

# **Document C9**

## **Converted PDF Document to Word Format**

Welsh Government Rural Communities – Rural Development Programme 2014-2020

Application Form – Project Plan

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Ishare ID: A11339546

WELSH GOVERNMENT RURAL COMMUNITIES –  
RURAL DEVELOPMENT PROGRAMME 2014-2020  
APPLICATION FORM – PART TWO  
PROJECT PLAN  
RURAL COMMUNITY DEVELOPMENT FUND

## INTRODUCTION

All applications to the Rural Programmes 2014-2020 programme must be submitted electronically through the Welsh Government WEFO Online portal.

In order to submit your application you must be registered with WEFO Online. See separate instructions on how to complete your registration.

To submit your full application you must complete this Application Form Part Two – Project Plan and Application Form Part One – Applicant Details. You must submit both parts through WEFO Online along with any necessary financial or other supporting documents.

If any of the details provided on your Applicant Details Form have changed please complete a new form and submit to Welsh Government with this project plan.

Once you have submitted your full application you will receive an acknowledgement and notification that you may proceed at risk on your project.

We will aim to send this notification within 15 working days of receiving your full application.

You must not start work on your project until you have received this notification.

We aim to complete the appraisal of your full application within 90 days of receipt of the application.

Please complete this form electronically and submit through WEFO Online by no later than Monday 31st October 2016

## 1. PROJECT OVERVIEW

Details given in this part of the form will be used for general publicity purposes

### 1.1 Project Name

***The Pumpkin Patch Cookery & Gardening School and Café***

### 1.2 Project Description (Maximum 80 Words)

A brief and concise explanation of what activities will be undertaken and/or what investments will be made during the project including a very brief outline of what the money will be spent on and what is expected to be achieved by doing this project. (The reasons why the project is needed are covered elsewhere)

#### ***Renovation of a redundant cowshed into:***

***1) A purpose-built cookery school, to house the existing Pumpkin Patch Cookery and Gardening School, which has outgrown its existing premises within the family home***

***2) Accommodation for a Rural Skills Centre and other training courses***

***3) An internet coffee house to serve the community***

### 1.3 Project Location

#### ***The Pumpkin Patch Cookery & Gardening School***

***Allt y Gôg Farm,***

***Abergorlech Road,***

***Whitemill,***

***Carmarthen***

***SA32 7AY***

### 1.4 Project Timetable

***Project Start Date January 2017***

***Project End Date July 2018***

### 1.5 Project Costs

***Total Project Cost £160,000***

***Total Grant Requested £128,000***

## 2. PROJECT PLAN

All applications for grant assistance through the Rural Programmes 2014 – 2020 must complete a Project Plan. The Project Plan is a standard template that has nine headings. Please refer to the Application and Project Plan Template Guidance Notes for the description of each section and Project Plan evidence required.

The nine project plan headings are:

- ☐ Strategic Fit
- ☐ Financial and Compliance
- ☐ Delivery (including Risk Assessment)
- ☐ Project Management
- ☐ Value for money
- ☐ Indicators and Outcomes
- ☐ Suitability of Intervention
- ☐ Cross Cutting Themes
- ☐ Long Term Sustainability

The information provided under each of the headings form an important part of the selection criteria that will be used in the assessment and appraisal process from which a decision can be taken about the award of grant assistance to the project.

The information provided will be assessed against the following rating criteria;

High

The applicant has provided robust and detailed responses against all of the evidence requirements

Medium

The applicant has provided satisfactory and detailed responses against most of the evidence requirements  
Low

The applicant has provided potentially incomplete or insufficient responses against one or more of the evidence requirements  
Minimal

The applicant has provided incomplete or insufficient responses against one or more of the evidence requirements

The quality threshold for a project plan is a rating of Medium across all nine headings.

## 2.1 Project Plan Headings

Please refer to the application guidance for a description of each section and the Project Plan evidence required.

