

Period of contract: Development and Delivery Phase - RIBA 1 to RIBA 7;



**Invitation to Tender (ITT)
for
St Osyth Priory and Parish Trust –
Interpretation and Storytelling Consultant**

Submission of Tenders: 17th July 2025, 5pm

Any queries relating to this tender should be submitted via the
St Osyth Priory and Parish Trust email - tenders@stosythpriorytrust.org.uk

Issue date: 23rd June 2025



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1.0 THE PROGRAMME

1.1 Introduction

St Osyth Priory and Parish Trust has been awarded Development Phase funding from The National Lottery Heritage Fund, the project will focus on the redevelopment of the Tithe Barn and Old Dairy and into hireable event and community spaces.

St Osyth Priory and Parish Trust wishes to appoint a suitably qualified and highly experienced Interpretation and Storytelling Consultant to work on the Development and Delivery Phases - RIBA 1 to RIBA 7 of this aspect of the project. Please note the Delivery Phase is subject to successful funding from The National Lottery Heritage Fund.

This ITT sets out the background to the project, the tender process, timescales and management arrangements.

1.2 Background Information

St Osyth Abbey (originally and still commonly known as St Osyth Priory) was a house of Augustinian canons in the parish of St Osyth (then named Chich) in Essex, England in use from the 12th to 16th centuries. Prior to the Reformation, it was the third wealthiest abbey in the country. After falling into private ownership by the Darcy family following the reformation, the abbey was severely damaged in the English Civil War, and the house and 6,800-acre estate was owned privately throughout its history.

The house was requisitioned during the Second World War and then sold in 1948 to the Loyal and Ancient Order of Shepherds who founded a convalescent home here. Five parts of the priory are Grade I listed buildings. In 1954 Mr Somerset de Chair, a popular novelist and MP, purchased the property, allowing the convalescent home to remain in the main building for many years (closed 1980), and converting the Gatehouse into a separate residence. De Chair developed the gardens and opened the property to the public. He also gradually sold off parts of the estate and allowed large scale gravel extraction to disfigure much of the surrounding landscape. After his marriage in 1974 to Lady Juliet Wentworth Fitzwilliam, the Wentworth Woodhouse art collection, which she had inherited, was displayed here. On de Chair's death in 1995 the property was put up for sale by his widow, and it was eventually purchased by the present owners, the Sargeant family, in 1999. It is part of the Historic Houses Association but is privately owned by the Sargeant family.

The site is used for events, open for walking tours, and there is an education and training centre.

St Osyth Priory is an exceptional collection of heritage assets comprising 16 separate Grade I, II* and II listed buildings set within a Grade II registered historic park and garden. The vision for this mesmerising collection of buildings and landscape, is to fully revitalise and restore the historic assets to their former glory. By utilising many different options, the estate will have a new long term and viable future that engages with the community and brings new economic prosperity to the local area. The vision is that the Tithe Barn and Old Dairy buildings will deliver

a wedding and venue that can be leased and potentially run by a private operator - with the buildings used by the community to meet the Trusts charitable purposes when not rented out commercially.

Education visits are an important part of programming at St Osyth, with 1173 primary school children visiting in 2023.

There is particular interest in the history and martyrdom of St Osyth, providing opportunities to connect local stories and heritage with the broader history through the ages. Consultation shows the importance to our current audience of local, older adults is not just heritage, but also evokes memories of childhood visits to a special place that before closure welcomed over 20,000 visitors annually. By restoring public access, the Priory's connection with the community will be rebuilt allowing visitors to create new memories with their own children and grandchildren.

The Trust is interested in exploring reusing materials to create art installations, as well as creating interpretative objects and installations from heritage items from the site, including opportunities for planting of flowers and plants.

Interpretation outputs should have target audiences in mind, it should be inclusive whilst also being sympathetic to what is on the site currently.

Interpretation and signage need to be flexible so that core operations such as hires can still take place.

1.3 Programme Timeline

Below is an approximate timeline of the programme:

RIBA Stage 2 – July 2025 – December 2025

1. Pre-planning Application Submitted – September 2025 to November 2025
2. Ongoing SOPPT Meetings

RIBA Stage 3 – December 2025 – August 2026

1. Coordinated Designs & costs Approved – May 2026
2. Match Funding for Delivery Phased secured and in place, agreements in place - May 2026 to August 2026
3. Planning/LBC Applications – April 2026 – May 2026
4. Delivery Phase Application Prepared – June 2026 – July 2026
5. Delivery Phase Application Submitted - August 2026
6. Planning/LBC Decision – TBC
7. Ongoing SOPPT Meetings

End of Development Phase

RIBA Stage 4 – January 2027 to June 2027

1. Decision on Delivery Phase Application – December 2026 (TBC)
2. Estimated Permission to Start Received (Delivery Phase) – January 2027
3. Discharge Pre-Commencement Planning/LBC conditions – February 2027 to May 2027
4. Ongoing SOPPT Meetings

RIBA Stage 5 – November 2027 to January 2029

1. Construction - December 2027 to October 2028
2. Fit out and interpretation installation period – November 2028 to January 2029
3. Ongoing SOPPT Meetings

RIBA Stage 6 Handover of sites & testing for close out – January 2029 – March 2029

1. Ongoing SOPPT Meetings

RIBA Stage 7 In use and open for Autumn - March 2029 – May 2029

1. Ongoing SOPPT Meetings
2. Project Evaluation Submitted - March 2029 to May 2029
3. Activity period and programme ends – May 2029

2.0 REQUIRED SERVICES

2.1 Interpretation and Storytelling Plan

St Osyth Priory and Parish Trust is seeking to appoint a suitably qualified Consultant to help deliver an Interpretation and Storytelling Plan through innovative curation, interpretation and exhibition design.

You will be working on a site that covers over 1300 years of British History. We would like to understand how to tell the stories from key historic periods related to the site, and present these in innovative ways that foster greater community engagement and connection.

The main aims are to:

1. Reconnect the historic buildings and landscape and re-establish their identity at the heart of the community
2. Help more people learn, enjoy and care about the Estate and its history. Present unique opportunities in a matchless environment to engage with and participate in our heritage
3. Raise the profile of the heritage of the site and engage new audiences with it
4. Interpretation developed in partnership with local people, including new oral history and opportunities for co-production will increase engagement of under-represented audiences.
5. Undertake ongoing focus groups and co-production of interpretation content creation with target audiences
6. Work with the Historian in Residence to capture the outputs of their work and understand how their findings inform the storytelling opportunities
7. Work closely with the Activity Planner and Communities Engagement Officer to develop and deliver co creation
8. Help develop plans for branding and wayfinding based on your work
9. Create a plan for community and temporary exhibitions that support the stories of the site during delivery stage and beyond
10. Develop an Interpretation Plan in line with The National Lottery Heritage Funds good practice guidance for inclusion in the Delivery Phase submission; noting that this is a Heritage Enterprise grant.

You will need to progress storytelling and design development in line with the architectural plans – which will include production of visuals for the Delivery Phase application.

Scope of works:

RIBA Stage 2 – Concept Design

- Hold briefing workshops with the Trust.
- Attend meetings online and in person as required (including Design Team Meetings, Project Team Meetings and workshops)
- Develop the Interpretation Strategy aligned with the project vision and audience needs.
- Develop the graphic strategy.
- Contribute to the concept narrative for exhibitions or interpretive elements.
- Identify and profile target audiences, including accessibility and inclusivity considerations.
- Identify opportunities for acknowledgement of The National Lottery Heritage grant.
- Coordinate with the Multi Disciplinary Design Team and stakeholders to ensure interpretation is embedded early.
- Assist the Project Manager in reviewing the project programme and risk register at regular intervals.
- Assist the Project Manager in development of a procurement strategy.
- Work with the Activity Planning Consultant to ensure that Interpretation Strategy is integrated and joined up with the Activity Plan.
- Support with developing consultation around interpretation outputs and themes.
- Provide input on spatial requirements for interpretive components (e.g., media, displays, interactives).
- Collaborate on early feasibility and content zoning studies.
- Prepare the Interpretation Plan.
- Present RIBA Stage 2 concept to the Trust and The National Lottery Heritage Fund.

RIBA Stage 3 – Spatial Coordination

- Attend meetings online and in person as required (including Design Team Meetings, Project Team Meetings and workshops)
- Refine and finalise the Interpretation Plan, including themes, messages, and delivery methods.
- Refine the graphic strategy.
- Refine strategy for acknowledging the National Lottery Heritage Fund funding.
- Support with any additional consultation around interpretation.
- Coordinate the content hierarchy and spatial relationships between interpretive elements.
- Work with designers to translate narrative content into physical spaces.
- Develop outline content schedules, object lists, graphic schedules and media requirements.
- Ensure interpretation requirements are integrated into architectural and services coordination (e.g., lighting, AV, power).
- Contribute to risk registers for content, copyright, and community consultation.
- Assist the Project Manager in the development of a procurement strategy.
- Refine the Interpretation Plan.

- Prepare a fully costed Interpretation Plan for inclusion in the Delivery Phase application to The National Heritage Lottery Fund.
- Present RIBA Stage 3 scheme to the Trust and The National Lottery Heritage Fund.
- Draft and finalise briefs as required (AV, Illustration, Artists etc)
- Contribute to Development Phase evaluation as required.

RIBA Stage 4 – Technical Design

- Hold technical design workshops with the client and incorporate feedback into RIBA Stage 4 designs.
- Produce detailed interpretation specifications (graphics, digital media, etc.).
- Finalise object and content lists in coordination with curators and stakeholders.
- Coordinate with fabricators, digital teams, and conservation specialists on technical delivery.
- Review and approve design packages related to interpretive elements.
- Ensure integration with architecture, structural, environmental, Services and AV systems.
- Contribute to Risk, Programme and Procurement meetings and provide feedback to the Project Manager.
- Contribute to procurement documentation for interpretive elements and content development.
- Contribute to evaluation of tenders as required.
- Attend meetings with the Trust and Project Team as required.

RIBA Stage 5 – Manufacturing and Construction

- Oversee the production and installation of interpretive components:
- Supervise graphic production, AV integration, interactive elements, and text panels.
- Carry out quality control checks during fabrication and site installation.
- Support coordination between interpretive contractors and main works contractors.
- Ensure interpretive elements are installed as per approved designs and align with the interpretation strategy.
- Provide input on any required site adaptations or revisions.
- Attend meetings with the Trust and Project Team as required.

RIBA Stage 6 – Handover

- Review and sign off completed interpretive installations.
- Coordinate snagging and final adjustments to displays, AV, and interactives.
- Ensure content meets accessibility, safety, and conservation standards.
- Support staff training on interpretive elements and maintenance (e.g., digital systems).
- Deliver as-built interpretation documentation, including maintenance and operational guidance.
- Participate in post-installation evaluation (audience feedback, walkthroughs).
- Attend meetings with the Trust and Project Team as required.

RIBA Stage 7 – In Use

- Support post-occupancy evaluation of interpretive elements (engagement levels, accessibility, usability).
- Advise on content updates, digital maintenance cycles, and seasonal programming.
- Assist in developing a long-term content refresh or rotation strategy.
- Contribute to lessons learned and evaluation reports.
- Support ongoing engagement strategies linked to interpretation (e.g., community programmes, learning tools).

Maximum Contract Value for the Development Phase - £25,000 excluding VAT. Inclusive of expenses.

3.0 INSTRUCTIONS FOR TENDERING

3.1 General Tendering Information

- 3.1.1 These instructions are designed to ensure that all Tenderers are given equal and fair consideration. It is important therefore that you provide all information asked for in the format and order specified in the tender documents. If you have any doubt as to what is required or will have difficulty in providing the information requested, please submit a question via tenders@stosythprioritytrust.org.uk
- 3.1.2 St Osyth Priory and Parish Trust reserves the right to contact and take up references. Tenderers are required to provide details of three references for work of similar scale and nature in the ITT submission.
- 3.1.3 Tenders shall be submitted in accordance with these instructions.
- 3.1.4 Tenders that do not comply with any mandatory requirement (i.e. where the words “shall” or “must” are used) will be rejected.
- 3.1.7 This ITT does not constitute an offer and St Osyth Priory and Parish Trust does not undertake to accept any tender. St Osyth Priory and Parish Trust reserves the right to accept a Tender in part, rather than in full.
- 3.1.8 Whilst the information contained in this ITT is believed to be correct at the time of issue neither St Osyth Priory and Parish Trust, nor its advisors, will accept any liability for its accuracy, adequacy or completeness nor will any express or implied warranty be given. This exclusion extends to liability in relation to any statement, opinion or conclusion contained in or any omission from this ITT (including its appendices) and in respect of any other written or oral communication transmitted (or otherwise available) to any Tenderer. This exclusion does not extend to any fraudulent misrepresentation made by or on behalf of St Osyth Priory and Parish Trust.

3.2 Confidential Nature of Tender Documentation

- 3.2.1 Documentation in relation to this Invitation to Tender and any Tenders received by St Osyth Priory and Parish Trust in response to it shall be treated as a private and confidential save where the disclosure is required by law.
- 3.2.2 Other than with professional advisers or sub-contractors that need to be consulted with regards to the preparation of the Tender, Tenderers shall not:
 - a) Disclose that they have been invited to tender;
 - b) Discuss the Invitation or the Tender they intend to make;
 - c) Release any information relating to the ITT and/or the Tender that they intend to make;

- d) Devise or amend the content of their Tender in accordance with any agreement or arrangement with any other organisation and/or person, other than in good faith with an organisation and/or person who is a proposed partner, supplier, consortium member or provider of finance;
 - e) Enter into any agreement or arrangement with any other organisation and/or person, other than in good faith with an organisation and/or person who is a proposed partner, supplier, consortium member, or provider of finance;
 - f) Enter into any agreement or arrangement with any other organisation and/or person that has the effect of prohibiting or excluding that person from submitting a Tender;
 - g) Canvas directly or indirectly with any other Tenderer, Member or Officer of St Osyth Priory and Parish Trust (including its consultants and contractors) in relation to this procurement;
 - h) Attempt to obtain information from any of the employees or agents of St Osyth Priory and Parish Trust or their advisors concerning another Tenderer or Tender.
 - i) Pass the ITT documents to any other organisation.
- 3.2.3 If a Tenderer does not observe the points above, St Osyth Priory and Parish Trust will reject their tender and may decide not to invite the Tenderer to tender for future work.
- 3.2.4 St Osyth Priory and Parish Trust will consider only bona fide bids, which do not refer to any other bid. It shall be entitled to disqualify any application where collusive bidding is suspected.

3.3 Conditions

- 3.3.1 St Osyth Priory and Parish Trust is not liable by way of contract, for any work undertaken or cost incurred by any respondent in connection with the preparation, submission or assessment of any tender. The Tenderer is responsible for independently checking and satisfying himself/herself of the accuracy of the information provided in this brief.
- 3.3.2 St Osyth Priory and Parish Trust reserves the right to retain all submission material, including that prepared for presentation purposes, and display or otherwise utilise the material as it may consider appropriate, at no cost to them.
- 3.3.3 Subject to satisfactory performance and funding being secured for the Delivery Phase, the Project Management and Cost Consultant team will also be commissioned through this tender to manage the implementation of all landscape and building works in the Delivery Phase. **There is, however, no guarantee that delivery stage services will be required and bidders should take account of this.**

3.4 Communication and Questions

- 3.4.1 All formal communications (including, but not limited to, clarification questions, appointments for site visits and the submission of Tenders) to St .Osyth Priory and Parish Trust are to be made in writing using tenders@stosythpriorytrust.org.uk
- 3.4.2 It is the Tenderer's responsibility to ensure any verbal queries or clarifications they generate are confirmed in writing via email. In the event of any misunderstandings reliance on verbal communications will not be permissible.
- 3.4.3 If a Tenderer is in doubt as to the interpretation of any part of the ITT, or if they consider that any of its requirements are ambiguous or conflict with any other requirements, they should contact St Osyth Priory and Parish Trust via email.
- 3.4.4 No representation, explanation or statement made to the Tenderer or anyone else by or on behalf, or purportedly on behalf of St Osyth Priory and Parish Trust as to the meaning of the Tender documents, or otherwise in explanation as aforesaid, shall be binding on St Osyth Priory & Parish Trust in the exercise of its obligations under a subsequently awarded contract.
- 3.4.5 Should any Tenderer wish to clarify the interpretation of any part of the tender requirements, they may submit clarification questions via email system. This opportunity exists until the deadline of 3rd July 2025 after which no undertaking is given to reply. St Osyth Priory & Parish Trust will use their best endeavours to respond as a matter of assistance to the Tenderer, but it shall not be construed to add to, modify or take away from the meaning and intent of the proposed contract and/or the obligations and liabilities of the Tenderer. Tenderers' messages are managed in standard business hours only, Monday to Friday.
- 3.4.6 Where an enquiry is beneficial to all Tenderers, both an anonymised copy of the clarification question and the response will be communicated to all Tenderers. If a Tenderer wishes St Osyth Priory and Parish Trust to treat a clarification as confidential and not issue a response to all Tenderers it must state this when submitting the clarification question. If, in the opinion of St Osyth Priory and Parish Trust, the clarification is not confidential, St Osyth Priory and Parish Trust will inform the Tenderer, and the Tenderer will have an opportunity to withdraw it. If the clarification is not withdrawn, both the question and response will be sent to other Tenderers anonymously.
- 3.4.7 St Osyth Priory and Parish Trust reserves the right (but shall not be obliged) to seek clarification of any aspect of a Tender during the evaluation phase where necessary for the purposes of carrying out a fair evaluation. Tenderers are asked to respond to such requests promptly.

3.5 Evaluation Criteria

- 3.5.1 The final contract award will be to the Most Economically Advantageous Tender. The tender evaluation criteria will be based on a combination of Quality and Price which has been specified and weighted in the table below.
- 3.5.2 Once all evaluations have been completed St Osyth Priory and Parish Trust will add the quality and price scores together to provide a total score for each Tenderer. The Tenderer with the highest total score will be recommended to deliver the service.

Criteria		Weighting
Quality - 70%		
	3 x case studies demonstrating relevant experience	30%
	Key Project Personnel	15%
	Project Execution including community & stakeholder engagement	20%
	Social Value	5%
Price - 30%		
	Cost Proposals	30%

3.6 Tender Contents and Scoring Methodology

3.6.1 What to include

For additional guidance for how St Osyth Priory and Parish Trust would like you to respond, please see the recommendations below. Responses should be sent as an emailed PDF attachment.

1. **Case Studies.** To showcase yourself and/or your organisation, please include 3 x case studies covering the elements of the Role, Scope and Responsibilities as well as the schedule of services; this helps to demonstrate clearly how your previous experience contributes to your value proposition.
2. **Bios and CVs.** In addition to this, providing an overview of your proposed team's individual bios, their responsibilities and brief examples of relevant past work is necessary to demonstrate how well you are suited to delivering the proposed works.
3. **Community and Stakeholder Engagement.** St Osyth Priory and Parish Trust is an organisation that works with, and across, a number of varied stakeholders. Please outline how you would engage those stakeholders in this project.

4. **Methodology and Timeline.** In addition, please provide a methodology, timeline & order of outputs. Tell us how you would propose delivering against the brief, and why.
5. **References.** Please provide three referees' details and a description of similar contracts delivered over the past five years
6. **Insurance.** Please confirm that you have:
 - a. Employer's liability insurance
 - b. £5m Professional indemnity insurance, for each and every claim
 - c. £5m Public liability insurance
 Proof of insurance will be required from the successful bidder.
7. **Social Value.** Finally, to strengthen your response further still, please provide examples of your social value.

Tender – Quality (70%)

This element equates to 70% of the full mark and the scoring of each element of the requirement will use the scoring system as shown in table below.

Method Statements Question	Scoring Range	Weighting
Key Project Personnel	0 to 5	
Project Execution	0 to 5	
Added Value	0 to 5	

The following scoring mechanism will be used to score the quality method statements responses:

Score	Rationale/Judgment	General Description
0	The response fails to comply with the requirements of this tender or is otherwise incapable of evaluation.	Wholly unsatisfactory
1	The response does not demonstrate an understanding of St Osyth Priory and Parish Trust's requirements as defined in this tender and is incomplete or is otherwise unconvincing in significant respects.	Unsatisfactory
2	The response demonstrates only a limited understanding of St Osyth Priory and Parish Trust's requirements as defined in this tender, lacks detail or is not convincing in some respects	Cause for concern

Score	Rationale/Judgment	General Description
3	The response demonstrates an understanding of, and compliance with St Osyth Priory and Parish Trust's requirements as defined in this tender.	Acceptable
4	The response indicates that the bidder would effectively deliver the project in accordance with St Osyth Priory and Parish Trust's requirements. The response is convincing, detailed and demonstrates a good understanding of St Osyth Priory and Parish Trust's requirements as defined in this tender.	Good
5	The response indicates that the bidder would effectively deliver the project in accordance with St Osyth Priory and Parish Trust's requirements. The response is entirely convincing, highly detailed and demonstrates a complete understanding of and compliance with St Osyth Priory and Parish Trust's requirements as defined in this tender.	Excellent

In order to ensure that the successful Tenderer has met minimum quality standards, any Tenderer whose score includes two or more answers that are awarded a score of 2 or less, or any awarded of a score of 0, will be deemed to have failed minimum quality standards and will be deselected from the tender process.

Tender – Price (30%)

The pricing schedules submitted will be worth 30% of the overall marks.

Tenderer with the lowest price will receive the maximum points available.

Each remaining Tenderers' price will be awarded a score based on the percentage difference between their price and that of the most competitive price:

Score = Lowest Tender Sum / Contractors Tender sum x Max. Weighted Available Score

Please see an illustrated example of the calculation methodology below for clarity:

Tenderer A	Tenderer B	Tenderer C	Tenderer D
15,849	17,094	25,497	31,246
30%	27.81%	18.65%	15.22%

A = 15,849 and gets 30%

A divided by B = $15,849 / 17,094 = 0.927$

Proportional score: $30 \times 0.927 = 27.81\%$

3.7 Interviews / Presentations

- 3.7.1 As part of the tender evaluation process bidders may be required to make a presentation or attend an interview online. Bidders will be notified as soon as possible if they are required to give a presentation or attend an interview. Following the presentations /interviews the scores attained in the written submission may be moderated.

3.8 Indicative Procurement Timetable

- 3.8.1 Below is a table of indicative timescales for the procurement process. Please note that some of these dates may be subject to change. As time is of the essence for this project, only contractors who can meet the timetable set out below should submit a tender for this service contract.

MILESTONE	TARGET DATE
Invitation to Tender available online	23rd June 2025
Formal Site Visits	Upon request, subject to availability, not essential
Deadline for receipt of Clarification Questions	5 th July 2025
Tender returns: Tender Submission Deadline	17 th July 2025
Tender Evaluation Period and Clarification Meetings	18 th – 31 st July 2025
Confirmation of contract award	1 st August 2025

- 3.8.2 The above dates are for guidance only and may be amended by written notice by and at the sole discretion of St Osyth Priory and Parish Trust.
- 3.8.3 By submitting a tender for the provision of the Services a Tenderer confirms that it is able to meet the dates above including the provision of all necessary personnel, facilities and information to deliver the Services.

Appendix A: Form of Tender

(See separate Word document)

Appendix B: F Application

ST OSYTH PRIORY & PARISH TRUST

RECORD OF NLHF ROUND 1 APPLICATION

FEBRUARY 2024

- The application was submitted on February 29th.
- A decision is expected to be made in June 2024, with PTS following by the end of August/ September if successful
- A copy of the application text and supporting documents that were uploaded with the application are below.

SECTION 1. ABOUT THE PROJECT

Name of your organisation.

[This cannot be adjusted]

St Osyth Priory & Parish Trust

Project reference number.

Projects which successfully pass their Expression of Interest and are invited to apply are given a project reference number.

HZ-23-00022

Project title.

Give us a title or name we can refer to your project by.

This will be seen by our decision makers, and if your application is successful, will be used in any public posts made about your project and will be published on our website. Make sure you choose a title that you are happy for a wide range of people to see.

[Text field – 255 characters] [80]

St Osyth Past Preserved: Building A Sustainable Future Through Restoration and Engagement

Is this your organisation's first application to the Heritage Fund?

[Select yes or no]

No

If no: Tell us the reference number of your most recent application.

[Text field – 255 characters] [11]

NL-22-00121

Tell us the project title of your most recent application.

[Text field – 255 characters] [64]

St Osyth Priory: The Development of the Tithe Barn and Old Dairy

Describe what your organisation would like to achieve through your project.

We will use your answer to tell people about your project including our decision makers. Tell us what you hope to achieve and what you hope the legacy of your project will be. We publish details of applications and grant awards on our website and in public databases. This is in line with our commitment to [transparency](#) and [open data principles](#). We will use the information you have provided when answering this question to describe your project.

[Text input – 150 words] [150]

This Heritage Enterprise application will restore the Grade II* Tithe Barn and Grade II Old Dairy, and stabilise the Grade II Cart Lodge, delivering community events and engagement, skills advancement, and enjoyment and conservation of the surrounding natural environment, sustainably underpinned by income from use as an operator-led wedding and event venue.

Currently vacant, deteriorating heritage buildings, will have meaningful use on a site on the Historic England's Heritage at Risk (HAR) Register, with a commercial lease guaranteeing financial sustainability for the Trust, enabling further restoration projects, and crucially providing the space and resources to deliver our charitable purposes through community activities.

Placing the Priory at the heart of the community will be the legacy of the project; understanding and supporting the needs of the people who live in Jaywick (one of the most deprived UK towns) and surrounding areas, adding value to the work of existing groups and organisations.

Tell us what you will do during your project.

Provide a detailed overview of what you will do during your project.

For example, describe any:

- activities that you will be doing
- events that you will be hosting
- items or resources that you will be creating
- heritage items or buildings you will be restoring
- landscapes you will be improving

This helps us to understand what your project is all about.

[Text field – 5,000 characters] [2960]

The St Osyth Priory site, enveloped in over 1000 years of British history, represents a cornerstone of cultural and architectural heritage. Covering a period from Anglo-Saxon times to the present, it signifies a remarkable journey through time, emphasising continuity, endurance, and significance. The St Osyth Priory & Parish Trust aims to preserve and rejuvenate the Grade II* listed Tithe Barn and the Grade II listed Old Dairy, and delivers urgent stabilising works to the adjoining Grade II Cart Lodge - creating an opportunity not only for structural preservation but also for revitalising the community's connection to its history.

The project creates the opportunity for impactful, heritage-led regeneration that delivers economic, environmental and social impacts to Jaywick, Clacton and the wider Tendring area - one of the most economically and socially deprived areas in the country.

This initiative seeks not only to restore these buildings but also to breathe new life into them, transforming them into meaningful and vibrant hubs for community gatherings, cultural events and weddings. The overarching goal is to create a self-sustaining model that ensures the long-term preservation of these heritage sites while promoting community engagement and economic development. A programme of capital works will repair and sympathetically convert the Tithe Barn and Old Dairy into a space for the community and education, that can drive commercial income through hire as a wedding and celebration venue.

However, a critical component of the project for the Trust is its focus on community engagement and skills development. The trust plans to host a series of workshops and educational programs aimed at both adults and children. These initiatives will cover topics ranging from traditional building techniques and conservation practices to local history and environmental stewardship.

The project will develop a range of creative activities inspired by the rich history and natural beauty of St Osyth Priory that tell the story of the site and its significance over

the centuries. The goal is to make heritage accessible and engaging to all, encouraging a deeper appreciation and understanding of the past.

The project creates opportunities and a sense of place through audience-led research into the site's history, improved interpretation, open days, community use of the space including skill and confidence building workshops and creative activity inspired by the history of St Osyth. Through links between traditional and modern-day construction and hospitality, the project creates employment routes through apprenticeships and work experience. Community partners including St Osyth Museum will co-deliver and host activity.

The development will unlock some of the inherent social value and income-generating potential of the site that will lead to long-term financial sustainability and the ability for the Trust to conserve and protect other important historic buildings on the listed Priory precincts.

Where will your project take place?

- Project street [Text field – 255 characters]

St Osyth Priory
The Bury
St Osyth

- Project city [Text field – 255 characters]

Clacton-on-Sea

- Project county [Text field – 255 characters]

Essex

- Project post code [Text field – 100 characters]

CO16 8GW

For landscape projects, please provide an Ordnance Survey grid reference for your landscape.

[Enter reference] N/A

Explain what need and opportunity your project will address.

Tell us about any problems and opportunities there are relating to how:

- your heritage is managed now and its condition
- people engage with the heritage now

Tell us how your project will address the above two problems and opportunities, and how your project fits with any local strategies or wider initiatives. Tell us about any feasibility and options appraisals that have been carried out and why your project is the best and most viable way forward. If your project will improve an area of landscape or townscape, tell us about the current condition of the area.

[Text field – 5,000 characters] [4982]

The entirety of the St Osyth Priory Estate is on the HAR Register and considered in poor condition with 10 heritage assets specifically identified as priorities for Tendring District Council - including the buildings involved in this bid.

The Trust and the freeholders of the Priory Estate, the Sargeant Family, have a joint ambition to deliver a phased approach for repairs to remove the estate from the HAR Register by 2030, with the Trust taking responsibility for the Tithe Barn, Old Dairy, Cart Lodge and Abbot's Tower.

The project will rebuild the community's connection to the Priory that has been lost through 30 years of public closure, with activities targeting local needs including lack of aspiration, mental health and isolation that are exacerbated by poor transport links, few social spaces, and limited employment pathways.

The Tendring area faces many challenges when accessing heritage for people of all ages, including transport links, socio-economic or educational attainment. Tendring area is worse than the median in educational attainment in those aged 16 yrs to 64 yrs and data from the Department for Culture, Media and Sport recognises that people with higher levels of educational attainment are more likely to visit museums and heritage than those with lower levels. Unemployment rates are high which can impact the amount of money families have available to spend on leisure, tourism and heritage. It is important that these barriers to accessing heritage are overcome so the benefits of visiting St. Osyth Priory can be felt by all.

Childhood visits are an essential part in overcoming these barriers, research shows that a person who visited a heritage site or museum as a child is more likely to visit

throughout adulthood. The Education Centre is already providing a strong platform from which we can build; with 1173 primary school children visiting the Priory in 2023.

The project delivers against the ultimate vision of the Trust to restore St Osyth Priory to its original place at the heart of its community as a champion of economic prosperity, education, and wellbeing through delivery of an activity programme that is created and delivered with community partners to deliver positive social impact.

“I ... am seeing first hand when the schools come to visit ... the benefits the children gain outside of the classroom constraints, the excitement on their faces and general wellbeing ... as they get involved with things from history coming alive in a fun way for them.”

The site's Business Plan agreed by Tendring District Council, and on which the associated Section 106 Funding was secured, estimates that successful delivery of the combined 10-year plan of the Trust and the Sargeant Family will result in c£31M-74M of additional spending in the local area over the ten year period, with the local economy gaining an average £49M in associated benefits.

- The project has been developed to align with a number of local strategies, and specifically priorities within the Tendring Economic Strategy 2019-2024 and Tendring District Council Corporate Plan 2020-2024, including:
- Diversification of the local business base: there are few historic houses and/or exclusive-use wedding venues in the local area.
- Creation of more employment opportunities - both during and beyond the project.
- Valuing Tendring as a place where people want to live and work, leading to pride in place.
- Promoting partnership at a local and regional level: building relationships between community groups and the Trust.
- Development of skills and aspirations in residents: inspired by the monastic history to build confidence and wellbeing. Partnerships are being developed with community organisations including Clacton Guides, Extra Support for Families, and the Ambitious Women in Essex Network.
- Promotion of Tendring's tourism, cultural and heritage offers: as outlined in the Tendring Heritage Strategy, much of the area's heritage tourist attractions are focused in Harwich and Walton-on-the-Naze. This project will build on the work of Heritage Lottery Funded project 'Resorting to the Coast', that celebrates and

shares the seaside heritage of Tendring, particularly Clacton-on-Sea and Jaywick Sands, along with the Jaywick Martello Tower, to create an attractive hub of heritage assets in the local area.

Options appraisals by Savills and Colliers have shown that conversion to a wedding and celebration venue run by a commercial operator will provide the Trust with a sustainable annual income to deliver against their charitable purposes, delivering educational and wider community benefit. This model allows access at a level equal to anticipated public demand without the burden being responsible for day-to-day management of the buildings. Income from the commercial operator will provide seed funding for other projects the Trust wishes to deliver in addition to its educational activities, providing longer-term financial sustainability for the Trust.

Why does your project need to happen now?

Tell us:

- if the risk to your heritage is critical
- about any partnership funding that is available to you now that won't be in the future
- what will happen if you do not get a grant from us

[Text field – 5,000 characters] [3489]

Delays in securing funding to deliver the project has led to additional deterioration of the buildings involved, particularly in the Tithe Barn where recent Condition Surveys show advanced decay and failures to some structural elements; this has led to further cracking of tie beams, and the roof to sink at one end. Temporary supports have been introduced to prevent further movement, but urgent repairs are required to retain as much of the original fabric as possible. Similarly, the roof of the Old Dairy is beginning to decay, with further rot evident in the timber of the doors and windows.

The Cart Lodge shows a number of concerning cracks and breaks that require urgent stabilisation - however, due to funding limits and our own affordability and being realistic about the amount of match we will be able to raise, full restoration of this building is paused until a second phase of works - that will either be delivered as a discrete and separately package of works, or as part of the restoration of the Abbot's Tower.

There is a risk that if the project is delayed that further deterioration combined with increased building costs will mean that not only the repair and restoration of these buildings becomes unviable as the Conservation Deficit increases, but it will also impact on the Trust's ambition to work with the Sargeant Family to remove the whole Priory estate from the Heritage at Risk Register by 2030.

Beyond the physicality of the buildings, the project will address real needs present in the community. Tendring is an area which was already experiencing a very high level of multiple deprivation prior to the impact of Covid and the cost of living crisis. The community is fractured and suffering, as a result of lower than average skills and employment, generational divides, and high levels of mental health issues. The Trust believes the partnerships it is developing with local community groups, in addition to the opportunity presented by building authentic community engagement throughout the project, can deliver real positive impact for the people of Tendring. Through agreement with our capital works partner once openly and competitively procured at the beginning of the Delivery Stage, the project will be designed to offer work experience and apprenticeship opportunities for the repair and restoration of the Tithe Barn and Old Dairy and the stabilisation works to the Cart Lodge, with successful apprentices likely to secure long-term employment as a result.

Research within the Tendring Heritage Strategy states “over 90% of people living in areas where significant heritage-led regeneration has taken place agreed that investment in the historic environment has resulted in a nicer place in which to live, work and socialise”. There is clear evidence that improving access, and developing activities in response to community needs through co-creation, will not only protect the outstanding heritage of the site for future generations, but support the positive transformation of our community.

Additionally, with our Section 106 funding in place on a time limited basis by the nature of the agreement, we want to ensure that this funding opportunity is used for its intended purpose. We would like to complete the capital works project that will allow us to generate our own income to support the other works on our masterplan, including the restoration of Abbot's Tower and the full restoration of the Cart Lodge, as well as the ongoing work of our education and community programming.

Who else have you approached about funding your project?

At this grant level you must contribute towards the costs of your project, depending on the amount of grant you are applying for.

Tell us about any funding:

- you have secured to help towards the cost of your project
- you are planning to apply for to support this project
- you will raise through fundraising or crowdsourcing

If you are providing the minimum required, or you are unable to provide any partnership funding, please explain why.

The trust secured £1.2M through Section 106 obligations plus £300,000 of Gift Aid.

Approximately £320,000 has been spent in setting up and running the Education Centre along with professional costs in making grant bids over the years. The Trust has bid successfully for and managed grants in the past from the Cultural Recovery Fund (CRF) in an amount of £75,400, two grants from the Wind Farm Trust for c.£20,000, as well as smaller grants from organisations such as St Osyth Parish Church and the Make a Difference Locally charity foundation.

Historic England have in the past given a grant to the Estate and are very supportive of the Trustees and the work that the Trust is doing. Based on conversations, the expectation is that further grants will be forthcoming from Historic England once the Trust has made a successful bid for NLHF funding, as it will start to build funder confidence. The Sargeant Family has also indicated that they will make further donations.

The Trust is also currently advertising for a FTE Grants and Administration Officer (the Job Description for which is included in this application) to provide dedicated resource to deliver against our matchfunding strategy, which includes trusts and foundations, government funding, HNWIs, gift aid and individual giving.

The Estate Business Plan, agreed by the Council, recognises that there is a need for further enabling development, which could be a further avenue of funding in the future if the Trust can demonstrate that it has been successful in winning and efficiently deploying grant monies.

Tell us if you have raised any non-cash contributions to help you deliver your project.

[Text field – 5,000 characters] [2428]

We have not secured any materials or donations in kind for our project at the time of this application, but we are able to dedicate a significant proportion of volunteer time towards the project.

Volunteers provide a supporting role to the staff and Trustees of St. Osyth Priory & Parish Trust and Education Centre. Volunteers are given training in order to complete this role and are consulted at all stages about what is expected of them while volunteering.

The current team of 74 volunteers dedicated 868 hours in 2023 to supporting the delivery of work from our Education Centre. We would expect an uplift in these hours during the course of the Past Preserved project, and have calculated this based on the Activity Action Grids - which includes 1500 Skilled Volunteer Hours in development and 3000 in delivery, as well as contributions from Trustees as Professional Volunteers. In addition to increasing volunteer hours contributed, we anticipate increasing the volunteer workforce by a minimum of 10 new volunteers.

Volunteers will undertake tasks such as interpretation research, supporting delivery of the activity plan and pilot events and the co-creation of learning opportunities with schools, development and piloting of themed school sessions.

We have engaged with the volunteers as part of the consultation process, and have received positive feedback as well as early interest from volunteers in terms of recording and collating oral histories and interpreting the history of the site to support the role of the Historian in Residence.

In preparation for the Delivery Phase, during Development, new and existing volunteers will be offered training appropriate to their role including:

- Heritage learning and education delivery
- Heritage research
- Leading guided tours and delivering talks
- Disability awareness
- Dementia awareness
- Autism awareness

The current volunteer force represents a relatively even split between male and females, with a variety of age groups comprising the demographic makeup of the team, encouragingly including 9 individuals aged under 18 and volunteers with disabilities, providing a picture of volunteer tasks that do not face barriers due to age or ability.

Volunteers will undertake regular evaluation so their learning and skills development can be recorded, as well as monitoring of hours worked, and demographic information to record any changes in diversity of the volunteer pool.

Tell us what advice you have received in planning your project and from whom.

If you have spoken to anyone from The National Lottery Heritage Fund about your project, tell us about the advice you received and how you have used that advice to develop your project.

Tell us if you have received any specialist advice about your project from anyone else. This could be experts in the heritage your project focuses on or other organisations who will support you to deliver your project.

This could include:

- any consultation you have done with your local community and those who will be involved in your project
- any project proposal advice, such as from an architect or conservator
- any pre-application advice on planning and/or listed building consent matters, such as from your local authority or an archaeologist
- advice about how to address wellbeing for your project participants, such as from a charity or local group who can provide support which is relevant to their lived experience

[Text field – 5,000 characters] [4999]

We received feedback from Robyn Llewellyn, Director of England, Midlands & East, following our 2018 application that the Trust should seek to develop their track record in project delivery. Following this, we hosted Dawn Bainbridge and Rachel MacFarlane on site in 2019, who provided us with some advice on how we could develop our educational and heritage offering on the St Osyth Priory site.

In response, the Education Centre was established in 2021 with the support of CRF funding, and we have established a track record of successfully managed grants from The Essex Community Foundation as well as the CRF grant.

