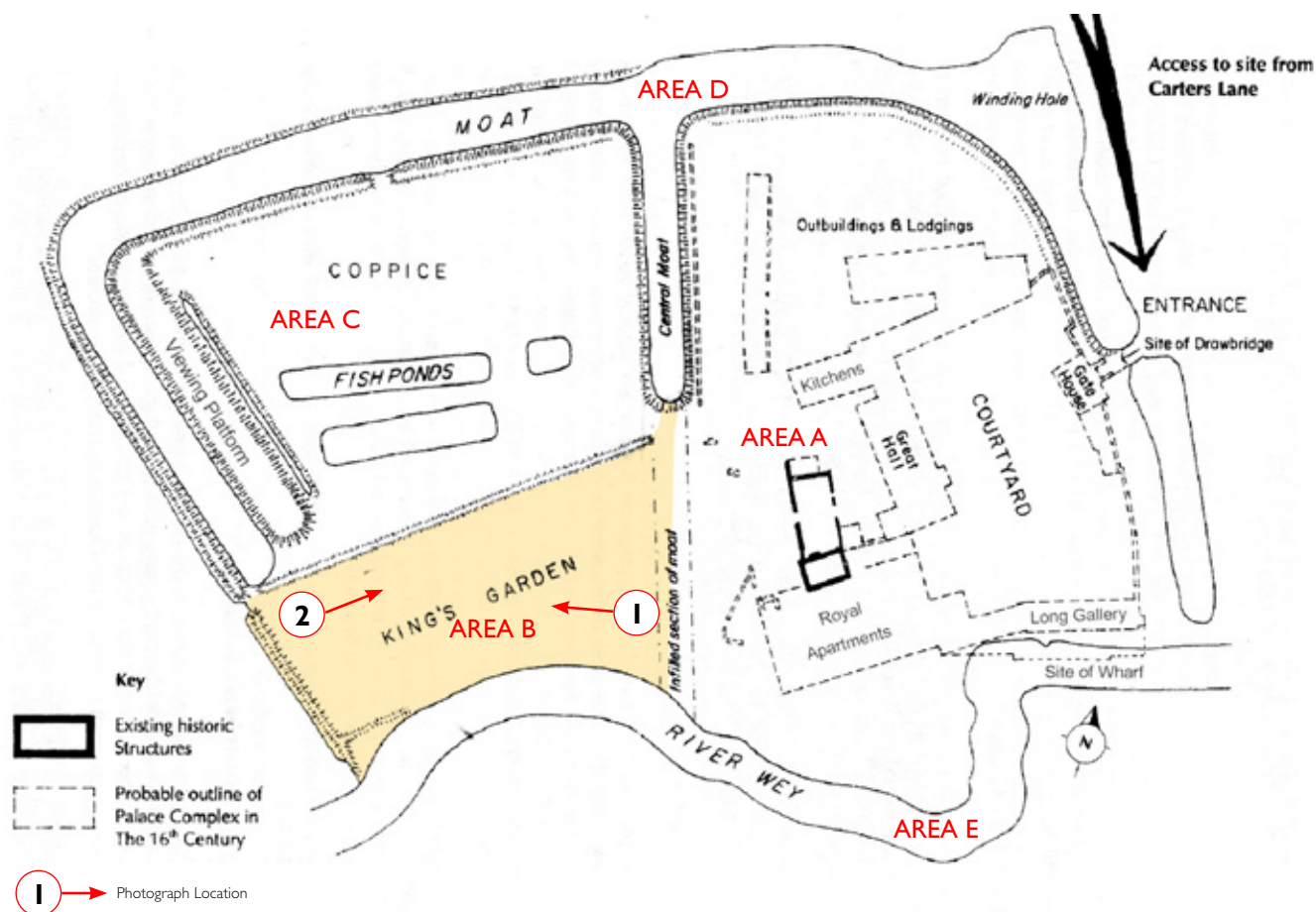


View 3 (A): View of Tudor brick wall



View 4 (A): View of Palace ruins from west

2.5.2 AREA B: THE KING'S GARDEN



General Description

Area B forms the southwest portion of the site and exists as open meadow. The area is bounded to the north by the copse (Area C), to the west by the banked Palace site boundary (formerly the location of a moat) and to the south by the River Wey and by Area A to the east.

Standing Buildings

No standing buildings are located in this area.

Archaeology

This area has been subject to less archaeological investigation relative to other parts of the site. There is however the potential for:

- Remains of the in-filled section moat (southern section of middle-arm) at the east boundary of area. The southern part of the central moat arm was in-filled in c.1580, which may contain sealed deposits from this date.
- Remains of the in-filled section of moat (southern section of western-arm). The date this moat arm was in filled is not known, but has the potential to contain archaeological deposits.
- Any remains/artefacts associated with the historic activity at the site
- Remains of former landscaping of the King's Garden. There is a suggestion that the King's Garden was located in this area.
- The inner boundary of the moats and banks. There is potential for features associated with the Palace to be located upon the inner banks of the moat.

- The River Wey is a historic watercourse which has been navigated for hundreds of years. There is potential for archaeological features to be located on the banks (southern boundary of this area) which is associated with the river's historic use, in context of the Palace, and means of access.
- Potential for well-preserved palaeo-environmental remains.

Wildlife and Habitats

The habitats are much the same as those associated with the Palace site (Area A). The field here is also subject to the same mowing regime, maintains the same habitats and supports the same flora and fauna. See Area A for more detail.

Current Use

This area consists primarily of disused meadow (originally arable and then used until 1988 for the grazing of cattle) with some surviving specimens of ancient apple species at its eastern end. The Woking Angler's Association fishes from this area and has a permissive footpath through it: this is also used informally by others such as dog walkers and those following an unapproved footpath along the river bank to Old Woking. The Friends use this area on open days for events such as archery and falconry displays (falconry in the marshy river valley would have been popular throughout the medieval and Tudor periods). The land is maintained by WBC and The Friends of Woking Palace.

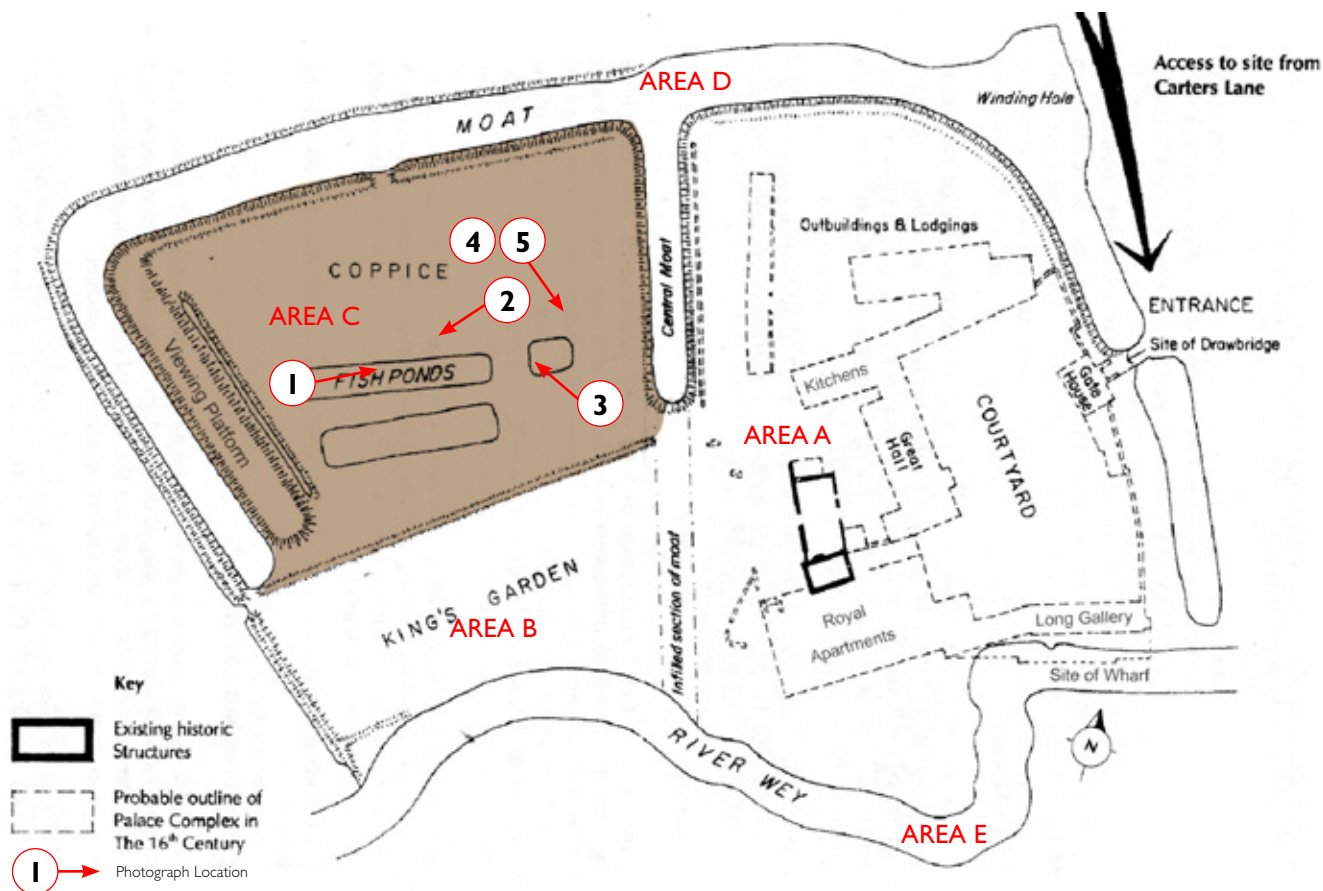


View 1 (B): View of Area B facing west



View 2 (B): View of Area B facing east

2.5.3 AREA C: THE COPSE



General Description

Historically the Copse (also known as 'the coppice') was the location of the Palace fishponds, which survive today. This area is presently a habitat for many significant wildlife species. It is bounded to the north, east and west by the moats and a banked boundary at the south and east.

Standing Buildings

There are no standing buildings within this area, with the exception of a metal storage shed funded by the Heritage Lottery Fund and used by volunteers on the site. This shed was erected by the friends with consent of WBC and Historic England.

Archaeology

- The fishponds. The former fishponds of the Palace survive in the copse area. The two water features no longer hold fish but can still be identified and hold stagnant water.
- The viewing platform. A banked feature is located on the west side of the copse on the inner bank of the western moat arm. Interpretations suggest this was once a viewing platform, looking out from the site over the deer park.
- The inner boundary of the moats and banks. The termini of banks on northern boundary suggest a possible location of a former boat access or bridge.
- Any remains/artefacts associated with the historic activity at the site
- The southern banked boundary between the coppice and the King's Garden. Augering survey suggests the presence of a third fish pond or otherwise unknown east-west moat immediately north of the bank.
- Potential for well-preserved palaeo-environmental remains.

Wildlife and Habitats

This broadleaved semi-natural woodland copse area can in turn be split into a number of habitats, each holding the potential to support differing ecological receptors of note.

Evidence of hazel dormice (*Muscardinus avellanarius*) was observed within areas of coppiced hazel throughout the copse; the potential to support dormice has been identified by on-site volunteers in the past, with nest boxes present on some trees.

A number of trees show high potential to support bat roosting, with dense ivy coverage and numerous woodpecker holes, cracks and crevices. Given the good bat foraging habitats surrounding the copse and the green corridor linkages to and from the site it is more than likely bats are using trees within the copse to roost; however many are likely summer roosts given the positioning of holes, cracks and crevices and the size of limbs they are present upon. As with dormice this potential has been identified in the past with a number of bat boxes present. There is also evidence of a wild bee colony nesting in the trees.

This area is designated as a Site of Nature Conservation Importance (SNCI), recognising its ancient semi natural woodland status, and importance for wild daffodils (*Narcissus pseudonarcissus*). Ancient woodland indicator and Vascular Plant Red Data List for Great Britain species such as common bluebell (*Hyacinthides non-scripta*), dog's mercury (*Mercurialis perennis*), red campion (*Silene dioica*), greater stitchwort (*Stellaria holostea*) and wild daffodils (*N. pseudonarcissus*) are present.