Strategic Fit

### **EC Rural Development priorities**

*The project meets the high-level objectives of the EC Rural Development priorities, in particular Priority 6 - Promoting Social Inclusion, Poverty Reduction and Economic Development in Rural Areas, as it will foster local development in rural Carmarthenshire by enabling the development of an existing business which will ultimately result in job creation in a rural area.*

*The project will contribute towards meeting the aims and objectives of the Rural Community Development Fund as it will promote social inclusion and address issues relating to rural poverty by providing a purpose-built facility aimed at improving health and wellbeing through cookery, diet and nutrition classes. The facility will also act as a community hub providing a meeting place for local groups to meet thus reducing isolation within rural areas.*

*Specifically, the project will meet the objectives of the RCDF sub measure 7.7 as it will involve the conversion of a prominent disused building in a rural area, bringing it back into economic use, resulting in the creation of new employment opportunities. The Cowshed is located on the busy A40 Trunk Road between Llandeilo and Carmarthen, and is very visible, so renovation will bring significant improvement to a major tourism route.*

*The project will also contribute towards improving the quality of life for local people by enabling access to facilities aimed at educating children and local people about food, diet, and nutrition; a meeting place for local community groups to access to ICT; as well as act as a rural skills resource delivering training in specialist areas such as charcuterie and bee-keeping.*

### **Local Development Strategy (LDS) for Rural Carmarthenshire**

*The local development strategy for rural Carmarthenshire (LDS) provides a framework for the sustainable regeneration of the rural economy. The Carmarthenshire LDS is driven by the priorities of the Swansea Bay Economic Regeneration Strategy and shares the same key strategic aims. The LDS effectively builds on the wider regional strategy whilst adapting activities to meet the specific needs of rural Carmarthenshire. The Pumpkin Patch will help contribute towards the following key strategic aims of the LDS:*

**Strategic aim 1: To support business growth, retention and specialisation**

*The project will combine education, health and tourism to attract visitors to the area, and to serve the nearby population, thereby boosting the rural economy.*

*The Pumpkin Patch is an existing cookery and gardening school that is currently being run from the family home in the Tywi Valley. The business has now grown to a point whereby the current facility is too small and is unable to meet the demands of its client base or develop further. The investment in a purpose built cookery school and life skills centre will enable the business to expand & further develop its activities. Growth will allow us to support the objective of increasing job opportunities thus making a more significant mark on the local economy.*

**Strategic aim 2: to support a skilled and ambitious workforce**

*The Pumpkin Patch will help achieve this by working with vulnerable groups including those with special educational needs or social, emotional and behavioural problems by developing their kitchen skills and furthering their knowledge about diet and healthy living. This can also help with attainment by learning relevant facts about different food, where it comes from, how we grow it and what we can do with it.*

*Cooking and gardening, are two skills that have been lost somewhere during the past two generations. Offering gardening (grow your own) and cookery workshops and linking into other related topics including information about food, diet, composting, recycling and the wider global issues relating to food, nutrition and health, both physical and emotional is important within the community.*

*The new facility will also run rural skills courses in specialist areas such as:*

**Exempt under Section 43**

*In addition, the new facility will offer additional skill building courses, run by local experts for the local community. As the Pumpkin Patch expands and offers a wider service to the community we will be in a position to employ and train staff in hospitality, catering and management. It is hoped that The Pumpkin Patch will be able to foster a close working relationship with the nearby tertiary colleges and to promote development of courses or work experience that will allow qualification in the food sector at FE/HE level. This has been recognised as a weakness in the SWOT analysis or rural Carmarthenshire.*

**Strategic aim 3: to seek to maximize job creation and employment prospects**

*There are currently few working opportunities within the White Mill / Nantgaredig area. Expansion of the Pumpkin Patch will certainly allow us the opportunity to offer work within an area that has previously offered nothing more than to work at a local pub or filling station. Development of the redundant cowshed at Allt y Gôg Farm will facilitate the further development of a small local enterprise.*

*Strategic aim 5: to develop the distinctiveness and attractiveness of the area in terms of tourism, business investment and addressing rural poverty*