We took advice from Rachel MacFarlane, Senior Engagement Officer, in the lead up to and following our previous application for this project in 2022. We valued this feedback and put in place the recommendations discussed, including removal of perceived conflicts of interest, and clear governance structure and policies - details of which are included in the full governance pack appended to this application.

We have 2014 planning consents that support the project from Tendring District Council for changes in use for conference/ function and wedding use to the Tithe Barn, Old Dairy and Cart Lodge including internal and external alterations and ancillary works.

We have been in contact with Historic England, as a previous funder on the Priory site, who are supportive of the project as it will mean the ultimate removal of the site from the Heritage at Risk Register.

Due to surrounding high deprivation, general opening and ticketed income will not be sufficient to support conservation. Financial sustainability is integral to plans so the Trust can protect the HAR registered site whilst maintaining and enhancing public access. We will therefore deliver a mixed model of educational and free community access to the buildings, while also delivering additional income from paid for and community event income - as well as the commercial operator lease income.

Consultation with individuals, community groups, and schools shows the need for space for creative and heritage activities and for people to come together, which has informed our activity plan. Extra Support for Families and Clacton Guides have already indicated in our discussions with them that they are keen to pilot activities in the Barn and parkland with a view to regularly utilising the space.

We have a strong connection with St. Osyth Museum, working together to share resources, research and to lead visits. A Museum in the village is a real asset to the community and we will work closely with them to ensure their success and continue to share their resources and expertise. The new spaces in the Tithe Barn complex will further unlock opportunities for related events and activities.

With St. Osyth Church of England Primary School we provide activities and respite for pupils who have a caring role for family members. This is for 9 two-hour sessions throughout the school year. This can be completing practical tasks, like cooking, housework and shopping, physical care, such as helping someone out of bed, emotional support, personal care, and looking after siblings. The opportunities to financially support and extend this work into the new spaces will be expanded hugely through the Past Preserved project.

Working with Essex Book Festival and Arts Council England, we are planning an exhibition focused on a range of artistic and cultural expressions of the community's memories of St. Osyth Priory. It is planned that this project will include many other creative community groups e.g. Jaywick Creative Writing Group and Historical Societies in the area, and the larger spaces enabled through the project will allow the opportunity for this event to grow.

We work with Home-start Colchester-Jaywick-Clacton and hosted their family Christmas event in December 2023. We will explore further ways in which we can work together and are looking at possibilities for further events for families they work with as well as events to support their volunteer team. The larger space available in the Tithe Barn unlocked through this project will be perfectly suited to enabling this.

Doucecroft School is a specialist co-educational school for children and young people with autism and additional complex needs, aged 3 –19 years. We have met with staff from the school on site to discuss how we can create an experience at the Priory to meet the complex needs of their students, an opportunity that can continue to grow as they embark on a project of public engagement in History, Heritage, Nature and Art. The Tithe Barn spaces will naturally lend themselves as a home for this public programming.

Will your project be delivered by a partnership? Y/N

Tell us who your partners are, the nature of your partnerships and how you will work together. If you are working with any other organisations to carry out your project, we would like to see your partnership agreement. This document should outline all partner's roles and

responsibilities and should be signed by all parties. This agreement should reflect the needs of your project and you may need to seek independent advice.

You do not need to provide a partnership agreement unless any other organisations are delivering a significant part of your project.

Tick if yes. **NO**

[Tick box]

Who are your partners? Please provide a named contact from each organisation.

[Text field – 5,000 characters] **N/A**

SECTION 2. ABOUT THE HERITAGE

Tell us about the heritage in your project and why it is important to your organisation and community.

Provide a description of the heritage as it is today. If different types of heritage are involved, describe each of these.

Provide factual information about the heritage. For example:

- If your project is about heritage that is not physical (such as memories or cultural traditions), tell us about the subject and time period, if relevant.
- If your project is about physical heritage (such as a building, ship, historic object, collection or nature reserve), give us factual information about it, such as its size, when it dates from, the surviving features, its condition and why it is important to your local area.

Tell us:

- if there is any official recognition of this heritage, for example, it may be a listed building (if so, tell us its grade) or a Site of Special Scientific Interest
- what is important about the heritage, for example it may be a source of artistic, architecture or scientific interest
- who the heritage is important to, such as experts and/or the local community
- why the heritage is distinct or unique
- how the heritage relates to other heritage, for example in the local area or nationally

[Text field – 5,000 characters] **[4826]**

“The Priory has played such an important part of British History for over 1000 years and for me as a ‘local’ I feel this is so important to continue to make this a living and working space once again.”

Heritage can be a defining feature in many peoples' lives and being able to access heritage provides roots and cultural identity for a community. Heritage sites are highly valued by their communities and St. Osyth Priory is no exception, with the community having a deep sense of ownership and connection with the site.

St. Osyth Priory had been shut to the public for decades prior to the opening of the Education Centre. Many people who have moved to the village or have grown up in the area during that time have no idea what is behind the boundary walls. The Education Centre is now providing opportunities for people of all ages to visit the Estate and develop a pride in where they live through having such an important historical feature in their area.

The ongoing history of the Priory from Anglo-Saxon times to the present, a span of 1300 years, conveys to the local community continuity of being, endurance and greatness. The 200 acres of Parkland provides the green spaces for the community which are an essential part of wellbeing and creating an environment which is an attractive place to live. By the Education Centre opening access to St. Osyth Priory we are creating opportunities for employment, volunteering and economic benefits to the village through the attraction of visitors and tourists to the area.

The project delivers against the ultimate vision of the Trust 'to restore St Osyth Priory to its original place at the heart of its community as a champion of economic prosperity, education, and wellbeing' by acting as a foundational step in the removal of the Priory from the Heritage at Risk Register, and through delivery of an activity programme, that is created and delivered with community partners, to deliver positive social impact.

"The visit was one of the events we organised to mark Loneliness Week and the group consisted of carers and other people who suffer from loneliness and social isolation. They all thoroughly enjoyed the afternoon and especially enjoyed making herbal remedies."

There is particular interest in the history and martyrdom of St Osyth, providing opportunities to connect local stories and heritage with the broader history through the ages. Consultation shows the importance to our current audience of local, older adults is not just heritage, but also evokes memories of childhood visits to a special place that before closure welcomed over 20,000 visitors annually. By restoring public access, the Priory's connection with the community will be rebuilt allowing visitors to create new memories with their own children and grandchildren.

The Grade II* Tithe Barn, and Grade II listed Old Dairy and Cart Lodge sit within the exceptional grounds of St Osyth Priory - in itself a Scheduled Ancient Monument, Registered Garden and Parkland, and the heart of the St Osyth Conservation Area.

The St Osyth estate is specifically referenced in two local plans; the 2019 Tendring Heritage Strategy (THS) and 2021 St Osyth Conservation Area Character Appraisal and Management Plan (CAAMP) and the project has been developed in line with the themes and priorities within, and in consultation with both Tendring District Council and St Osyth Parish Council, who are invited to join the board of Trustees.

The current THS identifies key themes that will ensure its heritage is protected, sustainable, and continues to develop as a resource; namely conservation, collaboration, knowledge, interpretation, accessibility, character and identity. This project aims to deliver conservation works through the repair and conversion of the Tithe Barn and Old Dairy and stabilising works to the Cart Lodge with a supporting activity plan responding to the remaining themes.

The project also aligns with the priorities of the THS; restoring three currently vacant heritage buildings back into meaningful use, creating an opportunity to retell the stories and histories of and for local communities, rebuild pride in place, create jobs and provide a vehicle and venue for community groups delivering third sector support for wellbeing, social prescribing and skills-building in an area with multiple social and economic needs.

The THS includes research from Heritage Counts (2018) stating that 'Heritage anchors people to their roots, builds self-esteem, and restores dignity...in other words, the past can become a foundation for the future' and also highlights that cultural heritage for inclusive growth should be locally led; this has informed our community-focused approach to the development of our activities, to ensure that we are constantly growing and responding to local needs in the most effective way possible.

Is the heritage considered to be at risk?

Tick if yes.

[Tick box]

YES

Explain why and how you consider the heritage to be at risk.

Explain why the heritage is under threat, and what actions have been taken (if any) to minimise the risk.

For example, it could be at risk of loss through physical damage or neglect, or financial shortfalls. In the case of oral and community histories, it could be at risk of loss through people passing on. Public access to the heritage may also be at risk of loss.

If your project involves a building or a monument, tell us if it is on a buildings or monuments at Risk Register, for example Historic England's Heritage at Risk Register.

If your project involves several buildings in a conservation area, tell us if the conservation area is on an at Risk Register.

If your project involves natural heritage, tell us if the landscape, geology, habitat or species is at risk and in what way (for example, identified in a Biodiversity Action Plan as a priority).

Tell us:

- the current condition of the heritage
- how it is currently managed and by who
- how people currently engage with the heritage

[Text field – 5,000 characters] [3153]

The Grade II* Tithe Barn is first documented on an inventory drawn up at the time of the Dissolution as 'The Great Barn' and from structural evidence dates to the second half of the 16th Century. It is of special interest for the quality and intactness of its timber construction, retaining details of techniques specific to the period, as well as the unusual combination of stone and timber.

The Old Dairy is a two storey building of late 18th Century date, having undergone considerable repair and alteration in the early 19th Century. In its listing description it is referred to as stables, and was used most recently as a dairy, apparently providing dairy products for the Convalescent Home. Its original use was as stabling for five horses, with a hay loft above; it was apparently in use as a cowhouse, with feed chutes from the hayloft and brick and tile floors, when the Listing was carried out in 1950.

The Grade II Cart Lodge is a six-bay oak-framed structure of 18th Century date, open at the ends and on the east side against the Old Dairy and the west end of the Tithe Barn. It has retained much of its 18th Century frame, and has historic interest as part of the evolved Priory complex, particularly as it may have been translocated from elsewhere on the estate in the mid 19th Century.

The buildings are currently unused on a day to day basis and not accessed by the public, but have some usage as storage. Restoring these buildings will therefore convert heritage assets that have not been used within living memory.

The Priory site as a whole is on the Heritage at Risk Register, and the Tithe Barn, Old Dairy and Cart Lodge are currently in a deteriorating condition that threatens further damage that will impact their significance. This risk can be mitigated through respite and restoration, but without a return to viable use and a sustainable source of income,

it is likely that the buildings will once again decline into a state of disrepair, with vacant buildings deteriorating far more rapidly than buildings in use.

While current funding ceilings and affordability mean we cannot deliver an entire restoration of the Cart Lodge, we will be undertaking stabilisation works to prevent further deterioration and reduce any associated risk and ensure that the aesthetic doesn't detract from the overall enjoyment of the venue. We are committed to delivering this building in its entirety as part of our broader remit; if we are unable to find funding for this as an associated discrete package of works, we will include in our next phase of capital restorations that will include the Abbot's Tower.

This will harm not only the significance of the buildings themselves, but also the quality and character of the wider Priory Estate. The Tithe Barn and Old Dairy lend themselves towards restoration and conversion that will remove their 'At Risk' status, and in time, support the repair of other buildings (including the Cart Lodge) within the estate that means it can be removed entirely from the HAR Register.

Recent surveys show significantly advanced decay in all woodwork, plasterwork, and roof tiling; particularly in the Tithe Barn, where a failed corner post has caused a sunken roof and cracked tie beam. Repair is needed to protect from further deterioration and loss of the historic fabric.

Has a condition survey been undertaken for the heritage asset in the last five years?

Tick if yes.

YES

If your project involves the conservation of heritage, you must provide a condition survey or another appropriate document (for example, a draft or outline conservation plan). This document should tell us the current condition of the heritage and the works that are needed to return the heritage to a good condition.

For example, if you plan to conserve a local place of worship, you will need to know the current condition and what repair works are needed. The survey or report should also indicate the relative priority of the proposed works so you know which are the most critical and need to be tackled most urgently.

There are other types of survey which could take place, including a building performance and energy efficiency survey, or a site survey which assesses the services and use of the site. An archive might also need a condition survey or audit, which is usually done by an archivist.

If you have had any kind of condition survey done, you can upload it later in the application.

[Tick box]

YES - CARDEN AND GODFREY 2022

Will you be undertaking any capital work as part of your project?

Tick if yes.

[Tick box]

YES

If yes: please provide details.

Capital works are defined as works that create or improve an asset. These can include physical works to landscapes, nature and buildings, repair, conservation, new build, digitisation, or work to stabilise the condition of objects.

Examples of capital work:

- conservation of a heathland
- repairs to a historic building
- digitisation of a photographic archive

Tell us if any capital works will be part of your project, even if this is a small part of your overall project. Give us an initial breakdown of the work you intend to carry out.

[Text field – 5,000 characters] [3389]

We will be undertaking a programme of capital works to repair and sympathetically convert the Tithe Barn and Old Dairy, creating spaces for educational and community engagement, and allowing us to lease the space to an operator at a commercial rate for use as a wedding and celebration venue. The development will unlock some of the inherent social value and income-generating potential of the site that will lead to long term financial sustainability, and the ability for the Trust to conserve and protect other important historic buildings on the listed Priory precincts.

As part of the works, we will also review car parking facilities and capacities, although these are already being improved through Sargeant family-led projects ongoing across the wider estate, as well as improving the landscaping to the exterior of the Tithe Barn, Old Dairy and Cart Lodge.

We will undertake important stabilising and enabling works during the development phase. For the Tithe Barn, enabling works include constructing propping for structural support, removing ivy, and addressing various areas of decay and instability. These

efforts will stabilise the building, prevent further damage, and ensure safety ahead of permanent restoration.

The Old Dairy focuses on securing and stabilising deteriorating structures, particularly on the first floor and ground lobby. Measures include cordoning off unsafe areas, propping weakened structures, removing hazardous materials, and addressing external wall vulnerabilities.

During the delivery phase, for the Tithe Barn, the schedule includes replacing decayed timber elements, repairing roof structures, and salvaging and reusing roof tiles. Structural reinforcements, weatherboard repairs, and window and door refurbishments are also planned, alongside insulation and underfloor heating installation for a new floor layout. When complete, the Ground floor could seat between 176-220 people, and has space for a bar, bar store and toilets, including disabled WCs. The Mezzanine floor then provides space for a conference or smaller dining space, or additional seating for events held on the ground floor.

The Old Dairy focuses on roof repairs with insulation enhancements, wall repairs, window and door refurbishments, and structural repairs to the first floor. It includes significant updates to accommodate a new commercial kitchen, with attention to maintaining and enhancing the building's thermal performance and aesthetic integrity. The First Floor will provide space for toilets, offices and a multipurpose/ storage area.

For the Cart Lodge, the schedule outlines propping both ends to support decayed bases and main frame posts, clearing ivy, and addressing structural weaknesses caused by dampness and decay. The work is aimed at stabilising the building and preparing it for further restoration and repurposing efforts in the future once additional funding is secured and the scheme is more affordable for the Trust.

If you are undertaking any capital work (including repair or refurbishment) to land, buildings or heritage items, tell us who owns it.

- your organisation
- project partner
- neither
- N/A

Please provide details about your capital works owner.

If capital works are part of your project, you will need to tell us who owns the heritage. If you have them, we need to see any ownership documents. You can upload these later on in the application.

If your organisation owns the heritage, tell us:

- if your organisation has the freehold of the building or land, or own outright the heritage items
- if your organisation has the lease of the building or land and how many years are left to run on the lease
- If your organisation has, or is planning to take out, a mortgage or other loans secured on the building or land, or heritage item. If so, give us details of the lender and the amount of the mortgage or loan.

If a partner organisation owns the heritage, tell us:

- the name of the partner organisation
- if the project partner has the freehold of the building or land, or own outright the heritage items
- if the project partner has the lease of the building or land and how many years are left to run on the lease
- if the project partner has, or is planning to take out, a mortgage or other loans secured on the building or land, or heritage item
- if so, give us details of the lender and the amount of the mortgage or loan

If you do not currently meet our ownership requirements, tell us the date when you expect to do so. If you have any ownership documents, you can upload them later in the application.

[Text field – 5,000 characters]

The freehold to the buildings referred to in this bid is owned by the Sargeant family. The family will grant a 90 year lease to St Osyth Priory & Parish Trust in order achieve the objectives set out within this bid document and its attachments. An outline of the proposed terms of the lease and our approach to developing it within the Development Phase are included within the supporting documents.

Are there any legal conditions, restrictions or covenants associated with the heritage asset which may affect your project?

[Tick box] Yes/**No**

Please provide details.

Tell us if the register of title or other ownership documents contain any restrictions or limitation on its use or ownership, or if it requires any consents for any dealings. If so, you will need to give us the full details and evidence that these are satisfied.

This could include:

- a Restrictive Covenant limiting the type of use for the land or property
- a restriction giving another party a right to be notified of any dealing or state conditions that would need to be resolved before the property is sold

[Text field – 5,000 characters]

N/A

Does your project involve the acquisition of a building, land or heritage items?

Select one of:

- yes
- no
- N/A

SECTION 3. MANAGING YOUR PROJECT

Has your organisation taken on a project of this scale in the last five years?

[Tick if yes] Yes/No

If yes: please provide details.

[Text field – 5,000 characters] [XXX]

N/A

Tell us why this is the most appropriate project for your organisation to take on at this time.
What other strategies have been considered? What will you do if the project does not go ahead?

[Text field – 5,000 characters] [3634]

Located in Tendring and neighbouring Jaywick - one of the most deprived towns in the UK - the timing of this project is vitally important. Particularly post pandemic, the need for a venue that can provide wellbeing facilities and community support, delivering a positive social impact within our locality has never been greater.

While being relatively new as an organisation, the Trust has gained experience in developing and managing NLHF projects following their successful application to the Culture Recovery Fund for the creation of an Education Centre at the site. We have sought support from Tricolor Ltd to review our governance, develop an accompanying fundraising plan, project plan and this application. As part of this process, we have also looked at how to strategically build our capacity to deliver this project.

Explored in the 2017 Savills Options Appraisal report, and based on our recent research and consultation (a report from which is appended to this application as a supporting document) and the experience of Black Jacket as an incumbent operator on the site, we are confident that there is sufficient demand for both additional facilities for weddings and events to drive commercial income, as well as the increased capacity and facilities for our educational and community programming. This usage of the heritage buildings would generate an income to allow us to be financially sustainable and resilient, and create the most meaningful impact for the communities we want to support.

The Trust's Business Plan is based on the restoration being delivered in two phases, with the first focusing on the heritage assets that are required for effective delivery of the business operations across the estate. For the Trust, this is the return to use of the Tithe Barn and Old Dairy. The second phase will address the remaining assets that are of equal heritage value but will not generate significant income, such as completion of the Cart Lodge, and the Abbot's Tower. The Trust must successfully deliver the first phase to create a sustainable income to deliver the second, in addition to a seed fund for any ongoing or unexpected repairs.

Having considered all options we are satisfied that this is the most appropriate use for the buildings and the most effective approach to deliver the long term aims of the Trust: removal of the estate from the HAR Register, and restoration of public access to the site.

Please note that the Options Process ONLY focused on the COMMERCIAL usage of the buildings, with both the Section 106 legal conditions and the articles of the Trust requiring that the buildings also provide access to the community. This has therefore been built into a mixed income model in our business plan, with the commercial option identified driving the income that enables the Trust's work with the community and building of reserves to undertake future restoration projects.

Should this application not be successful, we would focus on fundraising to deliver a much reduced project that delivered small scale repairs only; this is not the preferred option as the building would remain vacant as opposed to returning to a viable economic use, meaning the Trust would not gain any income from these buildings and would greatly reduce our activities, engagement and outreach that deliver social benefit and public access. Small scale repairs would help mitigate the further deterioration of the buildings for a short period of time, but long periods of delayed further funding would negatively impact on the condition of the buildings, and will continue to do so.

Does your organisation need to undertake any capacity building activity to better deliver your project?

For example, do you need to review your financial or HR system, develop your business plan or build fundraising capacity? Do you need to bring in any extra skills or expertise? Tell us whether you will be making changes to the governance of your organisation to enable you to deliver your project more effectively. You can include the costs of professional support for a governance review in your project costs.

[Text field – 5,000 characters] [2803]

As a decade-old organisation, we currently have a lean, Trustee-led staffing structure, and recognise that we need to bring in extra capacity to deliver this project; both through the recruitment of staff roles to support the Trust, as well as the procurement of external specialist contractors to deliver the programme of works.

As part of our previous Lessons Learned (included with this application), we took the guidance and feedback from our unsuccessful 2022 Round 1 bid very seriously. Including carefully reviewing and removing any perceived conflicts of interest through our Conflict Register and restriction of voting rights where relevant, we have also since undertaken a governance review, and put in place detailed new policies related to our governance, all of which have been appended to our application. We have also undertaken in January this year a Trustee Skills Audit and are very clear where we need to continue to invest and develop - specifically in areas related to: Governance training; Fundraising training; Digital skills training; EDI training and Community Engagement.

We will be focusing on turning this into a timed, costed action plan and have allowed within our requested development phase grant an amount for professional fees to support this governance and organisational development within Business Planning support; which may also involve reviewing our proposed growing and changing organisational structure as part of a

change management plan. This takes into account the longer term view with the goal of delivering the project and robustly achieving the Trust's strategic objectives. We are clear that training should not only address current gaps but also keep the Board informed about evolving best practices, ensuring they confidently fulfil their statutory duties while remaining proactive in adapting to emerging standards in charity governance.

We will also appoint specialist commercial property lawyers to deal with any related contractual issues that may arise, related to the leasehold of the buildings. Our proposed and detailed methodology for approaching this is included in our supporting documents and we have allowed for this within our project budget and funding ask.

In recognition of the importance of closing the funding gap for this application as well as exploring future grant income for the trust, we are also currently in the process of appointing a Grants and Administration Officer to support our match funding efforts, as well as ensuring the smooth day-to-day running of the Trust. Once appointed, this team member would also support the Project Manager with reporting to the NLHF, if this application is successful as hoped.

The Trusts own focused business plan that sits outside the site wide plan, and included with this application, will be developed during the development phase with the support of the business planning consultant.

Tell us about any jobs or apprenticeships that you will create to deliver your project.

Provide an estimate of any jobs and/or apprenticeships that will be created and will be directly involved in delivering your project. Tell us what their main roles will be and whether they are full-time or part-time positions.

If you are moving an existing member of staff into a post created by this project or extending the hours of an existing member of staff, tell us how they are qualified for the role created by the project. Describe how you will choose the staff.

You will need to provide a job description for each role created for the development phase of your project as a supporting document to your application.

[Text field – 5,000 characters] [2360]

We would like to recruit an FTE Project Coordinator to support the project. This role holder

would be responsible for representing the interests of the Trust throughout the project, coordinating sign-off and communications with the Trustees, liaising with the Project Manager, Multi Disciplinary Design Team (MDDT) and Quantity Surveyor (QS), supporting the Round 2 Application Process and supporting the management of the programme of capital works through the development and delivery phases.

With the help of this NLHF Grant, we will also appoint a part time (21 hours per week) Community Engagement Officer - working closely with the Education Manager, this role will support the St Osyth Priory & Parish Trust education and engagement ambitions. The successful candidate will provide day to day support to the Education Manager and assist in planning, supporting and delivering activities from the action plan - most importantly developing relationships and partnerships within local communities. We hope that the post will be successful and will continue through the delivery phase, and become a permanent position.

The Trust also intends to appoint a Historian in Residence to research one of a number of themes identified as priority, based on general public surveys about the areas of highest interest. In addition to providing written reports that can supplement existing research about the Priory and St Osyth, the successful Historian will also work with both SOPPT volunteers and St Osyth Museum to develop their research skills, meaning that high-quality research can continue beyond the lifetime of the project.

We will deliver a minimum of two Level 1 Construction Trade Apprenticeships in a potential collaboration with Tendring Education Centre - delivered and funded as part of our contract with the capital works owner.

We will create work experience placements in association with Clacton Coastal Academy or Tendring Education Centre to provide paid-for work experience opportunities for young people aged 16-25 in a variety of areas such as marketing, heritage learning, events management etc.

We have also applied for Full Cost Recovery for salaries to support time spent on the project by the Education Manager and Grants and Administration Officer, who will respectively support programming and community co-creation, and lead on the matchfunding for the project and Round 2 preparation.

What work will you do during the development phase of your project?

Tell us about the key tasks you need to complete during your development phase. Tell us how you will produce all of the supporting documents required for your delivery phase application.

[Text field – 5,000 characters] [4517]

We estimate receiving our Round 1 permission to start in September 2024, with site clearance being undertaken by our volunteer team between grant notification and permission to start.

We also plan to begin procurement at risk during the period prior to Permission to Start;

particularly for the Project Manager and Project Coordinator who will then lead on procurement of other roles.

A Multi Disciplinary Design Team will be appointed (Architect, Principal Designer, Structural Engineer, Mechanical and Electrical Consultants, Other Specialist Consultants and Surveyors eg. Drainage and Ecological). The MDDT will develop the current scheme from RIBA 2 to RIBA 7 - with a break between the Development / Delivery Phases. The details for this are included within the supporting documents. A Quantity Surveyor, Activity Planner, Business Planner, Interpretation Planner, Development Appraiser and Evaluation Consultants will also be appointed according to our Procurement Strategy.

The Grants and Administration Officer will support match funding applications and the management of grants, working to the Fundraising Strategy that is already in place, supported by the Project Manager and managed by the Project Coordinator, aiming to close the current funding gap by the end of the development phase in readiness for the Round 2 application.

RIBA Stage 2 will begin in October 2024, with the first meeting with the Planning Committee and Pre-Planning commencing in January 2025. RIBA Stage 3 will then begin in February, with design development ongoing through to June 2025. Planning applications will then commence in July, with contingency allowed to absorb scheme changes and planning delays then built in throughout the autumn. Consultation and co-production will be ongoing throughout this period, with supporting documents (valuations, development appraisals, business plan, activity and interpretation plans) prepared and submitted in advance of the Round 2 application and end of the development phase in February 2026.

By the end of the development phase, the scheme will be fully developed to RIBA 4, pilot activities will have been developed, delivered, and evaluated, and we will have agreed partnerships with community organisations for the delivery phase of the project. We anticipate that the work of the Historian in Residence will further inform the activities we will deliver and that our volunteers, staff, and trustees will have developed the skills needed to be successful in the Delivery Phase.

During this phase, we will also undertake critical preparatory and enabling works for each building, setting a foundation for the restoration.

The associated activity plan for the development phase focuses on audience research, comparator churches research, consultation activities, partnerships development, Stage 2 application preparation, community access advisory visits, volunteer policy creation, and training programs. It emphasises audience engagement, learning from successful models, feedback through surveys and focus groups, developing local and regional partnerships, and preparing comprehensive applications and policies. The activities aim to enhance inclusion, participation, heritage awareness, and organisational sustainability through targeted research, consultations, partnerships, and volunteer engagement strategies.

All our activity will be monitored through a benchmarking evaluation at the beginning of the

development phase, carried out by the evaluation consultant as part of the enclosed Briefs, and then monitored throughout.

A detailed development phase programme has been included within the supporting documents.

Who are the main people responsible for the work during the development phase of your project?

Provide detailed information about the team that will work on your development phase, including the person who will take overall responsibility. Explain who is responsible for making decisions and approving changes to your project. Describe the reporting structure and how often meetings will take place. Describe how you will choose the services and goods needed during your development phase.

You will also need to send us briefs for any consultants for your development phase. You can upload these later in the application.

[Text field – 5,000 characters] [2703]

The Trust has taken a risk averse approach to project management, ensuring there are skills, knowledge and capacity at both a strategic and operational level.

The project will be managed in partnership between SOPPT and the Project Coordinator. However, the main work of the development phase will be managed by the external Project Manager appointed through an externally commissioned brief, working closely with the Project Coordinator recruited with support of the funding. Overall responsibility and decision making will sit with the Board of Trustees.

The Board of Trustees is well suited to supporting the development of the project, in particular through Michelle Behr. As head of the soon to be created Project and Capital Working Group, Trustee Michelle Behr's background in historic property development will ensure a high level of scrutiny during this phase of the works.

The external Project Manager will be appointed through an open, fair and competitive recruitment process, carried out At Risk after grant notification but prior to Permission to Start (PTS), in line with NLHF guidance, and will be responsible for coordinating other members of the consultant team.

The Project Manager will convene monthly meetings with the Project and Capital Working Group to discuss and ratify major issues and monitor against the Risk Register. The appointed external Project Manager will be required to be experienced in NLHF project reporting; they will work closely with the internal Project Coordinator to do so, and will be required to attend regular project update meetings with the project team, including representation from the

Trustees. The Risk Register will be reviewed at these meetings as a standing agenda item, ensuring any potential issues are flagged and prompt mitigating actions taken.

Also appointed during this phase, following our approved and NLHF compliant procurement process by the Project Manager will be other consultants including the Multi Disciplinary Design Team, Quantity Surveyor, Activity Planner, Business Planner, Interpretation Planner, Development Appraiser and Evaluation Consultants. The briefs for these roles are appended to this application.

The Community Engagement Officer will support the existing Education Manager to develop relationships with community partners and deliver community activity on site. The Historian in Residence will also be appointed to explore the history of St Osyth Priory and to engage our volunteers and community with the heritage of the site. The Historian in Residence will undertake research into the history of St Osyth Priory; this could include existing collections held by St Osyth Museum, a related historic event or topic or respond to an identified gap in the existing body of historical work. The outputs of this will inform the ongoing development of the Activity Plan.

Who are the main people responsible for the work during the delivery phase of your project?

Provide detailed information about the team that will work on your delivery phase, including the person who will take overall responsibility. Tell us if you will need extra support from consultants or new staff. Explain who is responsible for making decisions and approving changes to your project. Describe the reporting structure and how often meetings will take place. Describe how you will choose the services and goods needed during your delivery phase.

You will also need to send us:

- project management structure
- briefs for any consultants

If you are sending us a project business plan, tell us where to find the information above in this. You can upload any of these supporting documents later in the application.

[Text field – 5,000 characters] [3158]

With overall project responsibility remaining with the Board of Trustees - with Michelle Behr as the Head of the Project and Capital Working Group, the project will continue to be managed in partnership between SOPPT, the external Project Manager and MDDT working closely with the Project Coordinator.

Michelle has a passion for architectural history and conservation with a proven track record in heritage renovation, design and construction in the luxury hotel sector. She has directed multi-million-pound hotel renovations at properties around the world with a specific focus on historic properties, including monastic buildings, for multiple hospitality groups such as

Belmond in London and Highgate and Loews Hotels in New York City. She is skilled in analysing sites for development, contributing to acquisitions strategy, developing feasibility studies and executing major design and construction projects.

As a PhD candidate in Architectural History at University of Cambridge, her research focuses on the early history of historic country houses converted to country house hotels. She also holds a Master of Studies in Building History from Cambridge and Master of Science in Real Estate Development from New York University. Her passion for heritage conservation has led her to volunteer with the London based heritage charities The Georgian Group, overseeing the Heritage at Risk Register and social media content, and SAVE Britain's Heritage, assisting with their Buildings at Risk Register.

This phase in particular will also benefit from the guidance and knowledge of Trustee Tim Sargeant. Tim has extensive knowledge and a proven track record in property development, specialising in the award-winning complex restoration and renovation of heritage buildings, adding significant experience in the delivery of complex capital works.

The externally commissioned Project Manager will convene monthly meetings with SOPPT's Working Group to discuss and ratify major issues and monitor against the Risk Log. They will have been appointed through a competitive open tender process and carefully assessed for suitability for the project.

The funded Project Coordinator role will represent the interests of the Trust, coordinate sign off and communications with the Trustees, liaise with the Project Manager, QS, MDDT and externally appointed consultant teams, support the Round 2 Application Process and support the management of the programme of capital works through the development and delivery phases.

The Community Engagement Officer will continue to support the existing Education Manager to develop relationships with community partners and deliver community activity on site in line with the Activity Plan.

We have included with our application the main site wide business plan for the wider St Osyth Estate that the Trust co-produced and that was approved by Tendring District Council; as well as the working Outline Business Plan for the Trust's Project itself. The details outlined above are included within the Trust's Business Plan, in Section 3 - Governance and Management Structures.

What work will you do during the delivery phase of your project?

Provide outline information about what your project will do during your delivery phase.

[Text field – 5,000 characters] [3594]

We estimate receiving our Round 2 permission to start towards the end of August 2026.

After tender review, planning discharges and the appointment of the contractor, work prelims will begin, with construction beginning by October 2026. Fit-out and interpretation installation will begin in June 2027, with RIBA 6, site handover taking place by November 2027.

The site should then be at RIBA 7 and be fully open by the end of December 2027, with evaluation and the activity period completing by the end of February / March 2028.

The proposed schedule of works for the delivery phase are based on a comprehensive approach to preserving and enhancing the structural integrity, functionality, and historical value of the three buildings, focusing on sustainable materials, energy efficiency, and a fundamental respect for the original architectural features and listings of the buildings.

During this period our draft plans mean that our delivery activity programme will deliver a range of outputs, focusing on interpretation, volunteering, training, formal and informal learning, wellbeing, community events, and general activities. These include interactive site features, family-friendly activities, animated films, volunteer recruitment, ongoing staff and volunteer training, school sessions, wellbeing programs, and community engagement events. Each activity is designed to enhance heritage appreciation, inclusivity, and participation among diverse audiences, contributing to the project's goals of heritage preservation, community engagement, and educational outreach. These activities will help to further develop relationships with existing community groups, and pilot and test what we will deliver from the newly developed spaces once completed.

At the end of the project, our evaluation report will summarise the summative social and economic benefits of the project for the Trust and wider Tendring area, and we will share our findings and learnings within the sector and our networks and use these to fully inform our future work.

How do you plan to cash flow the delivery phase of your project?

Grant payments are made in arrears. You therefore need to ensure you are able to successfully cash flow the expenditure of your project in order to avoid experiencing financial difficulties. The exception to this is a development grant of less than £250,000. You will need to provide a cash flow with your delivery phase application.

Tell us about any financial reserves, income from your organisation or other sources of funding you will access to cash flow the delivery phase of your project.

[Text field – 5,000 characters] [1176]

We have already secured a total of £1.178M in match funding for both the development and delivery phases of our project, which will ensure that we have sufficient funding to cash flow the project. We currently have £178,393 of this held in Escrow that is available for us to draw down for this project from the related Section 106 funding, so would be able to mobilise on the project pending the first grant drawdown.

A range of further cash facilities are available to support the cash flow which we will fully explore following Permission to Start, including through our own banking and potential underwriting from the Local Authority. Our policy to maintain cash reserves to cover day-to-day costs will further support this.

At the end of February 2024, the Trust had s106 escrow monies of £178,393 plus £88,339 in unrestricted funds. At present, our policy is to maintain reserves sufficient to cover day-to-day costs whilst the Trust becomes established, and to look to build reserves for future charitable projects in connection with the St Osyth Priory conservation work.

We will progress with our remaining match funding campaign in line with our fundraising strategy and close the current funding gap before our Round 2 Application.

It is worth noting that while our VA Tregistration is yet to be confirmed, we have cautiously assumed that no VAT will be reclaimable. A change to our VAT position will be explored during development as this will significantly help to ease cash flow and reduce the overall project capital requirement.

Delivery start date.

This can be an estimate.

August 14th 2026

Delivery end date.

This can be an estimate.

February 28th 2028

Are there any fixed deadlines or key milestones that will restrict your project's timetable?

Please tell us about any immovable dates that will affect your project and are beyond your control.

For example:

- dates when partnership funding offers may expire or when secured funds must be spent by
- anniversaries that your project is designed to celebrate
- external events that are key to your project's success

[Text field – 5,000 characters] [1003]

Yes - we must make sure that we have all our match funding secured and in place in order to make a successful round 2 application.

We have a detailed match funding strategy in place, which is appended to this document, and which includes targets that total the £850,000 funding gap. The aims of the strategy are to meet short-term project capital and revenue funding needs, as well as to create new funder relationships and income streams for the longer term.

High-value trust and foundation targets include the Bernard Sunley Foundation, Garfield Weston Foundation, Linbury Trust, Wolfson Foundation, Esmée Fairbairn Foundation, Arts Council England and the Jack Petchey Foundation. We will also look at High Net Worth Individuals and all other funding opportunities as part of a holistic, end-to-end fundraising approach.

The Grants and Administration Officer will ensure that there is appropriate capacity and skill to to action the strategy effectively, including any further opportunities that may arise.

SECTION 4. OUR INVESTMENT PRINCIPLES

Our four investment principles will guide all our grant decision making under our 10-year strategy, Heritage 2033. Our investment principles are:

- saving heritage
- protecting the environment
- inclusion, access and participation
- organisational sustainability

You must take all four investment principles into account in your project. You may focus more on some investment principles than others.

For example:

- if your project is focused on restoring natural landscapes, you might want to emphasise both saving heritage and protecting the environment in your application
- if your project is focused on recording and sharing oral histories and skills development, you might concentrate more on inclusion, access and participation and organisational sustainability

The strength of focus and emphasis on each principle is for you to decide and demonstrate.

Explain how your project will save heritage.

[Text field – 5,000 characters] [2485]

St Osyth Priory is listed as one entity on the Heritage at Risk Register and the Trust have worked closely with the Sargeant family and Tendring District Council to develop a site wide business plan that aims to remove the listing by 2030. Delivering this, in a way that benefits the local community and is financially sustainable are the key drivers for the Trust and this project specifically. The defined objects of the Trust are:

“The Preservation for the benefit of the public of the buildings, monuments and land of particular historical, architectural or construction interest firstly at St Osyth Priory and secondly St Osyth Parish.”

The project will restore three at-risk buildings - combined with the work being delivered elsewhere on the site under the stewardship of the Sargeant Family. A total of 5 buildings from the 16 identified on the HAR Register will have been repaired, and the target is to repair 10 by 2030, including the full restoration of the Cart Lodge and Abbot's Tower, in line with the Section 106 agreement.

Currently in poor condition, the heritage of the buildings involved in this bid will be protected and better preserved for future generations, while ensuring it is also an environmentally sustainable development - both through construction methods and harnessing renewable and green energy solutions.

Despite spanning over 1000 years of history, The Priory site has been significantly under-researched and therefore this is a key outcome of the project that also responds to the THS Education priority.

Through this project, the Trust intends to appoint a Historian in Residence to research one of a number of themes identified as priority based on general public surveys about the areas of highest interest. In addition to providing written reports that can supplement existing research about the Priory and St Osyth, the successful Historian will also work with both SOPPT volunteers and St Osyth Museum to develop their research skills, meaning that high-quality research can continue beyond the lifetime of the project.

The Trust will therefore have a greater understanding of the heritage of the site, and the research produced as a result will inform interpretation and education resources.

The Historian will be expected to support delivery of events and activities that allow the community to participate in and contribute to their research, capturing the more recent history

of the site, such as people's childhood memories of visits prior to the site's closure over 25 years ago.

Explain how your project will protect the environment.

[Text field – 5,000 characters] [3738]

Our obligations in the context of both the global climate crisis and our work as a responsible Trust, are central to our commitment and undertaking as part of the development of the Tithe Barn, Old Dairy and Cart Lodge - particularly on a site surrounded by natural environmental beauty. We will work to embed this in our approach from capital works, to activity planning, through to the delivery and running of the completed site.