The fish ponds are fairly choked by aquatic vegetation (mostly duckweed) and fallen vegetation and as such are likely anoxic and therefore, despite a number of other characteristics such as shallow sloping banks and lack of fish, unsuitable for supporting Great Crested Newts (GCN) (*Triturus cristatus*). Other amphibians, common frog (*Rana temporaria*) and common toad (*Bufo bufo*), were observed along the fringes of the woodland bordering the moat however. Given this evidence that amphibians are using the moat system and the suitability of some small areas of the moat (namely the Winding Hole) there is some potential for GCNs to be present and to use the fringes of the copse as their terrestrial habitat – numerous log piles in these areas have the ability to act as hibernation points for amphibians and reptiles. Grass snakes are also known to be present within the area of the Copse.

Some small clearings in the copse provide a break from tree cover and have succumbed to succession with some stands of tall ruderal and scrub species, including bramble (*Rubus sp.*) and bracken, dominant. Here damselflies and speckled wood (*Pararge aegeria*) and marbled white (*Melanargia galathea*) butterflies were observed. European green woodpeckers (*Picus viridis*) were observed in trees to the east of the copse, along with Ring-necked parakeets (*Psittacula krameri*), an alien species. Other notable areas of woodland in the local area include White Rose Lane, a site of damp alder (*Alnus glutinosa*) woodland and Local Nature Reserve, which sits approximately 1.2km north-west.

Current Use

The trees in this area are managed under the English Woodland Grant Scheme. The area is currently visited on open days via guided walks by The Friends.



View 1 (C): View of fishponds facing east



View 2 (C): View of fishpond facing west



View 4 (C): View of copse (note daffodils)

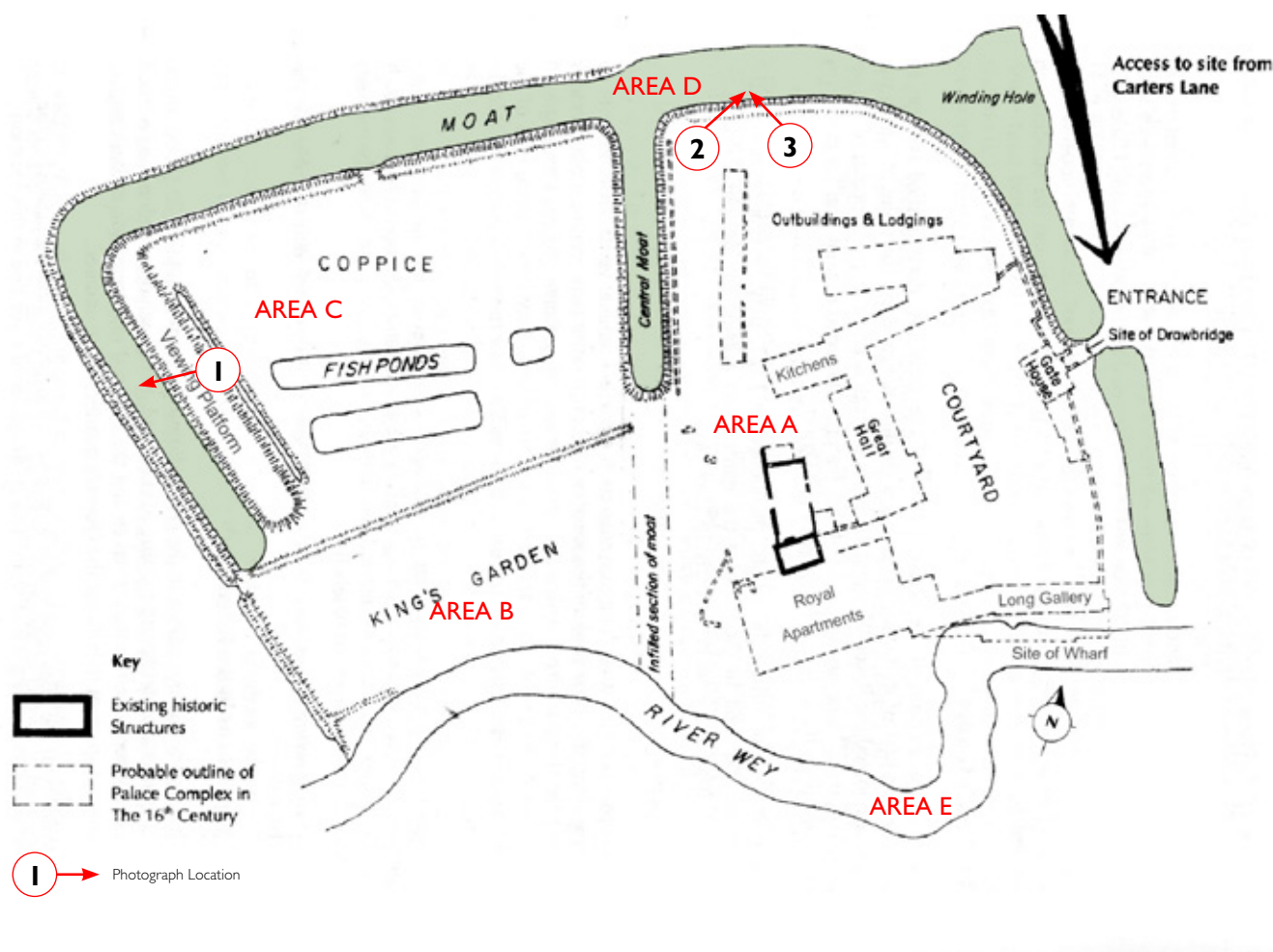


View 3 (C): View of existing path in copse



View 5 (C): View of water feature. This is presumed to be of mid-20th century derivation, being absent from the 1936 Ordnance Survey.

2.5.4 AREA D: THE MOAT



General Description

The moats are a multi-phased feature and originally formed the boundary of the Medieval Manor House. The moats later formed the boundary and internal divisions of the Tudor Palace. The southern portion of the central arm of the moat was infilled c.1580, the southern portions of the west and east arms have also been infilled historically.

Standing Buildings

There are no standing buildings in this area.

Archaeology

The moats themselves are an archaeological feature. There is strong potential for archaeological deposits or evidence of features such as bridges and wharfs. There is strong potential for elements of the moats to contain well preserved palaeo-environmental remains.

Wildlife and Habitats

The former moat now exists as a choked pond system surrounding much of the site. No direct fluvial connection to the river exists, and as such the ponds are all fairly stagnant and eutrophic. The eastern moat is subject to significant growth of bulrushes which is becoming a problem for the presentation of the site. Some limited potential for GCNs was identified in parts of the moat (namely the Winding Hole), however much of the moat appeared too anoxic or shallow

to support them. There is a covering of duckweed (*Lemna minor*) over much of the water surface. A number of common frogs (*R. temporaria*) and common toads (*Bufo bufo*) were observed at certain points showing that amphibian populations are present. However, no fish were observed. At points trees have encroached into the moat footprint where the water level has fallen. A number of these trees show potential to support bats and dormice including a number of pollarded willows (*Salix* sp.) and oaks (*Quercus* sp.). Stands of Reed Mace (*Typha latifolia*) are prevalent in a number of the areas. Dragonflies and damselflies were observed along with marbled white butterflies (*M. galathea*).

The moats represent good foraging habitats for bats with invertebrate potential considered as high. Himalayan balsam (*Impatiens glandulifera*) has encroached into the moat at the southwestern point.

Current Use

The Moats are not used, with water levels varying according to the season and weather conditions. In dry summer months, the moats (and fishponds) can dry out completely. They are presented to visitors on open days as archaeological features.



View 1 (D): View of moat, west section

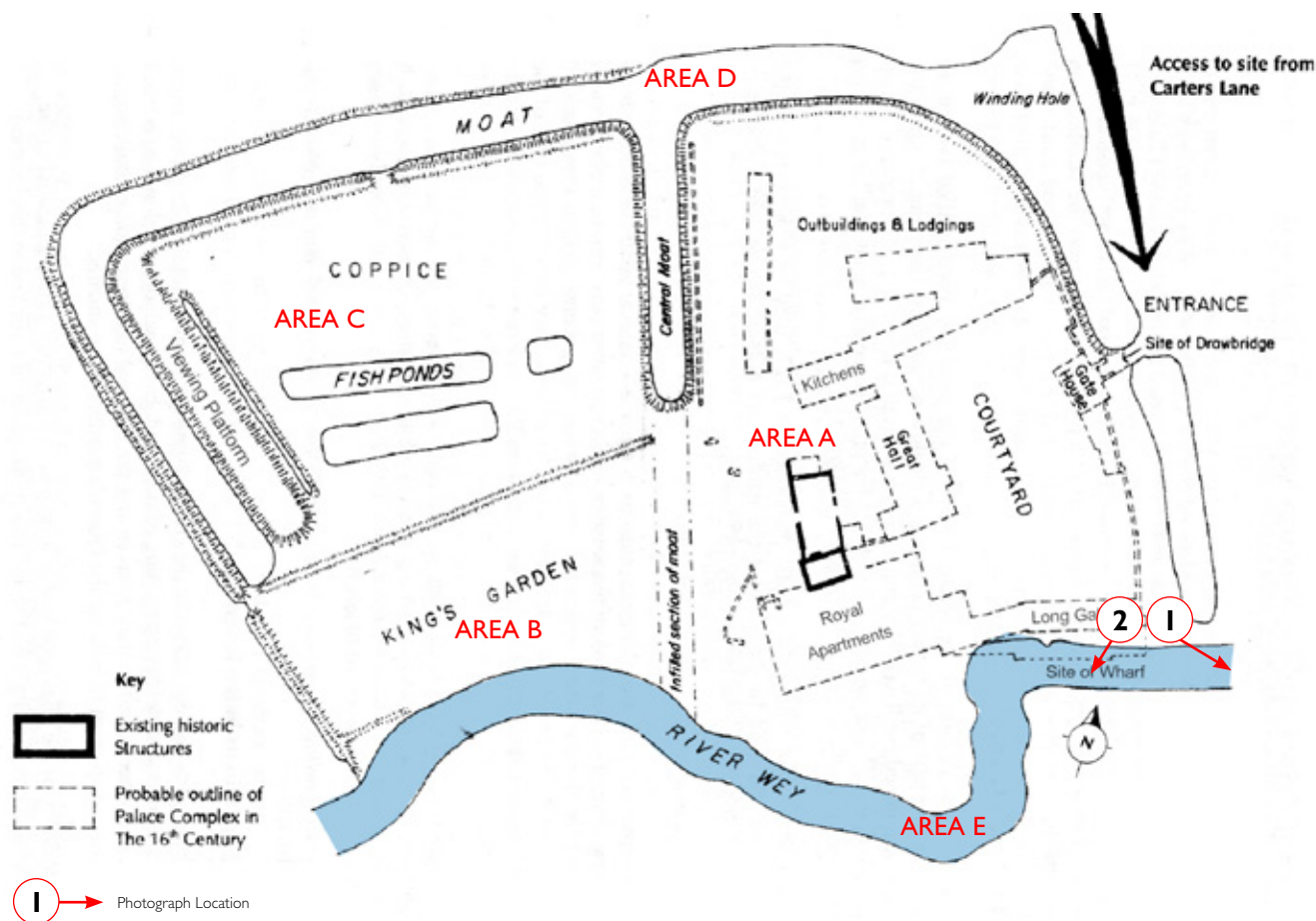


View 2 (D): View of moat, north section



View 3 (D): View of moat, north section

2.5.5 AREA E: THE RIVER WEY



General Description

The River Wey is located at the south end of the site and forms the southern boundary of the Palace site and the boundary with the SSSI to the south.

Standing Buildings

There are no standing buildings in this area.

Archaeology

- Remains of junctions between the river and moat arms (now in-filled).
- Remains of the riverside wharf, to the south east corner.
- Remains of previous occupation of the site.
- Potential remains of a Medieval / Tudor bridge across the Wey. Location is unknown but remains may survive on Riverbanks.
- Potential for well-preserved palaeo-environmental remains.

Wildlife and Habitats

The River Wey within the area of the Palace site appears ecologically healthy. Other than the slight encroachment of Himalayan Balsam (*I. glandulifera*) at some points along its banks a variety of native flora are still supported. In turn it appears to support various fauna, including mallard ducks (*Anas platyrhynchos*), mute swans (*Cygnus olor*), common moorhens (*Gallinula chloropus*) and common frogs

(*R. temporaria*). The potential for water voles (*Arvicola amphibius*) was identified. Woking Palace is situated on the northern bank of the River Wey, directly north of the Papercourt Meadows Site of Special Scientific Interest (SSSI) unit. These floodplain grassland and sedge bed/fens form part of the larger Papercourt SSSI that encompasses 69 hectares of the land south of the river containing a mix of habitat including marshland, pastureland, woodland and three former gravel pits.