*One of the key strategic aims of The Carmarthenshire Local Development Strategy is to develop the distinctiveness and attractiveness of the rural area in terms of Business investments and addressing rural poverty. The LDS places priority on investing in business premises as a key focus and in encouraging growth thus ensuring greater opportunity for local people to access employment within their locality. By investing in a new purpose built facility, the Pumpkin Patch will be able to further develop the business and to develop the cookery school and life skills centre to meet the huge demand that they are currently unable to accommodate.*

*In addition, the expansion of the cookery and gardening school and the development of the redundant cowshed will support the distinctiveness and attractiveness of the area in terms of tourism investment as it will attract and engage visitors to the area. The location is adjacent to the agreed site of the new cycle path between White Mill and Nantgaredig which then continues to Llandeilo, and would therefore enhance access to other attractions in the area.*

*As a Welsh speaker herself, Lisa is always eager to encourage Children and adults to feel comfortable and to speak their language of choice. This usually means that classes are bilingual and the Welsh language is promoted and used in most classes and demonstrations. Recipes and signage will be bilingual, and some 'Little Pumpkins' parent and child cookery workshops are already held in Welsh as the children are raised in Welsh homes and attend a Welsh medium Meithrin. The Junior workshops offer a choice of language as we have children who are more comfortable in Welsh while others are non-Welsh speakers.*

*The information provided shows that the project will aim to address the following threats and weaknesses in rural Carmarthenshire:*

*The decline of the Welsh Language*

*Encourage Carmarthenshire to be a tourism destination - not a gateway to Pembrokeshire*

*Prove that a Carmarthenshire micro-business is eager and determined to expand*

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*To offer an attraction which is not weather dependent*

***Encourage people to gain a higher skill level***

***Encourage food production courses in FE/HE***

***Integrated Community Strategy for Carmarthenshire 2011-16***

***The Pumpkin Patch cookery school, café and Life-skills Centre will assist in achieving the following key goals as set out within the Carmarthenshire Integrated strategy:***

***Preventing ill health and encouraging healthy and active living***

***The project will encourage healthy and active living through the provision of workshops for young people, children and parents about where their food comes from and what do with it, how to cook it in a healthy and economical way, the importance of home grown, locally sourced ingredients on their health and well-being as well as on the local economy and the global impact of sourcing local food and reducing waste and the carbon footprint. The activities will at all times encourage people to improve their nutritional health and improving access to health and well-being services to people disproportionately affected by rurality, poverty or disability.***

***Improving the emotional, mental health and well-being of all people in the County***

***At the Pumpkin Patch cookery workshops, the teaching is informal and friendly and several parents have commented on their child's improved attitude and confidence having been part of the regular classes. For some individuals, especially those who do not excel in a school environment, and for those who have experienced negativity and bullying at school, being part of an extra-curricular non-school based group, really adds value to their lives, which way exceeds the life skills acquired as part of the teaching. This can help increase poor self-esteem. The new facility will ensure that all children with special educational needs and additional needs have an appropriate high quality education resource.***

***Improving skills and training to increase employment opportunities for all***

***Expansion of the Pumpkin Patch would without doubt create work in the area. At busy times of day there will be the need for more part time staff, over lunch time etc. and during courses and events. The Pumpkin Patch would be open for business seven days per week. The Pumpkin Patch will also work closely with local colleges and groups to offer traineeships and apprenticeships for young people. The courses offered by The Pumpkin Patch, enable children, young people and adults an opportunity to learn and excel at something that is non-academic, not curriculum***

*based and is a life-skill that appeals to a group in society that does not excel or feel comfortable in a school environment. It is educational, but taught in a fun and safe environment, which is non-challenging and brings rewards to those that have seldom felt capable or proud in what they have achieved at school.*

#### *Developing an Inclusive Society*

*The Pumpkin Patch currently works with children who have special educational needs for social, emotional and behavioural difficulties, many have additional learning needs including autism and learning difficulties. The workshops held at The Pumpkin Patch have assisted the development of the self-esteem and resilience of children, young people and adults. 1:1 cookery sessions with children on the autistic spectrum are held regularly, which assists to build confidence and enables them to feel welcome and valued in the group workshops.*