We are committed to reducing the carbon impact of the capital works programme, which we will work with the Project Manager (PM) to achieve, by building in the following measures:

- Reuse of existing materials, such as roof tiles - or using reclaimed heritage materials, wherever possible
- With the help of the MDDT, investigating the use of ground-source heat pumps and solar panels during the development stage. GSHP provides a clean way to heat buildings, free of all carbon emissions on site. It makes use of solar energy stored in the ground to provide one of the most energy-efficient ways of heating buildings - and can be used to moderate the temperature within the buildings. Solar panels would reduce demand on the national grid, and where possible, allow export to the grid at times of low usage
- Redistribution of top soil from ground works to the site, to be used elsewhere for landscaping purposes, eliminating the need for disposal and transportation
- Reuse of materials to create art installations
- Where possible, creating interpretative objects and installations from heritage items reclaimed from the site - including use of a cart as an attractive planting feature
- Rainwater harvesting for use in watering surrounding landscaping and gardens
- Installing and promoting the use of recycling facilities on the site - for use by the commercial operator, community groups using the barn, and members of the public visiting the site
- Using locally sourced products, and encouraging the commercial operator and hirers of the space to follow this example as part of their lease/ rental agreements
- Not using single-use plastics

We are planning to become members of Fit for the Future, an environmental sustainability network, to connect with other charities and heritage organisations to share in best practice and an exchange of ideas. We will additionally carefully consider the environmental credentials of contractors as part of the procurement process. Our development phase budget also has an allowance for undertaking a detailed environmental sustainability review, to ensure that we are building in as many carbon reducing measures and policies as possible into our planned ongoing operations.

We also hope that through our programming, we will be helping to mitigate and limit environmental impact and bring about positive behaviour change from a young age. The 200 acres of Parkland provides the green spaces for the community (including our pond dipping areas) which are an essential part of wellbeing and creating an environment which is an attractive place to live. We already cover science and maths topics with nature surveys and activities, taking advantage of having access to ancient trees, ponds and rare breed livestock and deer - our intention is to continue to build our STEM offer through the increased spaces and capacities that this project will afford.

Our activity plan will also provide Health and Wellbeing Walks; gentle, mindful walks led by a facilitator exploring the the Priory grounds for those with mental or physical health needs, as well as paid for events linked with the Priory's heritage (e.g. foraging walk, discovering aromatherapy and traditional uses of plants), all of which will increase awareness and appreciation of the natural environment and bring about positive change in behaviours.

Explain how your project will increase inclusion, access and participation.

[Text field – 5,000 characters] [4439]

“Opening to the public will allow the assets to be better understood and appreciated. This will enrich the lives of the young and old alike, providing an aesthetic and educational resource that will build local pride in the quality of the historic and natural surroundings – improving quality of life” (St Osyth Public Consultation, 2016)

Located in Tendring and neighbouring Jaywick - one of the most deprived towns in the UK - the timing of and need for this project is vitally important. Particularly post pandemic, the need for a venue that can provide wellbeing facilities and community support, delivering a positive social impact within our locality has never been greater. Tendring District has the highest percentage of residents aged 65+ in Essex, and a higher old-age dependency ratio than other areas in Essex.

We have worked to develop activities relating to conservation and/or that will have a positive impact on the following identified issues in the local area:

Higher than average take up of free school meals

Lower than average GCSE results

Higher than average childhood and adult obesity levels

Higher than average teen pregnancy rates

High unemployment and low skills base

Unemployment rates in the surrounding area are high (5.6% in Tendring vs 3.7% UK average in 2023) and this has been taken into consideration when activity planning and developing local community partnerships. The activities detailed in the Action Grid reflect the desire of the Trust to make a positive impact; where the current and future use of Priory buildings reflects their monastic beginnings as a place of sanctuary and support for the community. This includes activities that develop skills and confidence, inclusion of a transport bursary to remove the largest barrier to access, and creating additional employment in the area through both the wedding venue and the activity of the Trust.

After being closed to the public for many years, we are excited to already be delivering increasingly wide opportunities for more people to come to this wonderful site - through our education centre and wider community events with 2458 people welcomed to site in the last 12 months. In 2023 we held 2 large scale public events organised by the Trust. Our Coronation Picnic gave hundreds of people the opportunity to explore the Estate, go up the tower, enjoy a tractor trailer tour and live music in the Precinct. Working with Black Jacket events we were also able to hold a Community Christmas Light Switch-on event. This included a craft stall, local food stands, community carol singing with the Salvation Army Band and Children's crafts.

Opening the new spaces will enable us to tap into huge opportunities to build and broaden our reach and impact and build pride in place. There is also a provision within the Section 106 agreement that the public will be granted access to the site for a minimum number of 80 days annually, which would be the minimum amount of activity and access that we would seek to deliver through our work.

The draft action grid that we have prepared for the development phase is full of activities that will welcome a variety of people to enjoy the site in different ways and we have considered how we will evaluate the success or impact they have had.

In the development phase, we will also host a Community Access Advisory Visit from Point Clear & St Osyth Disabled Persons Club to assess and give guidance on ways to improve physical access of the site as well as our emerging interpretation and activity proposals, which we will then continue to co-create with them.

Our work and consultation to date through the Education Centre with organisations such as HomeStart, Doucecroft, Essex Book Festival, Colne Community and All Saints Brightlingsea will form the basis of long-term relationships, allowing the activities of the Trust to reach a wide range of people and to ensure there is an ongoing dialogue and understanding of the barriers and opportunities in engaging with the project.

We will deliver a minimum of two Level 1 Construction Trade Apprenticeships in a potential collaboration with Tendring Education Centre - delivered and funded as part of our contract with the capital works owner. We will also create work experience placements in association with Clacton Coastal Academy or Tendring Education Centre to provide paid work experience opportunities for young people aged 16-25 in a variety of areas such as marketing, heritage-learning, events management etc.

We will also develop accessible digital resources to help us increase our reach and impact; creating an Animated Short Film about St Osyth and the heritage of the Priory for use online and in the visitor centre. This will be developed with content from the Historian In Residence role, and co created with input from volunteers and young people.

Explain how your project will improve your organisational sustainability.

[Text field - 5,000 characters] [4986]

By prioritising the full repair and conversion of the Tithe Barn and Old Dairy, the Trust will have an income through the lease to the commercial operator that will support the activity of the Trust's education and community work, in addition to working as a seed for further restoration projects to other at-risk buildings across the wider site.

We consider financial sustainability key to the success of not only this project, but the conservation and protection of the Priory as a whole. Options appraisals by Colliers and Savills agree that a wedding and celebration venue is the most economically viable commercial option.

Recognising the limit of funds, we faced a difficult decision as to how to deliver renovation and repair works to the many buildings in need at the Priory. The rationale we have taken is to prioritise long-term financial sustainability, as ultimately, the income from commercial hire and community hire of the Tithe Barn and Old Dairy will allow us to deliver more projects and save more buildings. Income from the commercial operator and paid for community events will provide funding for other projects the Trust wishes to deliver in addition to its educational activities, providing longer-term financial sustainability for the Trust. As a result, we are focusing on works that will drive greater commercial income. The current business plan

estimates the Tithe Barn complex will make a substantial profit of £183,037 by the end of the first operating year alone, including a 50% contribution to the sinking fund.

The Abbot's Tower is in some ways, a smaller project, with repair costs estimated at c£1M and much loved by the community, who are clear that they wish to see it restored. The Trust are keen to make this a reality, however neither the Cart Lodge nor Abbot's Tower would produce the same return on investment, and therefore in order to achieve its long term goals, the Trust must maximise the money available through the Section 106 agreement. Neither would generate the income required to supplement match funding for the works to the Tithe Barn and Old Dairy should the phasing be reversed.

Options' appraisals have shown that conversion to usage suited to a wedding and celebration venue run by a commercial operator will provide the Trust with a sustainable annual income whilst also maintaining public access; due to challenges in accessing the estate, and the local and tourist demographics in the region, it would not be viable to operate solely as a community venue or tourism destination. It also highlighted that there were some barriers in attracting an operator to the location: Black Jacket are already operating very successfully on the site and have a proven track record which derisks the model further. Subject to procurement and agreed commercial agreements during Development Phase, using a single operator for the site may also ensure that, in alignment with the site business plan, that the other complementary events and accommodation businesses can be operated at St Osyth simultaneously to ensure maximum return on investments on the Priory site.

The terms of the commercial lease agreement and the Section 106 agreement itself will guarantee a minimum level of use for the Trust to host community activity once the capital works are completed; this model allows access at a level equal to anticipated public demand without the burden of being responsible for day-to-day management of the buildings. Equally, if the Trust prioritised the Tower it would receive minimal income from the limited activities it can host, whilst using a significant proportion of the match funding that is currently available.

Our intended use of the restored buildings also allows us to have diverse more resilient sources of income; examples of which - taken from our Activity Plans - include:

Host larger, three and four form entry schools which cannot otherwise be accommodated at the Education Centre

Expand our education programme with offers linked with the national curriculum. Focus on History (local studies, monastic and tudor heritage) along with STEM subjects (e.g. construction, maths, biology, biodiversity)

Host Community Pop-Up Exhibitions

Develop an offer for uniformed and other groups involving incoming generating sleep outs in Tithe Barn and associated heritage activities

Develop a mixture of commercial and free to access wellbeing sessions and events
Generate commercial, market competitive rent to the third party operator for external weddings and events
Host income generating family fun weekends and festivals

We will support sustainability through heritage skills development; piloting traditional Skills Workshops. We will offer a set number of places that are free and discounted rates for VCSE groups), and will be teaching traditional skills such as brick making and willow weaving - techniques were utilised historically at St Osyth, adapting these to suit audiences with varying needs.

SECTION 5. AFTER THE PROJECT ENDS

How will you maintain the benefits of your project and meet any related costs?

Tell us how you will manage the benefits of your project after the funding ends.

For example:

- what will happen to the things you produce as part of the project, for example if these will be donated to a local archive or kept on display by your organisation
- how you will manage the heritage in the future, for example if you will keep employing staff to help maintain a site you have restored
- how you will deal with any costs related to maintaining the heritage once the project ends, for example utility costs for a newly opened building

[Text field – 5,000 characters] [2777]

SOPPT has already begun to establish a track record of successful project and grant management.

Through working closely with the PM and careful business planning during the development phase, we will be able to ensure that we are able to generate enough income from the commercial rent of the completed buildings for the Trust to continue to be sustainable in the long term; covering our core costs, supporting our educational work and reinvesting in the development and preservation of further important historic buildings on the site.

The activity programme will also help to build greater awareness of, and engagement with, the schools programme - which will both extend the reach of the Trust's work and purpose, and contribute towards commercial income. The Trust will also ensure that use of the site is a mix between free and paid-for activities which will be designed to cover operating costs at a minimum. Throughout the life of the project, we will also carefully manage our project contingency, to avoid using any accrued reserves.

We are aware of the additional insurance, maintenance, management and overhead/ running costs that will be incurred after project completion, and these will be shared with the commercial operator - the Trust will only be required to contribute a % equivalent to use, and this will be reflected in our business planning and commercial agreement with the operator.

Volunteers and staff will also have received training and improved or learned new skills as a part of this project and a core outcome, which will boost organisational resilience and skills levels, and remain as a legacy of this project. We will also, as part of the project evaluation, carry out reflective interviews and 1-2-1s with key staff and contractors to capture lessons learned and document this for future reference and ensure ongoing learning and development.

As part of the recruitment of our business planning consultant, we would like to build change management and planned organisational growth and scaling into our business plan. Subject to review we would also look to continue and embed the Community Engagement Officer role into the organisation in the long-term to ensure management and development of our ongoing activities and audiences to embed social impact. We have also developed an aspirational organisational model to underpin our planned activities including volunteer, facilities and financial management, to ensure staffing is in place that alleviates dependence on Trustee led activity.

Having recently undertaken a detailed governance review and skills audit, we have additionally allowed for professional fees during our development phase to deliver governance and organisational development, to ensure that this is all robustly underpinned.

How will you evaluate the success of your project and share the learning?

You must evaluate your project and provide a written evaluation report once you finish your project.

You will need to create an evaluation plan at the start of your project. This will be an outline of how you are going to collect data to measure, analyse and understand what you are doing and ultimately to provide evidence about what your project has achieved.

Tell us who will carry out your evaluation. This could be staff within your organisation or a person or organisation who you will need to employ. You should provide a brief for this work as a supporting document. We would expect to see costs for your evaluation included in your project costs.

[Text field – 5,000 characters] [2712]

Our previous CRF/ NLHF project experience to date has helped us develop our evaluation skills so that when interpretation, activities and events are developed, this happens with evaluation built-in from the outset, so that we can meaningfully measure the impact of the project on people and communities against outcomes.

The Trust has already begun to consider what success would look like and how it could be measured through the creation of the draft activity plan included in our supporting documents. Collection strategies will include both qualitative and quantitative aspects and we have developed SMART targets and KPIs for the activities so that we can meaningfully measure impact and progress against NLHF investment principles.

In addition to considering evaluation from the start of the project, the openly procured Evaluation Brief will ensure this is assessed independently and embedded throughout all that we do. This will include the creation of a project evaluation framework that includes identification of key review points that allow us to adjust our approach as necessary. This will also capture the Social and Economic Impacts of the project, which are key to the delivery of our business plan and will significantly contribute to the Tendring Economic Strategy and Tendring District Council Corporate Plan.

We will also ensure that as part of their brief and job description, internal staff roles for the Community Engagement Officer, Project Coordinator, Education Manager and Grants and Administration Officer will contribute to the delivery and collection of evaluation data.

We have already created an outline activity grid, included as part of our supporting documentation, and the consultant will create a Theory of Change for the project to underpin our evaluation and ensure we consistently work towards clear project outcomes, as part of an iterative process.

We intend to embed our project-learning throughout our networks. Michelle Behr is a member of The Georgian Group and SAVE Britain's Heritage, and could use these platforms to talk about, share learnings from and evaluate this NLHF project. The St Osyth Priory site is also a member of Historic Houses, and we would similarly look to share what we have learnt through their networks.

Additionally, we have previously been invited to speak to the Ambitious Women in Essex Network and engage with the Essex County Council Economic Growth and Localities forum, which would also be high profile ways to cement the project legacy and learning.

We would also ensure that we updated our Lessons Learned document throughout the project to ensure that we are able to pass our project learnings and knowledge onto future board members.

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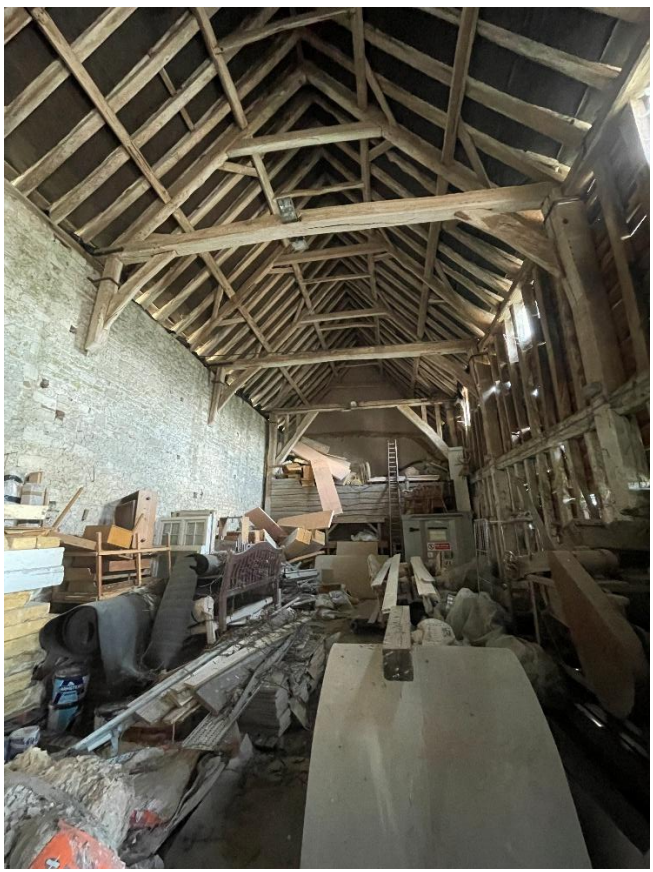
[Project Budget + Supporting Docs + Declaration]

Appendix C: Photographs

Photographs 16/05/2025

The Tithe Barn









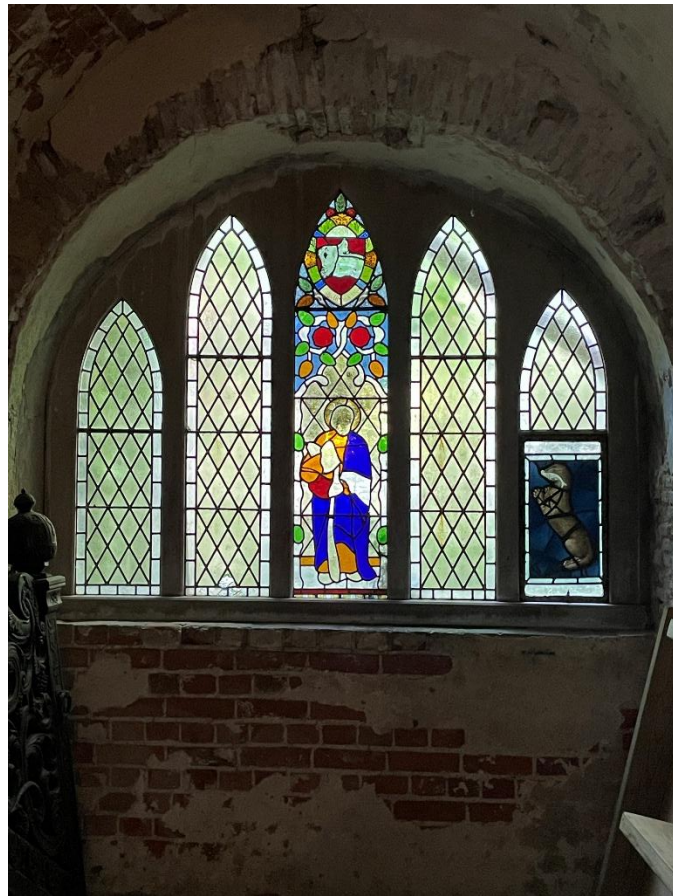


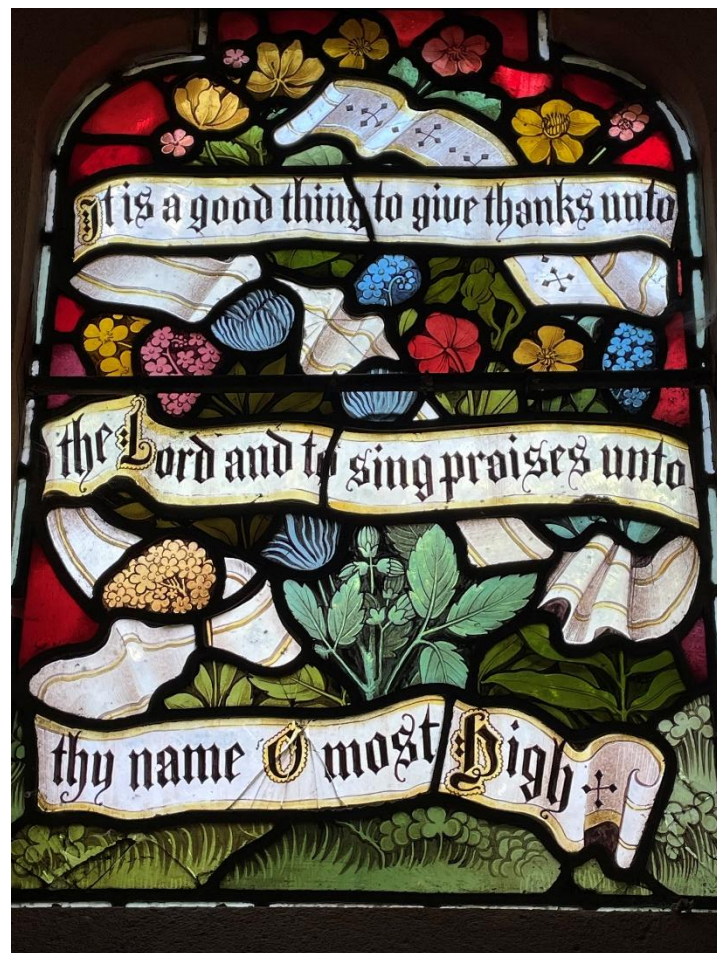
Photographs of the wider Estate:




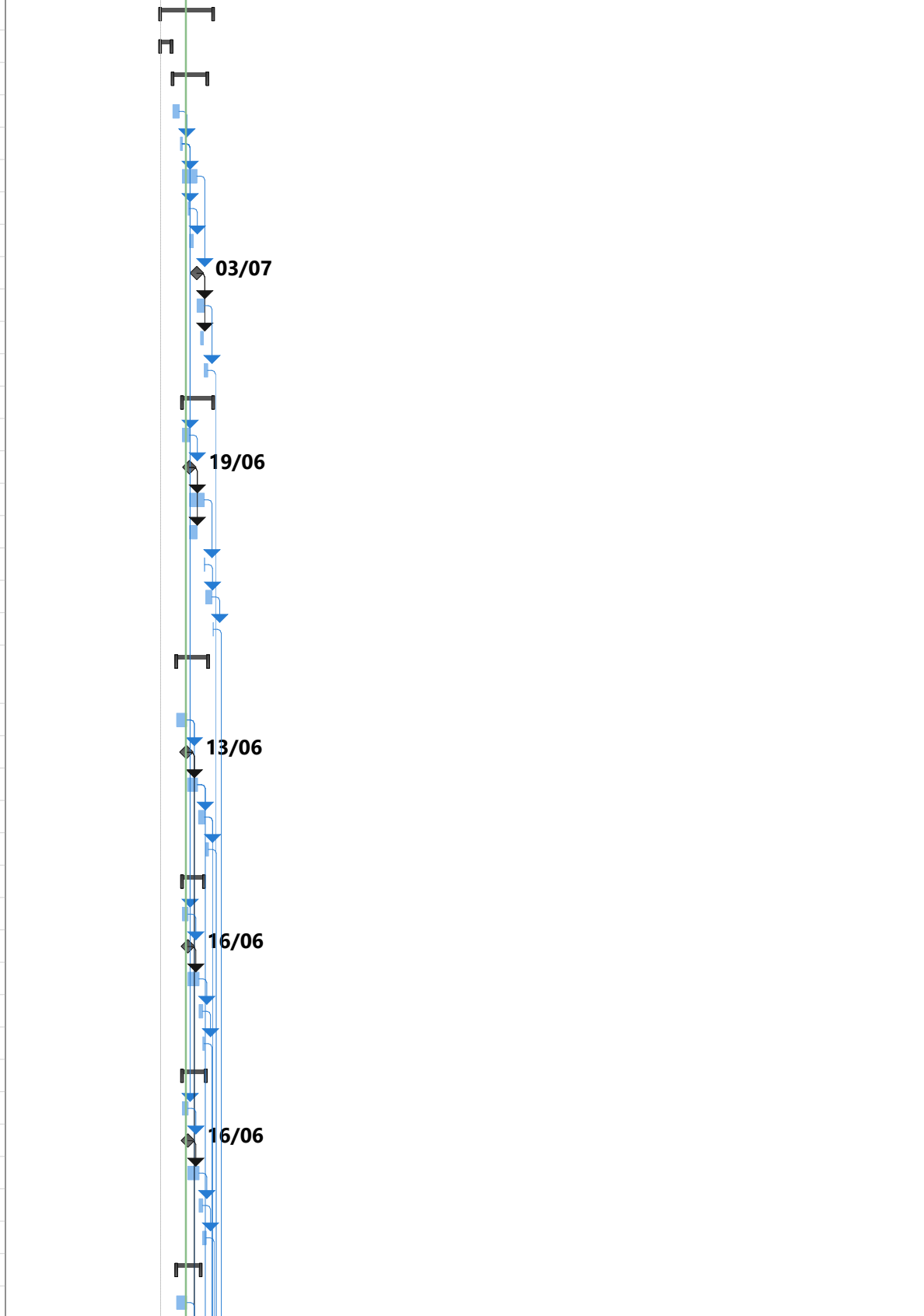















































Appendix D: Programme

ID	Task Mode	Task Name	Duration	Start	Finish	Predecessors												
							H2	2025 H1	H2	2026 H1	H2	2027 H1	H2	2028 H1	H2	2029 H1	H2	
1		Project Team Procurement	72 days?	Fri 25/04/25	Mon 04/08/25													
2		Project Manager & QS	16 days	Fri 25/04/25	Fri 16/05/25													
6		Multi-disciplinary design team	49 days	Mon 19/05/25	Thu 24/07/25													
7		Prepare Tender Package	2 wks	Mon 19/05/25	Fri 30/05/25	5												
8		Issue ITT	4 days	Mon 02/06/25	Thu 05/06/25	7												
9		Tender period	4 wks	Fri 06/06/25	Thu 03/07/25	8												
10		Site Visit	3 days	Tue 17/06/25	Thu 19/06/25	8FS+7 days												
11		Deadline for receiving clarifications	5 days	Fri 20/06/25	Thu 26/06/25	10												
12		Tender deadline	0 days	Thu 03/07/25	Thu 03/07/25	9												
13		Evaluation	2 wks	Fri 04/07/25	Thu 17/07/25	12												
14		Clarification Meetings	3 days	Fri 11/07/25	Tue 15/07/25	12FS+5 days												
15		Appointment	5 days	Fri 18/07/25	Thu 24/07/25	13												
16		Interpretation and Story Telling Consultant	42 days?	Fri 06/06/25	Mon 04/08/25													
17		Prepare Tender Pack	2 wks	Fri 06/06/25	Thu 19/06/25	8												
18		Issue Tender Pack	0 days	Thu 19/06/25	Thu 19/06/25	17												
19		Tender period	4 wks	Fri 20/06/25	Thu 17/07/25	18												
20		Deadline for receiving clarifications	10 days	Fri 20/06/25	Thu 03/07/25	18												
21		Tender deadline	1 day?	Fri 18/07/25	Fri 18/07/25	19												
22		Evaluation and clarification meeting	2 wks	Mon 21/07/25	Fri 01/08/25	21												
23		Appointment	1 day?	Mon 04/08/25	Mon 04/08/25	22												
24		Activity Plan, Community Consultation & Co-Production	45 days	Mon 26/05/25	Fri 25/07/25													
25		Prepare Tender Pack	3 wks	Mon 26/05/25	Fri 13/06/25	5FS+5 days												
26		Issue Tender Pack	0 days	Fri 13/06/25	Fri 13/06/25	25												
27		Tender period	3 wks	Mon 16/06/25	Fri 04/07/25	26												
28		Evaluation and Interviews	2 wks	Mon 07/07/25	Fri 18/07/25	27												
29		Appointment	5 days	Mon 21/07/25	Fri 25/07/25	28												
30		Business Plan	30 days	Fri 06/06/25	Thu 17/07/25													
31		Prepare Tender Pack	1.4 wks	Fri 06/06/25	Mon 16/06/25	8												
32		Issue Tender Pack	0 days	Mon 16/06/25	Mon 16/06/25	31												
33		Tender period	3 wks	Tue 17/06/25	Mon 07/07/25	32												
34		Evaluation and Interviews	1 wk	Tue 08/07/25	Mon 14/07/25	33												
35		Appointment	3 days	Tue 15/07/25	Thu 17/07/25	34												
36		Evaluation, Economic and Social Impact	32 days	Fri 06/06/25	Mon 21/07/25													
37		Prepare Tender Pack	1.4 wks	Fri 06/06/25	Mon 16/06/25	8												
38		Issue Tender Pack	0 days	Mon 16/06/25	Mon 16/06/25	37												
39		Tender period	3 wks	Tue 17/06/25	Mon 07/07/25	38												
40		Evaluation and Interviews	1 wk	Tue 08/07/25	Mon 14/07/25	39												
41		Appointment	5 days	Tue 15/07/25	Mon 21/07/25	40												
42		Fundraising Consultant	35 days	Mon 26/05/25	Fri 11/07/25													
43		Prepare Tender Pack	3 wks	Mon 26/05/25	Fri 13/06/25	5FS+5 days												


Project: R4390 SOPPT Program
Date: Fri 13/06/25


Task


Split


Milestone

Summary











Project Summary


Inactive Task


Inactive Milestone

Inactive Summary











Manual Task


Duration-only


Manual Summary Rollup

Manual Summary











Start-only


Finish-only


External Tasks

External Milestone












Deadline

Progress

Manual Progress







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ID	Task Mode	Task Name	Duration	Start	Finish	Predecessors												
							H2	2025 H1	H2	2026 H1	H2	2027 H1	H2	2028 H1	H2	2029 H1	H2	
44		Issue Tender Pack	0 days	Fri 13/06/25	Fri 13/06/25	43												
45		Tender period	3 wks	Mon 16/06/25	Fri 04/07/25	44												
46		Evaluation and Interviews	1 wk	Mon 07/07/25	Fri 11/07/25	45												
47		Appointment	5 days	Mon 07/07/25	Fri 11/07/25	45												
48		Community Engagement Officer	50 days	Mon 19/05/25	Fri 25/07/25													
49		Prepare Recruitment Pack	3 wks	Mon 19/05/25	Fri 06/06/25	5												
50		Issue Recruitment Pack	0 days	Fri 13/06/25	Fri 13/06/25	25												
51		Tender period	3 wks	Mon 16/06/25	Fri 04/07/25	26												
52		Evaluation and Interviews	1 wk	Mon 07/07/25	Fri 11/07/25	27												
53		Appointment	5 days	Mon 21/07/25	Fri 25/07/25	28												
54		Historian	35 days	Mon 26/05/25	Fri 11/07/25													
55		Prepare Recruitment Pack	3 wks	Mon 26/05/25	Fri 13/06/25	5FS+5 days												
56		Issue Recruitment Pack	0 days	Fri 13/06/25	Fri 13/06/25	55												
57		Tender period	3 wks	Mon 16/06/25	Fri 04/07/25	56												
58		Evaluation and Interviews	1 wk	Mon 07/07/25	Fri 11/07/25	57												
59		Appointment	5 days	Mon 07/07/25	Fri 11/07/25	57												
60		Project Team Appointments Complete	0 days	Mon 04/08/25	Mon 04/08/25	3,15,23,29,35,41,												
61		RIBA Stage 2	100 days	Tue 05/08/25	Mon 22/12/25													
62		Mobalisation	5 days	Tue 05/08/25	Mon 11/08/25	60												
63		RIBA Stage 2 kick off meeting	5 days	Tue 05/08/25	Mon 11/08/25	60												
64		Concept Design Development	3.5 mons	Tue 12/08/25	Mon 17/11/25	63												
65		Client Briefing Workshops	1 mon	Tue 12/08/25	Mon 08/09/25	63												
66		Clearance of site for surveys and site investigations	3 wks	Tue 12/08/25	Mon 01/09/25	63												
67		Surveys and opening up works	3 mons	Tue 12/08/25	Mon 03/11/25	63												
68		Consultation, Focus Groups	3 mons	Tue 12/08/25	Mon 03/11/25	63												
69		Historical research	3 mons	Tue 12/08/25	Mon 03/11/25	63												
70		RIBA Stage 2 Reports issued for costing	0 days	Mon 17/11/25	Mon 17/11/25	64												
71		Business Plan, Activity Plan, Conservation Management Plan issues	0 days	Mon 17/11/25	Mon 17/11/25	64												
72		RIBA Stage 2 Cost plan issued	3 wks	Tue 18/11/25	Mon 08/12/25	70												
73		Value Engineering (if required)	3 wks	Tue 25/11/25	Mon 15/12/25	70FS+5 days												
74		Presentation to SOPPT	1 wk	Tue 16/12/25	Mon 22/12/25	73												
75		Feedback issued	0 days	Mon 22/12/25	Mon 22/12/25	74												
76		NLHF approval to proceed to RIBA Stage 3	4 days	Tue 16/12/25	Fri 19/12/25	73												
77		RIBA Stage 3	145 days	Mon 05/01/26	Fri 24/07/26													
78		RIBA Stage 3 kick off meeting	5 days	Mon 05/01/26	Fri 09/01/26	76FS+2 wks												
79		Detailed Design Development	3.5 mons	Mon 12/01/26	Fri 17/04/26	78												
80		Surveys and opening up works	2 mons	Mon 12/01/26	Fri 06/03/26	78												
81		Consultation, Focus Groups, Pilot Projects	3 mons	Mon 12/01/26	Fri 03/04/26	78												
82		RIBA Stage 3 Reports issued for costing	2 wks	Mon 20/04/26	Fri 01/05/26	79												
83		Business Plan, Activity Plan, Conservation Management Plan issues	1 day	Mon 20/04/26	Mon 20/04/26	79												

Project: R4390 SOPPT Program

Date: Fri 13/06/25

Task

Split

Milestone

Summary

Project Summary

Inactive Task

Inactive Milestone

Inactive Summary

Manual Task

Duration-only

Manual Summary Rollup

Manual Summary

Start-only

Finish-only

External Tasks

External Milestone

Deadline

Progress

Manual Progress

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ID	Task Mode	Task Name	Duration	Start	Finish	Predecessors	H2	2025	H2	2026	H2	2027	H2	2028	H2	2029	H2
84		RIBA Stage 3 Cost plan issued	0 days	Fri 01/05/26	Fri 01/05/26	82				01/05							
85		Value Engineering (if required)	2 wks	Mon 04/05/26	Fri 15/05/26	84											
86		Presentation to SOPPT	1 wk	Mon 18/05/26	Fri 22/05/26	85											
87		Feedback issued	1 wk	Mon 25/05/26	Fri 29/05/26	86											
88		Presentation to NLHF - Development Phase Review	1 wk	Mon 01/06/26	Fri 05/06/26	87											
89		Final Evaluation of Development Phase	3 wks	Mon 25/05/26	Fri 12/06/26	86											
90		Match funding for the Delivery Phase secured and in place	9 wks	Mon 25/05/26	Fri 24/07/26	86											
91		NLHF	153 days	Mon 08/06/26	Wed 06/01/27												
92		Preparation of NLHF R2 Bid	2 mons	Mon 08/06/26	Fri 31/07/26	88											
93		NLHF R2 submission	3 days	Mon 03/08/26	Wed 05/08/26	92											
94		Decision	4.5 mons	Thu 06/08/26	Wed 09/12/26	93											
95		NLHF Permission to proceed	4 wks	Thu 10/12/26	Wed 06/01/27	94											
96		Planning/LBC	209 days	Tue 18/11/25	Fri 04/09/26												
97		Planning/LBC Pre-Application	12 wks	Tue 18/11/25	Mon 09/02/26	70											
98		Submit Planning/LBC Application	12 wks	Mon 04/05/26	Fri 24/07/26	82											
99		Contingency	6 wks	Mon 27/07/26	Fri 04/09/26	98											
100		Decision	0 days	Fri 04/09/26	Fri 04/09/26	99				04/09							
101		RIBA Stage 4 - Technical Design	115 days	Thu 07/01/27	Wed 16/06/27												
102		RIBA Stage 4 kick off meeting	5 days	Thu 07/01/27	Wed 13/01/27	95											
103		Detailed Design Development	4 mons	Thu 14/01/27	Wed 05/05/27	102											
104		Surveys and opening up works	1 mon	Thu 14/01/27	Wed 10/02/27	102											
105		RIBA Stage 4 Reports issued for costing	0 days	Wed 05/05/27	Wed 05/05/27	103				05/05							
106		RIBA Stage 4 Cost plan issued	2 wks	Thu 06/05/27	Wed 19/05/27	105											
107		Value Engineering (if required)	2 wks	Thu 20/05/27	Wed 02/06/27	106											
108		Presentation to SOPPT	5 days	Thu 03/06/27	Wed 09/06/27	107											
109		Feedback issued	5 days	Thu 10/06/27	Wed 16/06/27	108											
110		Procurement of Contractors	115 days	Thu 03/06/27	Wed 10/11/27												
111		Prepare tender information	3 wks	Thu 03/06/27	Wed 23/06/27	107											
112		tender period SQ and ITT	4 mons	Thu 24/06/27	Wed 13/10/27	111											
113		Evaluation, clarification meeting, appointment	1 mon	Thu 14/10/27	Wed 10/11/27	112											
114		RIBA Stage 5	320 days	Thu 11/11/27	Wed 31/01/29												
115		Mobilisation/enabling works	4 wks	Thu 11/11/27	Wed 08/12/27	113											
116		On site	11 mons	Thu 09/12/27	Wed 11/10/28	115											
117		snagging, comissioning, handover	1 mon	Thu 12/10/28	Wed 08/11/28	116											
118		Fit out (interpretation, client and operator fit out)	3 mons	Thu 09/11/28	Wed 31/01/29	117											
119		RIBA Stage 6	40 days	Thu 01/02/29	Wed 28/03/29												
120		Handover	2 mons	Thu 01/02/29	Wed 28/03/29	118											
121		RIBA Stage 7	31 days	Thu 29/03/29	Thu 10/05/29												
122		In use	1 day	Thu 29/03/29	Thu 29/03/29	120											
123		Evaluation submitted	1.5 mons	Fri 30/03/29	Thu 10/05/29	122											

Project: R4390 SOPPT Program
Date: Fri 13/06/25

Task

Split

Milestone

Summary

Project Summary

Inactive Task

Inactive Milestone

Inactive Summary

Manual Task

Duration-only

Manual Summary Rollup

Manual Summary

Start-only

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External Tasks

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Manual Progress

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Appendix E: Branding

Purpose of this presentation

The purpose of this presentation is to introduce initial creative approaches for the identity for the trust.

This presentation shows a logo proposal, and an overview of potential visual language and flexibility for each route, followed by a recommendation.

This document does not show every piece of digital, print, signage, etc., required as the selected route will be developed further and all required deliverables will be shown in the next stage, Design Development.

It is worth noting that whilst these designs can look quite 'finished' because they are created digitally, they are still very much sketches of intent, and will be developed and refined further in line with feedback as the project progresses.

Aim of a new identity

St Osyth Priory & Parish Trust

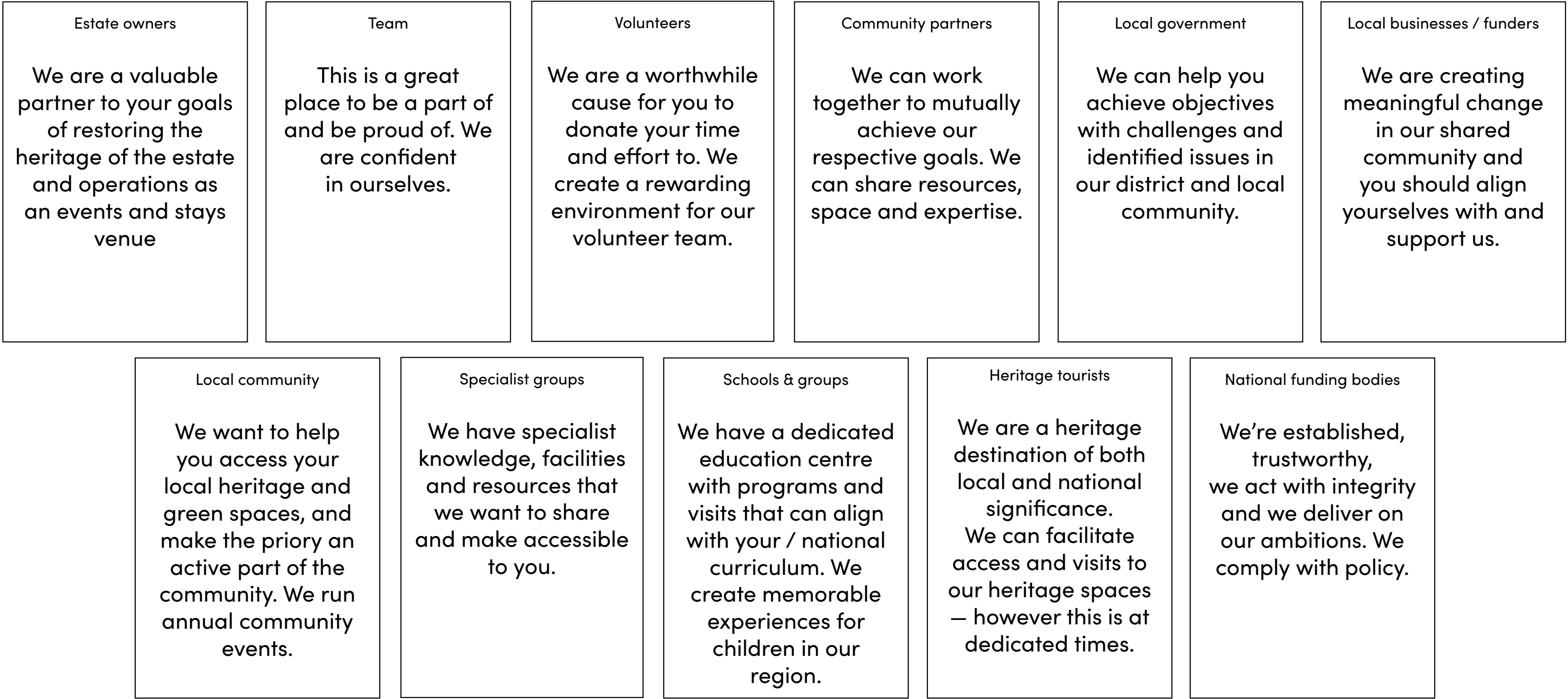
KG

20 Feb 25

Create a refined voice and point of view for the trust, that:

- Explores new avenues and missed opportunities for visual references
- Develop a visual identity that feels appropriate and unique to the trust and differentiates from the estate itself
- Create not just guidelines but a range of core assets (i.e. maps, diagrams of buildings, etc) and artworks and templates for all identified communication channels

What do we want to say?