Current Use

The natural watercourse is not currently used for any function associated with the Palace. Navigation along this stretch is possible for motor craft and curves as far upstream as Old Woking, but most river traffic goes along the Wey Navigation further to the south. In the very past, occasional boats have been moored at the site from Byfleet Boat Club on Heritage Open Days. The river is also used frequently by canoeists. The Woking Anglers' Association have rights to fish along the bank of the moated site.



View 1 (E):View of the River Wey, facing south east



View 2 (E):View of the River Wey, facing south west

3 STATEMENT OF SIGNIFICANCE

3.1 INTRODUCTION

This section will provide a statement of significance for Woking Palace. Significance can be defined as the sum of the values which make a building or site important to society. Historic England's publication *Conservation Principles* (see Appendix A) defines these values in four categories, namely; Evidential, Historical, Aesthetic and Communal. These values are as follows:

- **Evidential value:** the potential of a place to yield evidence about past human activity.
- **Historical value:** the ways in which past people, events and aspects of life can be connected through a place to the present – it tends to be illustrative or associative.
- **Aesthetic value:** the ways in which people draw sensory and intellectual stimulation from a place.
- **Communal value:** the meanings of a place for the people who relate to it, or for whom it figures in their collective experience or memory.

Significance is unique to each place and therefore the criteria by which significance is assessed is also site specific. As such, in addition to the four Historic England values, there are also categories used to further understand the significance of the site. One additional inclusion in this study will be ecological significance. Significance ratings are attributed to both areas of the site and relevant themes: these are given a level of high; medium high; medium; medium low or low value.

High: Buildings, archaeology, historic landscapes and natural features which are important at national or international level, and which are essential to understanding the history and cultural importance of Woking Palace. Every effort should be made to enhance and retain these.

Medium/High: Buildings, archaeology, historic landscapes and natural features which are important to understanding the history and cultural importance of Woking Palace at a national or regional level. Considerable effort should be made to enhance these and where change is unavoidable they should be recorded.

Medium: Buildings, archaeology, historic landscape and natural features which are important at regional level or sometimes higher. These play an important role in defining the character and appearance of Woking Palace. Efforts should be made to reveal or interpret these where possible, though some degree of flexibility in terms of alteration is possible.

Medium/Low: Buildings, archaeology, historic landscape and natural features which are of local value or possibly regional significance for group or other value. They are of minor cultural importance and add something to the character or appearance of Woking Palace. A greater degree of alteration or removal would be possible than for items of high or medium significance.

Low: Buildings, archaeology, historic landscape and natural features which are usually of local value only. They are of minor cultural importance and may add something to the character or appearance of Woking Palace. A greater degree of alteration or removal is possible, though a low value does not necessarily mean a feature is expendable.

3.2 EVIDENTIAL VALUE:

High Significance

The entire Palace site is of high evidential significance. The site is of national importance and can provide information now and in the future which can further our understanding of the past. The main evidential significance of the site is drawn from the standing Palace remains and the archaeological features. Whilst previous work and current excavations are adding to our understanding of the past, future work at the site also has the potential to expand the existing knowledge base. The evidential value encompasses both our understanding of Palace architecture and also a knowledge of those at the site.

The site is designated as a Scheduled Monument with a high potential for archaeology in all areas. The designation description notes: "Woking Palace is of particular importance because of its excellent survival, high diversity, enormous archaeological potential both on the island itself and in the waterlogged moats and particularly because of its historical association with royalty and the amenity value which it is afforded by this association". The information derived from the heritage asset either through historical documents or on site investigation has the potential to further our understanding of medieval manors and palaces and the social and cultural history associated with them.

Features within the site which are of evidential significance include:

- archaeology within the site has potential to further our understanding of local history and a Palace which is of national importance;
- the manorial site is of national significance from 1200 onwards, with the occupation by the Bassets, the Despensers and the Earls of Kent/Hollands. Feasting deposits have been found dating to around 1300-25. From its foundation this was an unusual manorial complex, dedicated to hunting in the forests and marshes by some of the most important families in England;
- on-going archaeological investigations at the site continue to further our understanding of the past;
- the site retains much of its original plan with regards to the layout of the areas and moats of the Palace;
- the site yields information of regional and national importance about palace sites and the monarchy associated with them; and
- the site yields evidence of its use as a farm since the Palace was abandoned.

3.3 HISTORICAL VALUE:

High Significance

Woking Palace is of high historical significance which is predominantly drawn from its associations with people including: Lady Margaret Beaufort, Henry VII, Henry VIII and Elizabeth I.

The site was a Tudor Royal Palace from c.1520- c.1603. Prior to this the area was occupied by a medieval manor. As such this long and diverse history of the site has an associated history with the ruling classes of England for a period of c.400 years from 1200. The historical associations with the site in this context are of national importance.

One of the most significant events to have taken place at the Palace was the signing of the Treaty of Woking by Henry VII in 1490. This treaty with Spain was sealed with the marriage of Catherine of Aragon to Arthur to the Prince of Wales, in 1501. Catherine would later be the first wife of King Henry VIII.

Beyond associations of national historic significance the site is also associated with the history of the region and local area. The Palace once formed the centre of a great deer park which expanded beyond the wider environs of the site. The site also has historical associations within the context of Old Woking and its historic development as well as its later use as a farm.

3.4 AESTHETIC VALUE:

Medium/High Significance

The setting of the site is of high aesthetic significance. It was a location chosen by monarchs from which to enjoy the local area. The Palace fell out of use in the early 17th century which resulted in the deterioration of the buildings and the Palace features. The abandonment of the site and the subsequent years of deterioration have detracted from the aesthetic significance of the historic complex. A very small amount of the Palace survives today above ground and many of the water features are poorly defined which detracts from the aesthetic appreciation and understanding of the site.

The site also derives aesthetic value from its natural and landscape setting. There has been very little modern alteration in the environs of this area which has detracted from its visual appearance. The landscape within the study area and the wider environs has been largely undisturbed by modern development which contributes to the significance of views towards the Palace remains and around the wildlife habitats.

The vaulted room, although truncated, is a good surviving example of 15th century architecture. This has been subject to several phases of internal and external alteration but retains its early character.

The moats significantly contribute to the setting and aesthetic value of the site and the outline of the feature is still discernible (although deteriorating at present). This has a positive contribution to the understanding of the former Palace.

The site is also of aesthetic significance for a diverse range of wildlife and habitats. This is discussed further in section 3.6.

3.5 COMMUNAL VALUE:

Medium Significance

The site is highly valued by the Friends of Woking Palace who champion the Palace as a monument of national importance. The Palace features within the local public consciousness as a result of the promotion by the Friends. Communal significance is drawn mainly from community involvement on open days and community archaeological excavations which have been held at the site.

The copse is regionally designated as a Site of Nature Conservation Importance (SNCI) and is a place from where visitors and the community can appreciate the site's natural assets. The communal ecological significance is described in more detail in section 3.6.

The main detractor from the site's communal significance is that there is no formal access to the site. The public may not enter the site except on open events operated by the Friends. This constraint limits the extent by which the public can interact with the site and appreciate its historic, aesthetic and ecological values.

3.6 ECOLOGICAL VALUE:

Medium/High Significance

A variety of ecologically important habitats (described in the previous section) are present across the Woking Palace site. These habitats have been shown to support a number of rare, notable and protected flora and fauna that play important roles in local ecosystems. Namely, evidence of GCN in the central fish ponds was observed, with a range of bat species recorded foraging and commuting across the site. Value and potential field signs of bat roosting within trees and bat boxes were also noted. The potential for water vole was noted, however no evidence was found at the time of the survey. In addition, there is significant value for a range of breeding birds, reptiles, and invertebrate species; particularly saproxylic species that rely on decaying wood. Many of the species listed above are protected by law, or are listed as Species of Principle Importance/Biodiversity Action Plan species. Surrounding habitats are also of particular note, with the Papercourt SSSI wetland extending to the south across the River Wey.

Whilst some invasive species were observed, such as the ringed necked parakeets and Himalayan balsam, the species present are on the whole typical of the habitat types, and as such are of interest in terms of their nature conservation, scientific understanding and educational potential value.

Habitats at the site should be protected and conserved. There is also scope for improvement through the reinstatement of traditional woodland management to manage scrub intrusion. A change in site use, associated with the implementation of site wide management scheme, would therefore stand to benefit the on-site ecology as well as the use of the site as an educational resource and nature reserve.

The copse is typical of ancient semi natural woodland, indicated by the presence ancient woodland indicator species such as bluebell (*H. non-scripta*), wound wort (*S. officinalis*), dog's mercury (*M. perennis*), red campion (*S. dioica*), greater stitchwort (*S. holostea*) and wild daffodils (*N. pseudonarcissus*). This habitat is increasingly rare and the site is therefore of significant local conservation interest; particularly so in this specific case, as the copse represents one of the best sites in the county for wild daffodils. Many areas of ancient deciduous woodland in southern England have been felled for conifer plantation or agricultural use. It is therefore of interest to maintain any areas that do remain.

The wetland habitats, directly adjacent to and included within the site boundary, were once widespread, however have become restricted in area because of agricultural drainage. These delicate habitats, easily impacted by anthropogenic influence, provide vital support for a range of flora and fauna including breeding and overwintering birds, and as such are of significant value for local ecosystem function. Whilst some habitats are common across the south of England (namely the semi-natural grassland that covers much of the south and east of the site, including the King's Garden and Palace Site) they are still good examples of their type and hold the potential to support protected and notable species; the same is true for the moat and fishponds.

The river's significance as an ecological feature is obvious. The health of the river at this stage has far reaching implications over the health of much of the river downstream, and much of the terrestrial habitat within its catchment area. Notably, the adjacent wet meadow SSSI intrinsically relies upon the river.

The site is also important from a local community perspective. The biodiversity value adds to the amenity value of the site and draws local dog walkers, ramblers and school groups. This level of community involvement and educational use benefits the site and surrounding habitats by increasing people's understanding of the importance of conserving biodiversity. Management and enhancement actions could go some way to expanding this even further, increasing the site's ecological significance.

Ecological features of significance have been target noted on the plan opposite, and are described below. A habitat map of the site is also provided below:

Target note 1: Improved grassland that covers much of the site.

A number of mature scattered trees are present that provide opportunities for roosting bats. Log piles, piles of mowed grass and bordering scrub habitat all provide value for reptiles and amphibians. Whilst in good condition, the habitat here is fairly common in this part of Surrey and the south-east and as such is only of low/medium significance.

Significance – Low/Medium

Target note 2: The three ponds within the copse are fairly overgrown and overshadowed, dominated by duckweed. Whilst their significance as an ecological feature is limited by their current state, there is scope for improvement, particularly focusing on enhancements for GCN.

The fishponds will benefit from management of overshadowing fringing scrub vegetation, improving their value for aquatic invertebrate species.

Significance - Low/Medium

Target note 3: Bordering the moat at this point is an area of coppiced hazel trees. Dormice were confirmed as likely absent from the copse however these trees will support a range of other small mammal species, birds and invertebrates.

Significance – Low/Medium

Target note 4: A number of willows have encroached into the moat along the northern bank. These have high potential for bat roosting in cracks, crevices and woodpecker holes. A number of log piles, of value for saproxylic invertebrates and reptiles/amphibians are present here as well.

Significance – Medium

Target note 5: The majority of the copse itself is dominated by young stands of coppiced hazel and semi-mature and mature pedunculate oak trees. Willows dominate along the fringes of the moat. A scrub understory is present under much of the canopy; a management regime should be considered to halt significant successional change and allow the woodland to revert back to a semi-natural ancient woodland state, subject to traditional management. The significance of the copse for nature conservation value has therefore been somewhat detracted from as a function of former management regimes; although the state as of 2015 was favourable. A small clearing is present to the east of the copse that has also been subject to successional change and scrub intrusion. Some ancient woodland indicator species are still present, however bracken and bramble dominate.

Significance – Medium

Target note 6: The winding hole is the most intact area of the moat with an area of open standing and ecologically active water still present (much of the remaining moat is choked, possibly anoxic and too shallow to support notable flora and fauna). The presence of minnow and associated likely absence of GCN was confirmed in this area. Bat foraging was concentrated over the moat in this location.

Significance – Medium/High

Target note 7: The River Wey shows potential to support water vole, although no evidence was observed during the 2013 survey. Its ecological significance is discussed in the text above. It will provide a corridor for a wide range of species, and was noted as being of particular value for foraging and commuting bats.