*Parents have praised the work of The Pumpkin Patch for making their children feel proud and for giving them a sense of worth, which had been missing in their school life for several reasons, including bullying. While The Pumpkin Patch sets out to teach children to garden and cook, they achieve far more than these basic life skills.*

#### *Reducing waste and moving towards becoming a zero-waste county*

*The Pumpkin Patch endeavours to teach life skills alongside the cookery. We view teaching about the minimum generation of food waste and maximum composting as important as cooking. The project will also assist in educating children, developing children and young people's understanding of environmental and global issues.*

#### *Ensuring the promotion of the Welsh language and Welsh culture*

*As a Welsh speaker herself, Lisa is always eager to encourage Children and adults to feel comfortable and to speak their language of choice. This usually means that classes are bilingual and the Welsh language is promoted and used in most classes and demonstrations. Recipes and signage will be bilingual, and some 'Little Pumpkins' parent and child cookery workshops are already held in Welsh as the children are raised in Welsh homes and attend a Welsh medium meithrin. The Junior workshops offer a choice of language as we have children who are more comfortable in Welsh while others are non-Welsh speakers.*

***United Nations Convention on the Rights of the Child / Children and Young People's Plan (CYPP)***

***The Welsh Government has adopted the United Nations Convention on the Rights of the Child as the basis for all its policy work for children and young people since 2004. For the purposes of planning and securing delivery of services, this is expressed in seven core aims, which are at the heart of the Children and Young People's plan and states that all children and young people should:***

- 1. have a flying start in life and the best possible basis for their future growth and development;***
- 2. have access to a comprehensive range of education, training and learning opportunities, including acquisition of essential personal and social skills;***
- 3. enjoy the best possible physical and mental, social and emotional health, including freedom from abuse, victimisation and exploitation;***
- 4. have access to play, leisure, sporting and cultural activities;***
- 5. be listened to, treated with respect, and have their race and cultural identity recognised;***
- 6. have a safe home and a community which supports physical and emotional well-being;***
- 7. not be disadvantaged by child poverty.***

***The CYPP will take responsibility to promote:***

***Good health in the early years and adolescence is a vital contribution to maintaining good health through life; The health and well-being of children is intimately connected with that of their families.***

***The Pumpkin Patch's aim is to give children the start that they deserve. Unfortunately, this is often not achieved at school, or at home. Children need to learn life skills that through the years were taught to them by parents and grandparents. These days there is definitely a skills shortage, and in some cases, parents don't have the required skills, or time, to pass on to the next generation.***

***Cooking and gardening are two skills that have been lost somewhere during the past two generations. Offering gardening (grow your own) and cookery workshops and linking in other related topics and information about food, diet, composting, recycling and the wider global issues relating to food, nutrition and health, both physical and emotional, is important within the community.***

## **Public Health Wales**

***The Five Ways to Wellbeing are a wellbeing equivalent of 'five fruit and vegetables a day'. These are based upon the New Economics Foundation [2008] review of the most up to date evidence of individual actions that promote wellbeing. A key ethos of the Pumpkin Patch is to promote and encourage healthier living using interesting classes including an opportunity for local people to grow their own.***

***We all know what we need to do to protect our health. It's not news that smoking, drinking too much alcohol and being overweight are not good for our health and our future. But we also know it's not always simple to make healthy choices or feel that we even have a choice. We want to work with our partners and communities to make sure we help people make the right choices.***

### **Child Poverty Strategy for Wales (March 2015)**

***The development of this strategy is an opportunity to strengthen our collective efforts on making a difference to the lives of children and young people in Wales, tackling inequalities and improving prospects in adulthood. We believe that the Pumpkin Patch shows linkage to the following delivering objective:***

***Reducing the inequalities which exist in the health, education and economic outcomes of children and families living in poverty, by improving the outcomes of the poorest.***