We're established, trustworthy, we act with integrity and we deliver on our ambitions.

We are a worthwhile cause for you to donate your funding, time or effort to.

We are (part of) a heritage destination of both local and national significance.

Established

Trustworthy

Heritage

We are traditional (historical) in our location

We are contemporary in our ambition

We are accessible not luxury

Landscape



Firstsite



HOLKHAM



Landscape — categorised

Heritage & heraldry



Pictorial



Buildings



Typographic / word mark



LOGO



SECONDARY LOGO



TRUST ONLY



FONTS

JOSEFIN SANS BOLD
Josefin Sans Bold

JOSEFIN SANS SEMIBOLD
Josefin Sans SemiBold

JOSEFIN SANS REGULAR
Josefin Sans Regular

COLOUR PALETTE

PANTONE
P 112-8 C

PANTONE
P 112-8 C

100% GREEN

C	M	Y	K	HEX
90	32	93	24	#006837

80% GREEN

C	M	Y	K	HEX
75	26	72	10	#568460

60% GREEN

C	M	Y	K	HEX
60	19	56	3	#7EA184

100% PURPLE

C	M	Y	K	HEX
78	91	0	0	#60269D

100% WHITE

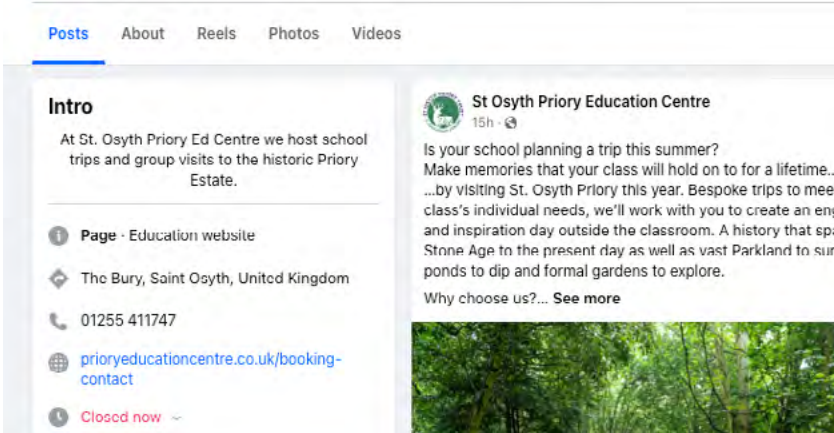
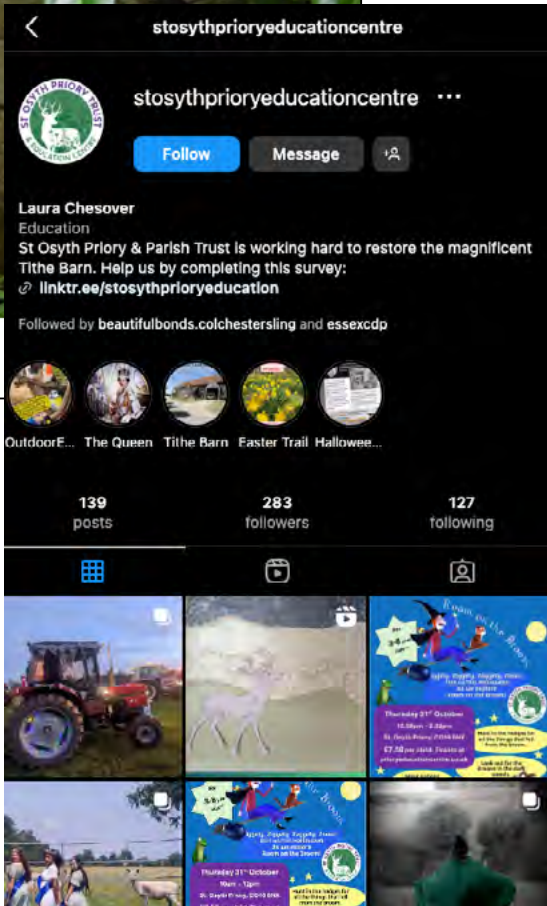
C	M	Y	K	HEX
0	0	0	0	#FFFFFF

Where you are – channels/templates

St Osyth Priory & Parish Trust

KG

20 Feb 25



October 2024



Sorry for the delay in sending the October newsletter. I felt it was important to be able to include some of the wonderful photos from the half term activities which took us right up to November.

Halloween

We have had a busy week for half term with lots of opportunities for the community to enjoy the Estate.

On the Monday 'Write Night' community writing group joined us in the darkness to find inspiration for their writing. Jan Williams, author of 'The Ghost of Pendlesham Priory' read from her book in the Chapel. The story was about a ghost in the ruins of a deserted convent. The ghost communicates through a boy to tell her story of suffering during the Dissolution of the Monasteries.

On Tuesday Home-Start Tending joined us for some Halloween fun for the families they work with, including crafts and hot dogs!



Wednesday was our family photography workshop. Led by local photographer Becky, families learnt tips and techniques to use their smartphones or cameras to get the best pictures of their children. Using the beautiful setting of the Priory and some fun Halloween props this workshop saw the creation of some memorable photographs.

Room on the Broom is a fantastic book by Julia Donaldson with the famous rhyming style that captivates children. Under 8's were invited to the Priory throughout the day on Thursday 31st, to explore the story through treasure hunts, role play and potion making, ending in decorating biscuits and enjoying a hot chocolate in the Education Centre.

Colne Community School

We were thrilled to once again host the 255 Year anniversary of the founding of the College of William and Mary. We were joined by students from The Colne Community School and the local community for sessions on local history from the Anglo-Saxon legend of the Lady of the Oath to Osyth through Medieval Medicine and the witch trials of Elizabethan witch trials. It is always a very busy time and it is always a pleasure to be able to welcome that number of people or to be able to rely on the support of our volunteers. We couldn't have asked for better weather and the

Owl Pellets

We are fortunate enough to have a connection with a local owl expert and licenced ringer in the area. He provided us with a large amount of owl pellets which we have used this month with our Young Carers group and the Home Educating families. It was fascinating to be able to pick them apart and identify the owls' dinner from the skulls and bones contained within. We were surprised that nearly all those who took part wanted to see the bones they found home with them! The Young Carers project is a fantastic link between the Education Trust and the local school and following our session on this we had the idea to strengthen the connection by installing two owl boxes installed at each site. The expert will help site the boxes and monitor them for us as well as providing on going education about owls. Thank you to all the volunteers who have helped in the building of the boxes.

ut Christmas. However plans are underway for
with Blackjacket Events. So get ready for an
entertainment, delicious festive food, and fun activities

nt, to read stories to the children in our magnificent
h Priory Community Christmas.'



Trust vs estate

St Osyth Priory & Parish Trust

KG

20 Feb 25





Heritage — St Osyth imagery



Village sign

St Osyth Priory & Parish Trust

KG

20 Feb 25



Priory 'hero' buildings

St Osyth Priory & Parish Trust

KG

20 Feb 25

Gate house



Darcy house



Chapel



Trust buildings

St Osyth Priory & Parish Trust

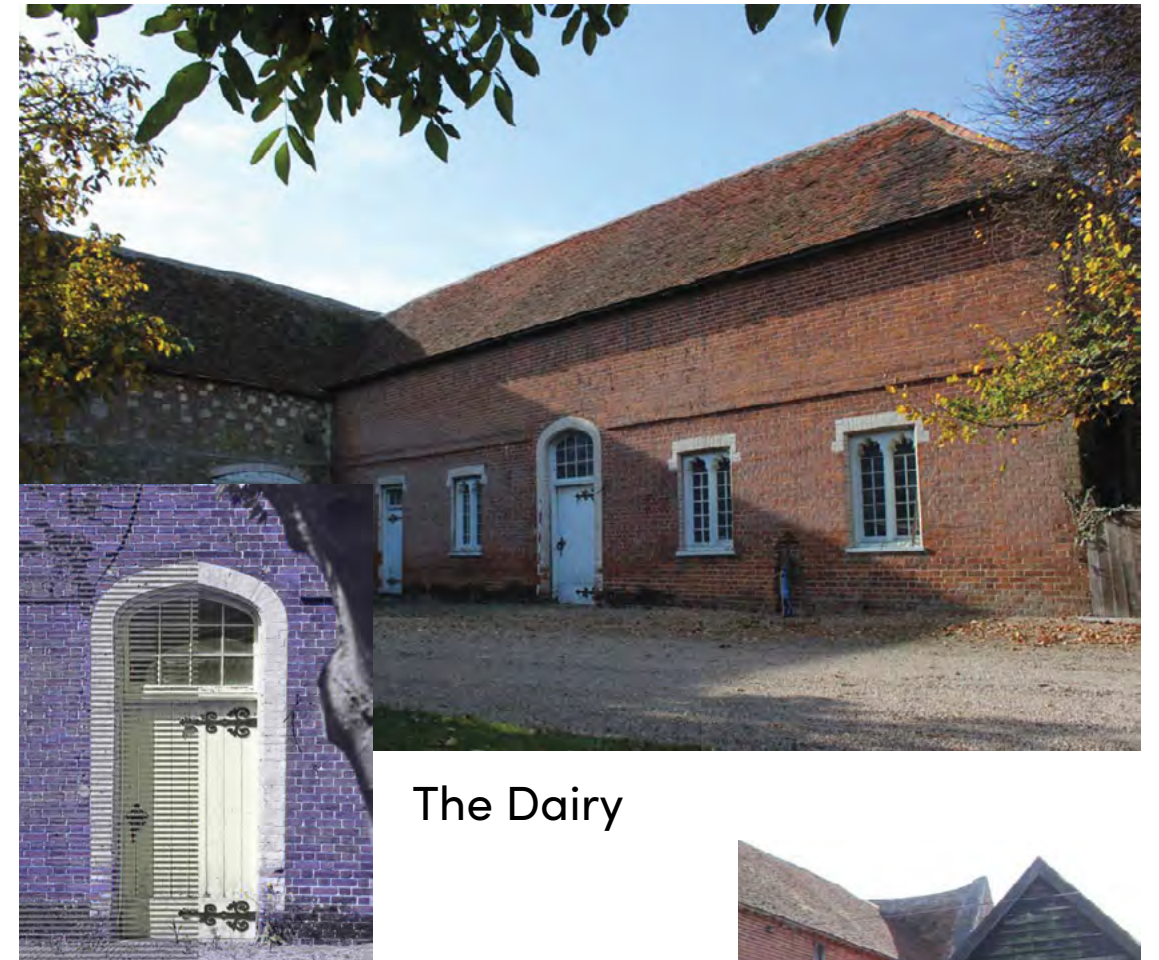
KG

20 Feb 25

Tithe Barn



Darcy / 'Abbots' Tower



The Dairy

Cart-lodge



Estate architectural details

Septaria and ashlar chequer work



Ghost window forms



Clock tower

Monastic ruins



Reused materials



Chimneys



Rose garden



Graphic documentation of priory

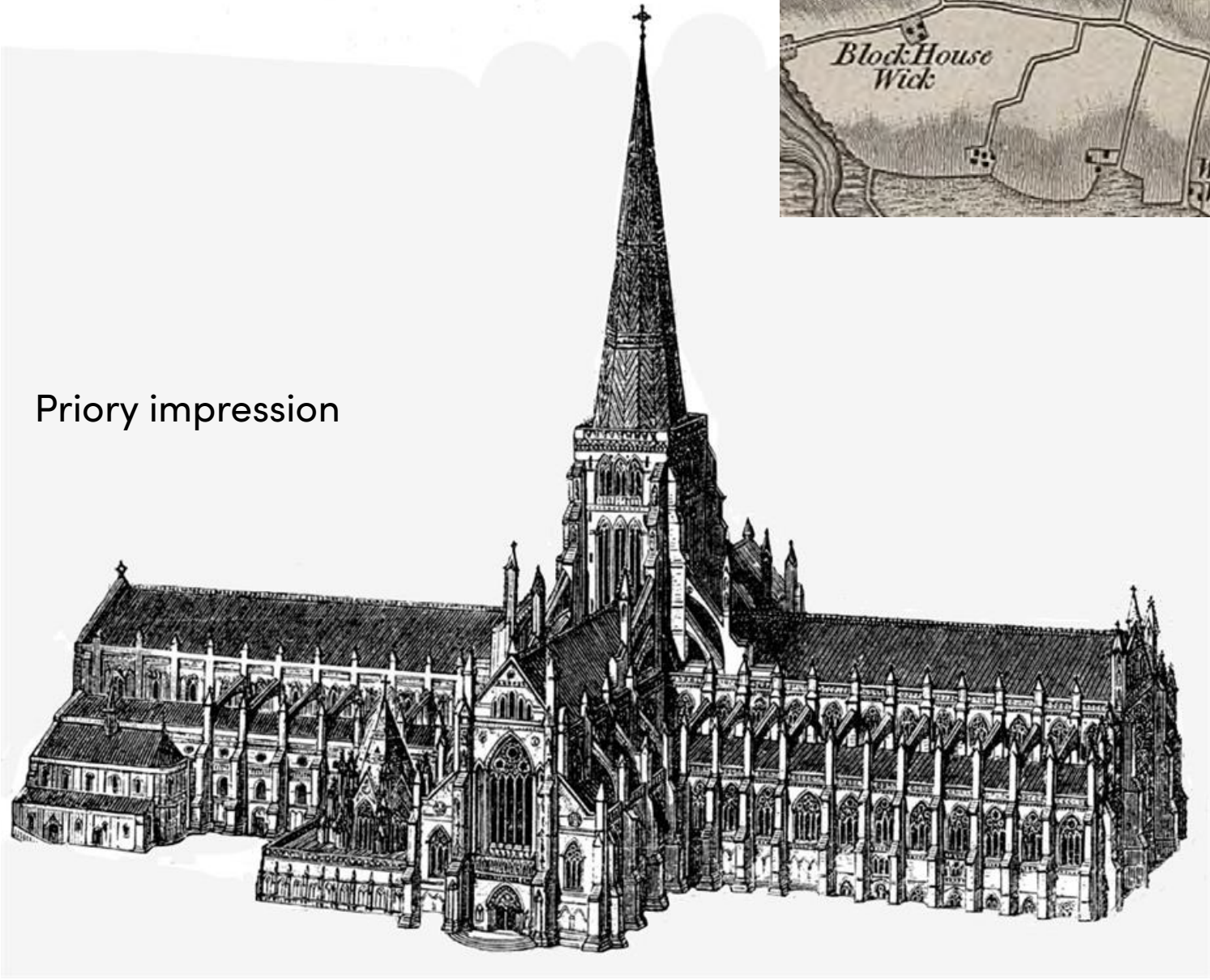
Historical maps



Postcards



Priory impression



Inscription on dairy barn wall (19c)

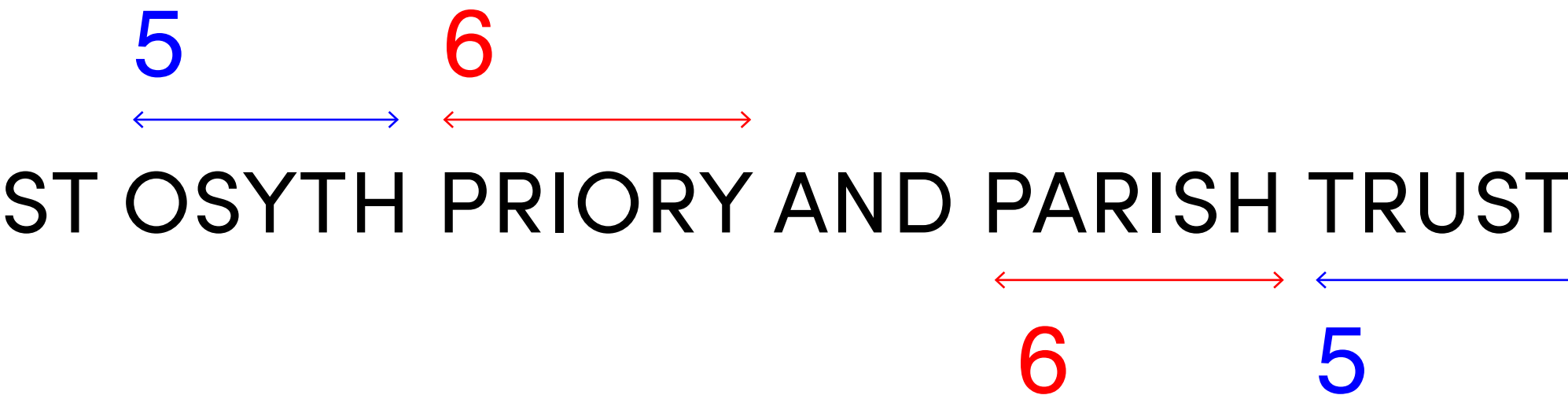


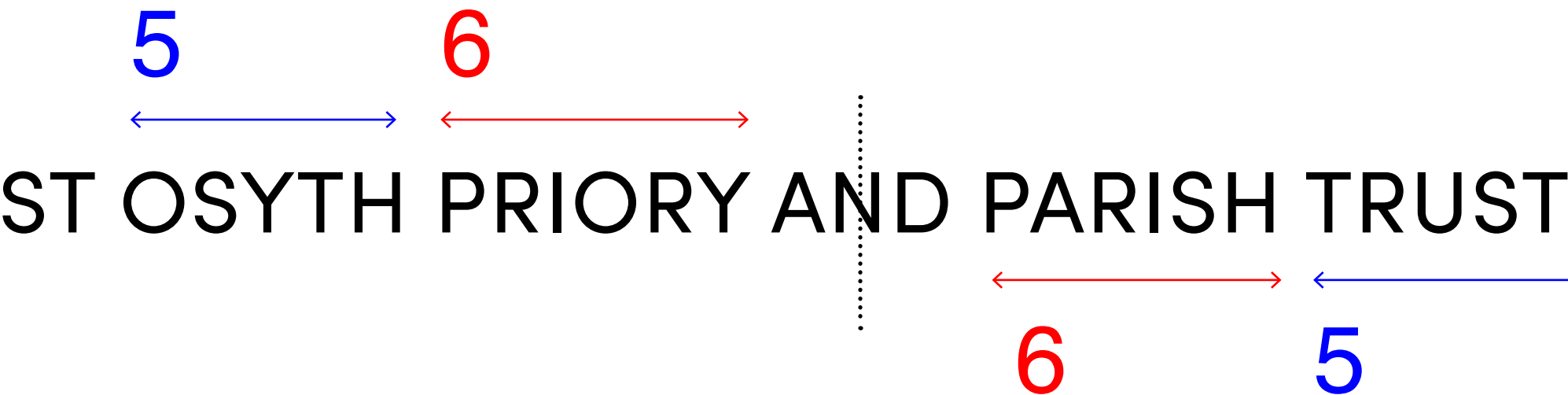
Nature on the estate



ST OSYTH PRIORY AND PARISH TRUST







ST OSYTH PRIORY AND PARISH TRUST

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ST OSYTH PRIORY AND PARISH TRUST

[REDACTED]

St Osyth Priory and Parish Trust

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ST OSYTH PRIORY AND PARISH TRUST

St Osyth Priory and Parish Trust


Case comparison — circle

ST OSYTH PRIORY AND PARISH TRUST

St Osyth Priory and Parish Trust



St Osyth Priory and Parish Trust



St Osyth Priory
and Parish Trust

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St Osyth Priory
& Parish Trust

St Osyth Priory
& Parish Trust

ST OSYTH PRIORY
+ PARISH TRUST

st osyth priory
& parish trust

St Osyth
Priory & Parish
Trust

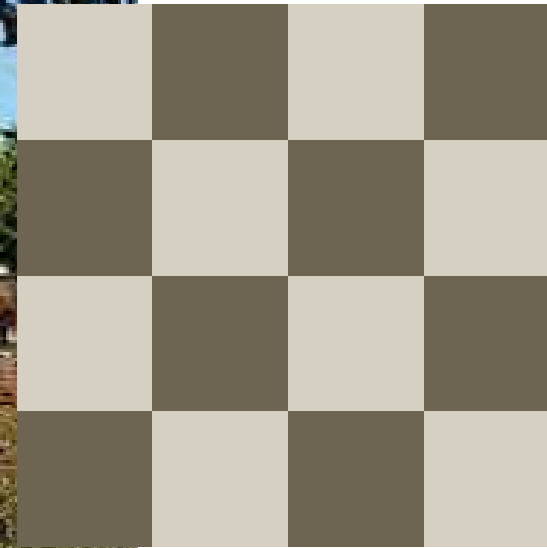
st OSYTH PRIORY
+ PARISH TRUST

Septaria and ashlar chequer work

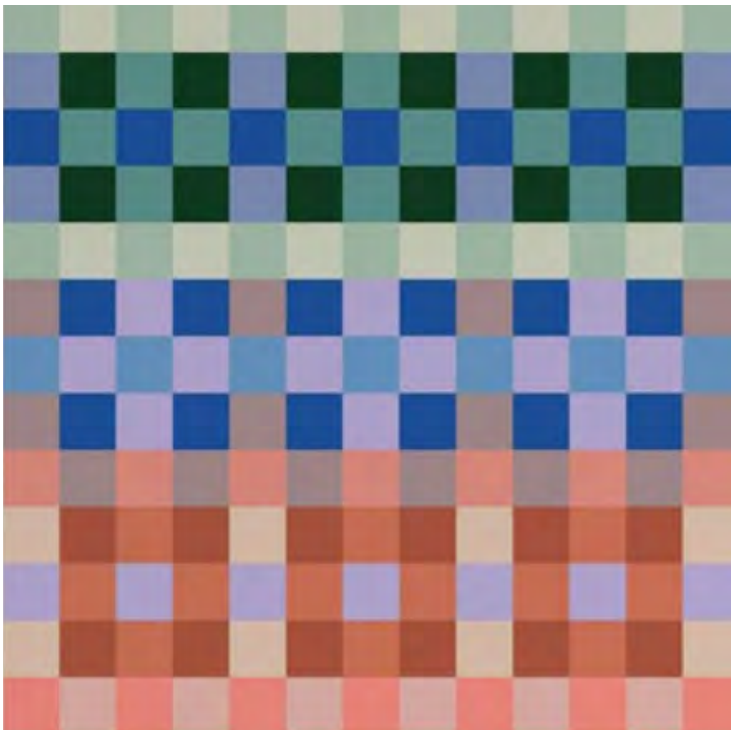
St Osyth Priory & Parish Trust

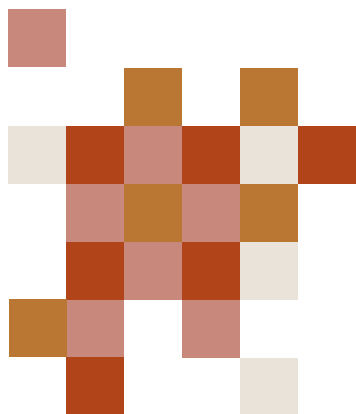
KG

20 Feb 25

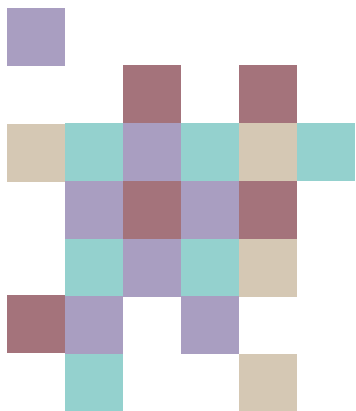




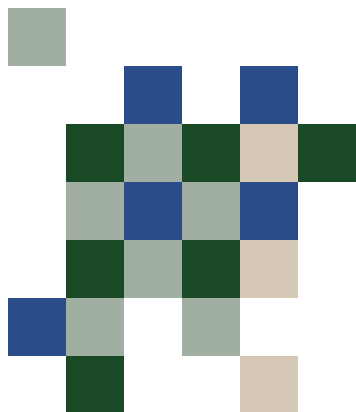




Heritage buildings/history, restoration

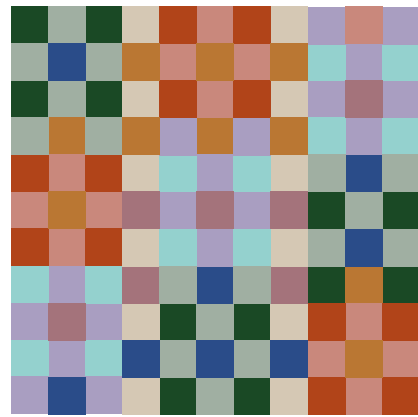


Learning, inspiration/aspiration



Green space, wellbeing

st Osyth Priory & Parish Trust

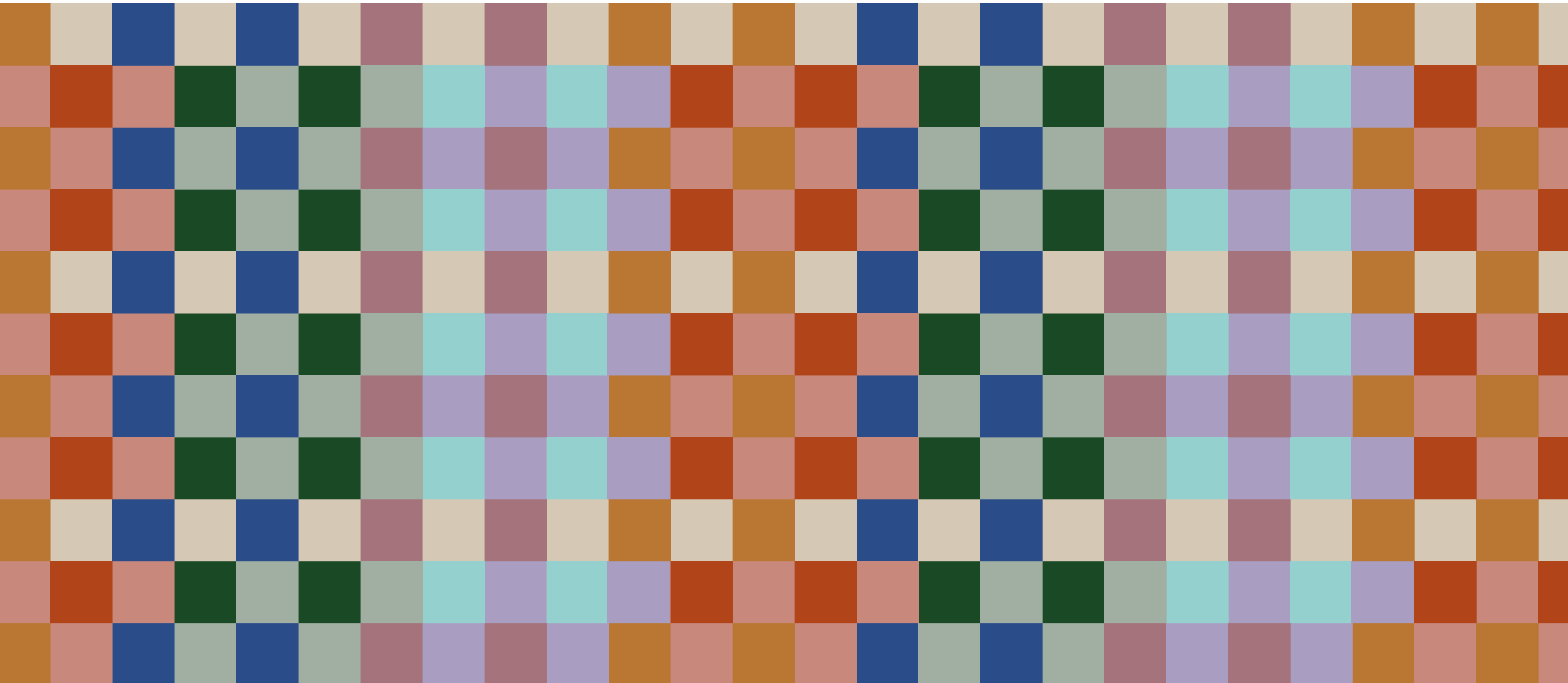


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& Parish Trust



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st Osyth Priory
& Parish Trust







Inscription on dairy barn

St Osyth Priory & Parish Trust

KG

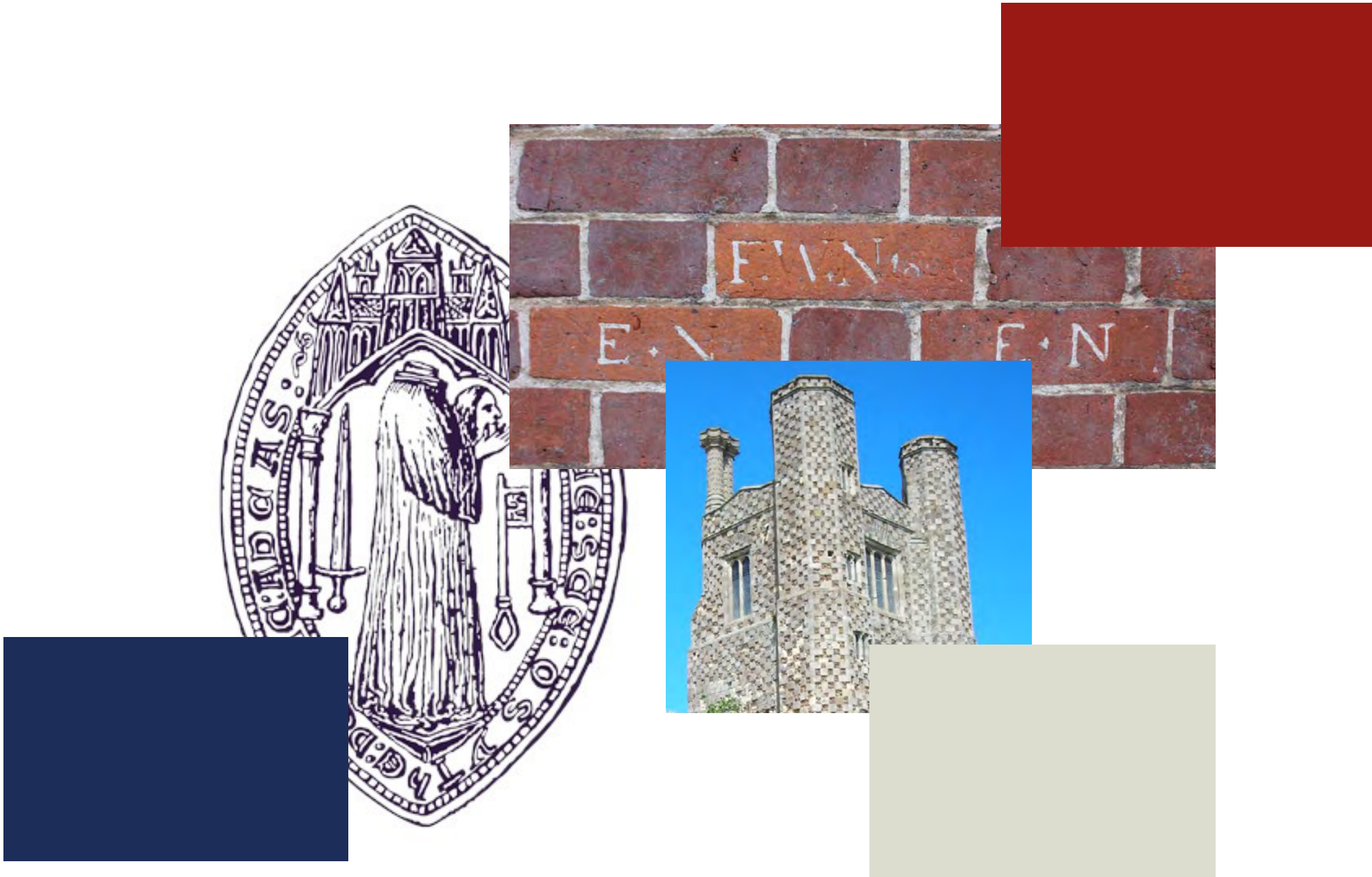
20 Feb 25



OSYTH

OSYTH

OSYTH
PRIORY
+ PARISH
TRUST



OSYTH
PRIORY
+ PARISH
TRUST



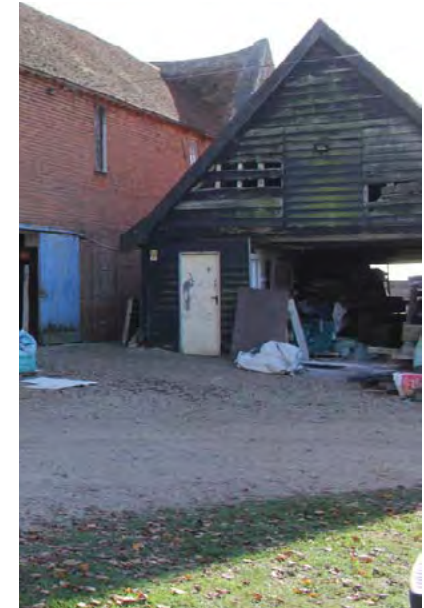
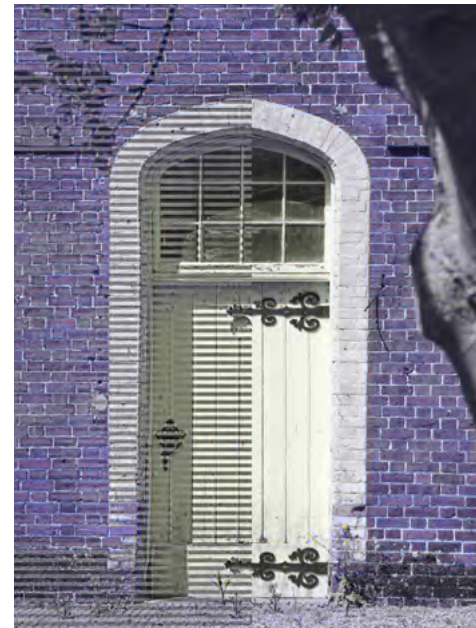


Trust heritage buildings

St Osyth Priory & Parish Trust

KG

20 Feb 25

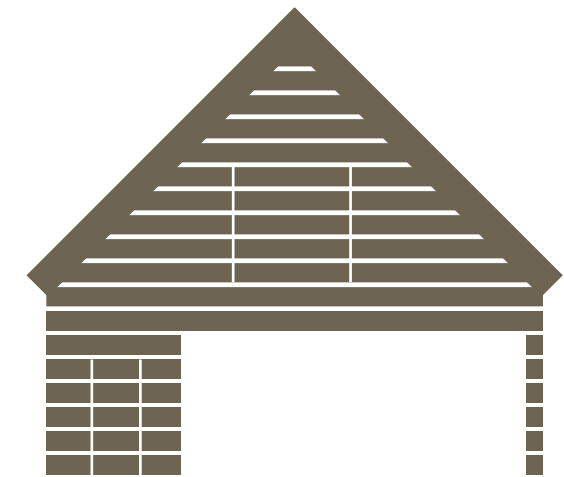
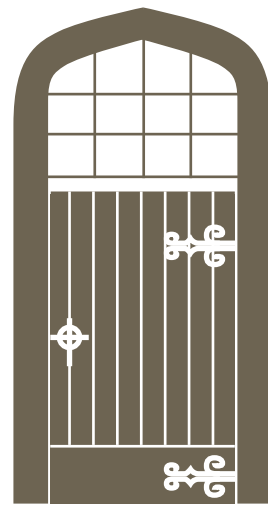
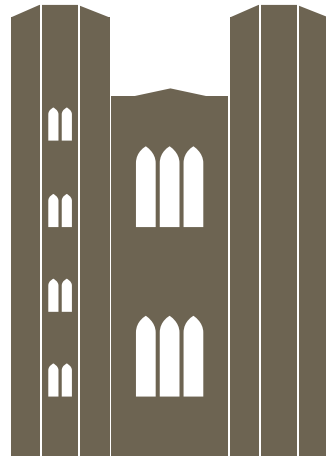


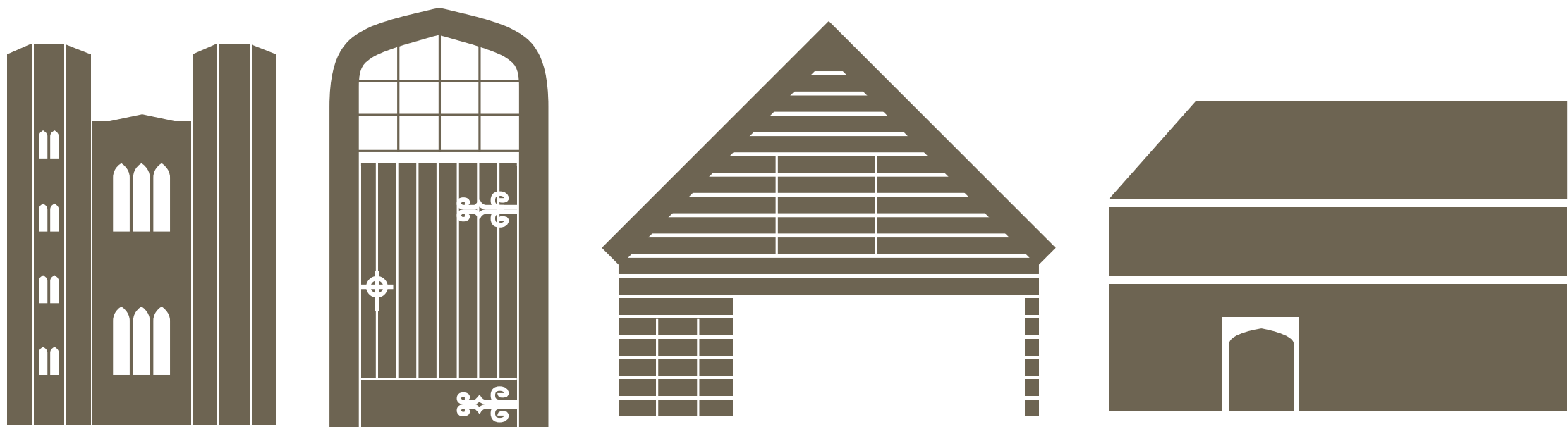
Trust heritage buildings

St Osyth Priory & Parish Trust

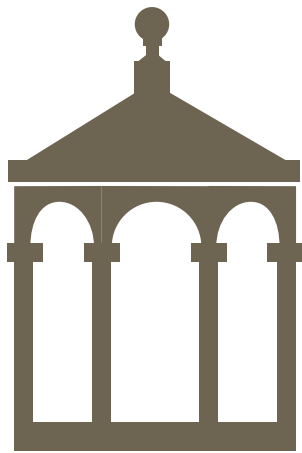
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20 Feb 25





Estate architectural details

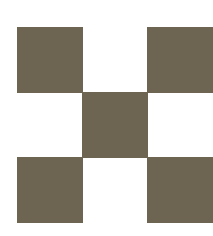
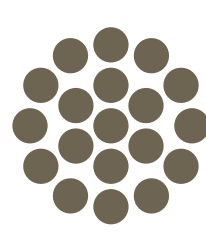
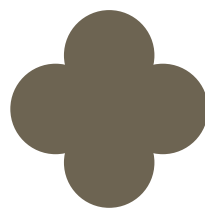
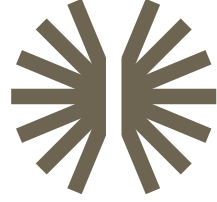
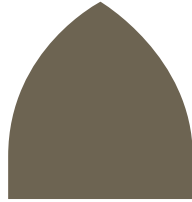
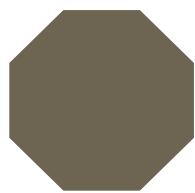
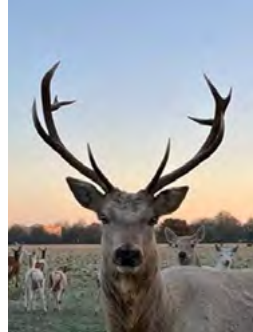
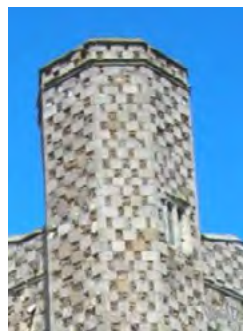


Architecture / heritage + open space

St Osyth Priory & Parish Trust

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Priory walls




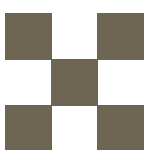





St Osyth Priory & Parish Trust




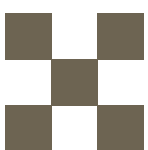






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20 Feb 25



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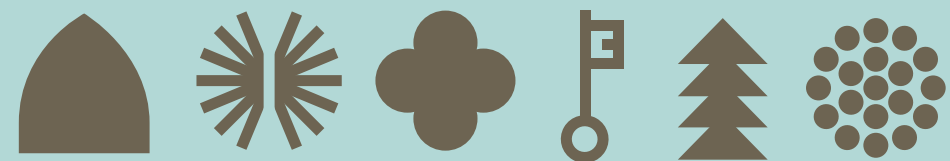
St Osyth    
Priory & Parish
      Trust

St Osyth    
Priory & Parish
      Trust



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Priory & Parish
      Trust

St Osyth
Priory



& Parish
Trust





St Osyth Priory & Parish Trust



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Presentation cover

St Osyth
Priory & Parish
Trust

Past preserved:
building a sustainable
future through
restoration

February 2024

Project business plan 2024–28

Document template

St Osyth Priory & Parish Trust

Information for applicants

Job Title

Location

Salary

Closing date

Requirements

Contact

Capital Project Coordinator (FTE)

St Osyth, v, Essex

£35,000 p/a – fixed term to May 2028

5 pm, 6th Dec 2024

CV & covering letter

tenders@prioryeducationcentre.co.uk

St Osyth Abbey (originally and still commonly known as St Osyth Priory) was a house of Augustinian canons in the parish of St Osyth (then named Chich) in Essex, England in use from the 12th to 16th centuries. Prior to the Reformation, it was the third wealthiest abbey in the country. After falling into private ownership by the Darcy family following the reformation, the abbey was severely damaged in the English Civil War, and the house and 6,800-acre estate were owned privately throughout its history.