Significance Medium/High

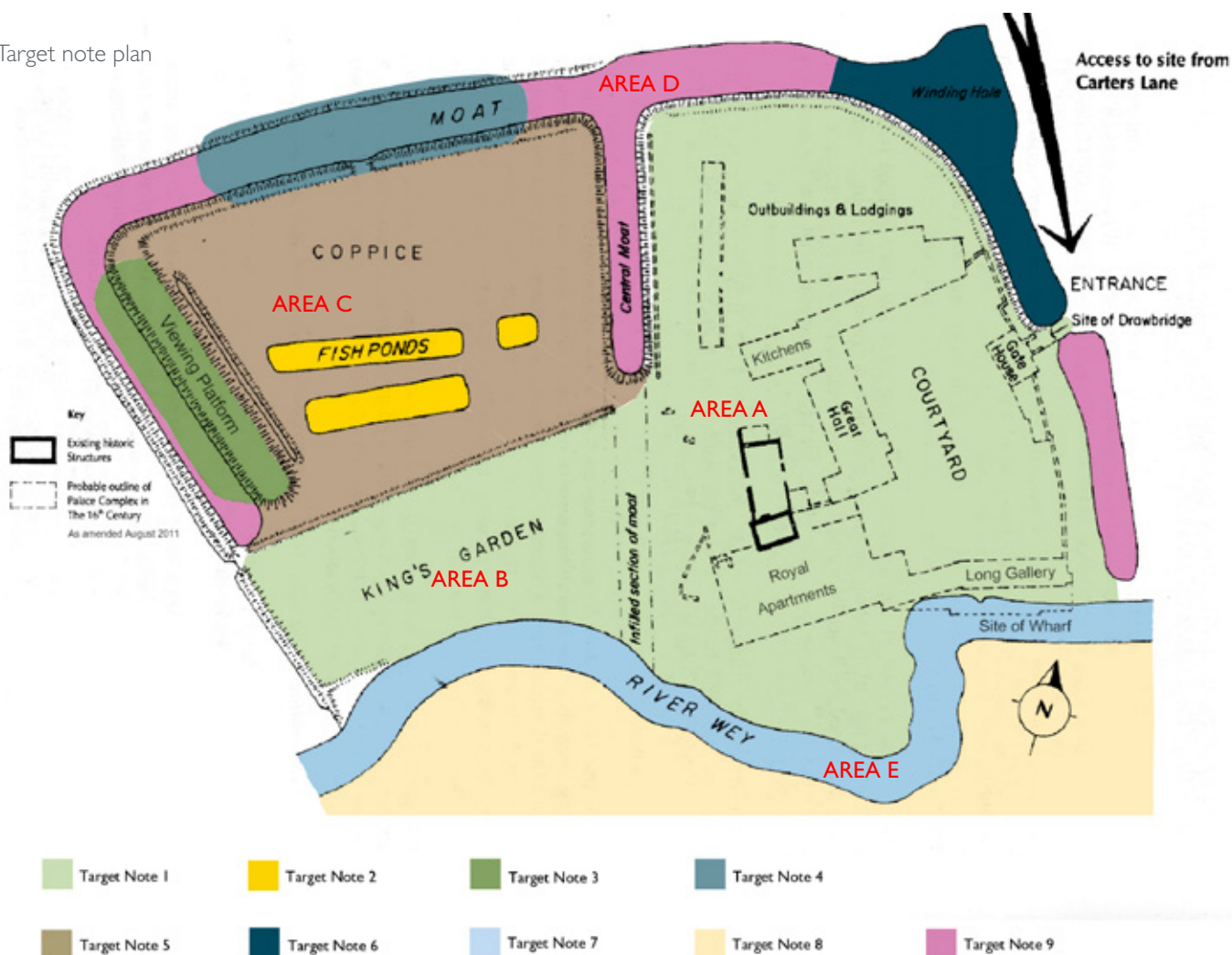
Target note 8: Papercourt SSSI unit 3. This area is important from a local, national and international perspective as a breeding ground for migratory birds and a rare habitat type supporting several scarce and declining wetland plants.

Significance – High

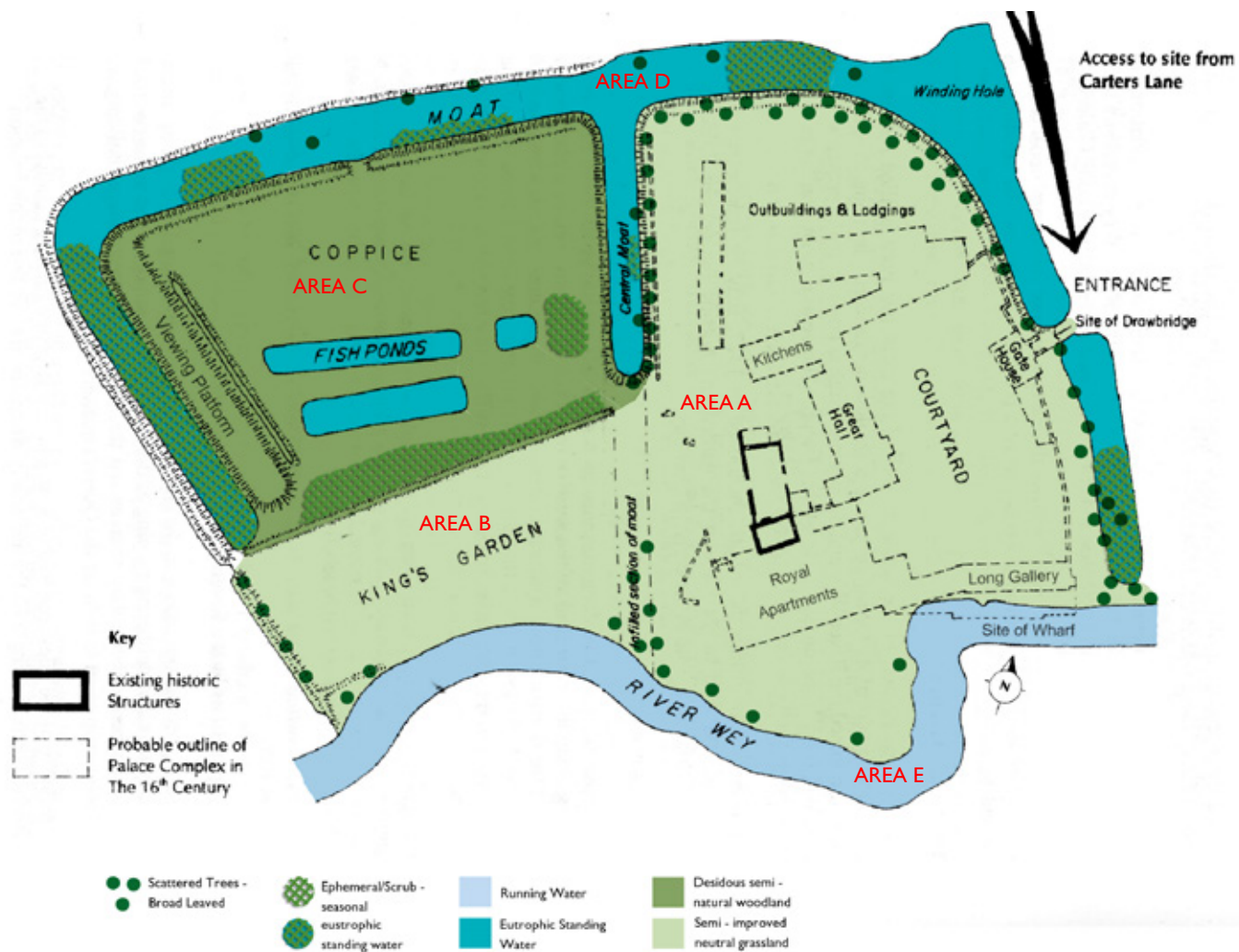
Target note 9: The majority of the moat itself consists of shallow choked water; areas of scattered scrub and ephemeral vegetation, and areas of mud. There are no protected or notable species that were observed to be directly associated with this habitat and as such the areas of the moat that have fallen into such disrepair can be considered to be of low significance.

Significance – Low

Target note plan



Habitat Plan

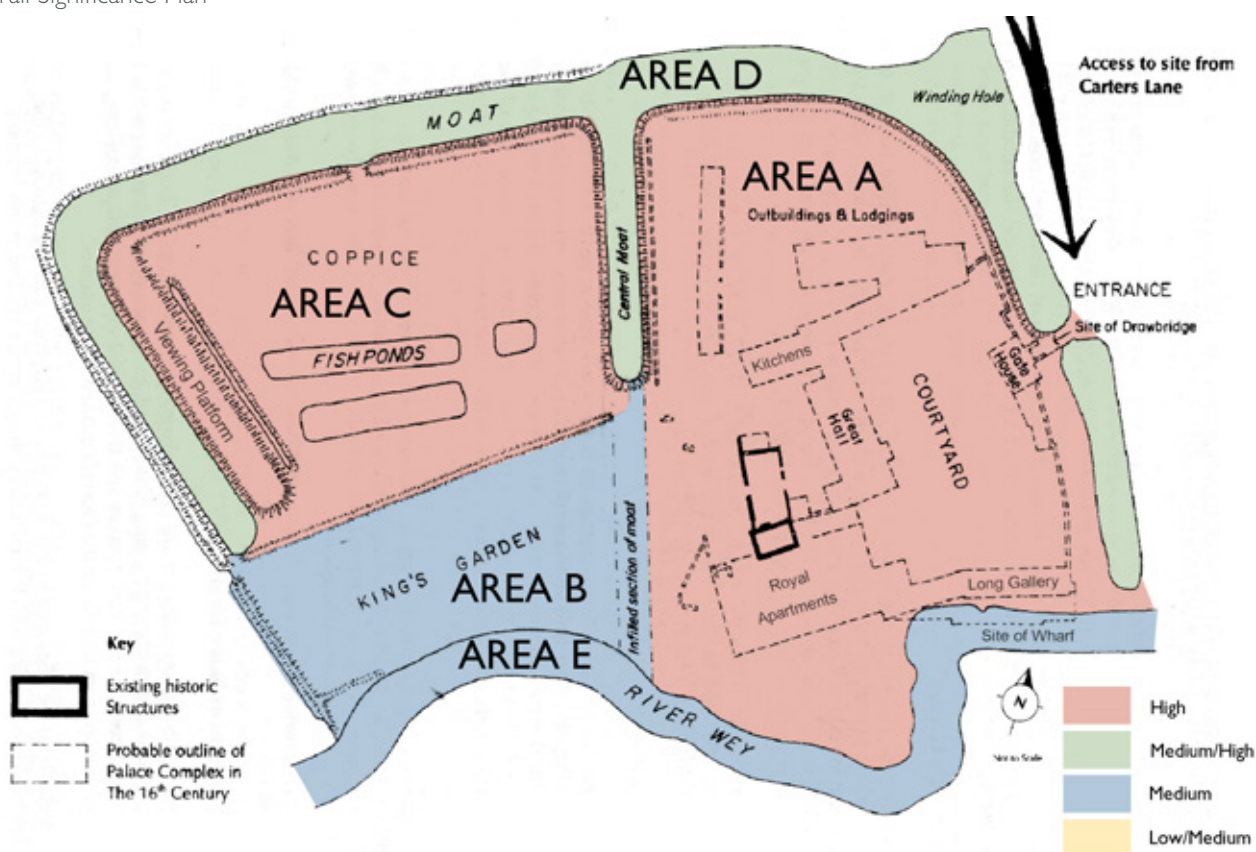


3.7 SIGNIFICANCE BY AREA

The table and plans below provide an overview of the heritage and ecological significance of the site by area.

Area	Evidential	Historical	Aesthetic	Communal	Ecological	Overall Significance
Area A	High	High	High	Medium	Low/Medium	High
Area B	High	High	Medium	Low	Low/Medium	Medium
Area C	High	High	Medium	Medium	High	High
Area D	High	High	Medium	Low	Medium/High	Medium/High
Area E	Medium	Medium/Low	Medium	Low	Medium/High	Medium
Overall Significance	High	High	High/Medium	Medium/Low	Medium/High	High

Overall Significance Plan



3.8 COMPARATIVE EXAMPLES:

High Significance

Throughout England there are numerous medieval palaces with various associations with medieval palaces being principally royal or episcopal residences. Woking's early origins were as a manor prior to becoming a Palace. The main difference between a Palace and a manor complex, apart from the scale, is the way in which the Palace provided an opportunity in which the elite could display their wealth through sumptuous architecture (James 1990). This section intends to provide a brief overview of the typology and how Woking Palace is significant in the wider context. The plan below shows the location of medieval palaces within the region of Woking Palace.