***The above, all relates to the aims of The Pumpkin Patch works, and how we love to work with groups in the wider community to improve the way children and parents work together. We have put together numerous work programmes to help Mums / Dads and children to work together to foster better relationships and an increased knowledge about food in general, diet and health.***

***Improved, larger premises will allow us to continue to offer these workshops and to market our school further and teach and reach more children in the county. The demand is certainly there, but so far we are unable to meet the demand.***

***The Pumpkin Patch has run courses at Llwynhendy Family Centre, Morfa Integrated Children Centre (Llanelli), Carmarthenshire Healthy Schools Initiative (Carmarthenshire County Council), Looked After Children (LAC), Llanelli; Love Food Hate Waste Campaign (Carmarthenshire County Council), Action for Children, Carmarthen and Women's Aid. These groups will continue to benefit from the new purpose built, easily accessible facility enabling us to better cater for the needs of the individuals.***

## **Food for Wales, Food from Wales 2010 - 2020**

***One Wales, One Planet A New Food and Drink Strategy will help to deliver “a much lower food ecological footprint and much lower greenhouse gas emissions associated with production, processing, distribution and consumption of food in Wales, with minimum generation of food waste, and maximum composting’.***

***The strategy recognises that more widespread knowledge about food, leads to increased consumer empowerment and helps people to understand that their food choices and purchasing habits have important implications for: • their health; • the environment and its resources; • animal welfare; and • the economy.***

***Central to this effort is the Wales-wide adoption of a “whole-school” approach – that is, an approach that embeds the healthy eating message into a wider educational package that stresses the positive links between food, fitness, health and both physical and mental well-being. The Strategy sees positive health and cultural benefits to supporting efforts to develop cooking skills of our children and young people. While there is a role for schools here, it is recognised that other sectors also provide learning and influence behaviour, such as further education, work based learning, youth work, and adult Community Learning. The Strategy also acknowledges the potential positive role of demonstration events at food festivals and farmers’ markets in promoting cooking skills.***

***The facts and strategies highlighted within the document Food For Wales 2010-20, underlines how important food is within the community. At The Pumpkin Patch we endeavour to teach life skills alongside the cookery, we view teaching about the minimum generation of food waste, and maximum composting as important as cooking. During the past few years we have witnessed first-hand the positive effect of our teaching, not only in increased food based knowledge, but in raised levels of self-esteem and a positive influence on behaviour.***

***During demonstrations, we highlight the benefits of using up leftovers, using smaller portions of good quality locally sources produce, and we see the motivation and positive effect that these demonstration lunches and evenings have, which is in total keeping with the statement 'positive role of demonstration events at food festivals and farmers’ markets in promoting cooking skills. Our workshops see children in the most deprived communities (Communities First/ Flying Start) learn to appreciate healthy food, as the learning opportunities are sufficiently stimulating and empowering. This is at the core of The Pumpkin Patch ethos, and this is what we strive to achieve in all the work the work that we do in the community.***

### **Financial & Compliance**

***From the very outset, we have instructed professionals to undertake all the preparatory work for the project.***

***☑ A building surveyor carried out the initial survey, and an architect drew up the initial plans for the renovation.***

***☑ We instructed a bat survey, and various builders' plans for the project and how best to achieve what we need.***

***☑ A quantity surveyor has provided a thorough breakdown of anticipated costs and will upon instruction provide a detailed schedule of work, which will provide significant information to ensure that the builders tendering will be able to fully price the job.***

***As the Cookery School owner, Lisa Fearn is competent and able to supervise the building and creation of the cookery school element of the project. She has sufficient experience and know how to purchase equipment for the school. The building project, however, will require specialist management, so the role of project manager will be undertaken by the architect who has worked on the project from the beginning.***

***The day to day running and management, especially the control aspect will be best carried out by someone on site. As Lisa Fearn lives on site and has a massive involvement in the overall project she will be the eyes and ears for the project manager. This is the best of both worlds, as she will maintain a close involvement on a day to day basis, while all compliance issues will be cleared and signed off by a qualified professional at all necessary stages of the build.***