The house was requisitioned during the Second World War and then sold in 1948 to the Loyal and Ancient Order of Shepherds who founded a convalescent home here. Five parts of the priory are Grade I listed buildings. In 1954 Mr Somerset de Chair, a popular novelist and MP, purchased the property, allowing the convalescent home to remain in the main building for many years (closed in 1980), and converting the Gatehouse into a separate residence. De Chair developed the gardens and opened the property to the public. He also gradually sold off parts of the estate and allowed large-scale gravel extraction to disfigure much of the surrounding landscape. After his marriage in 1974 to Lady Juliet Wentworth Fitzwilliam, the Wentworth Woodhouse art collection, which she had inherited, was displayed here.

On de Chair's death in 1995 the property was put up for sale by his widow, and it was eventually purchased by the present owners, the Sargent family, in 1999. It is part of Historic Houses but is privately owned by the Sargent family.

The site is now used for events, occasionally open for walking tours, and there is an education centre on-site that welcomes school visitors to the site.

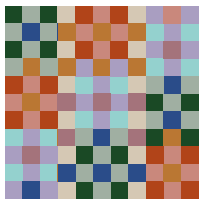
St Osyth Priory is an exceptional collection of heritage assets comprising 16 separate Grade I, II* and II listed buildings set within a Grade II registered historic park and garden. The vision for this mesmerising collection of buildings and landscape, is to fully revitalise and restore the historic assets to their former glory. By utilising many different options, the estate will have a new long-term and viable future that engages with the community and brings new economic prosperity to the local area.

The St Osyth Priory & Parish Trust were formed to restore selected buildings on the site, with a view to them then being leased to private operators as a source of income. The first phase of works are concentrated on the restoration and conversion of the Tithe Barn and Old Dairy. The vision is that these buildings will deliver a wedding and event's venue that

stosythprioryandparishtrust.org

Company registered no 09367206 | Charity registered No 11070037

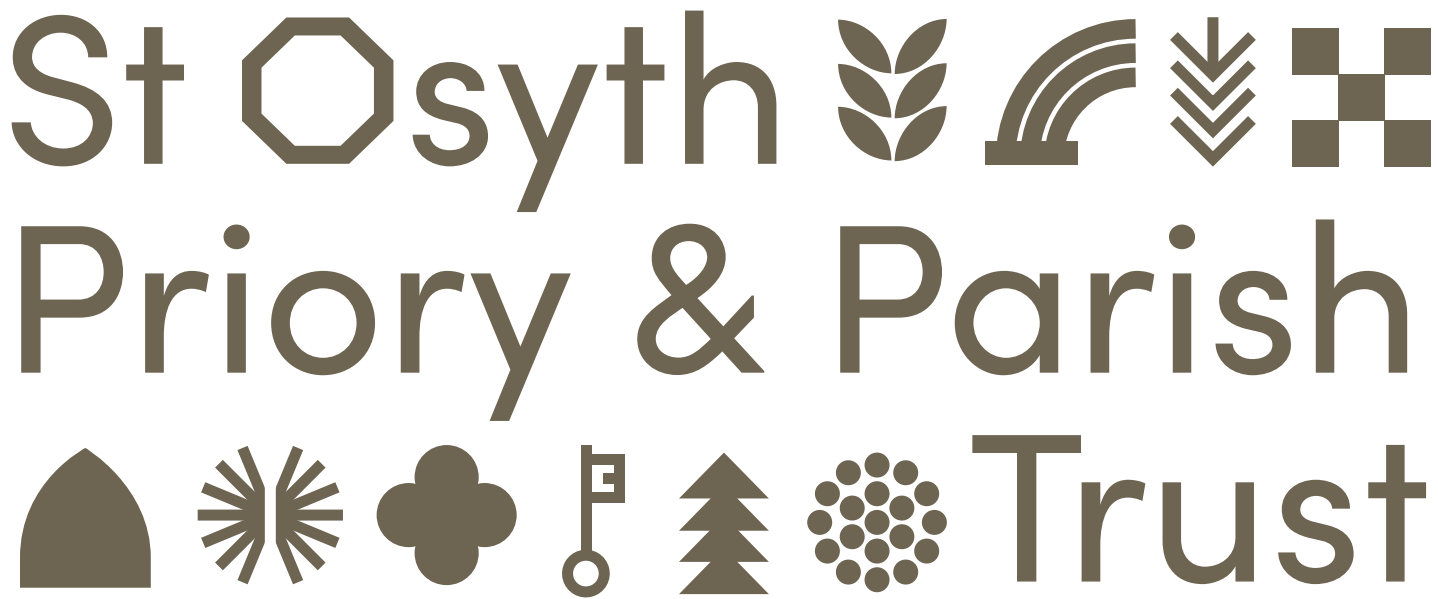
The Education Centre, Colchester Road, St Osyth, Clacton-On-Sea CO16 6HA



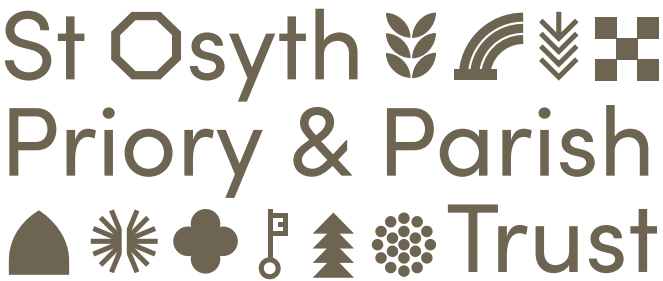
st Osyth Priory
& Parish Trust

OSYTH
PRIORY
+ PARISH
TRUST

St Osyth
Priory & Parish
Trust



Context — landscape

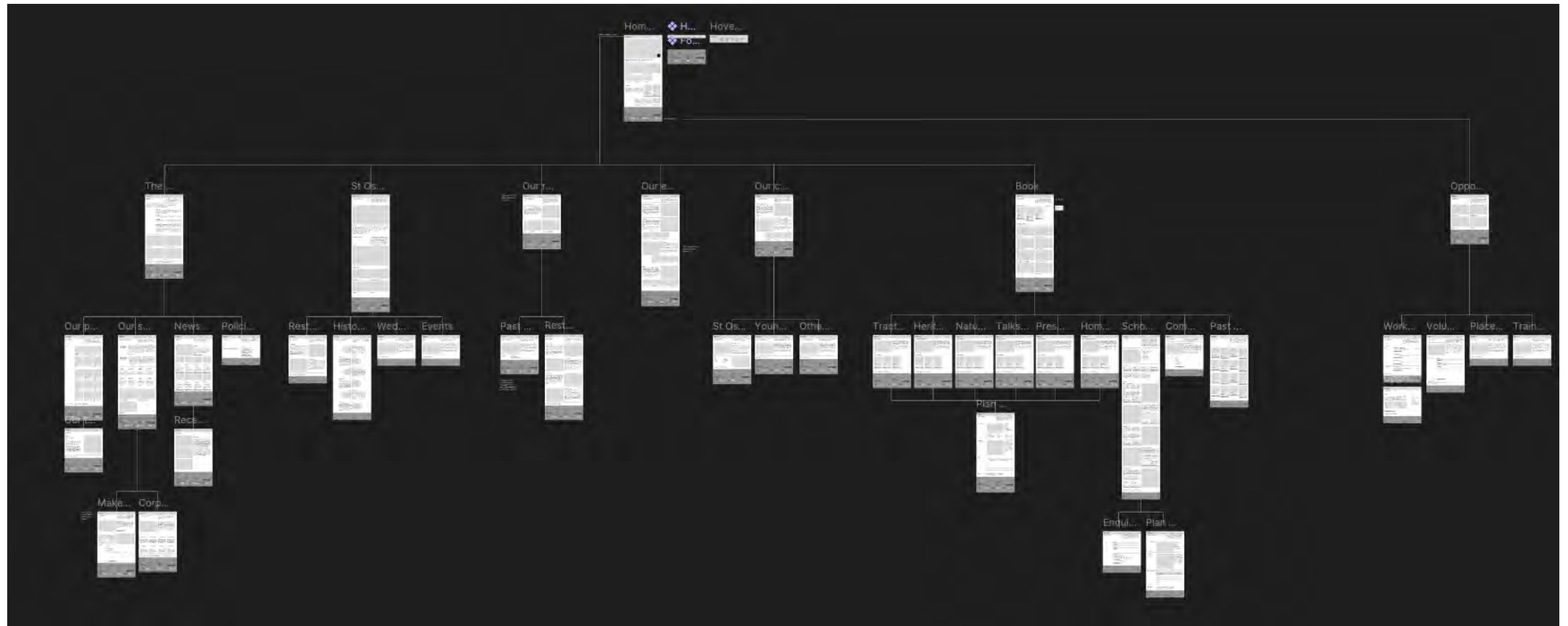


HOLKHAM

Firstsite



[Link to Figma document ↗](#)



Next steps

St Osyth Priory & Parish Trust

KG

20 Feb 25

Identity:

- Feedback and discussion to this presentation
 - Presentation (or share) to wider trust
 - Consolidated feedback
 - Proceed to design development, taking selected route and specific feedback forwards across visuals for all planned deliverables
-
- Continue to discuss/refine site maps
 - Access for social media
 - Next steps for photography and copy

Schedule

St Osyth Priory & Parish Trust

KG

20 Feb 25

[Link to shared spreadsheet ↗](#)

St Osyth Priory & Parish Trust — schedule		Note 06.03 — for discussion with partners and trust, not yet finalised Weekly steering group meetings are planned for 10am Thursdays	
Key:			
Trust — SOPPT			
SG — steering group			
KG — Kate Goodall, designer / project lead			
PS — Phoebe Sharman, content and copy			
RC — Rebecca Cross, photography			
NT — Naglotech			
Responsibility			
Item			
2 Identity design			
2.1 Initial creative design		KG	
Draft initial creative presentation to steering group (10am)		KG / SG	
Initial creative presentation to full trust (afternoon)		KG / Trust	
Consolidated feedback by end of Monday		SG	
2.2 Design development		KG	
Draft design presentation to steering group (10am)		KG / SG	
Design presentation to full trust (4pm)		KG / Trust	
Consolidated feedback & approval to move forward to next phase (Mon)		SG	
3 Copywriting and content strategy		TO BE AGREED WITH PHOEBE	
Brief prepared for review		KG	
Brief agreed and shared to Phoebe		SG	
Kick off meeting		PS / SG	
Copy content immersion and strategic approach		PS	
Content calendar development		PS	
Presentation, review and feedback		SG	
Amend as required		PS	
Copy & TOV development		PS	
Review and feedback		SG	
Amend as required		PS	
Final approval		SG	
Handover all assets to SOPPT/Kate		PS	
4 Photography		TO BE AGREED WITH BECKY	
Brief prepared for review		JL?	
Breif agreed and shared to Becky		SG	
Shoot days and timescales agreed		RC / SG	
Capture (3 days)		RC	
Review		KG / SG	
Edit		RC	
Final approval		SG	
Handover photos to SOPPT/Kate		RC	
5 Design asset implementation/rollout			
5.1 Guidelines, social media asset and template creation		KG	
Presentation of designs for all templates		KG / SG	
Feedback as required by end of Monday		SG	
Finalise designs and templates and prepare guideline/use document		KG	
Handover/training to steering group		KG / SG	
Final review by trust (email) before SG start to use		SG	
Launch across social / other channels		SG	
5.2 Website designs		KG	
Develop full website prototypes across desktop & mobile		KG / SG / NT	
Meeting to review with steering group and Naglotech		SG	
SG feedback as required by end of Monday		NT	
NT feedback as required by end of Monday		KG	
Amends as required		SG	
Final review and approval for build		KG / NT	
Handover of site designs and content to Naglotech		KG	
5.4 Signage, uniform and print designs		KG / SG	
Present designs and costings to SG		SG	
Feedback, selection of options		KG	
Any amends required, final artwork supplied for approval		SG	
Approval for production		KG	
Handover to supplier & SG for ongoing management		Supplier(s)	
Production		Supplier(s)	
Delivery / installation			

Thank you

St Osyth Priory & Parish Trust

KG

20 Feb 25

Identity Design Development presentation to Trustees

St Osyth Priory & Parish Trust

KG

14 Apr 25

Purpose of this presentation

The purpose of this presentation is to take the selected visual identity and development that has been carried out, apply this across all planned project deliverables for review and discussion.

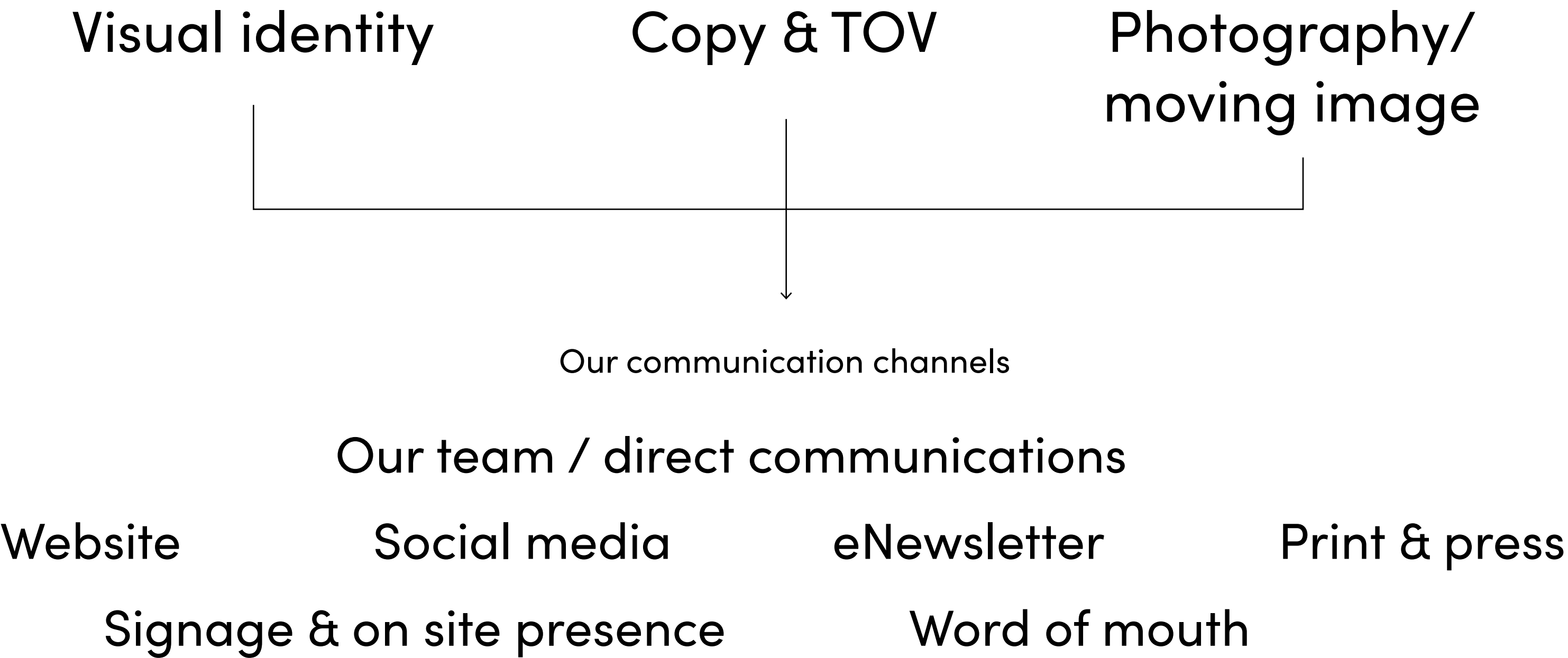
On a broad approval of this document from the trust, the individual designs will be taken forward into templates, assets and production artworks, which will be individually refined and agreed with the steering group before being handed over and produced.

It is worth noting that many of these items will be viewed in isolation — so where 3 posters shown together on a page in this document can appear quite 'loud', a single poster or sign creates cut-through and standout where viewed alone.

Visual identity

Copy & TOV

Photography/
moving image

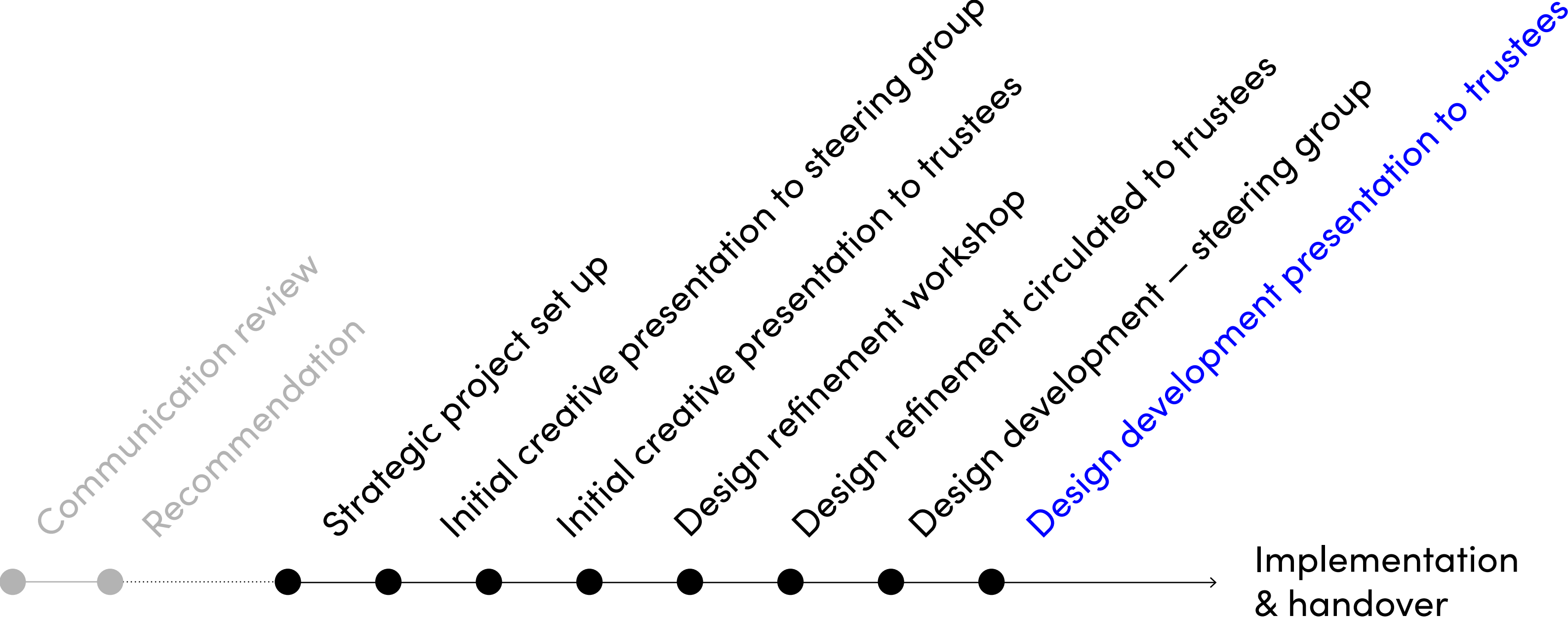


Visual identity

Copy & TOV

Photography/
moving image

Where we are in the process



Established

Trustworthy & act with integrity

Heritage location

Contemporary ambition

Accessible, not luxury

Landscape — categorised

26 Feb 25

Heritage & heraldry



Pictorial



Buildings



Typographic / word mark

Firstsite
HOLKHAM



ELECTRIC
PALACE
— HARWICH —



Heritage — St Osyth seal

26 Feb 25



Estate buildings & architectural details

26 Feb 25

Gatehouse



Darcy house



Septaria and ashlar chequer work



Clock tower

Monastic ruins



Chimneys



Heraldry



Chapel



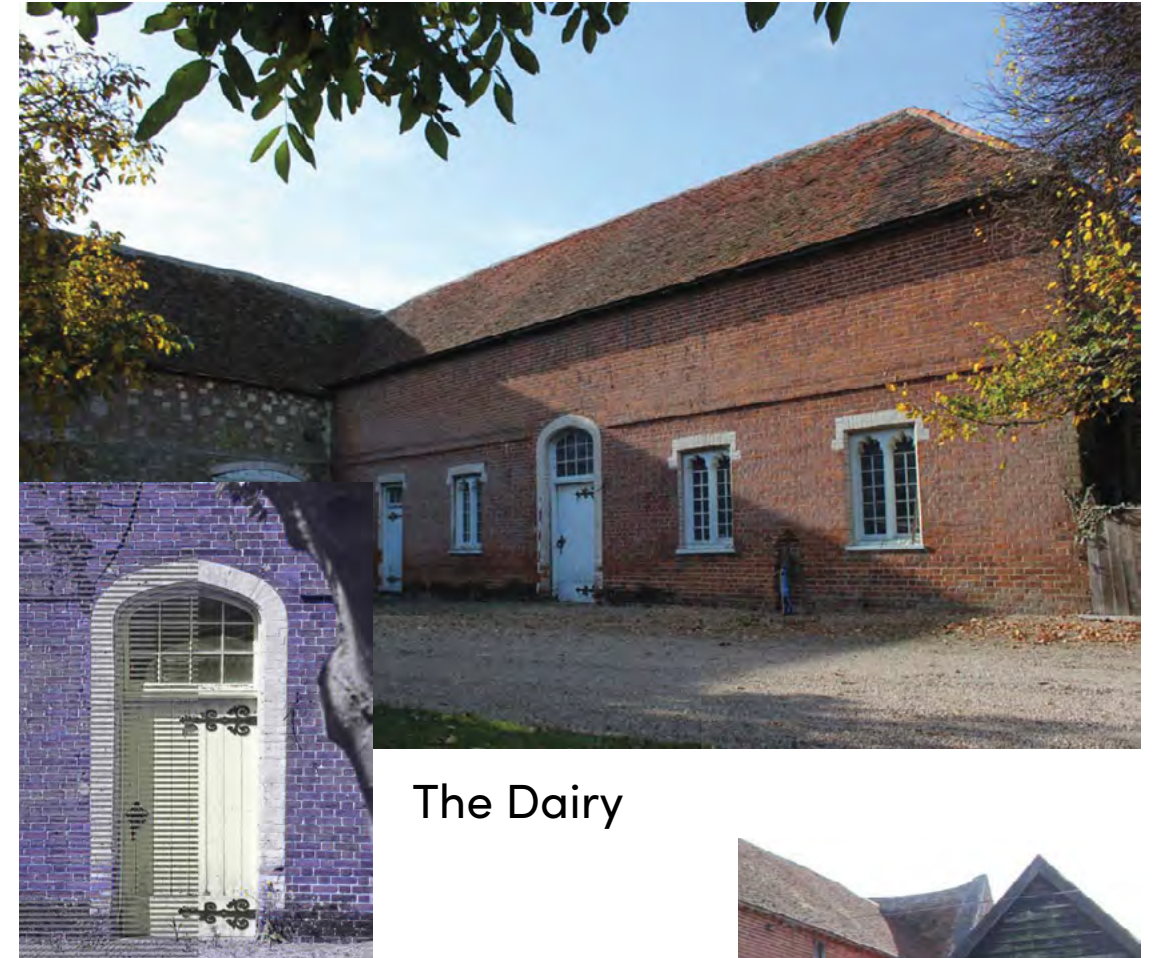
Trust buildings

26 Feb 25

Tithe Barn



Darcy / 'Abbots' Tower



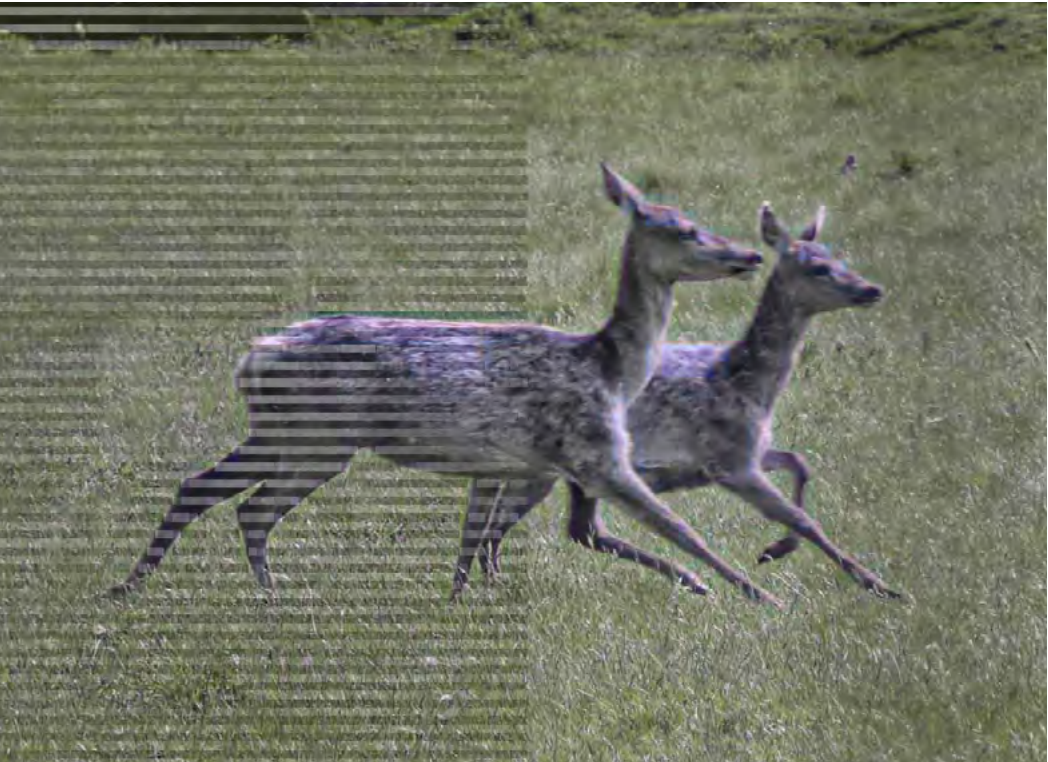
The Dairy

Cart-lodge



Nature on the estate

26 Feb 25



Where we have been

St Osyth Priory & Parish Trust

KG

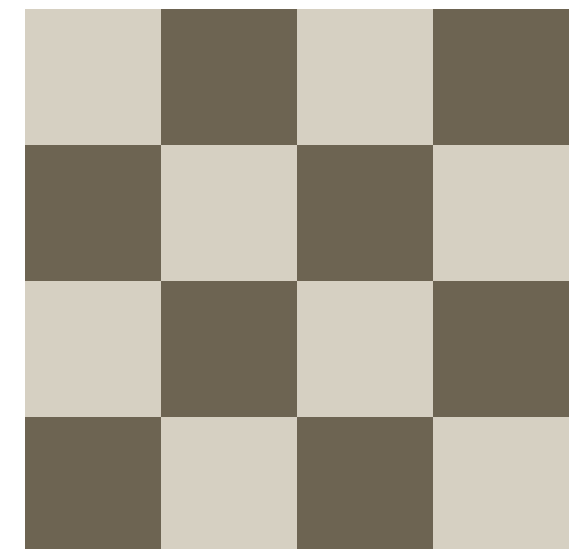
14 Apr 25

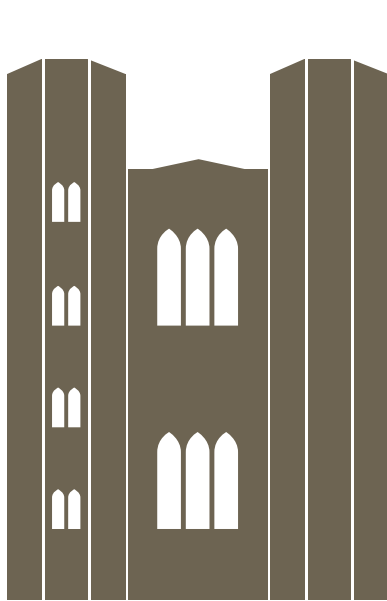
Septaria and ashlar 'darcy' chequer work

St Osyth Priory & Parish Trust

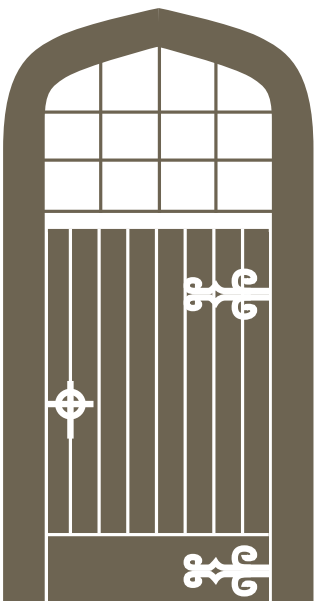
KG

26 Feb 25

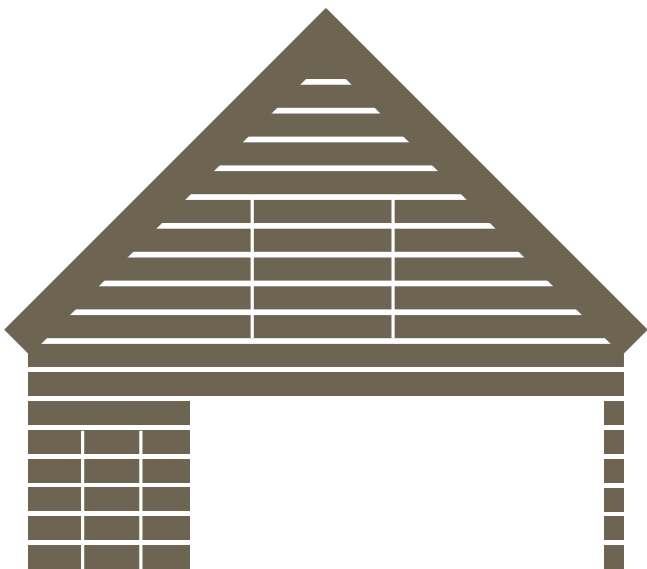




Darcy Tower



Dairy Barn

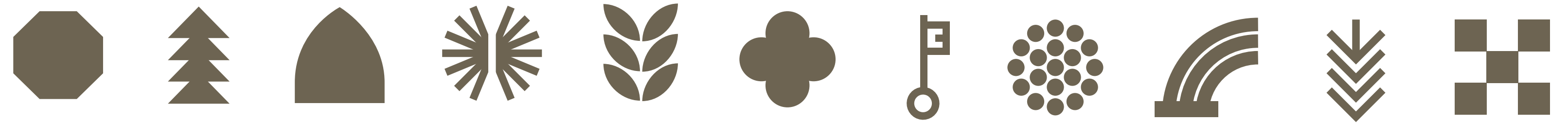


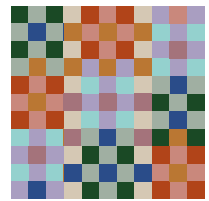
Cart Lodge



Tithe Barn











Estate iconography

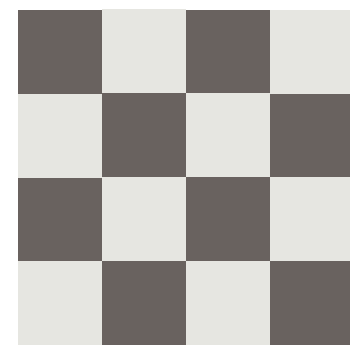




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A summary of the feedback received from the trust, and actions for taking this forward, as discussed in today's steering group meeting

Darcy chequer-work

Feedback: The chequer-work as a mark & graphic approach is broadly supported as a clear visual link to the heritage on the estate and can also refer to heraldry/weaving and contemporary visual references.

Action: We will avoid splitting the pattern and will only use this within a consistent grid to avoid this appearing like a QR code.

Colour

Feedback: The palettes for Heritage, Community and Education are broadly supported, but the trust palette feels too bland and doesn't have enough stand out.

Action: We have developed a combined palette for the trust using aspects of each of the three strands, retaining the purple & green from the existing identity, and leading with a deep red for the wordmark referring to architectural and heritage details.

Font

Feedback: The more accessible sans font is generally preferred, but we would like to bring in a sense of heritage (without veering too far into luxury – as we are about access to heritage, community and education, not weddings and luxury stays).

Action: We will support the contemporary sans with a serif font for titles/headlines to balance the heritage and contemporary aspects of the trust.

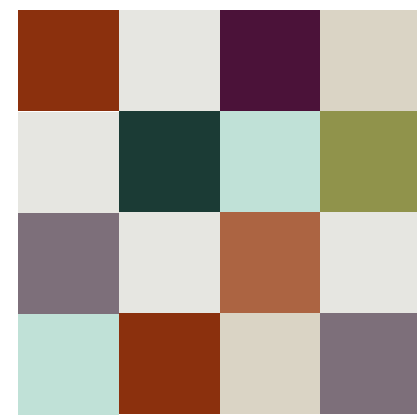
The octagonal O within the wordmark and iconography

Feedback: This was divisive as feels uncomfortable, and perhaps brings too many references into a single logo.

Action: Remove the Octagonal O, and use square dots on the 'i's reinforce the chequer-work at wordmark level. Support the logo with a set of icons from the original route 3, including the octagonal form, a St Osyth Martyr, and a more literal deer.

Our logo

Our logo ties together a contemporary wordmark, colours from the estate and trust strands, with the darcy chequerwork.



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On our own communications, where the chequerwork is used as graphic expression, the logo appears as just a wordmark, sepearate from the chequerwork mark.

St Osyth Priory
& Parish Trust

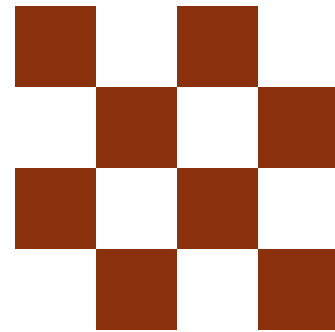
Our wordmark

St Osyth Priory & Parish Trust

KG

14 Apr 25

This is sometimes supported by a monogram, when used in context of the chequerwork.



St Osyth Priory
& Parish Trust

Our third party logo

This logo is used for
when funders



Full palette

<div>SO Deep Red</div> <div>C20 M85 Y100 K40</div> <div>HEX #8b300d</div>	<div>SO Brick</div> <div>C25 M65 Y75 K17</div> <div>HEX #ac613f</div>	<div>SO Orange</div> <div>C10 M60 Y90 K0</div> <div>HEX #df7a29</div>	<div>SO Light Orange</div> <div>C12 M36 Y40 K1</div> <div>HEX #e2af8e</div>	<div>SO Warm Grey</div> <div>C8 M8 Y18 K12</div> <div>HEX #d9d4c5</div>
<div>SO Deep Teal</div> <div>C85 M50 Y50 K60</div> <div>HEX #1b3b35</div>	<div>SO Green</div> <div>C85 M35 Y90 K35</div> <div>HEX #215e33</div>	<div>SO Olive</div> <div>C55 M35 Y88 K21</div> <div>HEX #767b37</div>	<div>SO Eucalyptus</div> <div>C32 M18 Y35 K43</div> <div>HEX #b7bda9</div>	<div>SO Turquoise</div> <div>C30 M0 Y20 K0</div> <div>HEX #bfe0d7</div>
<div>SO Deep Purple</div> <div>C62 M100 Y36 K55</div> <div>HEX #4a1238</div>	<div>SO Blue</div> <div>C90 M57 Y34 K20</div> <div>HEX #1d5574</div>	<div>SO Dusty Purple</div> <div>C50 M50 Y36 K22</div> <div>HEX #7d6f79</div>	<div>SO Lavendar</div> <div>C26 M32 Y22 K0</div> <div>HEX #c6b1b8</div>	<div>SO Cool Grey</div> <div>C12 M8 Y8 K0</div> <div>HEX #e5e6e8</div>

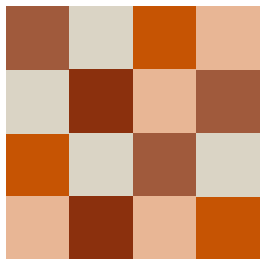
Our colours

Contrast ratios

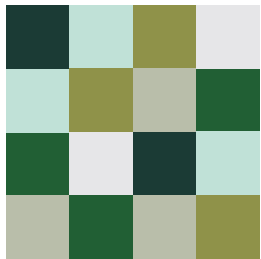
To meet WCAG-AA accessibility standards (a web standard, but useful for all digital outputs), we need colour contrast of at least 4.5:1. Our colours meet this across the board when used in the shown combinations.