Hampton Court Palace is an example which is placed well within the public consciousness. The building survives in good condition and has significant associations with Henry VIII. Hampton Court is a place from where the public learn about these type of complexes with visitor facilities installed at the site.

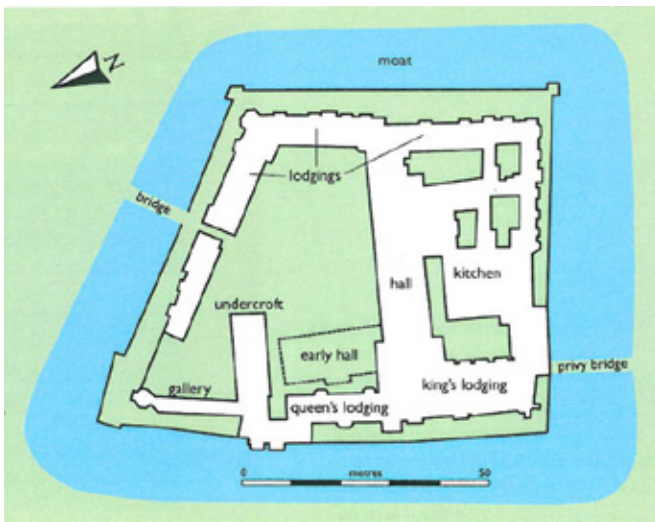
Eltham Palace, a contemporary Tudor manor is described (by Rob Poulton) to be similar in form and plan to Woking Palace. The plan below is taken from Poulton's 2010 publication. An example of a Palace site which is in similar existing condition as Woking is Clarendon Palace in Wiltshire. Clarendon Palace presents the parallel of a medieval Palace located within a deer park. The Palace is currently in a ruinous state and after decades of archaeological investigation the site has tended to provide access for visitors. Clarendon does not provide comparable historical associations, but provides a useful example of a Palace site in a similar setting and state of survival to Woking.



Map of region showing location of medieval places (© Rob Poulton)



Hampton Court Palace



Plan of Eltham Palace (© Rob Poulton)



Clarendon Palace (© Jim Linwood)

3.9 SUMMARY OF SIGNIFICANCE

The summary table below provides an easy reference guide for the different themes of significance that are located within the Palace site as a whole, summarised from the information above.

Summary Table

Significance/Theme	Significance
Evidential	High
Archaeological	High
Standing Buildings	Medium
Historical	High
History	High
Links to persons of national historic importance	High
Historical links to events of historical importance	High
Historical significance in context of the local area/region	High
Comparative Examples	High
Aesthetic	High/Medium
Architecture and Aesthetic	High/Medium
Setting for appreciation of ecology	High/Medium
Communal	Medium
Communal and Social: Importance to the Community	Medium
Ecological Significance	High/Medium

4 ISSUES AND OPPORTUNITIES

4.1 ISSUES

4.1.1 OWNERSHIP AND MANAGEMENT

The management of Woking Palace is a key element of the site's sustainable future and conservation. The site is managed by WBC and has several stakeholders with varying interests. There is no existing heritage management framework or strategy for the site, which is largely due to the fact that there are no existing plans for the site's future, which at present requires minimal management and maintenance limited to reactive conservation work. This has led to issues in terms of objectives going forwards and sound on-site conservation. Previous conservation plans have been completed for the site. However, these have dealt with different elements (ie heritage or ecology) and present a disjointed management system. It is essential that the site is approached in a holistic manner which is intended to be provided in this CMP.

Conservation at the site is currently carried out on an ad-hoc basis by a number of different stakeholders. This presents issues in management of several different parties, whom in cases have little direction or management. This also hinders a clear conservation objective within the site.

Public interaction with the site is solely reliant upon volunteers. As such, the extent to which the site can function is currently based solely on the amount of time volunteers can contribute to the running of the open days.

Due to access and health and safety reasons, visitors to the site may only visit the Palace on volunteer open days provided by the Friends. This presents WBC with the challenge of finding a sustainable use for the site.

The main issue presented with the site's management is that of access. There is presently no formal access to the site which significantly constrains the potential for visitor or formal public interaction. As such this cannot be managed until adequate access provision is provided.

This CMP and the policies and actions it provides will instigate a new management system which will enhance and improve stakeholder involvement and management.

4.1.2 FUNDING CONSTRAINTS

Woking Palace will require substantial financial input to provide formal visitor access and facilities at the site.

The site also requires funding to conserve the historic Palace remains. An annual budget of £16,000 is provided at present by WBC. Without financial and physical intervention it is likely that the remains will require higher financial input as they deteriorate, specifically with regards to the moats and the loss of their definition. Without public access to the site and a higher stakeholder presence it is unlikely that sufficient budgets will be provided for the conservation of the existing isolated site. The issue with existing funding constraints is that only a reactive rather than a preventive programme of conservation can be undertaken.

The costs of future maintenance for both the buildings and the grounds will also need to be planned for. This includes both the procurement of finances to develop the site into a public amenity and also to ensure costs can be met for the sustainable future conservation of the site in terms of both heritage and ecology. The latter may be achievable if a business plan is developed through which the site's income generators can make a contribution to conservation costs. The former may be achieved through funding resources such as the Heritage Lottery Fund including Heritage Grants and Parks for People.

4.1.3 CONDITION AND CONSERVATION

The built archaeological and landscape features of Woking Palace survive in varying levels of condition.

A survey of the standing remains was undertaken in August 2012 (contained in Appendix C). This found that the vaulted building is in an overall structurally stable condition, though there are several defects that require action in the short-term. The free standing Tudor brick walls appear to be stable. However new conservation strategies can be undertaken with a programme of sustainable conservation, which will be more beneficial than the reactive repair measures which are currently adopted.

'Exposed' archaeological features at the site include the moats and former fish ponds. The cut of the fishponds are identifiable and remain as water features containing standing water. Without a future conservation strategy that considers the surrounding copse it is likely that the features will continue to fill with leaves and eventually disappear. There is also a risk that if unattended the definition of the banks will begin to disappear and detract from the significance and understanding of this area of the site.

The moats were historically disconnected from the River Wey. This has choked the water feature and left standing water with varying levels of depth. Elements of the moat, particularly on the western side, have almost dried up. Without intervention this feature will not survive as a recognisable historic boundary to the site.

Ecologically the site is in good condition and holds a variety of species and habitats. In the recent past an ad-hoc system of wildlife conservation has been undertaken. There is a risk that without an overall site wide conservation strategy the volunteer work in the copse may not maximise the value of this area. Undertaking other management works upon the site may also put protected species and therefore the condition of valued habitats at risk. Under a management plan which ties in aspects of heritage and ecology this risk would be minimised and mitigation and enhancement measures can be put in place to maintain and improve the ecological condition of the site.

The policies and appendices contained within this CMP provide the basis for a new conservation strategy at the site. This coupled with a Masterplan for the site can provide sound conservation of the site now and in the future.

4.1.4 INTERPRETATION & PRESENTATION

Through previous research and excavation the site is well understood and there are detailed interpretations about the site's chronological development and historic use. These are yet to be published in detail, though an archaeological monograph of the site is expected to be published in 2016.

The artefacts recovered from archaeological excavations at the Palace are currently stored at the Lightbox in Woking. There are no existing long term arrangements with museums to present the artefacts from the site. There is a risk that, should arrangements not be made, the archaeological finds will remain archived and out of public view, detracting from the wider communal and public understanding of the site's significance.

There is currently no permanent interpretation strategy for the site. This is a result of the site's current use and constrained public interaction. Existing interpretation and presentation of the site is limited to temporary exhibitions on open days held by the Friends. As such, this is reliant on volunteer time and minimal marketing and presentation budgets.

The minimal interpretation offered is focused on the heritage significance of the site. Assessment and evaluation of the Palace has found it has a rich and diverse amount of ecology. This may presently be only understood through detailed assessment and cannot be drawn by a passing visitor. There is also no interpretation strategy for the nature conservation features on site, but with an actively managed site key features and management activities can be included in a comprehensive interpretation strategy.

4.1.5 CURRENT & FUTURE USES

The site is currently vacant with no formal use or communal interaction other than open days and excavations. This is predominantly the result of limited physical public access. The site is used informally by dog walkers who access the site from Old Woking. The Woking Anglers Association also uses the site for fishing and by others for bee keeping.

There is a risk that without a viable future use for the site it is unlikely that adequate amounts of funding will be available for sustainable conservation strategies. The limited public access hinders the community's involvement and interaction with the Palace which is key to the site's successful conservation.

A Masterplan for the site should aim to create a public amenity which, whilst increasing the number of local stakeholders, will be an attraction for visitors from further afield. Implementation of a Masterplan will provide access to the site for all, enhance the presentation of features which make the site significant and provide a strategy for sustainable conservation.

4.1.6 LAND OWNERSHIP

The site of Woking Palace has been owned by Woking Borough Council since 1988. There are no anticipated risks with regards to the ownership of the Palace site. A plan held by Woking Borough Council shows the precise boundaries of the land acquired. It includes all the moats, the land to the fences immediately outside the moat. Fishermen's carpark is situated on land owned by Burhill Developments Limited, and is beyond the north-eastern boundary of the Palace site (Woking Borough Council title plan No. SY582691). The river itself falls under the management of Woking Borough Council and Guildford Borough Council (Pers comm Richard Savage, Surrey Archaeological Society).

The land around the Palace and its ownership is fundamental to the sustainable use of the site and the successful realisation of the Masterplan. The land between the site and Old Woking is presently owned by Burhill Estates Limited. Unless arrangements can be made for procurement of further land to create linkages to public rights of way, there is a significant risk that the site will remain cut off in isolation and public access will not be realised.

In addition to the land around the site, there are also challenges with regards to road access. A large portion of Carter's Lane is presently in private ownership with limited use allowed. Unless this factor is mitigated there will be no future direct car access to the immediate environs of the site.

4.1.7 LOCAL ACCESS

Local access to the site is problematic. There is no formal access provision to the site outside of events organised by the Friends. Informal access is taken via a footpath from Old Woking or via Carter's lane.

Wider access to the site also presents issues. The site is located approximately 0.8 KM from Old Woking Village and beyond reasonable walking distance from Woking Town. There is currently no provision for public transport to service the site. There is a significant risk that public interaction will be impacted in the future should adequate transport to the site not be provided.

4.1.8 PARKING

There is no adequate parking provision for the site at present. A small informal car park is located at the end of Carter's Lane, close to the site. However this is solely for use of stakeholders on pre-arranged visits. This car park known as the 'Fisherman's carpark' is owned by Burhill Developments Limited who grant rights for the members of the Woking and District Angling Association to park in the Fishermen's carpark together with rights to fish sections of the River Wey.

There is a future risk that the lack of parking provision for the site will significantly hinder public interaction with the heritage asset and in turn the site's sustainable use and conservation.

4.1.9 SECURITY AND VANDALISM

Woking Palace is in an isolated location away from public rights of way. There is generally very little activity on the site and none of the neighbouring dwellings have clear views through the tree-lined boundaries of the Palace. There are also no existing security systems in place.

These factors make the site susceptible to vandalism, with previous recorded examples. For example, a bank holiday weekend in 2012, there was an arson attempt at the vaulted building, having a significantly adverse impact upon the historic fabric.

The risks arise from two factors. Firstly the site is not occupied and therefore vandalism goes unnoticed, even over short periods of time. Secondly there are no deterrents to vandals either in the form of security systems or activity at the site.

In the site's current condition and use there is a risk that there will be future occurrences of vandalism which will adversely impact upon the historic fabric within the site.

4.1.10 ACCESSIBILITY

Accessibility to the site forms the most fundamental issue to the sustainable conservation and risk to its future use.

As mentioned above there is very limited access to the site, which is predominately an issue of ownership of access routes. In terms of physical accessibility to the site there are no formal provisions provided. There are no existing footpaths (with the exception of the copse) for the public to walk around the site. This is undertaken in an ad-hoc manner on the open days arranged by the Friends.

No area of the site is compliant with the Equality Act 2010. During wet seasons many of the areas of the site are impassable as a result of being flooded and waterlogged.