***As the Pumpkin Patch is an existing business, it will be essential to separate the ongoing costs and expenditure for the existing cookery school from the new project expenditure. This will be achieved either by opening a separate, but linked business account or by meticulous tagging of the 'project expenditure' which will be evident in the bank statements.***

***The Pumpkin Patch already uses a local firm of accountants, which will assist us with the separation of both Pumpkin Patch cash-flow and project funding requirements.***

***All project costs will be referenced as RCDF, a coding system will be put in place to reference RCDF costs from the ongoing day to day running costs of the business.***

***Audit trail: All expenditure will be managed closely, monitored and evidenced by receipts / invoices. Project / build receipts will be filed separately to those of the Pumpkin Patch Cookery & Gardening School. All expenditure will be evident and available for monitoring purposes in the bank statements.***

***We have consulted with a successful local builder for an estimate of cost for each stage of the build. He has provided a breakdown of costs based on the planning application and building regulation plans and discussion with us about the project.***

### **Match Funding**

*The total project cost will be met by the RCDF grant of £128,000 with the remainder, £32,000, from .....Exempt under Section 43.... These funds will be used for the renovation of the barn. In addition, .....Exempt under Section 43....*

*The Business Plan; Profit & Loss Account - Exempt under Section 43; and Cash Forecast & Turnover - Exempt under Section 43 can be found in Annexes 1, 2 and 3 respectively.*

*Estimates of the project cost from both one of the likely future tenderers and a Quantity Surveyor will ensure that the project cost falls within the budget from the RCDF and .....Exempt under Section 43....*

### **Tendering Procedure**

*To obtain the best price and quality, to be delivered within the necessary timescale, we will adhere to the tendering requirements set out in the Tendering and Public Procurement Technical Guidance notes.*

*The planning and building regulation plans, together with architect and quantity surveyor advice will enable us to undertake an effective tendering procedure. As required, we will use the sell2wales website to advertise the work.*

*We are aware of the timescales involved and have considered this when drawing up our timeline for the procurement and build phase.*

*Once tenders have been received we will score each of them to determine the best 'fit' for this project. Each of the bids will be scored against these criteria. We will consider the following:*

- Overall cost**
- Quality of workmanship**
- Availability during the spring /summer 2017**
- Deliverability within the timescale**

### **Budget**

**Grant from RCDF £128,000**

**Match-funding from .....Exempt under Section 43.... £32,000**

**TOTAL BUDGET: £160,000**

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**Procurement - break down of main costs**

*All costs are inclusive of VAT, where applicable*

*The initial professional fees have been incurred following the Stage 1 approval, but before the Stage 2 approval as they were essential to the delivery of the project to meet RCDF requirements. These have been funded in advance by.....Exempt under Section 43. We are aware that we these will be limited to 12% of the total capital expenditure.*

***The Pumpkin Patch Cowshed - Project Cost Estimate***

<b><i>Element</i></b>	<b><i>Cost</i></b>	<b><i>Notes</i></b>
<b><u>All cost figures Exempt under Section 43</u></b>		
<b><i>Demolitions, alterations and site clearance</i></b>		<b><i>General site clearance within the building and to perimeter where levels may require adjusting</i></b>
<b><i>Substructures</i></b>		<b><i>Removal of existing concrete floor and replace with New insulated floor and screed</i></b>
<b><i>External walls</i></b>		<b><i>Allowed removing limewash and new render finish</i></b>
<b><i>Roof structure, coverings and rainwater goods</i></b>		<b><i>Assumed 25% new second hand slates and £2,000 allowance for timber repairs</i></b>
<b><i>Upper floors</i></b>		
<b><i>External doors and windows</i></b>		<b><i>Assumed all to be in softwood and includes decoration and window boards</i></b>
<b><i>Internal partition / wall lining</i></b>		<b><i>Assumed all walls to be lined with external walls in 50mm insulated plasterboard</i></b>
<b><i>Internal doors</i></b>		<b><i>Pine doors and stain allowed</i></b>
<b><i>Stairs and walkway</i></b>		<b><i>£12,000 allowed for walkway</i></b>
<b><i>Floor finishes</i></b>		<b><i>polished cement downstairs and finished timber floors upstairs</i></b>
<b><i>Wall finishes</i></b>		<b><i>Decoration and 10 sq m of wall tiling</i></b>