Each strand of our activities (heritage, community, education) has it's own set of colourways for use across it's own templates.



St Osyth Priory
& Parish Trust



St Osyth Priory
& Parish Trust



St Osyth Priory
& Parish Trust

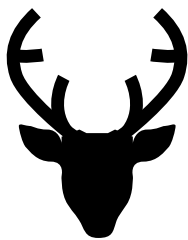
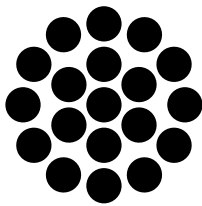
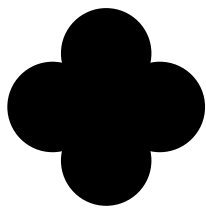
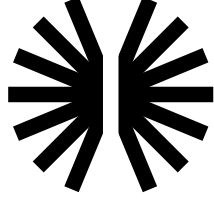
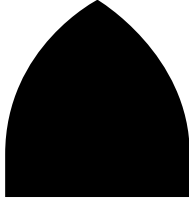
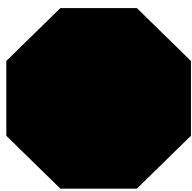
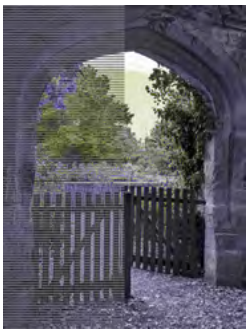
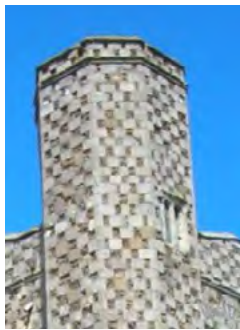
We balance our clean contemporary logo sans serif font with a serif for headers, which balances the heritage and history of the estate with the contemporary ambition.

Sofia logo & sub-head

IvyOra headers
with *details* in italic

St Osyth Priory is a privately owned estate of over 20 historic buildings and 16 acres of natural parkland in Tendring, Essex. Its historical significance spans over 1300 years, from its foundations in Anglo-Saxon times, through its time as a wealthy Priory, to being a stately home owned by Sir Thomas Cromwell and

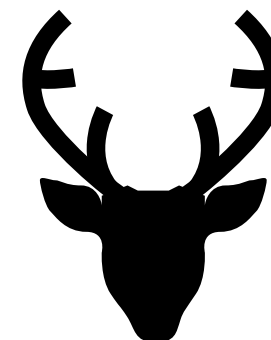
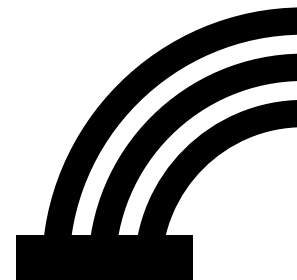
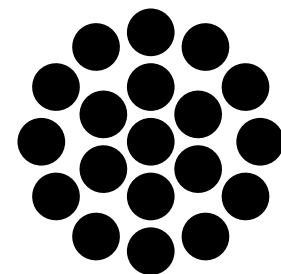
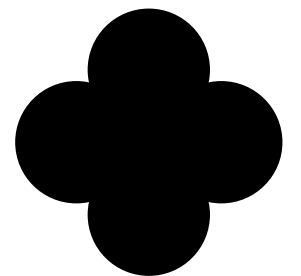
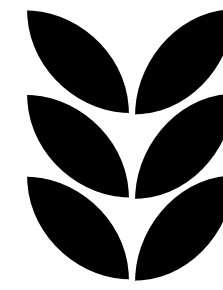
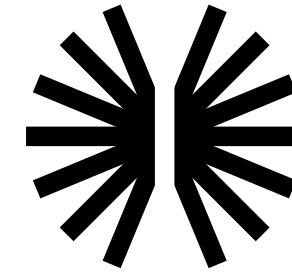
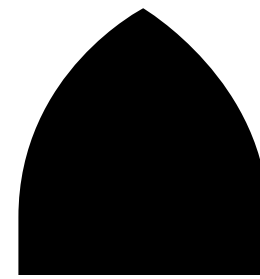
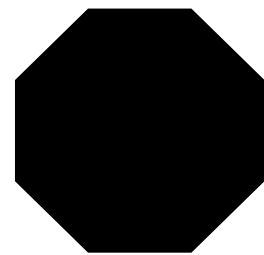
Our icons



Our icons

These icons allude to different parts of the estate and the trust's work and can be used to support understanding or signify a specific programme or event type.

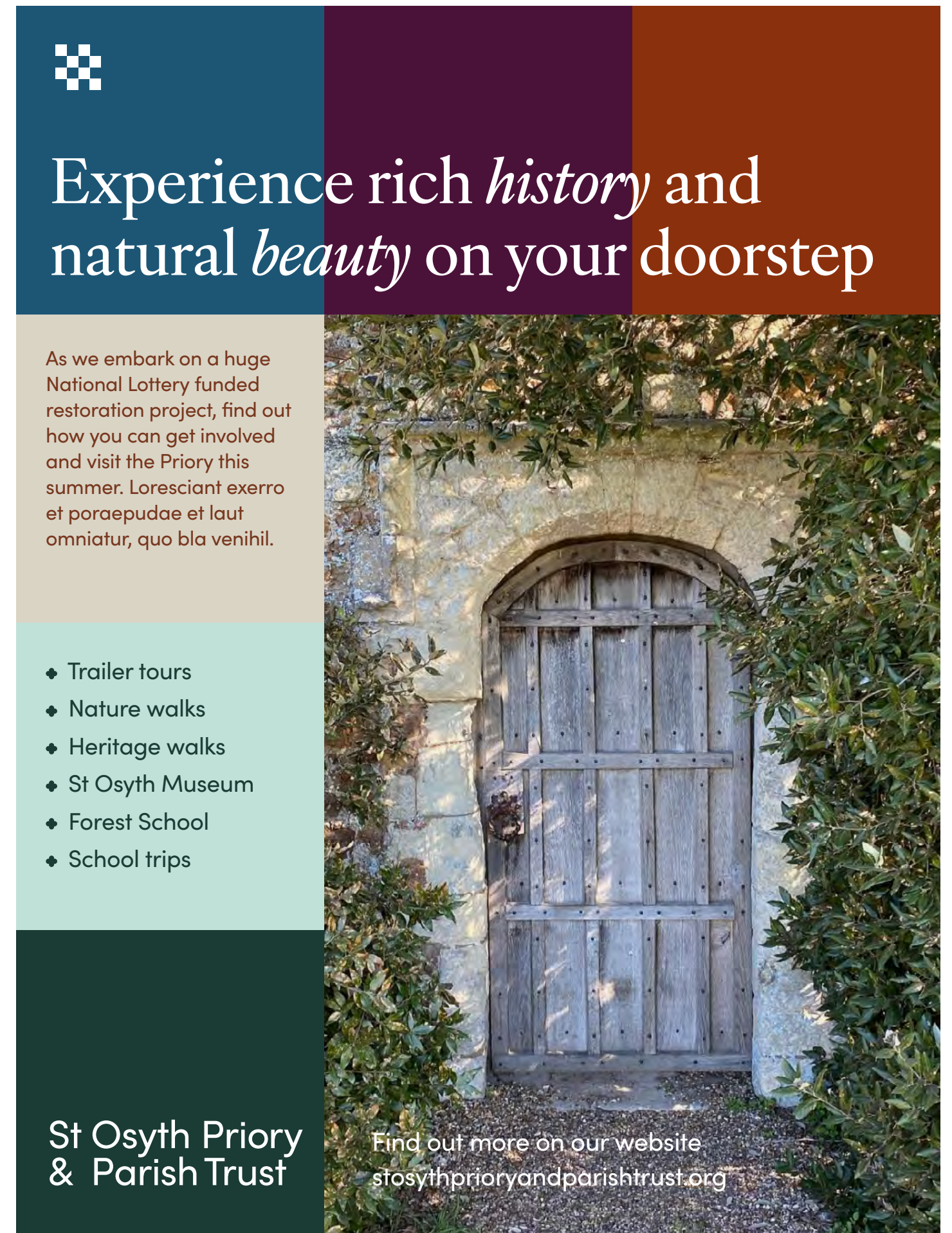
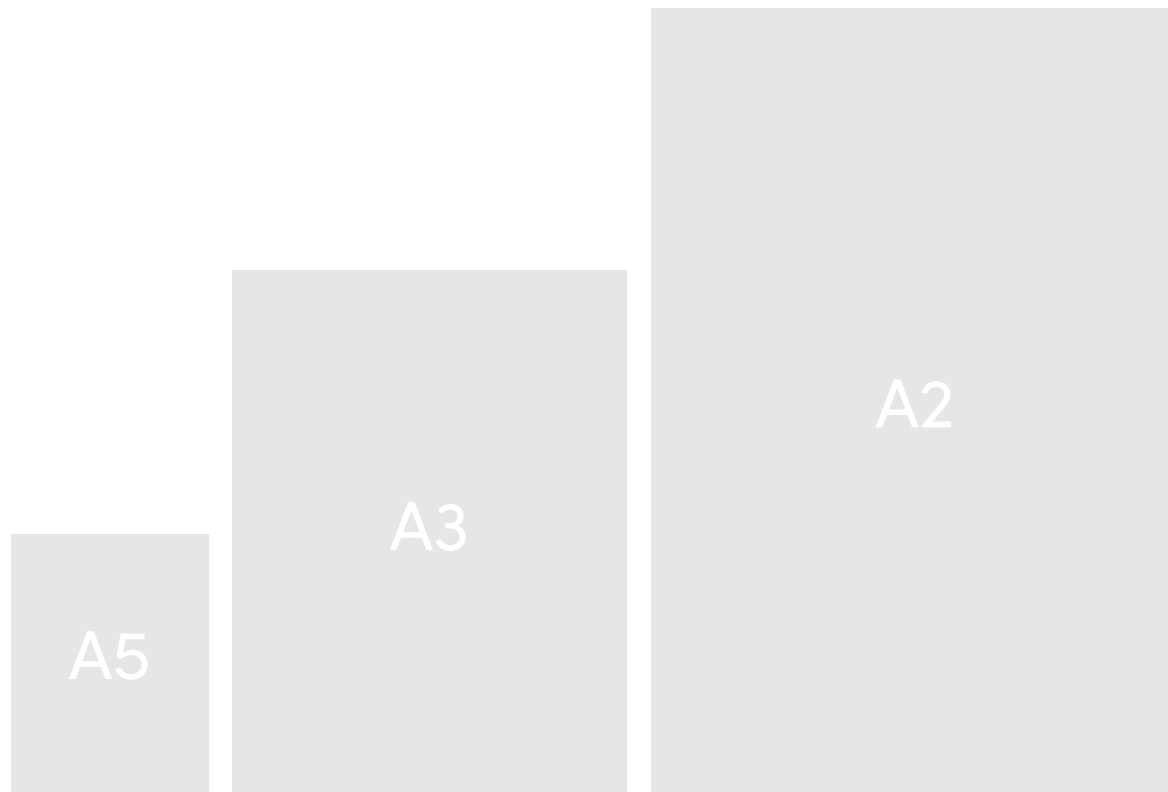
They will be supplied in OTF (font) format for ease of use within templates.



Print & stationery

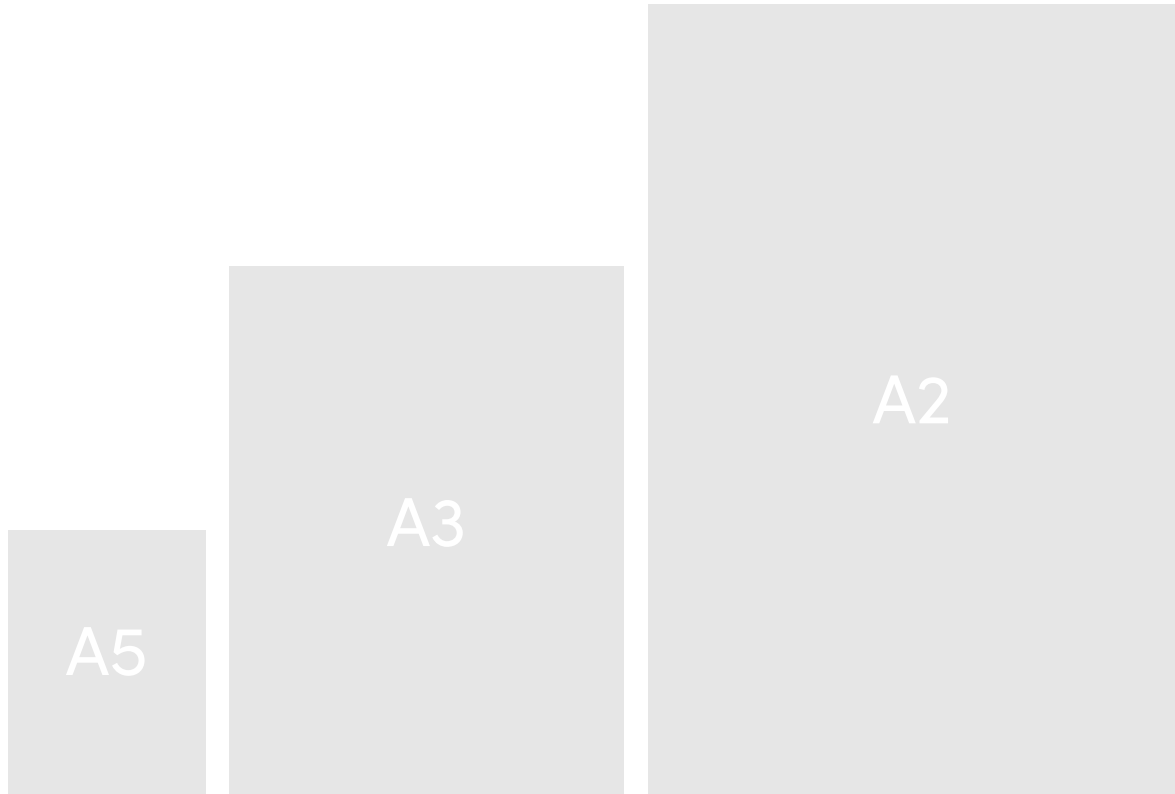
1. General poster / leaflet template


Scalable poster/event templates




2. Event poster / leaflet

Scalable poster/event templates








Our *Past Preserved* project: Tour of Darcy Tower



Blurb about the event
Ciendaes tiamus accu-
pic tectaest ut fugitae
peditem. Eptiu mquos re,
consedipsae nobit lique
solu ptae nonse quae odio.
Itas etur?

 Sunday
25 May 2025

 2:00–3:30pm


 The Bury Gate,
St Osyth Priory

Booking essential
stosythprioryandparishtrust.org


St Osyth Priory & Parish Trust

2. Event poster / leaflet


Scalable poster/event templates





Our *Past Preserved* project: Tour of Darcy Tower



Blurb about the event
Ciendaes tiamus accu-
pic tectaest ut fugitae
peditem. Eptiu mquos re,
consedipsae nobit lique
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Itas etur?

 Sunday
25 May 2025

 2:00–3:30pm


 The Bury Gate,
St Osyth Priory

Booking essential
stosythprioryandparishtrust.org

St Osyth Priory
& Parish Trust



 Every Wednesday
from May–Sept

 Trailor tours 11am
Walking tour 11:30am

 The Bury Gate,
St Osyth Priory

Join us for a trailer tour of the *ancient* deer park or a guided walk of the *historic* buildings

Blurb about the event Ciendaes tiamus accupic tectaest ut
fugitae peditem. Eptiu mquos re, consedipsae nobit lique
solu ptae nonse quae odio. Itas etur?

Booking essential
stosythprioryandparishtrust.org

St Osyth Priory
& Parish Trust



Blurb about the event
Ciendaes tiamus accu-
pic tectaest ut fugitae
peditem. Eptiu mquos re,
consedipsae nobit lique
solu ptae nonse quae odio.
Itas etur?

 Tues–Thurs
Termtimes

 10:00am–2:00pm

 £7.50 per pupil

Saxons vs Vikings: *unforgettable* school trips to St Osyth Priory



Enquire on our website
stosythprioryandparishtrust.org

St Osyth Priory
& Parish Trust

3. Presentation template



St Osyth Priory
& Parish Trust

February 2024

*Past preserved:
building a
sustainable future
through restoration*

Project business plan 2024–28



1.
- 1.1 Overview

Executive summary

This business plan has been prepared to provide the St Osyth Priory & Parish Trust (referred to at times within this document for ease as SOPPT) with a clear and transparent project and operational road map to deliver the restoration of the Tithe Barn and Old Dairy and stabilisation works to the associated Cart Lodge. Importantly, it delivers a model that will generate long-term financial sustainability, and allow the Trust to extend their work and, through future lease agreements with the Sargeant Family as the St Osyth Priory Estate freeholders, to conserve and protect other historic buildings on the listed Priory precincts, including the Abbot’s Tower and the full restoration of the Cart Lodge at a later phase.


4. Headed paper



St Osyth Priory
& Parish Trust

4a. Letterhead template

Can be used for a variety of outputs i.e. job descriptions, communication etc



St Osyth Priory & Parish Trust

20 December 2025

To


Kate Goodall
84 Albert Street, Colchester, CO1 1RX

St Osyth Abbey (originally and still commonly known as St Osyth Priory) was a house of Augustinian canons in the parish of St Osyth (then named Chich) in Essex, England in use from the 12th to 16th centuries. Prior to the Reformation, it was the third wealthiest abbey in the country. After falling into private ownership by the Darcy family following the reformation, the abbey was severely damaged in the English Civil War, and the house and 6,800-acre estate were owned privately throughout its history.

The house was requisitioned during the Second World War and then sold in 1948 to the Loyal and Ancient Order of Shepherds who founded a convalescent home here. Five parts of the priory are Grade I listed buildings. In 1954 Mr Somerset de Chair, a popular novelist and MP, purchased the property, allowing the convalescent home to remain in the main building for many years (closed in 1980), and converting the Gatehouse into a separate residence. De Chair developed the gardens and opened the property to the public. He also gradually sold off parts of the estate and allowed large-scale gravel extraction to disfigure much of the surrounding landscape. After his marriage in 1974 to Lady Juliet Wentworth Fitzwilliam, the Wentworth Woodhouse art collection, which she had inherited, was displayed here.

Prior to the Reformation, it was the third wealthiest abbey in the country. After falling into private ownership by the Darcy family following the reformation, the abbey was severely damaged in the English Civil War, and the house and 6,800-acre estate were owned privately throughout its history.


Best wishes,



Conrad Payne,
Chair

stosythprioryandparishtrust.org

Company registered no 09367206 | Charity registered No 1170037 The Education Centre, Colchester Road, St Osyth, Clacton-On-Sea CO16 8HA



St Osyth Priory & Parish Trust

Information for applicants

Job Title

Location

Salary

Closing date

Requirements

Capital Project Coordinator (FTE)

St Osyth, v, Essex

£35,000 p/a - fixed term to May 2028

5 pm, 6th Dec 2024

CV & covering letter

St Osyth Abbey (originally and still commonly known as St Osyth Priory) was a house of Augustinian canons in the parish of St Osyth (then named Chich) in Essex, England in use from the 12th to 16th centuries. Prior to the Reformation, it was the third wealthiest abbey in the country. After falling into private ownership by the Darcy family following the reformation, the abbey was severely damaged in the English Civil War, and the house and 6,800-acre estate were owned privately throughout its history.

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On de Chair's death in 1995 the property was put up for sale by his widow, and it was eventually purchased by the present owners, the Sargent family, in 1999. It is part of Historic Houses but is privately owned by the Sargent family.

The site is now used for events, occasionally open for walking tours, and there is an education centre on-site that welcomes school visitors to the site.

St Osyth Priory is an exceptional collection of heritage assets comprising 16 separate Grade I, II* and II listed buildings set within a Grade II registered historic park and garden. The vision for this mesmerising collection of buildings and landscape, is to fully revitalise and restore the historic assets to their former glory. By utilising many different options, the estate will have a new long-term and viable future that engages with the community and brings new economic prosperity to the local area.


The St Osyth Priory & Parish Trust were formed to restore selected buildings on the site, with a view to them then being leased to private operators as a source of income. The first phase of works are concentrated on the restoration and conversion of the Tithe Barn and Old Dairy. The vision is that these buildings will deliver a wedding and event's venue that

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4b. Document/report template

A more comprehensive styled template for longer form document/report templates.



St Osyth Priory
& Parish Trust

February 2024

Past Preserved:

building a sustainable future through restoration

Prepared by

Reviewed by

Approved by

Jane Beattie, Tricolor Associates

Michelle Behr, St Osyth Priory & Parish Trust

Conrad Payne, St Osyth Priory & Parish Trust

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St Osyth Priory
& Parish Trust

1.

Executive summary

1.1 Overview

This business plan has been prepared to provide the St Osyth Priory & Parish Trust (referred to at times within this document for ease as SOPPT) with a clear and transparent project and operational road map to deliver the restoration of the Tithe Barn and Old Dairy and stabilisation works to the associated Cart Lodge.

Importantly, it delivers a model that will generate long-term financial sustainability, and allow the Trust to extend their work and, through future lease agreements with the Sargeant Family as the St Osyth Priory Estate freeholders, to conserve and protect other historic buildings on the listed Priory precincts, including the Abbot’s Tower and the full restoration of the Cart Lodge at a later phase.

It is important to note that, while a standalone road map for the focus of the Trust, this business plan needs to be considered alongside, and as an appendix to, the main business plan for the entirety of the St Osyth site.

This is included in the Appendices, and is a key document. Produced in 2019 by the Sargeant Family, with an overview from SOPPT, and in liaison with Tendring District Council and other Stakeholders, its main purposes were to:

1.

Set out along with the salient history the delivery strategy for the agreed ‘vision’ that will (based on detailed Options Appraisals) see St Osyth Priory Estate run on a commercial basis comprising: A Functions and Accommodation Offering; A Visitor Attraction; A Holiday Cottages Offering

2.

To bring back into long term viable use the Heritage Assets at St Osyth Priory identified by the Council within the 14th March 2018 s106 agreement, seeking to achieve the Council’s goal of maximising public access and simultaneously addressing the site’s Conservation Deficit

3.

To deliver the complete restoration of:

a.

Darcy House; The Gatehouse (completion of works); Abbot’s Tower, Chapel and ‘Rivers Wall’; Brewhouse; West Barn;Tithe Barn, Cart Lodge and Old Dairy; Rose Garden Walls; Crenellated Wall, before considering in the longer-term, delivery of other assets that are lesser graded but significant in their own right.

1.2 Key Aims

The St Osyth Priory site in Essex represents 1300 years of British history, from Anglo-Saxon times to the present; signifying continuity, endurance, and significance.

With this important heritage designated by Historic England’s Heritage at Risk Register (HAR), through the project that is the focus of this business plan, the St Osyth Priory & Parish Trust aims to preserve and rejuvenate the Grade II* listed Tithe Barn, and the Grade II listed Old Dairy – undertaking stabilisation works to the associated Grade II Cart Lodge until the next phase of restoration – creating an opportunity not only for preservation but also revitalising community connection to its history.

The Trust, existing to support “The Preservation for the benefit of the public of the buildings, monuments and land of particular historical, architectural or construction interest...at St Osyth Priory ...” seeks to create a self-sustaining model that ensures the long-term preservation of these heritage buildings while promoting community engagement and economic development.

A programme of capital works will repair and sympathetically convert the buildings into a space for the community and for delivery of educational programming and skills building, while also driving commercial income through alternate use via hire to an operator as a wedding and celebration venue that will underpin the delivery of the Trust’s charitable purposes.

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5. Business card

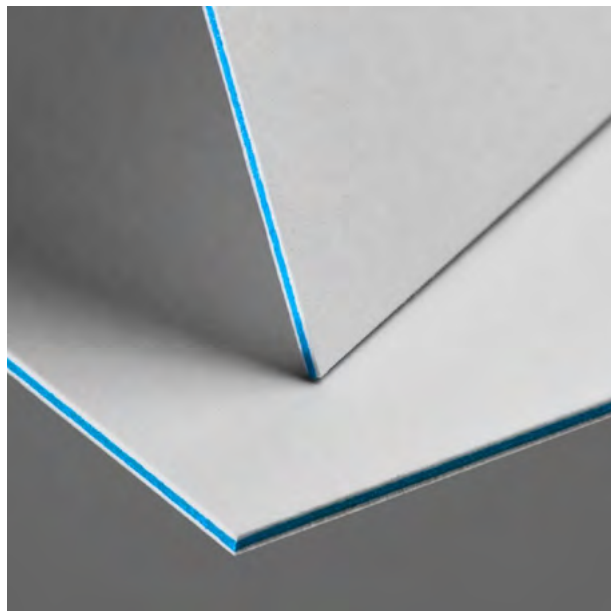
St Osyth Priory & Parish Trust

KG

14 Apr 25

Digital templates ready to print on demand as required for specific project or fundraising needs or new starters

Material reference



Social media

We are working towards the recommendation of consolidating social media channels to have a single trust channel. This spreads the responsibility for update to keep the channels active and builds on the existing following. Templates will help differentiate between the different strands of the trust's work – overall trust, community, heritage and education.

The following education centre channels will be retained and renamed with the full name of the trust

Facebook (543 followers)

Instagram (287 followers)

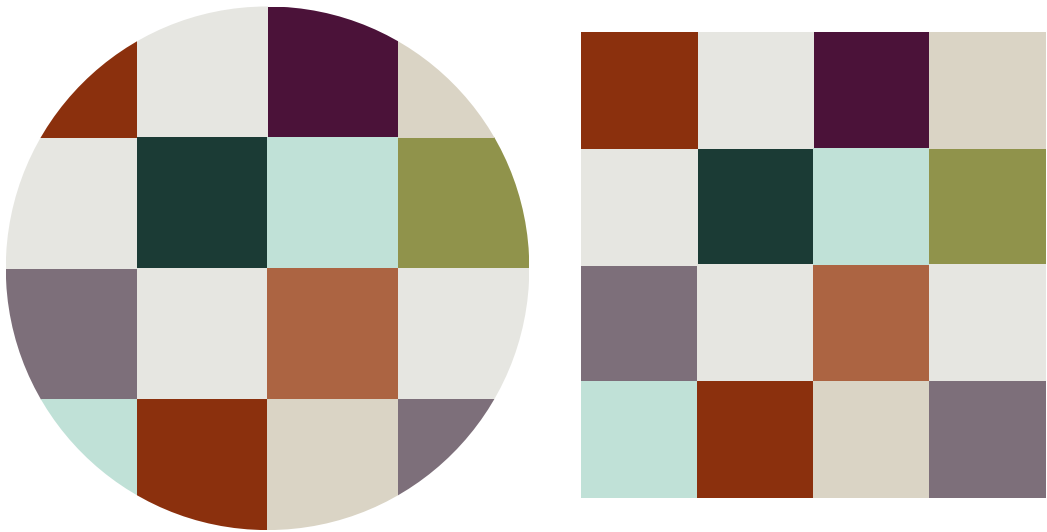
LinkedIn (39 followers)

TikTok (3 followers)

BlueSky – potential to add if desired

We recommend archiving the existing trust accounts (all with under 10 followers) and X (Twitter) as it does not have an established or engaged following (only 54 followers and last update in Nov 2022 – 2.5 years ago).

Social media mark



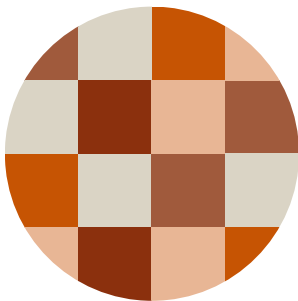
St Osyth Priory & Parish Trust

Header image

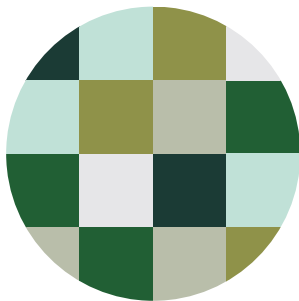
Hard to capture everything but good to start with a reference to the Darcy Chequerwork. This view but further across to include the tower (when available)?



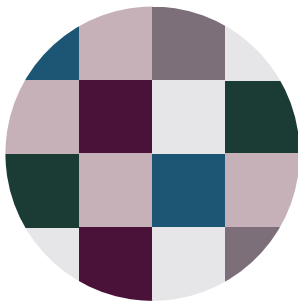
Highlights



Heritage

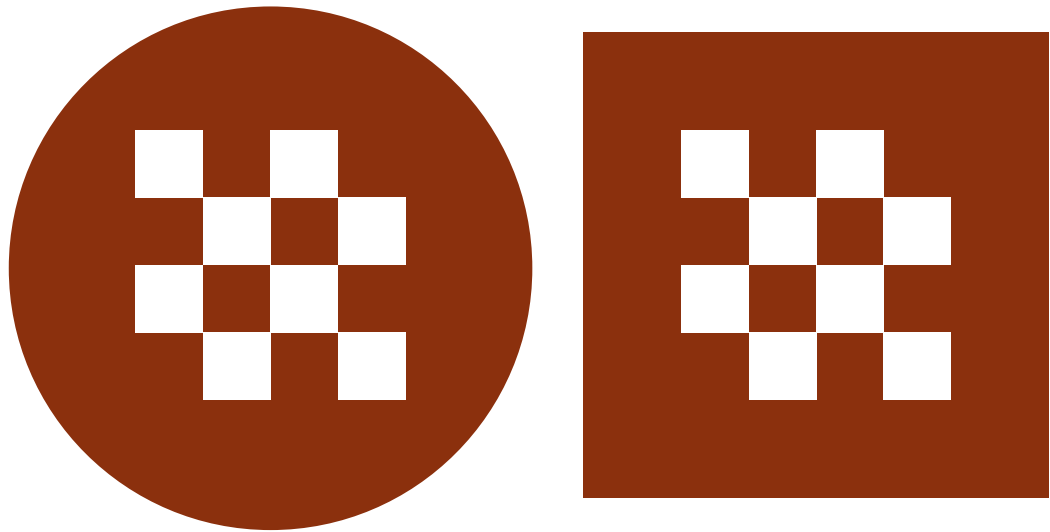


Community



Education

Social media mark



St Osyth Priory & Parish Trust

Header image

Hard to capture everything but good to start with a reference to the Darcy Chequerwork. This view but further across to include the tower (when available)?



Precedents



HOLKHAM

<

essex_international



ESSEX INTERNATIONAL FILM FESTIVAL

227 posts

27-30 March 2025

A 4 day film festival across

In association with @essex


linktr.ee/essexinternational



Followed by others

<

nationaltrust



National Trust


5,391 posts

All kinds of spaces. All sorts of

#NationalTrust.

linkstre.am/NationalTrust


@nationaltrust 1 new



Followed by

<

hedinghamcastle



Hedingham Castle

1,123 posts


🏰 Unique wedding & event venue

🌟 Dry hire & multi-day catering

👑 900 years of history

Bayley Street, Halstead


linktr.ee/hedinghamcastle



Followed by

<

holkhamestate



Holkham Estate

3,087 posts


Explore sweeping parkland

and golden sands as far as the eye can see

Wells Next The Sea, Norfolk

holkham.co.uk

@holkhamestate



Followed by

1. Facebook

Desktop

facebook





St Osyth Priory & Parish Trust

The charitable organisation working to preserve, restore and share the rich history and natural beauty of St Osyth Priory and wider Parish.

329 likes · 543 followers

WhatsApp

Message

Like

Posts

About

Mentions

Reviews

Reels

Photos

More

Mobile

facebook





St Osyth Priory & Parish Trust

329 likes · 543 followers

The charitable organisation working to preserve, restore and share the rich history and natural beauty of St Osyth Priory and wider Parish.