There is a significant risk that should access for all not be provided to and within the site, that the Palace will remain isolated and out of the public consciousness. This will adversely affect the finance and resources which may be available for a successful programme of conservation.

4.1.11 FIRE RISK

There is no existing fire strategy for the site, largely because there is little public interaction to highlight potential risk. The only known fires at the site in recent years have been as a result of vandalism.

There is a risk that without adequate strategies and mitigation in place that fire may adversely impact upon the ecological and heritage assets. This will certainly need to be a consideration when considering the Masterplan should higher visitor numbers be achieved. Future proposals for the site should also consider access for fire engines which is presently inadequate.

4.1.12 HEALTH AND SAFETY

There is currently no health and safety mitigation within the site, which is largely as a result of the small visitor numbers.

There are however several health and safety risks located around the study area including the low standing walls, standing ruins and water hazards such as the River Wey, moats and former fishponds. Future work at the site will need to address all hazards should visitor access be facilitated.

4.1.14 CLIMATE CHANGE

Climate change is an important consideration for the future protection of heritage and ecological assets. These will tend not be issues that will need to be acted on immediately but will require monitoring for the long-term preservation of the building and site.

Some climate change risks in the local area may require initial survey, such as flooding of the site, in order to obtain benchmark information which can be used for comparison studies in future years.

4.1.15 SUSTAINABILITY

Sustainability is a risk which is more likely to affect future plans at the site than in its existing state. A sustainability policy should also be formed for the existing and future operations within the Palace.

4.2 OPPORTUNITIES

4.2.1 LOCATION AND TOURISM

Woking Palace benefits from a good location close to the historic settlement of Old Woking. Although existing access is problematic there is potential opportunity to integrate the site with access from the local settlement and also create transport links to the wider environs. If this opportunity is utilised there is potential to draw visitors from further afield to the site, which will contribute to its sustainable and future conservation.

4.2.2 ESTABLISHED ASSET

One key advantage at Woking Palace today is that there is a stakeholder organisation in the form of the The Friends who are heavily involved with the site. They already help research, raise money for and promote the Palace, and draw in visitors to the events they hold there. As such this is an established community asset. Many local people and volunteers are prepared to give up their free time to promote and conserve the Palace site. This is a relationship that can be built on for the benefit of the site's future conservation and management. There is an opportunity for the Woking Borough Council to further engage with all stakeholder groups to enhance the site and ensure a sustainable plan implementable through a Masterplan.

4.2.3 FUNDING OPPORTUNITIES

There are two elements of work at the site which will require considerable financial input. The first is the on-going conservation of the heritage and ecology which has varying cost elements. The second is the implementation of a Masterplan which will enhance the significance of the site and provide much needed access, contributing to the Palace's sustainable use and conservation.

These works will cost a substantial amount of money. However, there are funding opportunities available which could be pursued. Heritage Lottery Funding (HLF) has already been granted to the Friends of Woking Palace in the past for their archaeological projects. The HLF provides grants to heritage projects across the UK which help people learn about and participate in the historic environment and which conserve the country's diverse heritage. HLF funding could be sought in order to fund a major scheme of works.

Because the site has many significant elements both in terms of ecology and heritage there may be other opportunities which can be taken to procure funding from a range of resources and organisations. There are many methods by which the public can engage with the variety of the sites significant elements. There is an opportunity to make the site appealing as an amenity to a diverse audience; this has the potential to draw multiple funding streams.

There is also potential, as set out in the current Masterplan, to designate the site as a 'Suitable Alternative Natural Greenspace' (SANG). Should the designation be obtained this will provide the potential for developers to contribute to the site's upkeep under a Section 106 agreement associated with future proposals within the site's environs (but these would need to respect the heritage significance of the site).

In addition to funding applications there is also the potential for the site to generate several revenue streams which can contribute towards the site's future sustainable conservation and use as a public amenity. Revenue may be generated through elements which have been incorporated into the Masterplan. These may include charged parking, shop and tea rooms in visitor centre and chargeable activities for school and education uses.

4.2.4 VOLUNTEERS

The Friends of Woking Palace are an active group of volunteers who help run a range of activities within the Palace site, which forms the only formal visitor access to the site. This includes provision of guided tours, researching the site, preparation of interpretative material and assisting with the community excavation. This volunteer input is significant and has been a key consideration in the development of the Masterplan.

Volunteer input needs to be carefully managed and co-ordinated within the overall strategy and development proposals for Woking Palace. A programme of volunteer training will be necessary, especially where volunteers may be undertaking tasks in heritage and ecologically sensitive areas.

4.2.5 USES

The site of Woking Palace has the potential to be converted into a multi-functional and sustainable public amenity. This could be undertaken in a sympathetic manner which preserves and enhances the historic and ecological features which make the site significant.

The site has the potential to appeal to a diverse visitor range offering uses such as walks, a visitor centre, heritage attraction, ecological attraction and educational facilities.

It is important that the site is approached holistically and the preservation of heritage and ecological assets are paramount. The site Masterplan outlines various uses for the site which are summarised below:

- provide an adequate road junction for access to Carter's Lane;
- propose locations for formal car, coach and bike parking;
- provide access to the site which complies with the Equality Act 2010;
- install a visitor centre at the site which can be used as a café, education facility, shop and small museum;
- restore and conserve moats;
- install interpretation scheme;
- provide fishing pegs for anglers on the River Wey;
- provide bird hides;
- conserve and enhance the Palace remains on the site;
- improve security at the site;
- provide larger and better refreshment facilities, improved kitchen facilities, sanitary and other related accommodation;
- identify historical assets within the building with the prospect of providing more formal tours to supplement revenue;
- provide access for disabled users to as much of the site as possible; and
- bring the fabric of Woking Palace back into the best possible condition and to conserve and reinstate its historic features.

4.2.6 SCOPE FOR CHANGE

Generally speaking, there is some scope for change within the Palace site. However, the site has been identified to be of high significance and as such any change will be constrained and would have to be sympathetic to the heritage and ecology of specific areas. The level of change around the site should be minimal and functional with regards to new installations. Where possible any new construction, especially new building with mass, should be positioned outside of the Palace site in order to preserve the historic views and setting.

The whole Palace site has been identified to be of high significance. As such, a philosophy of minimal change and enhancement should be generally adopted in approach. Any substantial new build elements to the site should be located outside of the Palace site. The plans in the significance section (Section 3) illustrate areas of low to high significance and the themes which make up these values. Any new proposals should consider this as baseline information for planning sensitive change, where slightly more scope for sensitive change will be possible to those areas of lower significance than to those of higher significance.

Standing Remains

The standing remains within the site will be sensitive to any significant change. Assessment has found the features to be of high significance. Scope for future works will be limited to conservation repairs or very sympathetic alteration. Beyond physical alterations, the impact upon setting of these features should also be considered, with no massing of new buildings or features detracting from the dominance of the remains within the primary views towards the site.

Historic Features

There are many areas of the Palace site where there is an opportunity to enhance the existing historical and archaeological features: for example: the Palace remains, moats, ponds and site entrance. The historic and archaeological features at the site will be retained in their entirety. The scope for change in these areas will be minimal with new work only comprising installation which will improve access and interpretation. With regards to features, such as the moats, there is the opportunity to undertake a programme of restoration. This may involve considerable work but in cases such as this, restoration may be the best course of preserving the significant feature and historic boundary of the site.

Ecology

When considering change to a site such as Woking Palace, where protected species are potentially present, there is scope to change and enhance the on-site habitats for the species, benefitting the ecological value. These opportunities will arise as part of the greater plans for the heritage aspects of the site e.g. with the reinstatement of the moat will potentially come an opportunity to create an enhanced habitat for other species, including Great Crested Newts. The specific opportunities will rely upon the specific plans for the site. Whilst there is an opportunity to enhance the ponds for example, the exact nature of the enhancement will depend upon the plans surrounding the ponds as part of the heritage strategy.

A conflict exists between ecological and archaeological management with regard to reversion to semi-natural ancient woodland. Ecological advice is to allow this reversion, while the Friends would prefer to see this area in its 17th-18th century use as a working hazel coppice. Future reuse should be discussed between the Council and Historic England.

New Facilities

There is an opportunity to install new facilities to enhance the site as outlined above. The proposed changes will be minimal and secondary to the heritage and ecological assets which have been subject to very little modern intrusion. Any new buildings and features of mass should be located outside of the Palace site so they do not physically detract from the significance of the site or its setting.

Masterplan

There is scope for change which has been outlined in the proposed Masterplan. The objective of the Masterplan is to provide a long-term sustainable future for the site. This can be achieved with meeting the aims of providing new access provision, enhanced interpretation and new visitor facilities.

The scope for change in the context of a Masterplan is considered to be as follows:

- new visitor centre located outside of the Palace site and away from the setting of the SSSI;
- new visitor access in the form of boardwalks to be utilitarian and low standing. These will not have an impact upon the Palace remains;
- new features such as bird hides and fishing pegs to be placed outside of site boundary. The nature of these structures suggest they do not pose a significant threat to impact upon setting;
- works to standing remains to be minimal and follow best conservation practice; and
- the conservation of historic features and archaeological remains, which will be paramount in the planning of any new work.

5 POLICIES

5.1 CONSERVATION OBJECTIVES

Conservation can best be defined as a process of managing change in a way that retains the significance and special character of a building, landscape, place or cultural artefacts whilst ensuring continued sustainability. It does not seek to prevent all change and preserve a place as if frozen in time. Nor does it seek to restore or return a place to how it once was at one single period in time. Implicit in the term conservation is the acceptance of change as the requirements for buildings or places evolve.

The key aims for Woking Palace, which will seek to guide forward its sustainable use as a public amenity and place of heritage and ecological significance are given below. The objectives have informed the policies on the following pages.

- 1 To find a viable long term use for Woking Palace and ensure that the site is conserved and treated holistically.
- 2 To retain an awareness of the long term future of Woking Palace and ensure that plans for its future are given a high priority in the Council's agenda.
- 3 To provide access for all as much as possible to the site.
- 4 To enhance the site through interpretation and education.
- 5 To provide enhanced visitor facilities and amenities to the site.
- 6 To prepare a Strategic Management Plan for the site thus ensuring sound conservation and management as the Masterplan progresses.
- 7 To maintain strong relationships with local community groups who already have an interest in Woking Palace.

5.2 POLICIES

Number	Policy	Reasons and Recommendations	Action
The Conservation Management Plan			
P1	The policies contained within the CMP will be adopted by Woking Borough Council. They will be used in conjunction with guidelines contained within the appendices as a starting point for any proposed works to Woking Palace.	The CMP should be a working document that guides any future change to the site. Woking Borough Council should feel that they can agree to follow the policies within it.	Woking Borough Council to adopt and implement CMP policies.
P2	The CMP will be reviewed on a regular basis, normally every five years or when major change is planned.	The CMP will need regular reviewing to ensure that the policies stay relevant in the future and that the information contained within it is up to date. This is particularly relevant to the identification of risks and opportunities within the site.	Plan for periodic reviews of the CMP every five years or recognise events and key changes at the site when CMP review will be required. This may be undertaken during the construction or completion stage of the Masterplan, should the works proposed within it be commenced.
P3	The CMP will be made available to any parties with a legitimate interest in the site, such as the stakeholders (both internal and external) outlined in this document.	Although the CMP is a privately owned document, other parties with an interest in the site should be involved in its ongoing development and should be able to have a direct say in the future of the site.	Make CMP available in digital or hard copy to all stakeholders after consultation period and completion of final draft.
Statutory Requirements			
P4	Should works at the site be proposed a number of bodies and organisations require consultation at an early stage. These include (but not restricted to) Historic England, Woking Borough Council and The Environment Agency.	Discussions between conservation professionals and stakeholders at the early stages of proposed works can bring useful input and will cut down on disagreements at later stages when a substantial amount of work has already been done.	Ensure the site's manager is aware of processes and the statutory requirements/designations within the site.
P5	Any proposed changes will take note of relevant statutory designations and proper consents should be obtained before work starts.	Statutory consents, which could include Scheduled Monument Consent, Listed Building Consent, Conservation Area Consent or Planning Permission, need to be obtained to ensure that work is carried out to the required standard and in order to avoid penalties for inappropriate work.	Ensure the site's manager is aware of processes and the statutory requirements/designations within the site.
Additions and New Work			
P6	If any additions or new work to the site are proposed, these will be sensitive to the site's significance with minimal intervention.	New additions and work should be sympathetic to the site and not detract from the elements which make the Palace site of high significance.	Review any new work under consideration against the Conservation Management Plan and within the context of the site wide Masterplan.
P7	Major alterations which involve the removal of substantial amounts of historic fabric will not normally be allowed. Changes to the historic fabric will be the minimum necessary. A philosophy of preservation is the preferred approach with regards to the Palace remains.	Alterations are more likely to be acceptable to those areas which have less significance. Alterations should pay attention to the significance of the area or feature. The impact of any proposals on the significance of the site should be assessed prior to work being undertaken.	The appendix of this CMP contains guidance for sympathetic repair which should be adhered to.