Follow

Posts

About

Photos

Reels

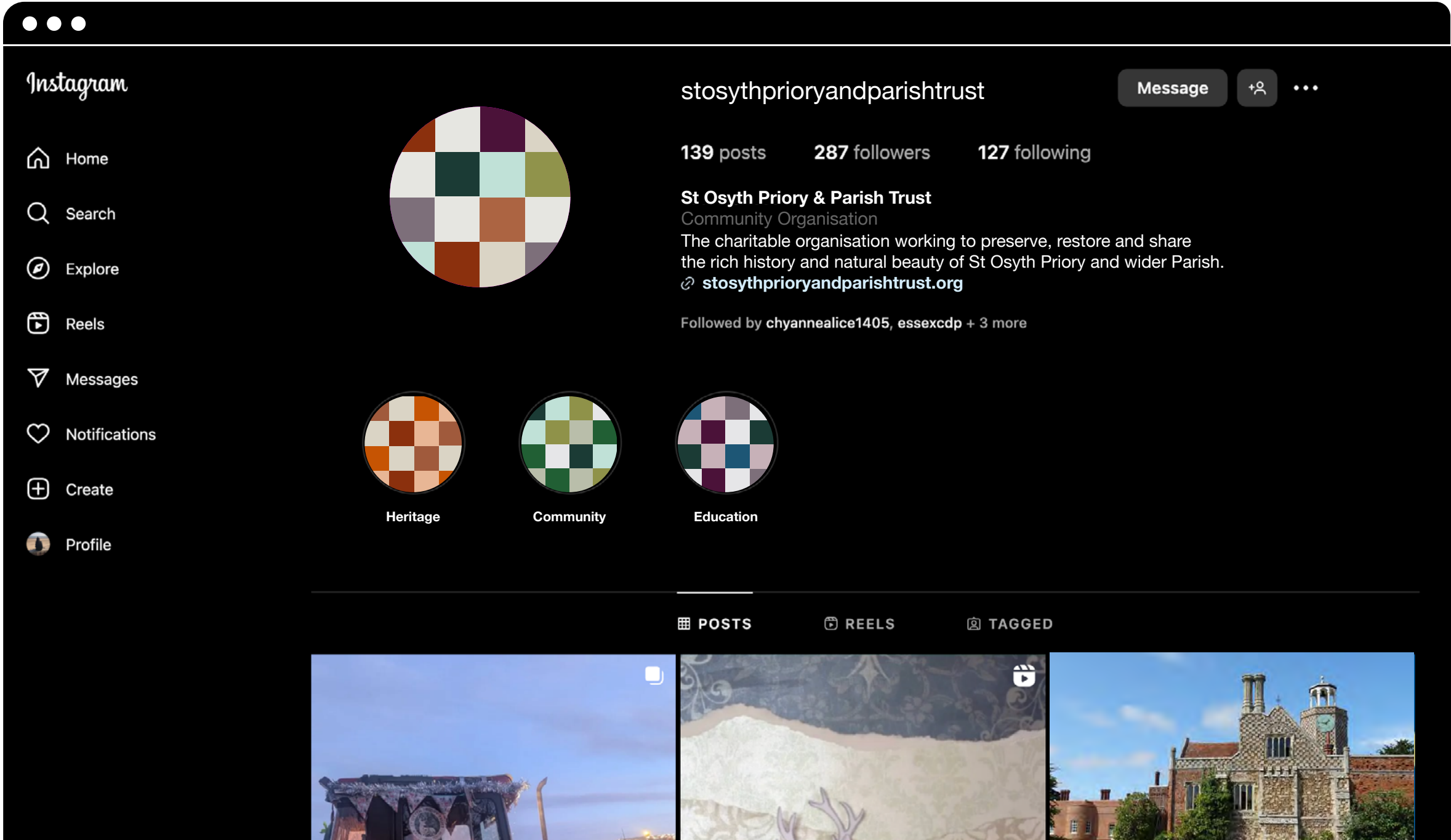
Mentions

Details

Page · Education website

2. Instagram

Desktop



Mobile



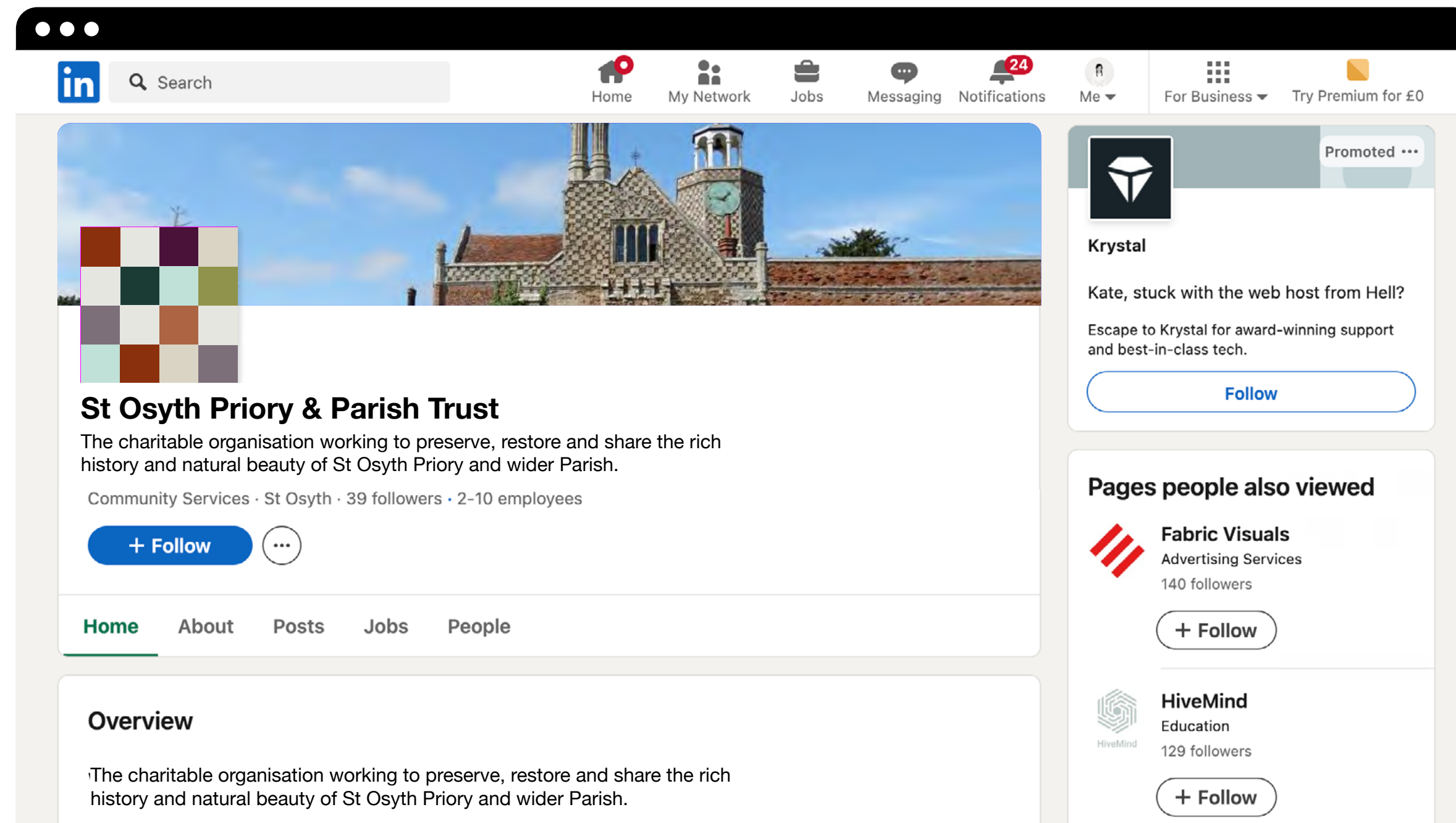
3. LinkedIn

St Osyth Priory & Parish Trust

KG

14 Apr 25

Desktop

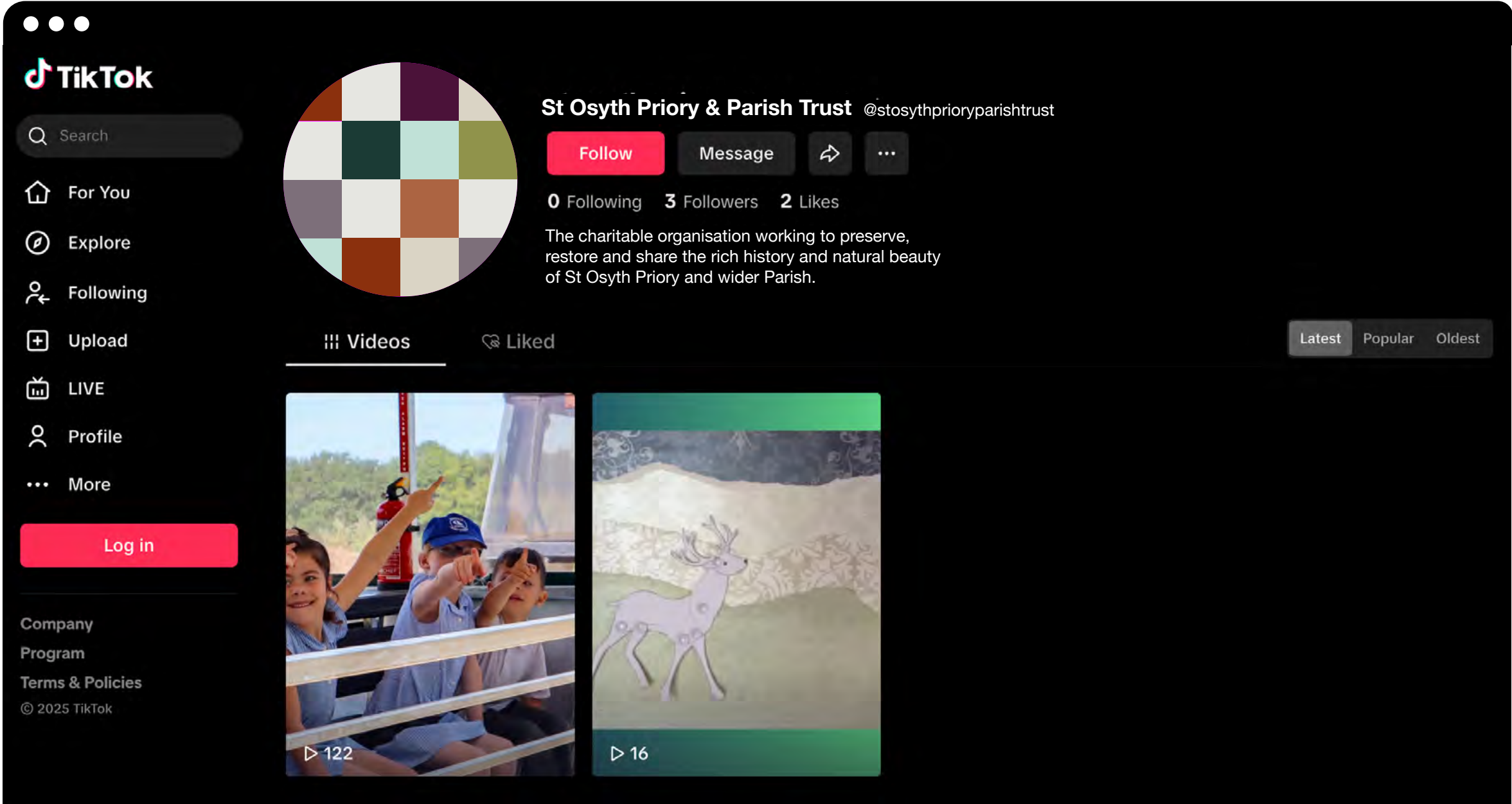


Mobile

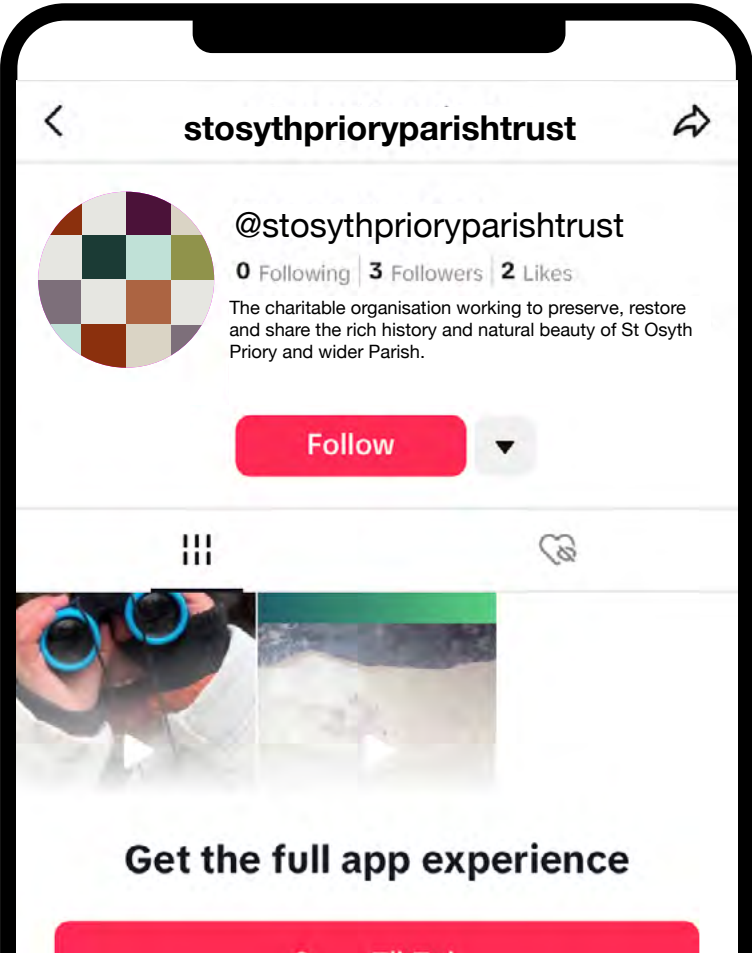


4. TikTok

Desktop



Mobile



5. BlueSky

Desktop

@

Home

Search

Notifications

Chat

Feeds

Lists

Profile

Settings

New Post

St Osyth Priory & Parish Trust

@stosythprioryandparishtrust

2.1K followers 1.3K following 161 posts

The charitable organisation working to preserve, restore and share the rich history and natural beauty of St Osyth Priory and wider Parish.

stosythprioryandparishtrust.org

Followed by Colchester Museums

Posts

Replies

Media

Videos

Pinned

St Osyth Priory & Parish Trust

@stosythprioryandparishtrust • 2w

Big news - our Annual Review 2023-24 is out now!

Take a look at the impact we have been having across the UK this year in supporting #Heritage and community-led #Regeneration and read about some of the fantastic projects we have supported:

bit.ly/4g3N7Q2

Search

Discover

Following

More feeds

Trending

Google

IRS Resignation

Celtics

Knicks

WWENXT

Phillies

Feedback

Privacy

Terms

Help

Mobile

St Osyth Priory & Parish Trust

@stosythprioryandparishtrust

2.1K followers 1.3K following 161 posts

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stosythprioryandparishtrust.org

Followed by Colchester Museums

Posts

Replies

Media

Videos

Pinned

Portrait (4:5) text templates

For use on Instagram, BlueSky, Facebook
These act as mini 'posters', mainly for
events or announcements
Long text content should be reserved for
caption of post or the website



St Osyth Priory
& Parish Trust

We *did it!* We've been
awarded £618,000
funding by the National
Lottery heritage fund.




Read more on our website



St Osyth Priory
& Parish Trust

Our trustee Sonia
Grantham was made a
*Medallist of the Order of
the British Empire* (BEM)
for services to St Osyth
community!

Read more on our website



St Osyth Priory
& Parish Trust

We're restoring the
magnificent Tithe Barn.
Can you help us by
completing our survey?

Link in bio



St Osyth Priory
& Parish Trust

Summer term
programmes for our
Outdoor Explorers
and *Home Educators*
sessions are now live
on our website

Read more on our website

Portrait (4:5) event templates

For use on Instagram, BlueSky, Facebook
These act as mini 'posters', mainly for
events or announcements
Long text content should be reserved for
caption of post or the website







St Osyth Priory
& Parish Trust

[View on our website](#)

Explore our digital
hard-hat tour of the
Tithe Barn restoration





St Osyth Priory
& Parish Trust

Wednesdays from
11am, starting
on the 29 May to
late September

Booking essential

Nature trailer tours
of *St Osyth Priory Estate*





St Osyth Priory
& Parish Trust

Tuesday–Thursdays
termtime

Choose from 6
curriculum linked
programmes

Enquire online

Saxons vs Vikings:
Memorable school trips
to St Osyth Priory





St Osyth Priory
& Parish Trust

Sunday 25 May

Limited places,
booking essential

Past preserved project:
Tour of Darcy Tower

Examples in context

We do not intend for every image on your social media to be a graphic template with an image dropped in. These are specifically for announcements, and events where it is useful to have the information summarised in a shareable post. These should be used amongst Becky's images of the estate, and organic content generated during events, sessions and re-shared from visitors themselves.



Landscape (1:9.1) templates

For use on Facebook, LinkedIn



Did you know?
Our trustee Sonia Grantham
was made a *Medallist of the
Order of the British Empire*
(BEM) for her services to
St Osyth community!

St Osyth Priory
& Parish Trust

Read more on our website





Unforgettable experiences in
mesmerising heritage settings

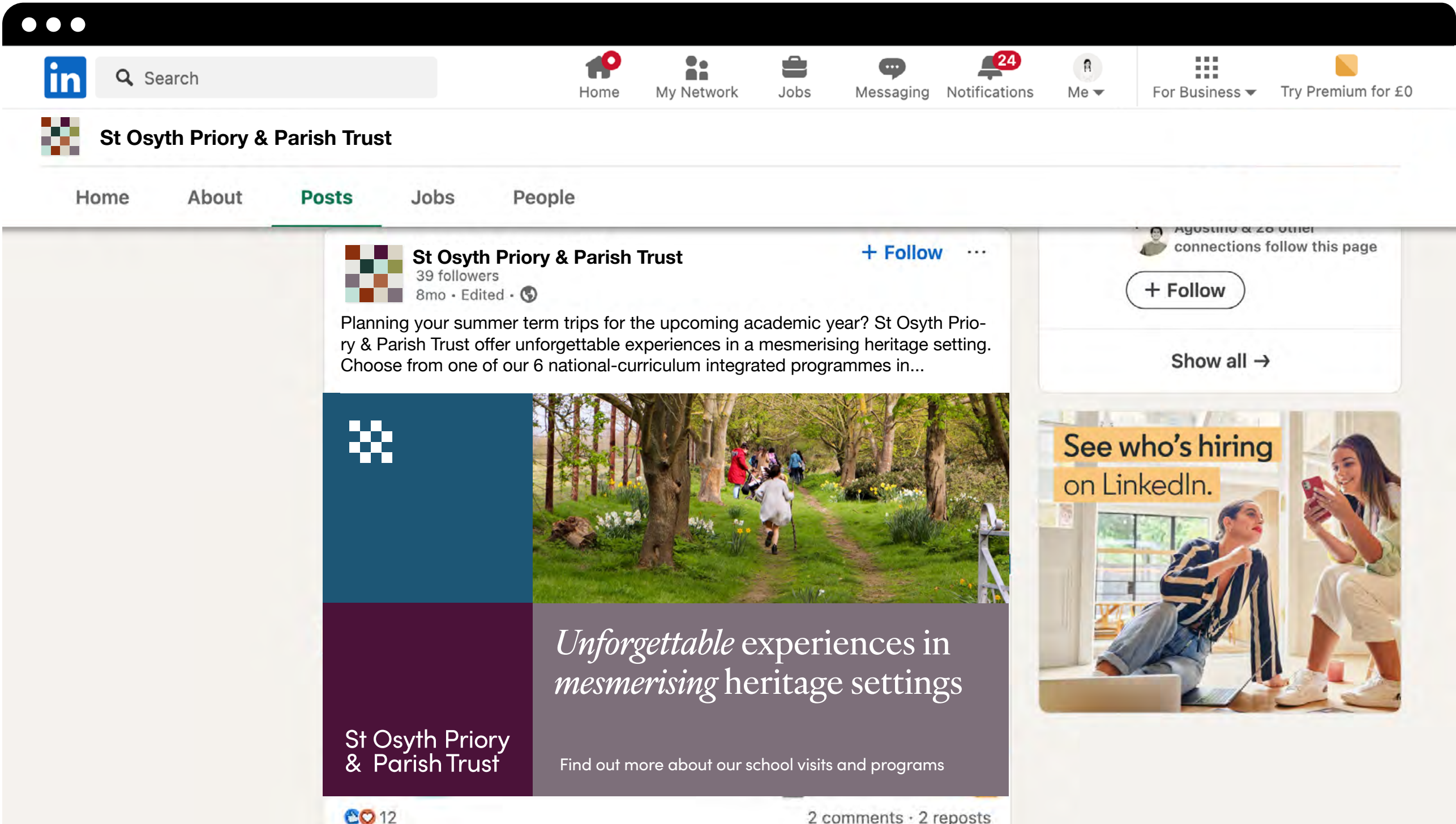
St Osyth Priory
& Parish Trust

Find out more about our school visits and programs

Landscape example in context

LinkedIn particularly likes native content, so this is a good opportunity to create some 'longer form' written content here, that can also be used across newsletter and journal on the website.

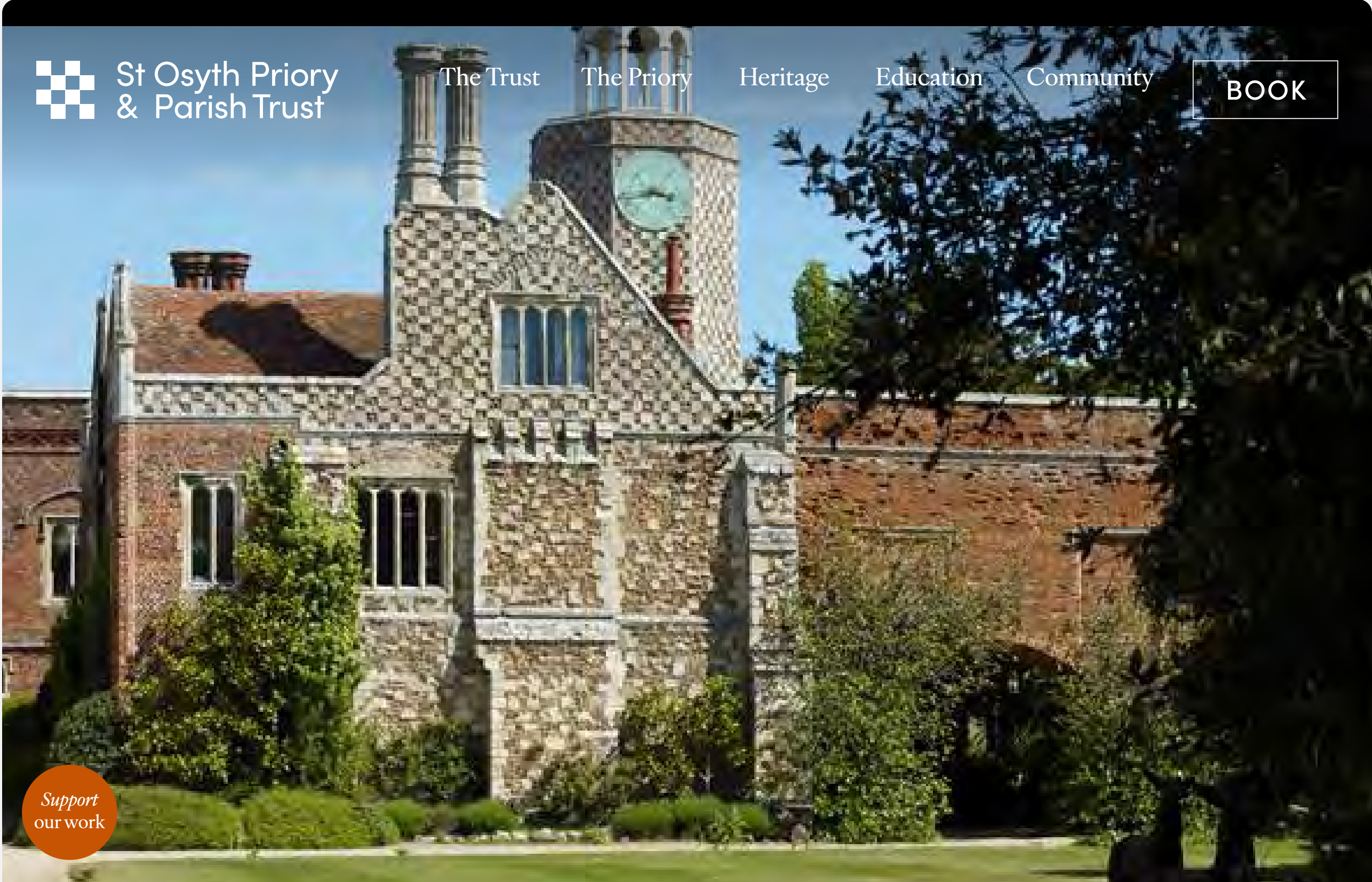
Desktop



Website

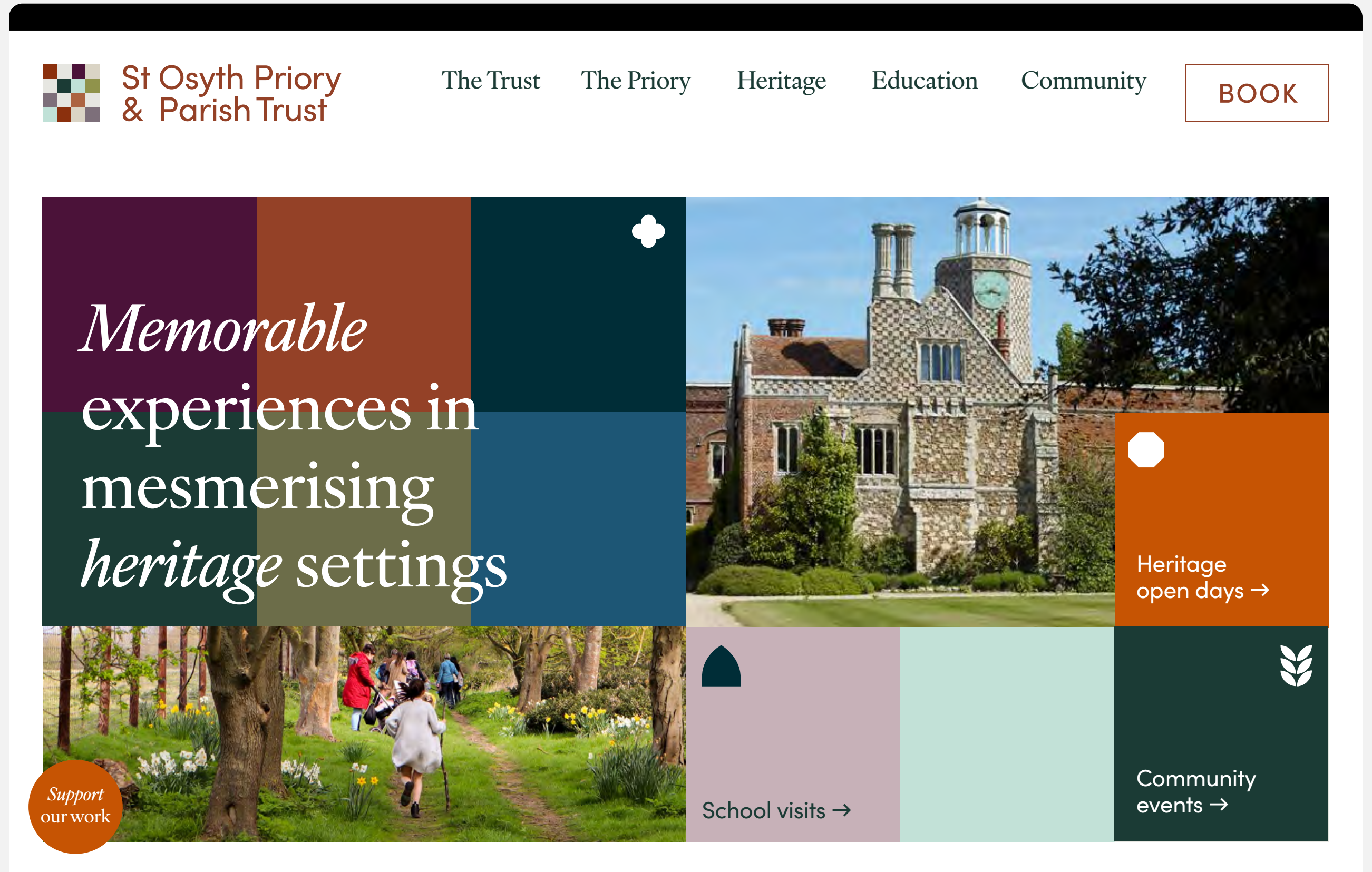
1. Home

'Splash' page with potential for moving image



2. Home

Grid as navigation



3. Strand

Information pages



St Osyth Priory
& Parish Trust

The Trust

The Priory

Heritage

Education

Community

BOOK

Preservation & restoration

The main focus of our preservation and restoration work is at St Osyth Priory, a privately owned estate of 16 listed buildings set within 350 acres of parkland in St Osyth Parish, in Tendring, Essex. The Priory’s historical significance spans 1400 years and includes 16 listed buildings.

The Darcy Tower

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Support our work


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4a. Book

Booking pages



St Osyth Priory
& Parish Trust

The Trust

The Priory

Heritage

Education


Community

BOOK

Book *your* visit

St Osyth Priory Estate is not open for general public visits, but we are please to be able to offer pre-bookable events and activities in partnership with St Osyth Estate. Explore our upcoming events, and our regular acitivites. We look forward to welcoming you to St Osyth!

Upcoming events



COMMUNITY

Bird life tour


Tuesday 13 May 2025, 10:30am–12:30pm
£8 per person

Join local ornithologist Dr. Simon Cox for an expert led guide to the bird life on Priory Parkland. Dr. Cox has been studying the wildlife in the area for decades and will take you on routes not normally accessible, including through Nun's wood, the legendary home of St. Osyth.

Support our work

Our regular activities

SORT & FILTER ↓





EDUCATION

Outdoor explorers

Wednesdays from May–September
£6.50 per child

Find out more →






HERITAGE

Heritage Walking Tours


Wednesdays from May–September
£8 per person

Find out more →



4b. Book

Booking pages



St Osyth Priory
& Parish Trust

The Trust

The Priory


Heritage

Education

Community

BOOK

Upcoming events



COMMUNITY


Bird life tour

Tuesday 13 May 2025, 10:30am–12:30pm
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Book now →

Our regular activities




EDUCATION

Outdoor explorers

Wednesdays from May–September
£6.50 per child


Find out more →



COMMUNITY

Trailer nature tour

Wednesdays from May–September




HERITAGE

Heritage Walking Tours

Wednesdays from May–September
£8 per person

Find out more →



EDUCATION

Home education sessions

Wednesdays from May–September

Support
our work

5. Activity

Activity & booking
widget



St Osyth Priory
& Parish Trust

The Trust

The Priory

Heritage

Education

Community

BOOK

Outdoor *explorers*



Support
our work

Our parent and toddler group exploring nature and the Priory Estate with a Level 3 Forest School Practitioner. Develop fine and gross motor skills through play and outdoor exploration. Use creative play and imagination in the mud kitchen and enjoy a selection of crafts and story time to develop language and interaction with others.

A snack is provided as well as refreshments for the adults. Sessions will run no matter what the weather, please wear suitable clothing. Puddle suits and wellies are recommended for little ones.

Running 10am–12pm throughout term time.

Upcoming sessions

Outdoor
explorers

Wednesday
7th May,
10am–12pm

Book now →

Outdoor
explorers

Wednesday
14th May,
10am–12pm

Book now →

Outdoor
explorers

Wednesday
21nd May,
10am–12pm

Book now →

Newsletter

Mailchimp

St Osyth Priory & Parish Trust

Newsletter June 2025

Welcome to our June newsletter. Xercitibusam alit aped maxima voloratur?

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Summer in the park

Thank you to everyone who joined us for an enchanting day of music, dance, and creativity at the St Osyth Priory Festival! This free community event promises to be an unforgettable celebration for all ages.

For those with a creative flair, Sally McKay's Free Drawing Project and clay modelling sessions offer the perfect outlet. Unleash your inner artist and explore new mediums under the guidance of this talented local artist. In addition, explore a wide

Owl Pellets

We are fortunate enough to have a connection with a local owl expert and licensed ringer in the area. He provided us with a large amount of owl pellets which we have used this month with our Young Carers group and the Home Educating families. It was fascinating to be able to pick them apart and identify the owl's dinner from the skulls and bones contained within. We were surprised that nearly all those who took part wanted to take the bones they found home with them!

Young Carers

Children from St. Osyth Primary School once again walked to the Priory for an afternoon of respite and fun on the Estate. This time the session was themed on the popular game 'Minecraft' with a scavenger hunt, bingo, colouring, Lego building and a snack of freshly made popcorn. This was the 4th Young Carers session so we asked them what had been their favourite activity. This is what one young person wrote:

Upcoming events

Bird life tour
Tuesday 10 May 2026, 10.30am-12.30pm
£8 per person
Join leading bird ornithologist Dr. Simon Cox for an expert led guide to the birdlife on St Osyth Priory Parkland. Dr Cox has been surveying the wildlife in the area for decades and will take you on routes not normally accessible, including through War's wood, the legendary home of St. Osyth.

[Book now ->](#)

Our regular activities

Outdoor explorers
Wednesdays from May-September
£6.50 per child
[Find out more ->](#)

Heritage Walking Tours
Wednesdays from May-September
£8 per person
[Find out more ->](#)

Trailer nature tour
Wednesdays from May-September
£8 per person
[Find out more ->](#)

See all on our website ->

FOOTER

Happy Mail

Search Bar

Need some help photographing a workshop

Client x

#tag x

<<

St Osyth Priory & Parish Trust

View this email in your browser

Newsletter June 2025

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+ New Message

- Inbox 6
- Drafts
- Sent
- Starred
- Trash

▼ CATEGORIES

- Clients 6
- Invoices
- Collaborations
- Events

▼ TAGS

- Weddings

St Osyth Priory & Parish Trust

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Book now →

Our regular activities

Outdoor explorers

Wednesday from May-September
£6.50 per child

Find out more →

Heritage Walking Tours

Wednesday from May-September
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Find out more →

Trailer nature tour

Wednesday from May-September
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Find out more →

See all on our website →

FOOTER

Happy Mail

Search Bar

Need some help photographing a workshop Client x #tag x

+ New Message

Inbox

6

Drafts

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St Osyth Priory & Parish Trust

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[Book now ->](#)

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Wednesday from May-September

£6.50 per child

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£5 per person

[Find out more ->](#)

Trailer nature tour

Wednesday from May-September

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[Find out more ->](#)

[See all on our website ->](#)

FOOTER

Happy Mail

Search Bar

Need some help photographing a workshop

Client x #tag x

<<

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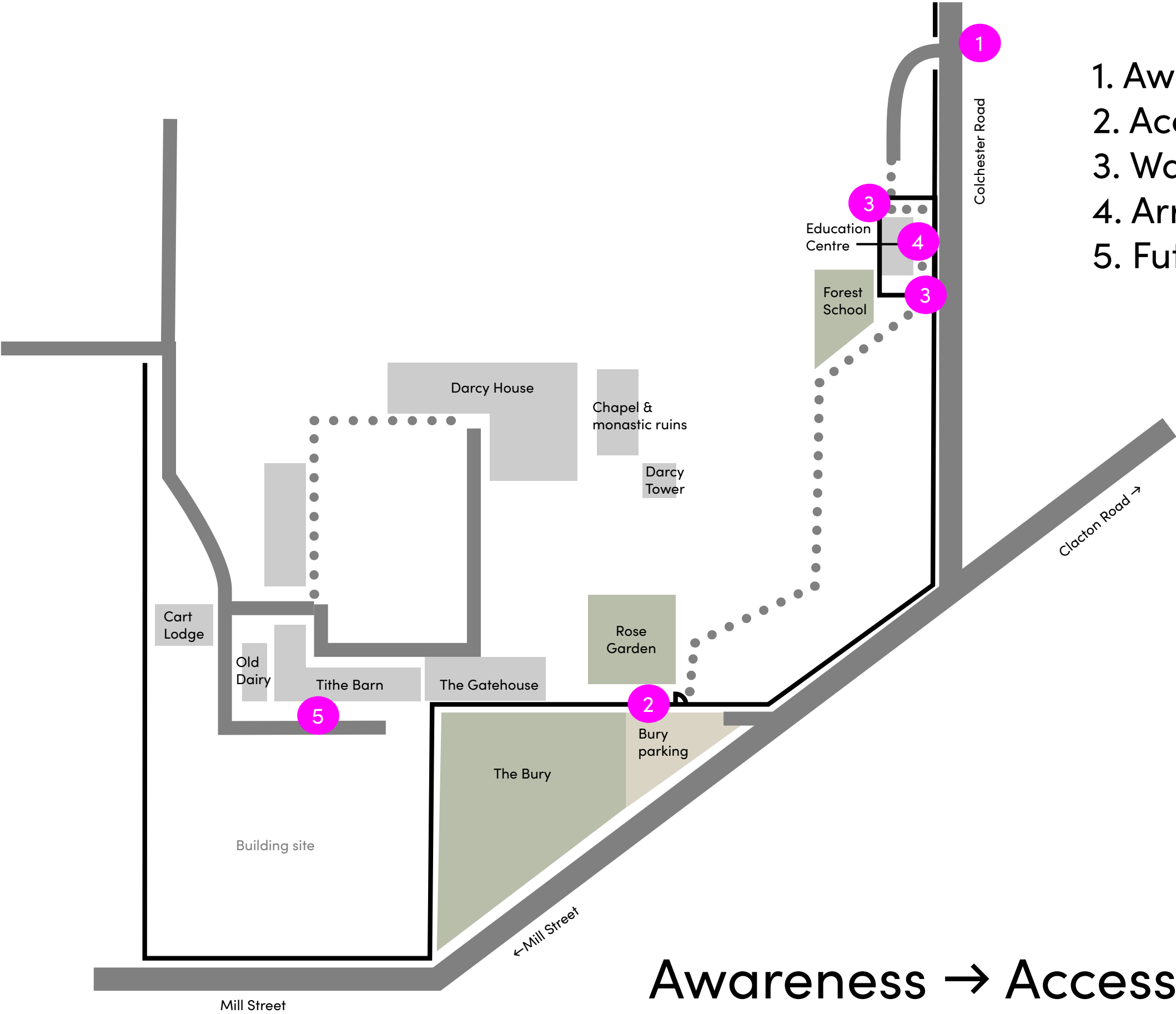
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Signage

Overview of sign locations



- 1. Awareness — Colchester Road
- 2. Access/Threshold — The Bury
- 3. Wayfinding — current education centre
- 4. Arrival — education centre
- 5. Future — Tithe barn flexible signage

Awareness → Access → Wayfinding → Arrival

1. Awareness — Colchester Road



1. Awareness — Colchester Road



If land is owned by Priory(?) we could match the height /dimensions of the existing road signage and have 2 messages on each side of the entrance.





St Osyth Priory
& Parish Trust

Discover *1400 years* of
history behind this wall

Pre-booking essential
stosythprioryandparishtrust.org

Walking and trailer tours, heritage
open days, community events,
forest school, school visits, home
education sessions & more.



This entrance for
St Osyth Museum

Open from 12-4pm
Saturday & Sundays
Easter-October

No booking required



St Osyth Priory
& Parish Trust

Experience rich *history*
and natural *beauty* right
on your doorstep

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1. Awareness — Colchester Road

St Osyth Priory & Parish Trust

KG

14 Apr 25



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Saturday & Sundays
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No booking required



2. Threshold — The Bury Gate

St Osyth Priory & Parish Trust

KG

14 Apr 25





St Osyth Priory
& Parish Trust

Welcome to
St Osyth Priory

Please wait here to be greeted
by your guide for your pre-booked
visit to the estate today.



Made possible with
Heritage
Fund



HISTORIC
HOUSES

We offer walking and trailer tours, heritage open days, community events, preschool forest school, school visits, home education sessions and more.

To find out what's on and book, visit our website stosythprioryandparishtrust.org

St Osyth Museum

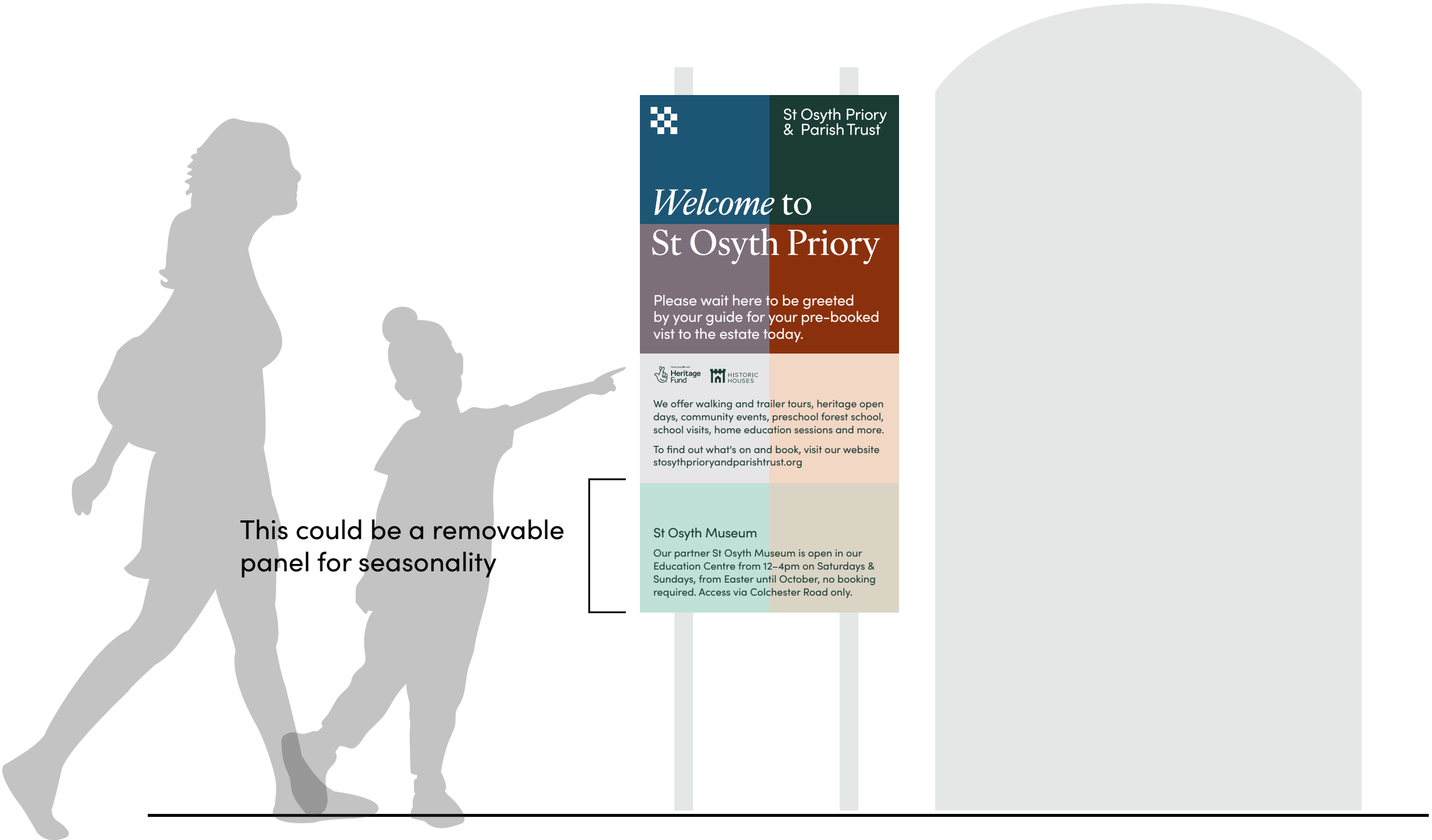
Our partner St Osyth Museum is open in our Education Centre from 12–4pm on Saturdays & Sundays, from Easter until October, no booking required. Access via Colchester Road only.

2. Threshold — Bury Gate / Colchester Road

St Osyth Priory & Parish Trust

KG

14 Apr 25



This could be a removable panel for seasonality



St Osyth Priory
& Parish Trust

Welcome to
St Osyth Priory

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St Osyth Museum

Our partner St Osyth Museum is open in our
Education Centre from 12–4pm on Saturdays &
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required. Access via Colchester Road only.