Number	Policy	Reasons and Recommendations	Action
P8	Wherever possible, alterations will be carried out in a way that is reversible, i.e. in a way that allows the historic fabric to be recovered or repaired.	<p>This is to ensure that, in the future, any changes to the historic fabric which have been deemed necessary in the past can be removed and the historic fabric or layout returned to its original state.</p> <p>The impact of any proposals on the significance of the site should be assessed before the work is carried out.</p>	The appendix of this CMP contains guidance for sympathetic repair which should be adhered to.
P9	All new work will require archaeological mitigation in the form of impact assessments and fieldwork, if required. This is to be undertaken in consultation with the local planning authority and Historic England.	The Palace site is designated as a scheduled monument and is recognised to have high potential for subsurface archaeological features.	Engage a heritage/archaeological consultant prior to proposing specific new works.
P10	All new work will require ecological impact assessments and appropriate mitigation if required. This is to be undertaken in consultation with the local planning authority and Surrey Wildlife Trust.	The Palace site has been assessed and holds a number of significant ecological features and habitats. The presence of ancient semi natural woodland and an exceptional wild daffodil population have led to its designation as an SNCI.	Engage an ecological consultant prior to proposing specific new works.
Repair and Maintenance			
P11	<p>A maintenance and conservation programme as detailed in the appendices of this document will be commenced. This should also be in line with the timescales noted in the activity and action plan.</p> <p>The maintenance and conservation plan should be updated on a regular basis (every 3-5 years) to ensure best methods and strategies are adopted.</p> <p>The maintenance plan should also be updated after new work has taken place.</p>	A regular programme of inspection and repair is important so that minor defects are spotted and dealt with as soon as possible. If left untreated some problems can easily escalate, causing damage to features of heritage or ecological significance.	Appoint appropriate contractors and co-ordinate volunteers to undertake tasks in action and maintenance plan.
P12	Appropriate conservation materials and techniques will be used for the repair of the buildings and structures on site. Works should be carried out by suitably qualified professionals and contractors familiar with historic buildings and sites of ecological significance.	Inappropriate repairs or conservation methods can be very damaging to historic buildings and sites of ecological significance.	Appoint appropriate contractors and co-ordinate volunteers to undertake tasks in action and maintenance plan.
P13	Best conservation practice to be established with regards to deteriorating features such as the ponds and the moat. This will consider both heritage and ecological impact.	Features such as the moats and ponds are currently deteriorating and require intervention, either by means of conservation or restoration.	The Masterplan which is currently underway will address the deteriorating features.

Number	Policy	Reasons and Recommendations	Action
P14	A programme of landscape maintenance should be developed to ensure lowest possible levels of impact on the heritage resource as a result of erosion and vegetation ingress.	Buried and partially exposed heritage features are vulnerable to above ground and shallow landscaping activity.	Implement a rolling programme of vegetation and grass management in within the activity plan.
Research and Recording			
P15	Future alterations will be adequately researched as the work is planned to ensure that appropriate materials and methods are employed. Speculative work should be avoided.	This policy aims to ensure that changes to the site are historically appropriate and that a clear picture of the site's development over time is established so that changes made now are adequately understood by the custodians of the building in the future.	Appoint specialist contractors to undertake alterations.
P16	A new maintenance archive will be established at the Lightbox.	The archive should hold all information related to maintenance including; costs, who undertook the work, the results and any related surveys. This will ensure all information is held in one place and easily accessible. The maintenance archive will act as a hub to programme and inform all future work.	In co-ordination with the Lightbox establish a new maintenance archive. Once established, communicate the archival practice and use to all relevant stakeholders. This should be undertaken in January 2013.
P17	A new accessible archaeological archive to be created at The Lightbox. This should contain physical records and provide a place for deposition for artefacts recovered from excavations.	Results of all archaeological excavations should be made publicly available to enhance understanding of the site and provide a valuable resource.	In co-ordination with the Lightbox establish a new archaeological archive. Once established, communicate the archival practice and use to all relevant stakeholders. This should be undertaken in 2013.
P18	Changes made to the buildings or site, including repair, alteration, demolition and extension should be adequately documented. The documentation should be stored at the Lightbox.	A record should include plans, before and after photographs, a description of the works carried out, the cost and who carried out the works.	In co-ordination with the Lightbox establish a new archive. Once established, communicate the archival practice and use to all relevant stakeholders. This should be undertaken in January 2013.

5.3 ISSUE SPECIFIC POLICIES

Number	Policy	Reasons and Recommendations	Action
Ownership and Management			
P19	The Woking Borough Council departments managing the site will establish a set management regime for the site's future which takes account of a proposed Masterplan.	The future conservation and management of the site is dependent on a sound management and conservation strategy implemented by the Council.	WBC to hold internal meetings for future management of Woking Palace.
P20	A more formal management system will be put in place for liaison between the Friends of Woking Palace and the relevant council departments, Historic England and the Surrey Wildlife Trust.	The Friends are active participants in the running of Woking Palace. A system which enables the stakeholders to meet and make plans together will ensure the smooth running and conservation of the site. Within this framework, issues such as the future management and form of the woodland (semi-natural or coppice) in the future.	Stakeholder meeting to be set up for discussion of CMP actions and everyone's role in realising the objectives for the site.
Condition			
P21	Until a Masterplan is commenced for the site, the condition of the buildings and Palace remains and associated landscape will not be allowed to deteriorate any further than their state at present. Remediation of the exposed foundation of the Great Hall should be prioritised.	<p>Keeping on top of the maintenance and condition of the remains will mean that larger scale problems (and therefore costs) can be avoided.</p> <p>Areas of the site are subject to mid term deterioration including the maintenance of grazed grassy areas. The slumping of the ground level along the causeway and the preservation of extant walls (ie the tudor precinct wall).</p>	WBC to undertake works detailed in action plan and repair guideline in appendix.
Presentation and Interpretation			
P22	In conjunction with the Masterplan, a new interpretation strategy will be devised for the site which allows visitors to understand and appreciate its heritage and ecological significance.	The sustainable future of the site is dependent upon stakeholder interest. The asset needs to be a draw for the visitor to provide a viable future use as a public amenity.	On completion of Masterplan appoint interpretation/heritage consultants for detailed interpretation strategy.
P23	The general presentation of Woking Palace should be improved.	The existing site has very little signage and is poorly presented as a result of its isolated location and little visitor use.	A Masterplan is currently underway which will address this.
P24	The Friends of Woking Palace will be consulted on future schemes for interpretation.	The Friends have a long association with the site and a good understanding of its history. Information provided by The Friends will make a valuable contribution to successful scheme of interpretation.	WBC to ensure good communication with the Friends by arranging periodic consultation meetings.
P25	The Surrey Wildlife Trust will be consulted on future schemes for interpretation.	The Surrey Wildlife has a long association with the site and understanding of its ecological significance. Information provided by the trust will make a valuable contribution to the presentation of ecology.	WBC to ensure good communication with the Surrey Wildlife Trust by arranging periodic consultation meetings.

Number	Policy	Reasons and Recommendations	Action
P26	A programme of landscape maintenance of the site should be developed in consultation within the heritage and ecological advisors to maximise its aesthetic qualities and enhance the historic and aesthetic legibility of the visitor experience.	To ensure the story of the site is as legible and well presented as possible.	Implement a rolling programme of vegetation and grass management within the activity plan.
P27	Seek to appropriately cap stone walls to manage their condition and allow them to stay exposed.	To allow the ruins to remain visible and legible to the viewer.	Liaise with HE to establish a way forward. Implement an agreed programme of conservation capping to the walls.
Funding Constraints			
P28	Marketing and business development will aim to raise funds for a single scheme of works to provide a public amenity in Woking Palace.	The current system of making incremental changes and improvements or reactive conservation strategies at Woking Palace means that the services provided are at risk of being ad-hoc and uncoordinated. It is also less cost effective in the long run.	This should be addressed after Masterplan (and costs) have been completed.
P29	Grant funding should be sought from appropriate bodies, such as the HLF or through Section 106 if possible (as a SANG site).	New work and conservation at Woking Palace will be very costly. All opportunities for additional funding should be actively sought.	This should be addressed after Masterplan (and costs) have been completed.
Use			
P30	Any new access provision at the site should be sympathetic to the heritage and ecological assets and their setting.	The Palace site is sensitive to change. The impact of any new installation related to access will need to be accessed. This is most likely to be in the form of low-level boardwalks.	A Masterplan is currently underway which will address this.
P31	A new formal volunteer management system will be put in place.	Volunteers are important stakeholders and fundamental to the site's future conservation. It is essential that all volunteers are trained and informed of the site's significance so best conservation practice can be applied.	WBC to establish or appoint a consultant to establish a volunteer management programme. This may result in the employment of a volunteer/community outreach officer.
P32	A new education programme should be provided for the site, running alongside the Masterplan.	To ensure future access for education purposes from where all members of the community (including schools) can learn about the site.	Upon completion of Masterplan, appoint an education/interpretation consultant.
Parking and Access			
P33	A new car park will be constructed in a location which does not detract from the aesthetic significance of the site. This should accommodate cars, coaches and bikes. A secondary small car park should also be constructed close to the Palace site (possibly in place of existing) to provide adequate access for disabled visitors.	The existing parking provision is inadequate. Should visitor access be provided a new car park is essential to the site's success as a public amenity. This should also include bus parking.	A Masterplan is currently underway which will address this.

Number	Policy	Reasons and Recommendations	Action
Security			
P34	A new security system which is sensitive and unobtrusive to the site will be installed at the site. This may be undertaken concurrent with the Masterplan.	Security of the site is currently an issue and vandalism has recently had a negative impact upon the heritage assets. A new Masterplan should use the opportunity to install security measures at the site.	Upon completion of Masterplan appoint a security consultant.
Accessibility			
P35	Any new access provision at the site will be sympathetic to the heritage and ecological assets and their setting. The access should also make a provision for disabled and be compliant with the Equality Act 2010.	Because of the nature of the land and topography it is likely that the site will require a semi-permanent structure. This should facilitate good public access whilst being in keeping with the setting of the site.	A Masterplan is currently underway which will address this.
P36	Access to the site will be available to all members of the community and will comply with the Equality Act 2010.	All members of the community should be able to enjoy the heritage and ecological assets of Woking Palace.	A Masterplan is currently underway which will address this.
P37	All new facilities (including interpretation schemes) at the site should be compliant with the Equality Act 2010.	All members of the community should be able to enjoy the heritage and ecological assets of Woking Palace.	A Masterplan is currently underway which will address this.
Fire Risk			
P38	Fire protection measures will be monitored to ensure that they give adequate protection to the site, buildings and visiting people.	To bring these areas in to use, changes will be necessary to safeguard the significant site and to reduce the risk for staff and visitors.	Upon completion of Masterplan appoint consultant to undertake a fire risk assessment and fire strategy.
Health and Safety			
P39	A new health and safety strategy will be undertaken for the site assessing all hazards. This should also be updated with the commencement of a Masterplan.	Very little health and safety provision is undertaken at the site presently, mainly due to the small number of people who visit the site. However, as visitor numbers rise and access is formalised, it will be necessary to install appropriate health and safety measures.	Upon completion of Masterplan appoint H&S consultant to ensure public safety at the site.
Climate Change and Sustainability			
P40	Woking Borough Council should be aware that changes in climate could, in the future, affect Woking Palace.	Factors such as the flood plain where the site is located and the close proximity of the River Wey present two examples where climate change has the potential to be an issue and impact upon the site.	WBC should periodically review the effect of climate change at the site. Flood risk assessment may make up one component of this.
P41	All new work at the site and additions as part of a Masterplan should be undertaken using sustainable materials where possible.	The use of sustainable materials is good practice and illustrates that WBC are a responsible body with regards to the environment. The environmental implications of all conservation and new work should be assessed prior to work being undertaken.	A Masterplan is currently underway which will address this. Upon completion this should be audited for sustainable credentials.

Number	Policy	Reasons and Recommendations	Action
Ecology			
P42	The presence of protected and priority* species will be considered within any plans for the site. *To include species local Biodiversity Action Plan Species and species listed under Section 41 of the Natural Environment & Rural Communities Act 2006 as 'Habitats & Species of principal importance for the conservation of biological diversity in England',	A range of species protected by UK law are present at the site. There is therefore the potential to commit an offence should management actions proceed without consideration of the legislation.	To avoid committing an offence, any actions that do not follow the agreed action plan should be discussed with a suitably qualified ecologist prior to implementation to confirm compliance with the relevant legislation.
P43	Notable and priority habitats will be protected and enhanced at the site.	That site supports a number of rare and notable habitats and species. Management actions should seek to conserve these ecological receptors and enhance the value of the site.	Measures within the action Plan will be followed to ensure compliance with legislation and provide targeted benefits for notable ecological receptors at the site. Updated ecological surveys should take place every 2-5 years to inform changes to the action plan and adapt to changing conditions at the site.

6 ACTIVITY PLAN: HERITAGE AND ECOLOGY

The actions set out below follow an annual or biannual cycle with many tasks repeated on an annual basis. The plan assumes a January start date but could be commenced at any time of year following the adaption of the CMP.

- Ecological
- General maintenance/management
- Conservation and historic features

Time	Specialist Contractor	Non-Specialist Contractor
Year 1	<ul style="list-style-type: none"> • Bi-annual – monitoring checks for bat boxes • Every 2-5 years– Ecological Appraisal, to inform any changes to actions and any further protected species monitoring surveys that may be appropriate 	<ul style="list-style-type: none"> • Annual – Continued regular mowing of grassland throughout the year. Any dense areas should be carefully cut/cleared in stages to avoid killing or injuring reptiles or amphibians.
January	<ul style="list-style-type: none"> • Annual - Working method statement for scrub management and works in and around the ponds/ moat to be produced and followed to avoid need for European protected species licence for GCN 	<ul style="list-style-type: none"> • Annual - avoid disturbing log piles and potential reptile and amphibian hibernacula in winter. Scrub clearance following working method statement. • Annual - Remove weeds and fallen trees from the ponds/ moats and maintain clear water; following working method statement
February	<ul style="list-style-type: none"> • Initiate consultation with Historic England over approach to remediation of exposed foundation of the Great Hall. 	<ul style="list-style-type: none"> • Annual - avoid disturbing log piles and potential reptile and amphibian hibernacula in winter
March		<ul style="list-style-type: none"> • Remove vegetation growth to low level wall capping and Breedon gravel surface
April	<ul style="list-style-type: none"> • Commence Dormice Survey • Commence GCN Survey 	
May	<ul style="list-style-type: none"> • Annual – tree survey and assessment of management requirements, to include removal of invasive tree species/sapling trees in moat. Management plan should include actions for reinstatement of coppicing. 	<ul style="list-style-type: none"> • Place all completed work data sheets in site maintenance archive at The Light Box • Bi-annual - remove weeds and fallen trees from the ponds/ moats and maintain clear water
June		<ul style="list-style-type: none"> • Annual - Himalayan balsam control
July	<ul style="list-style-type: none"> • Undertake Tree Survey 	<ul style="list-style-type: none"> • Remove vegetation growth to low level wall capping and Breedon gravel surface • Removal of vegetation from high wall cappings
August		
September	<ul style="list-style-type: none"> • Brief inspection of standing remains 	

Time	Specialist Contractor	Non-Specialist Contractor
October		<ul style="list-style-type: none"> Remove vegetation growth to low level wall capping and Breedon gravel surface Bi-annual - remove weeds and fallen trees from the ponds/ moats and maintain clear water
November	<ul style="list-style-type: none"> If dormice found to be present then watching brief for SQE to oversee scrub management in woodland to ensure maintenance of glade areas - outside of bird nesting season. 	
December	<ul style="list-style-type: none"> If dormice found to be present then watching brief for SQE to oversee scrub clearance in woodland to create glade areas - outside of bird nesting season 	<ul style="list-style-type: none"> Annual - avoid disturbing log piles and potential reptile and amphibian hibernacula in winter Annual – scrub management, taking care to avoid disturbing potential reptile and amphibian overwintering habitat. Works should follow agreed working method statement for GCN.I
Year 2		
January		<ul style="list-style-type: none"> If dormice found to be absent then scrub clearance in copse area outside of bird nesting season
February	<ul style="list-style-type: none"> If dormice found to be present then watching brief for SQE to oversee scrub clearance in woodland to create glade areas - outside of bird nesting season 	<ul style="list-style-type: none"> If dormice found to be absent then scrub clearance in copse area outside of bird nesting season
March	<ul style="list-style-type: none"> Clearance of Himalayan Balsam 	<ul style="list-style-type: none"> Remove vegetation growth to low level wall capping and Breedon gravel surface
April	<ul style="list-style-type: none"> Inspect capping of standing remains for frost damage 	
May	<ul style="list-style-type: none"> If dormice found to be present then watching brief for SQE to oversee scrub clearance in woodland to create glade areas - outside of bird nesting season Potential felling of trees that were shown to support bat roosting. 	<ul style="list-style-type: none"> Place all completed work data sheets in site maintenance archive at The Light Box
June		
July		<ul style="list-style-type: none"> Remove vegetation growth to low level wall capping and Breedon gravel surface Removal of vegetation from high wall cappings
August		
September	<ul style="list-style-type: none"> Brief inspection of standing remains 	
October		<ul style="list-style-type: none"> Remove vegetation growth to low level wall capping and Breedon gravel surface
November	<ul style="list-style-type: none"> If dormice found to be present then watching brief for SQE to oversee scrub management in woodland to ensure maintenance of glade areas - outside of bird nesting season. 	<ul style="list-style-type: none"> If dormice found to be absent then scrub management in copse area - outside of bird nesting season.
December	<ul style="list-style-type: none"> If dormice found to be present then watching brief for SQE to oversee scrub management in woodland to ensure maintenance of glade areas - outside of bird nesting season. 	<ul style="list-style-type: none"> Place all completed work data sheets in site maintenance archive at The Light Box If dormice found to be absent then scrub management in copse area - outside of bird nesting season.
Year 3		
January	<ul style="list-style-type: none"> If dormice found to be present then watching brief for SQE to oversee scrub management in woodland to ensure maintenance of glade areas - outside of bird nesting season. 	<ul style="list-style-type: none"> If dormice found to be absent then scrub management in copse area - outside of bird nesting season.
February	<ul style="list-style-type: none"> If dormice found to be present then watching brief for SQE to oversee scrub management in woodland to ensure maintenance of glade areas - outside of bird nesting season. 	<ul style="list-style-type: none"> If dormice found to be absent then scrub management in copse area - outside of bird nesting season.

Time	Specialist Contractor	Non-Specialist Contractor
March	<ul style="list-style-type: none"> If dormice found to be present then watching brief for SQE to oversee scrub management in woodland to ensure maintenance of glade areas - outside of bird nesting season. 	<ul style="list-style-type: none"> Remove vegetation growth to low level wall capping and Breedon gravel surface If dormice found to be absent then scrub management in copse area - outside of bird nesting season.
April	<ul style="list-style-type: none"> Inspect capping of standing remains for frost damage 	
May	<ul style="list-style-type: none"> Update Tree Survey 	<ul style="list-style-type: none"> Place all completed work data sheets in site maintenance archive at The Light Box
June		
July		<ul style="list-style-type: none"> Remove vegetation growth to low level wall capping and Breedon gravel surface Removal of vegetation from high wall cappings
August		
September	<ul style="list-style-type: none"> Brief inspection of standing remains 	
October		<ul style="list-style-type: none"> Remove vegetation growth to low level wall capping and Breedon gravel surface
November	<ul style="list-style-type: none"> If dormice found to be present then watching brief for SQE to oversee scrub management in woodland to ensure maintenance of glade areas outside of bird nesting season. 	<ul style="list-style-type: none"> If dormice found to be absent then scrub management in copse area outside of bird nesting season.
December	<ul style="list-style-type: none"> If dormice found to be present then watching brief for SQE to oversee scrub management in woodland to ensure maintenance of glade areas outside of bird nesting season. 	<ul style="list-style-type: none"> If dormice found to be absent then scrub management in copse area outside of bird nesting season. Place all completed work data sheets in site maintenance archive at The Light Box
Year 4		
January	<ul style="list-style-type: none"> If dormice found to be present then watching brief for SQE to oversee scrub management in woodland to ensure maintenance of glade areas outside of bird nesting season. 	<ul style="list-style-type: none"> If dormice found to be absent then scrub management in copse area outside of bird nesting season.
February	<ul style="list-style-type: none"> If dormice found to be present then watching brief for SQE to oversee scrub management in woodland to ensure maintenance of glade areas - outside of bird nesting season. 	<ul style="list-style-type: none"> If dormice found to be absent then scrub management in copse area outside of bird nesting season.
March	<ul style="list-style-type: none"> If dormice found to be present then watching brief for SQE to oversee scrub management in woodland to ensure maintenance of glade areas - outside of bird nesting season. 	<ul style="list-style-type: none"> Remove vegetation growth to low level wall capping and Breedon gravel surface If dormice found to be absent then scrub management in copse area - outside of bird nesting season.
April	<ul style="list-style-type: none"> Inspect capping of standing remains for frost damage 	
May		<ul style="list-style-type: none"> Place all completed work data sheets in site maintenance archive at The Light Box
June		
July		<ul style="list-style-type: none"> Remove vegetation growth to low level wall capping and Breedon gravel surface Removal of vegetation from high wall cappings
August		
September		
October		<ul style="list-style-type: none"> Remove vegetation growth to low level wall capping and Breedon gravel surface
November	<ul style="list-style-type: none"> If dormice found to be present then watching brief for SQE to oversee scrub management in woodland to ensure maintenance of glade areas - outside of bird nesting season. 	<ul style="list-style-type: none"> If dormice found to be absent then scrub management in copse area - outside of bird nesting season.

Time	Specialist Contractor	Non-Specialist Contractor
December	<ul style="list-style-type: none"> If dormice found to be present then watching brief for SQE to oversee scrub management in woodland to ensure maintenance of glade areas - outside of bird nesting season. 	<ul style="list-style-type: none"> If dormice found to be absent then scrub management in copse area - outside of bird nesting season. Place all completed work data sheets in site maintenance archive at The Light Box
Year 5		
January	<ul style="list-style-type: none"> If dormice found to be present then watching brief for SQE to oversee scrub management in woodland to ensure maintenance of glade areas - outside of bird nesting season. 	<ul style="list-style-type: none"> If dormice found to be absent then scrub management in copse area - outside of bird nesting season.
February	<ul style="list-style-type: none"> If dormice found to be present then watching brief for SQE to oversee scrub management in woodland to ensure maintenance of glade areas - outside of bird nesting season. 	<ul style="list-style-type: none"> If dormice found to be absent then scrub management in copse area - outside of bird nesting season.
March	<ul style="list-style-type: none"> If dormice found to be present then watching brief for SQE to oversee scrub management in woodland to ensure maintenance of glade areas - outside of bird nesting season. 	<ul style="list-style-type: none"> Remove vegetation growth to low level wall capping and Breedon gravel surface If dormice found to be absent then scrub management in copse area - outside of bird nesting season.
April	<ul style="list-style-type: none"> Inspect capping of standing remains for frost damage 	
May	<ul style="list-style-type: none"> Update Tree Survey 	<ul style="list-style-type: none"> Place all completed work data sheets in site maintenance archive at The Light Box
June		
July		<ul style="list-style-type: none"> Remove vegetation growth to low level wall capping and Breedon gravel surface Removal of vegetation from high wall cappings
August	<ul style="list-style-type: none"> Undertake quadrennial inspection of standing remains. Reference Purcell Condition Survey September 2013 	
September		
October		<ul style="list-style-type: none"> Remove vegetation growth to low level wall capping and Breedon gravel surface
November	<ul style="list-style-type: none"> If dormice found to be present then watching brief for SQE to oversee scrub management in woodland to ensure maintenance of glade areas - outside of bird nesting season. 	
December	<ul style="list-style-type: none"> If dormice found to be present then watching brief for SQE to oversee scrub management in woodland to ensure maintenance of glade areas - outside of bird nesting season. 	<ul style="list-style-type: none"> If dormice found to be absent then scrub management in copse area - outside of bird nesting season. Place all completed work data sheets in site maintenance archive at The Light Box

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