3. Wayfinding — Education centre

St Osyth Priory & Parish Trust


KG

14 Apr 25



3. Wayfinding — Education centre





St Osyth Priory
& Parish Trust

*Welcome to the
Education Centre*

This entrance for
St Osyth Museum

Open from 12–4pm
Saturday & Sundays
Easter–October

No booking required

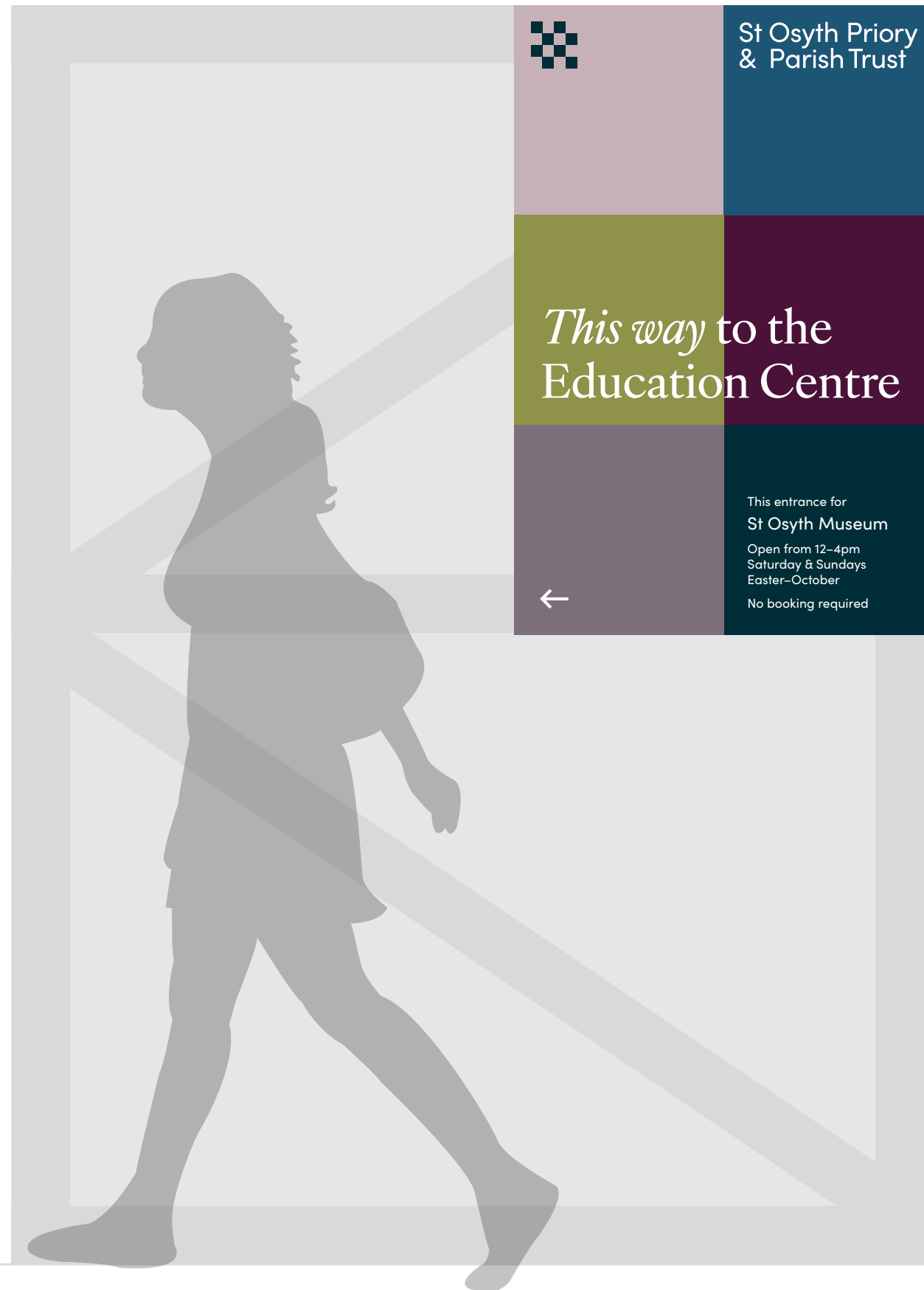


St Osyth Priory
& Parish Trust

*Welcome to the
Education Centre*

3. Wayfinding — Education centre

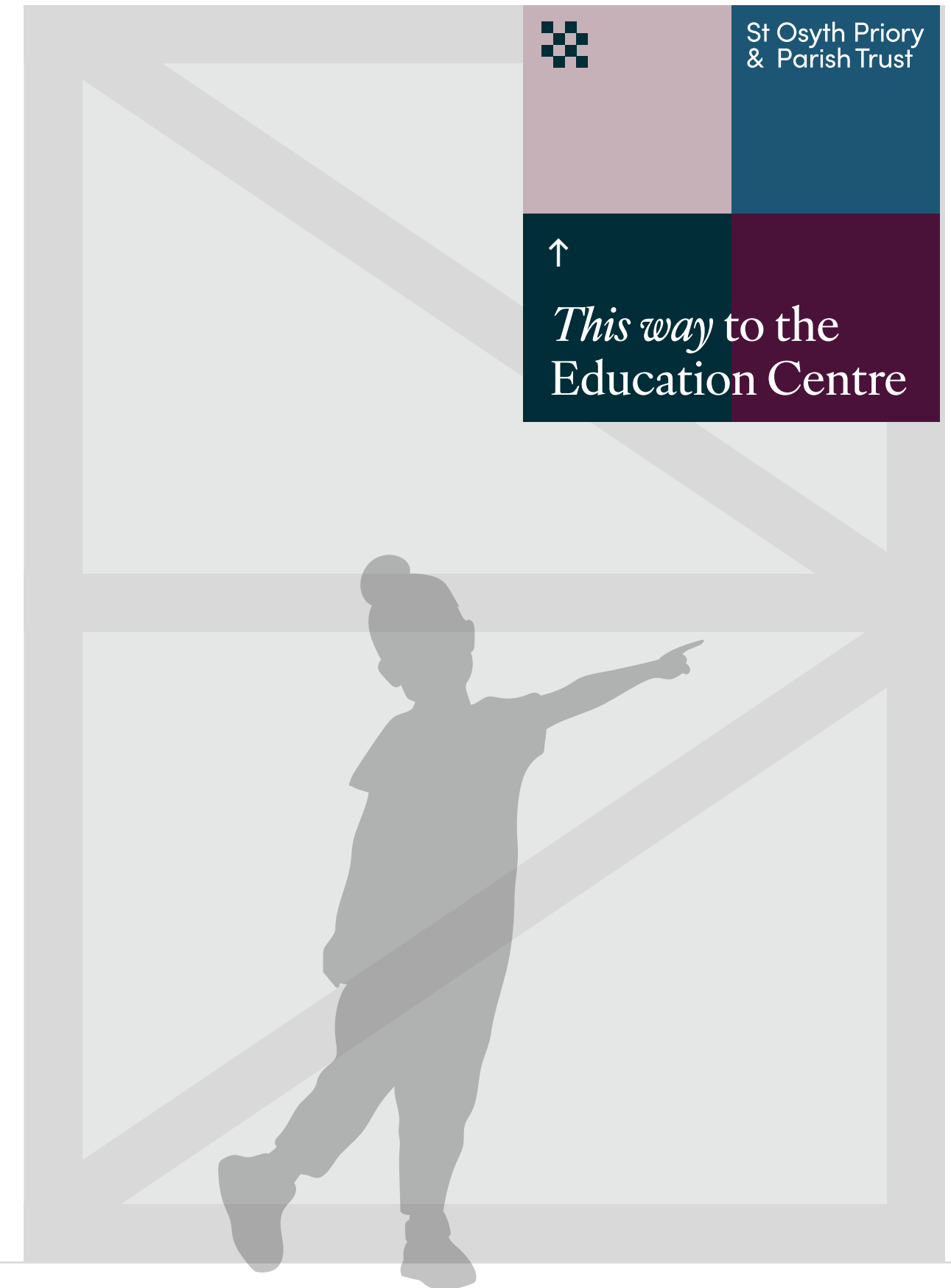
Affix to corner of gate



St Osyth Priory & Parish Trust

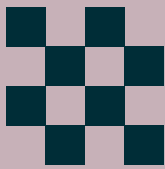
KG

14 Apr 25



4. Education centre welcome

Wipe clean surface can use dry-wipe pens
Option 1: Door/wall mounted



Welcome to the
Education Centre

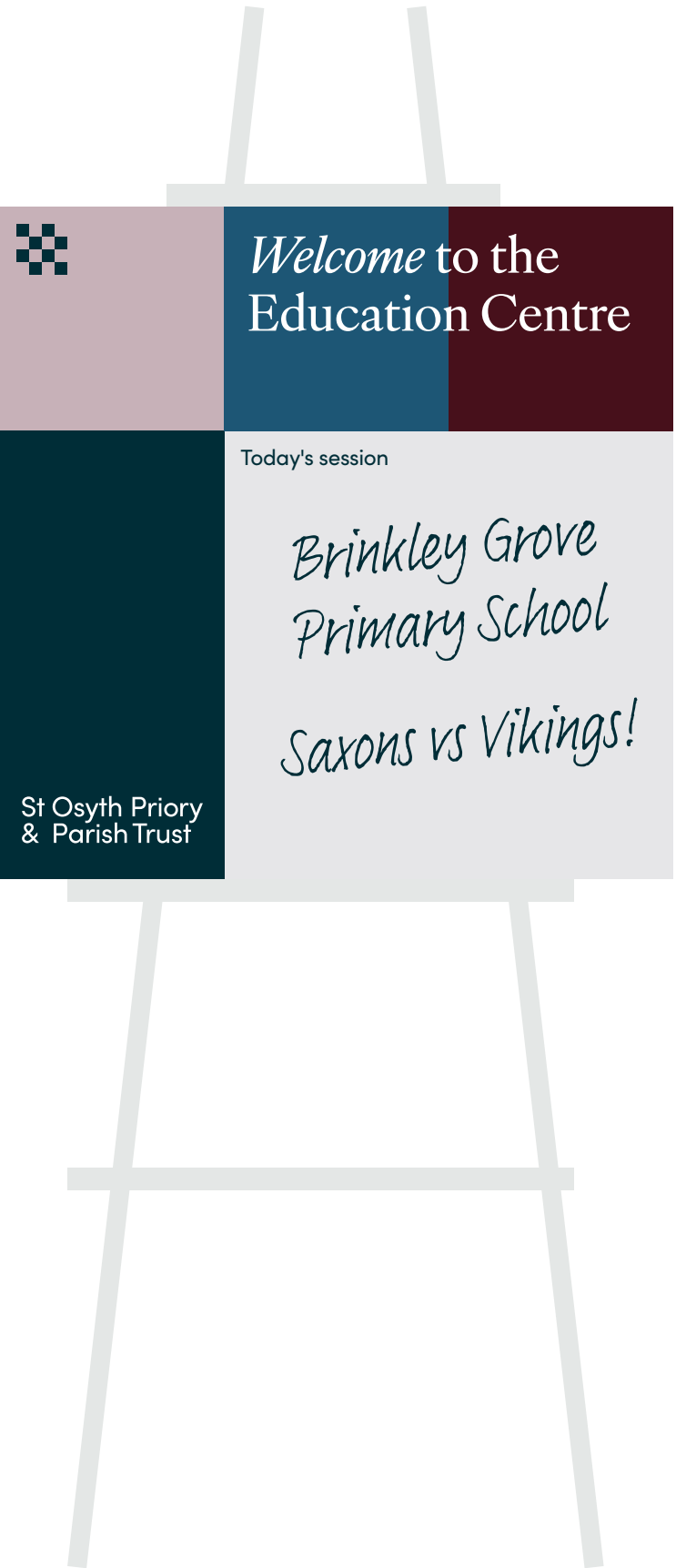
Today's session

Outdoor explorers
10am—12pm

St Osyth Priory
& Parish Trust

4. Education centre welcome

Wipe clean surface can use dry-wipe pens
Option 2: Display on A-board or Easel



5. Future flexible signage for Tithe Barn

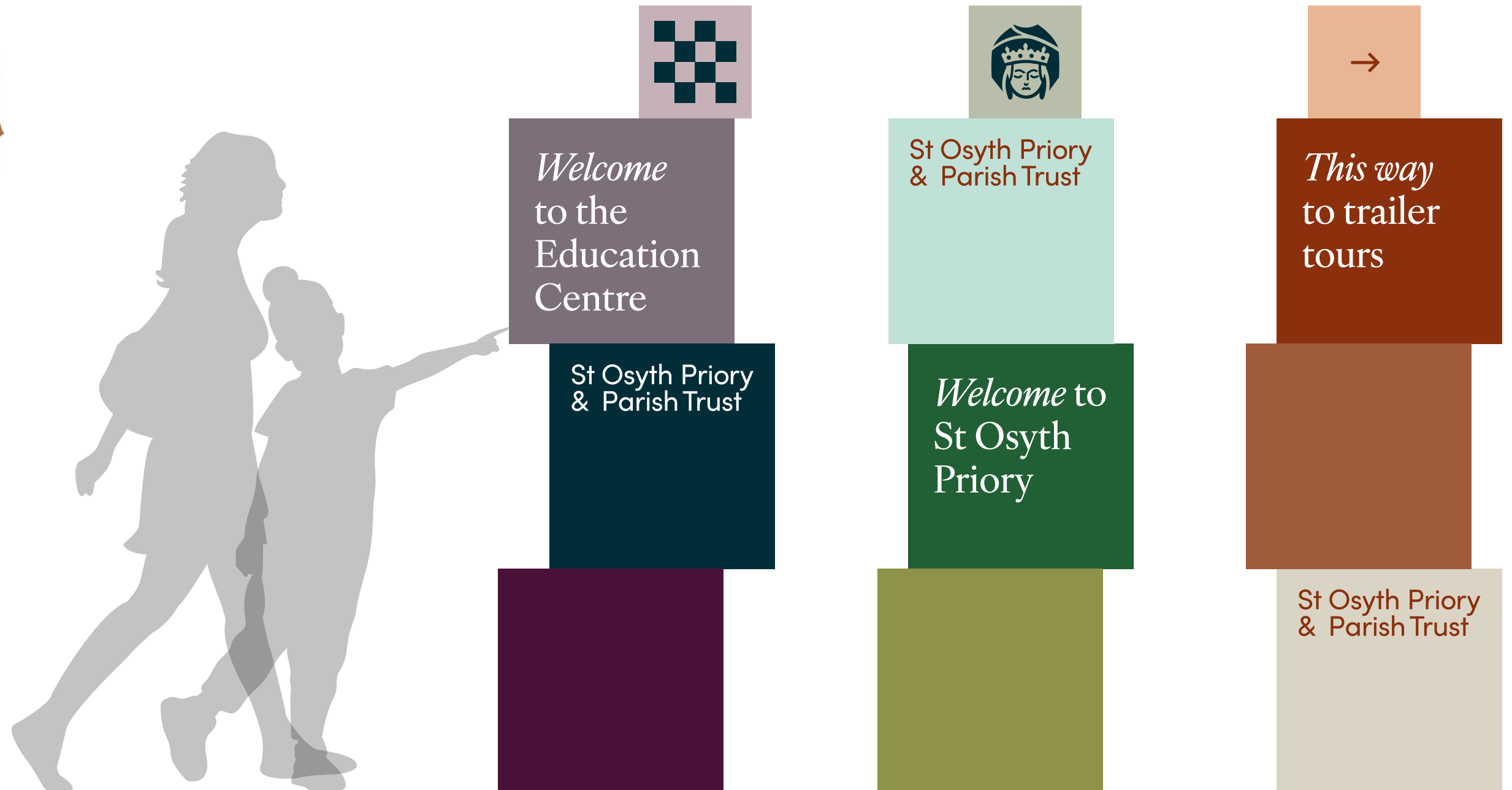
St Osyth Priory & Parish Trust

KG

14 Apr 25

Printed corrugated card /
corroflute collapsible boxes that
can be put out to create a sense
of arrival and flex for various
events / exhibition displays,
but fold flat for storage during
weddings and private events.

Reference



Uniform / Merchandise

1. Trust tshirts



2. Education softshell jackets

St Osyth Priory & Parish Trust

KG

14 Apr 25



3. Community gilets



4. General trust lanyards

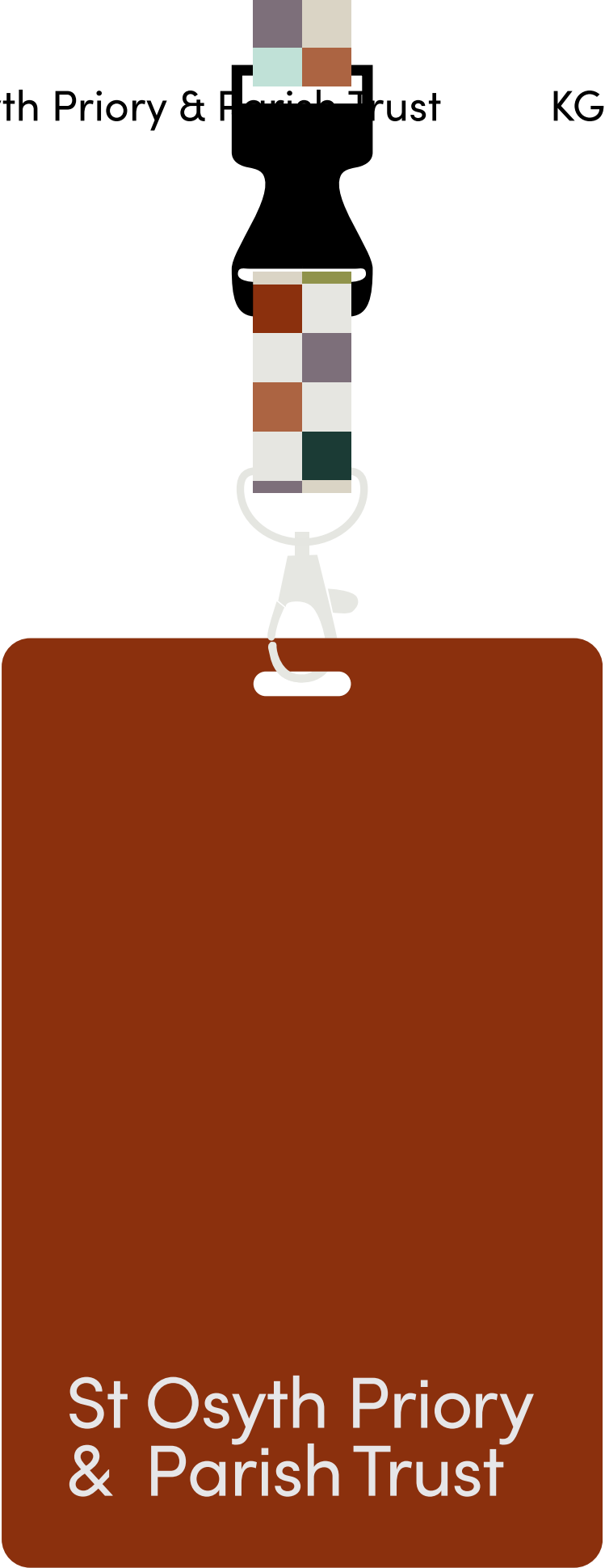
Common design for lanyard & card.



St Osyth Priory & Parish Trust

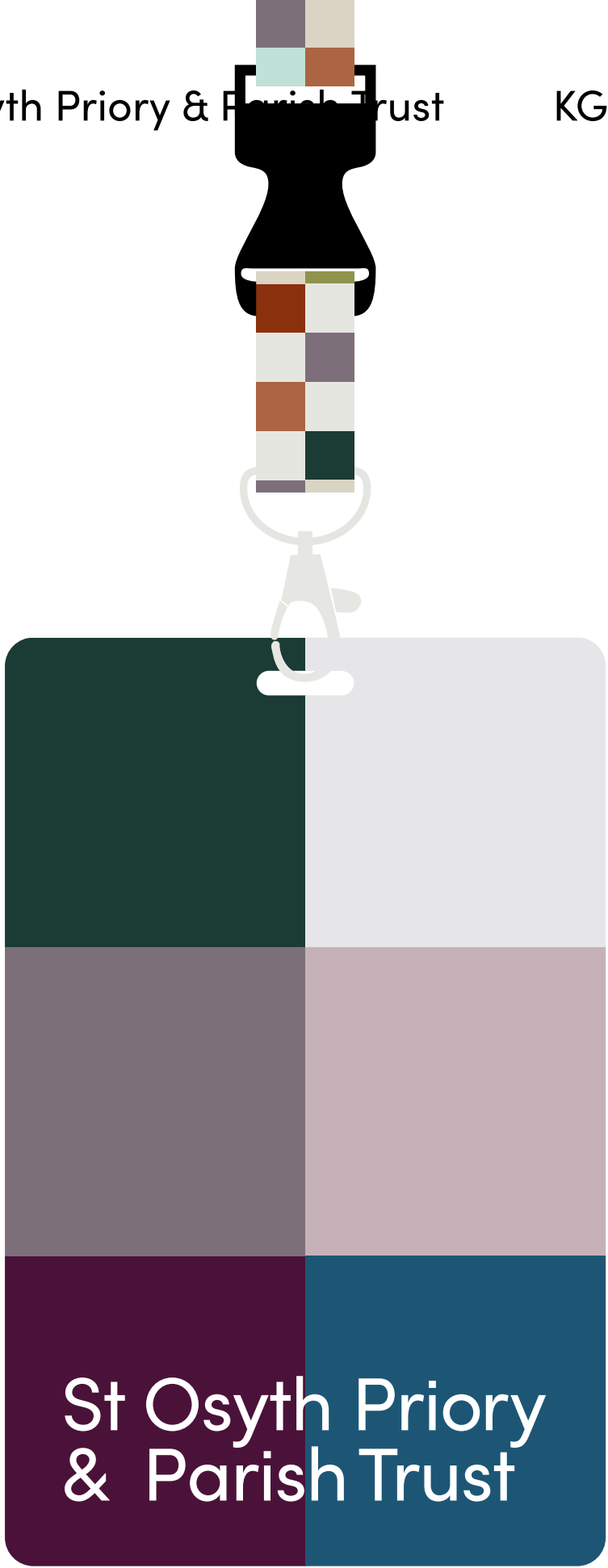
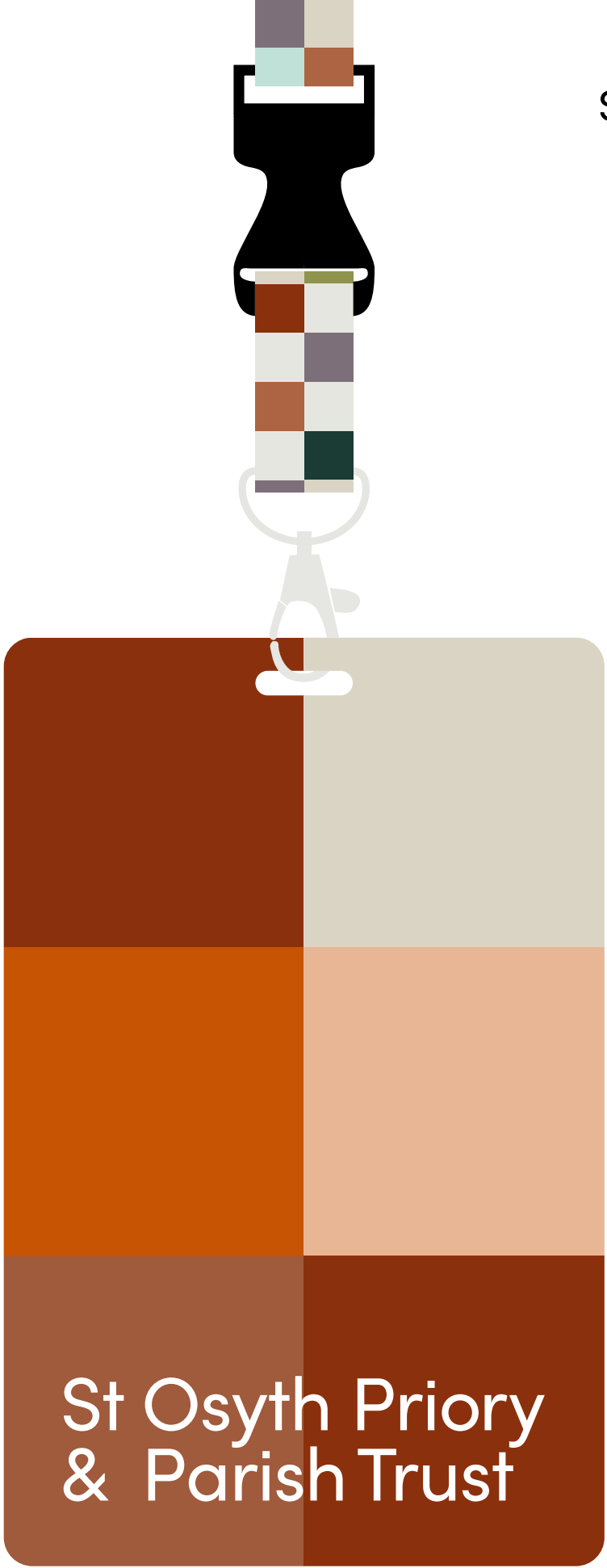
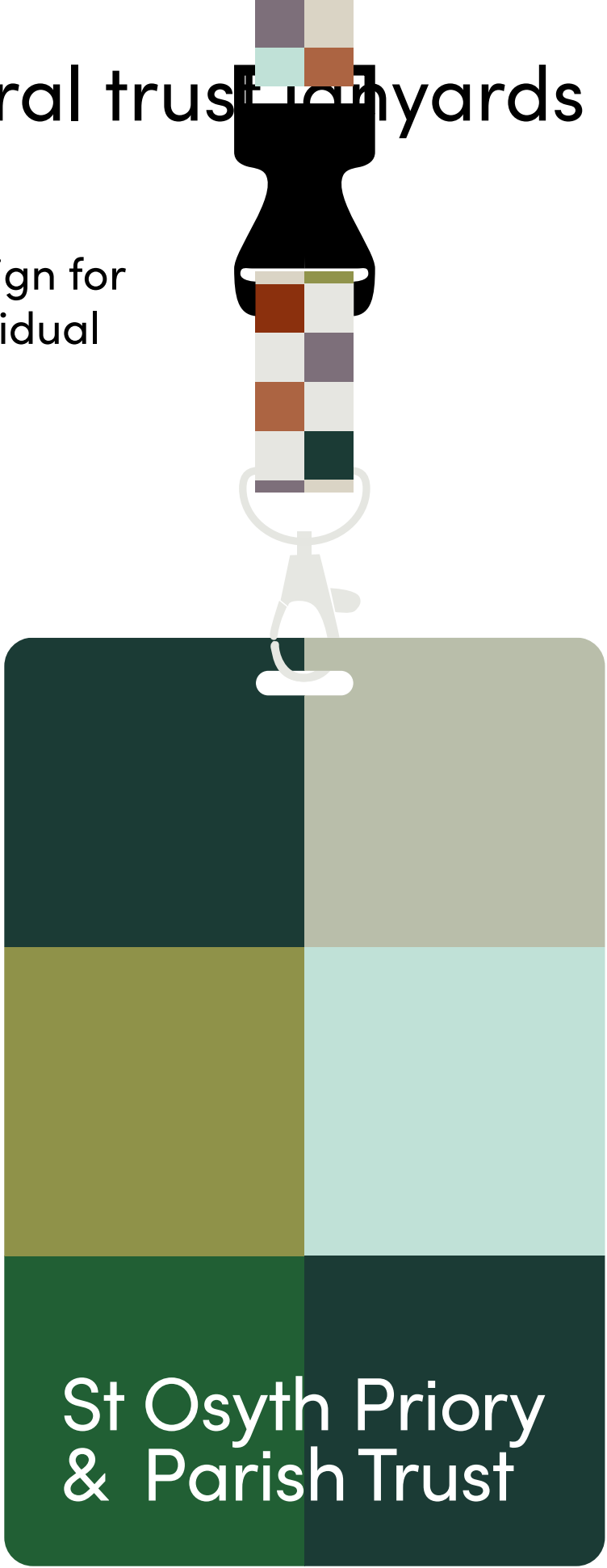
KG

14 Apr 25



4. General trust lanyards

Common design for lanyard, individual cards.



5. Trustee pins / donor merchandise

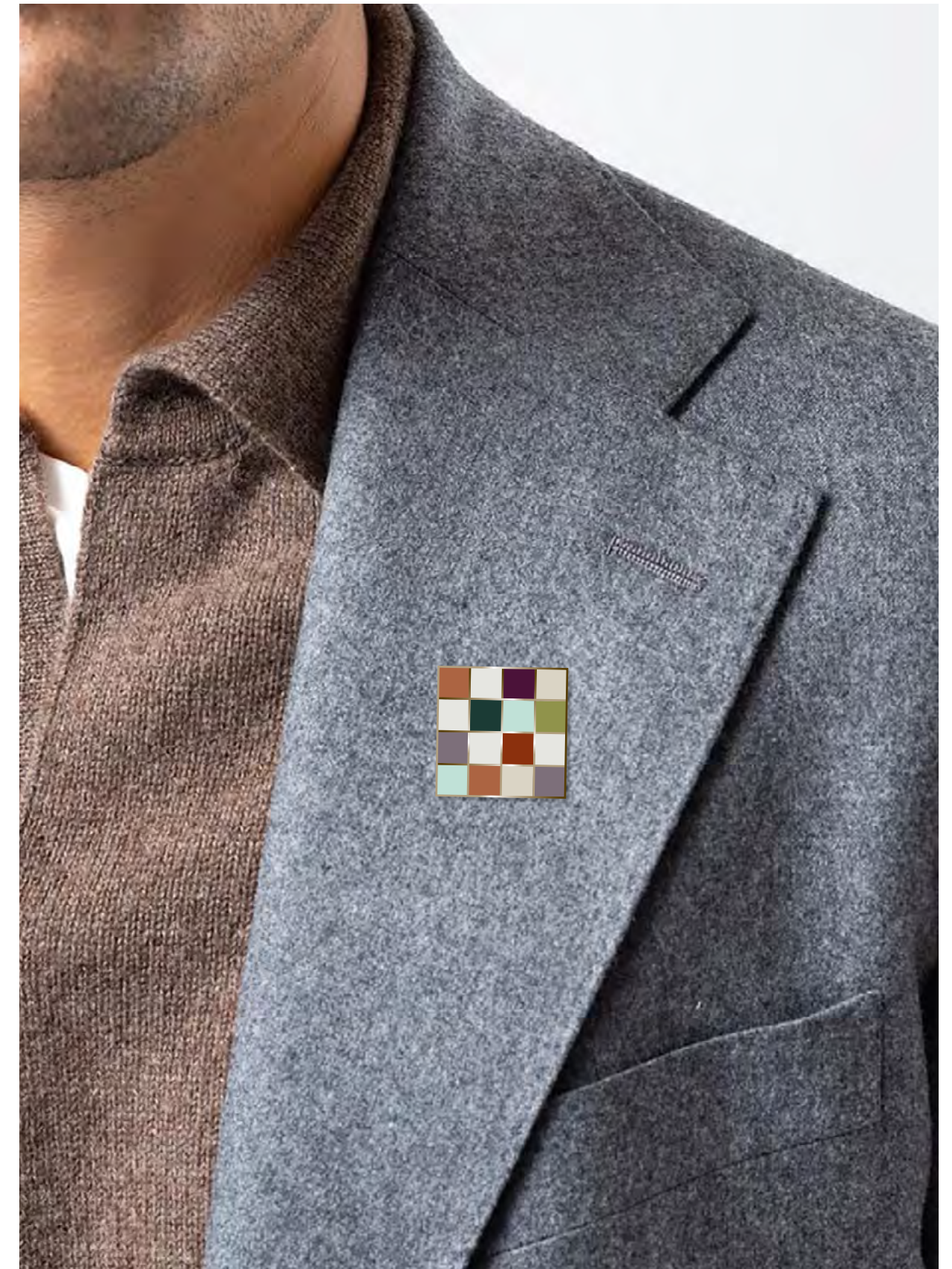
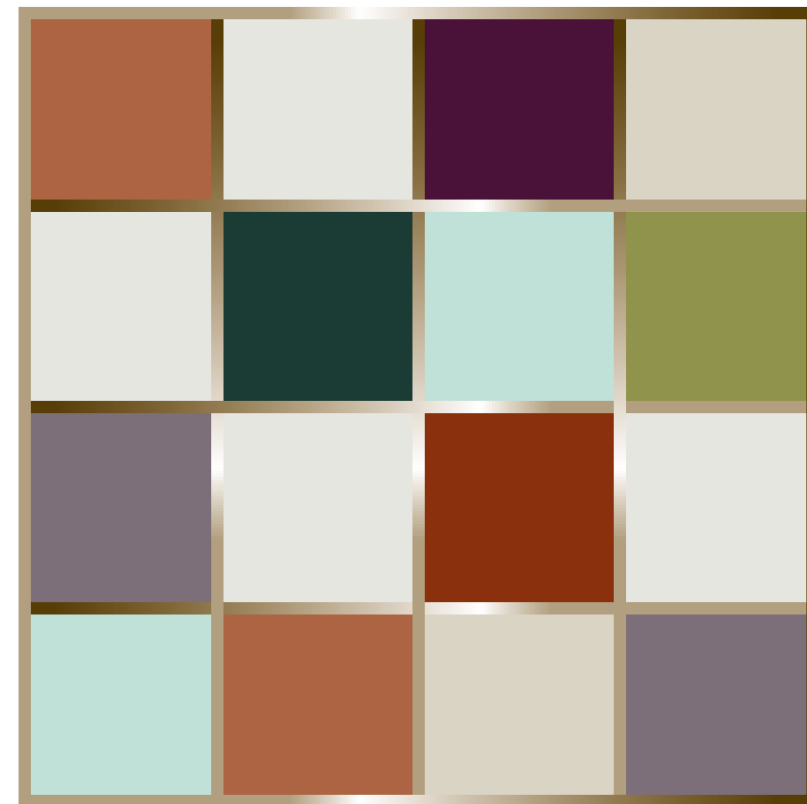
St Osyth Priory & Parish Trust

KG

14 Apr 25

Option 1
Enamel pin badge set in gold outline

Material reference



5. Trustee pins / donor merchandise

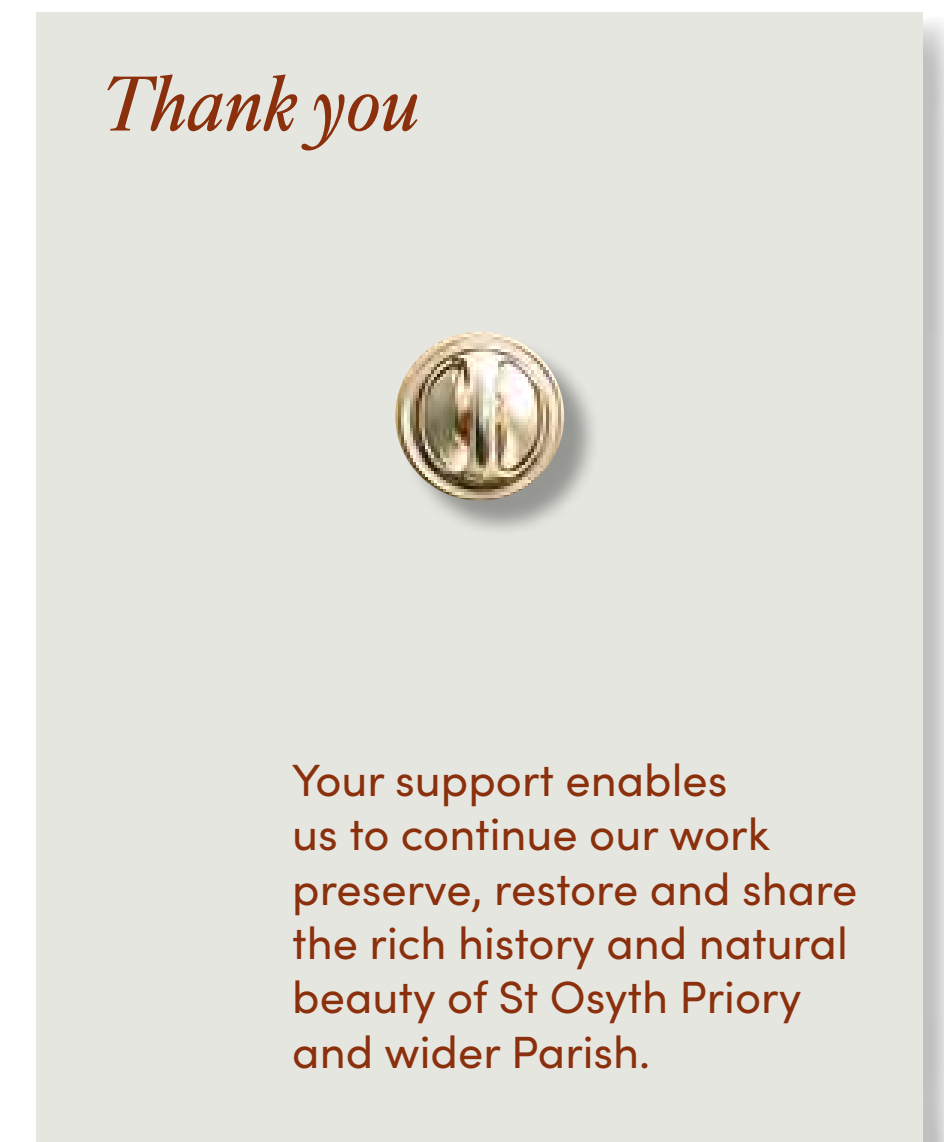
St Osyth Priory & Parish Trust

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14 Apr 25

Potential incentive / gift for donors over a certain £ or local business supporters mounted onto a card

Material reference



6. Tote bag / future merchandise

St Osyth Priory & Parish Trust

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Future merchandise designs for sale,
gifting, supporters etc



Next steps

Next steps

St Osyth Priory & Parish Trust

KG

14 Apr 25

Discussion to this presentation, followed by consolidated feedback and approval to move ahead to next stage supplied at weekly steering group meeting — Thursday 17 April.

Move ahead to implementation and handover stage.

This stage will deliver:

- Comprehensive guidelines including copy and photography bank
- Communication channel updates/set up
- Digital templates and training
- Artworks, costs/quotes and production management of physical items
- Full website designs and handover to Naglotech

Thank you

Our *icon*

Our icon brings together details from across the Priory estate, not to create a faithful recreation of a single building, but a mark representative of the Priory & the focus of our work.

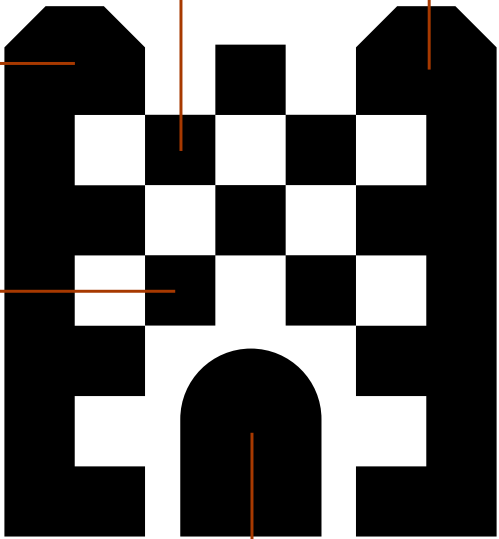
Darcy Chequerwork from the Chapel and other buildings and ruins across the estate



Ocatagonal turrets from the Abbot's Tower. This will be the 'hero' building of our 4 listed buildings when restorations are complete.



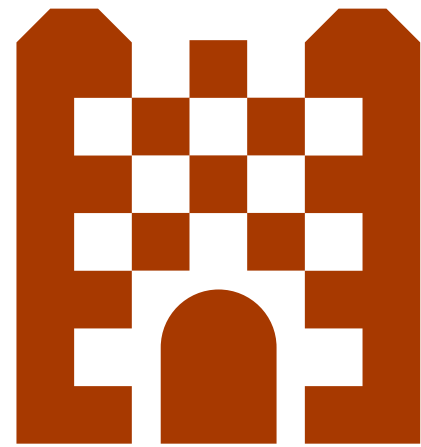
Proportions, octagonal turrets, and Darcy chequerwork from the Gatehouse (northern approach), the most recognisable building of the Priory Estate.



A Norman Arch from the gateway from The Bury to Tithe Barn. This indicates where, in future, the trust and education centres work will be focussed on the estate.

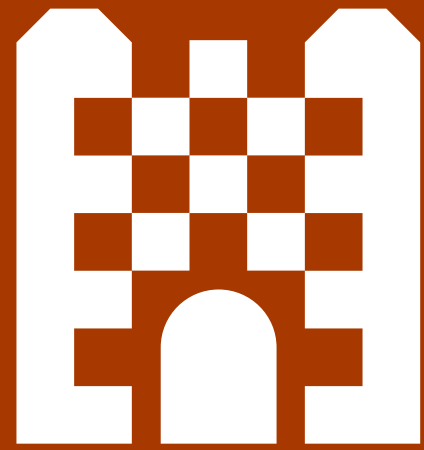
Our *logo*

Our logo brings together our icon with clear, clean typography to make a legible and recognisable mark.



St Osyth Priory
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This can also be used white-out, and in a selected range of trust colours.



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Our *third party* logo

We have a mono version of our logo which can be used for funders and alongside other organisations.



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Made possible with

Heritage
Fund



English
Heritage

Our *wordmark*

In our own communications, we can use the wordmark and icon as separate design components, rather than always in a set lock-up.

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Our colour & expression

Our trust activities can be represented in 3 sets of colourways.



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Heritage

Past preserved project:
Tour of Darcy Tower



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Community

Nature walking tour
of *St Osyth Priory Estate*



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Education

Saxons vs Vikings: school
visits to St Osyth Priory



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