<b>Ceiling finishes</b>	<b>Insulated plasterboard to sloping ceilings and plasterboard to underside of first floor</b>
<b>Mechanical and Electrical Installations</b>	<b>Allowance of £7.5K for both M&amp;E</b>
<b>Builders work in connection with M&amp;E</b>	<b>Drilling holes making good etc.</b>
<b>Fixtures, fittings, cubicles, shelving and sanitary ware</b>	<b>WC cubicles etc.</b>
<b>External work and drainage</b>	<b>Allowed £2,500 for foul and £1,500 for surface</b>
<b>Incoming services</b>	<b>Assumed there would be a new sub main to the barn and oil supply pipe together with trenching works</b>
<b>Sub-total</b>	
<b>Contractor's Preliminary costs</b>	<b>Scaffolding, access platforms, supervision and travelling. Assumed free use of electric and water</b>

**TOTAL CONSTRUCTION COSTS**                      **Exempt under Section 43**

**Contingency (10% of construction costs )**

**Professional Fees**    **building regs, planning, survey fees(details below)**

**PROJECT COSTS INCL FEES**                      **£135,382**

**VAT**    **£25,322**                      **VAT on construction costs only**

**OVERALL PROJECT COSTS**                      **£160,704**                      **say £160,000**

**Detailed Breakdown of Professional Fees**      **All costs Exempt under Section 43**

**Building Surveyor**

**Architect, Planning Application**                      **(Stage A-D)**

**Planning Application Fee**

**Bat Survey**

**Highways Survey (incl VAT)**

**Quantity Surveyor**

**The Pumpkin Patch Cowshed - Project Cost Estimate**

<b>Element</b>	<b>Cost</b>	<b>Notes</b>
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**All cost figures Exempt under Section 43**

**Architect, Building  
Regulation Application  
/ Tendering (Stage E-H)**

**Architect, letting of building  
contract /managing  
construction / post project  
admin (Stage J-K)**

**TOTAL PROFESSIONAL FEES**

**Exempt under Section 43**

*In order to avoid unnecessary additional costs during the build phase of the project we have decided to instruct a quantity surveyor who provide a schedule of work for the project. This should reduce the chances of incurring 'extras' as additional charges during and at the end of the build.*

*To ease the cash flow situation we will work, pay and claim for work done on a monthly basis, rather than at midpoint and completion. A guide to the cash flow during the project can be found in Annexe 4 ...Exempt under Section 43.*

*Please see the Profit & Loss figures in Annexe 2 for evidence of business profitability and sustainability. ...Exempt under Section 43....*

## **Delivery**

***The Pumpkin Patch is an existing cookery and gardening school that has delivered courses for adults and children from the proprietor's home and garden for 6 years.***

***The Pumpkin Patch has specialised in providing local children the opportunity of growing their own food and learning how to cook it with a huge emphasis on diet and nutrition. Demand for places, and for accommodating larger visiting groups, has now increased and the family kitchen is neither suitable, nor large enough, to effectively house the School.***

***The Project: Renovation of existing redundant cowshed to house a purpose built cookery school, skills centre and coffee shop. The Pumpkin Patch Cookery and Gardening School is an existing business, run from the family kitchen at Allt y Gôg Farm. The rehousing of the School will enable the Pumpkin Patch to offer these enhanced services:***

***☒ Accommodation of children more easily, offering more space (without rearranging the work units). We will be able to offer more workshops at different times of day offering more variety and choice for the customers.***

***☒ Sufficient hand washing facilities in the School area***

***☒ Purpose built storage for coats and bags***

***☒ Sufficient toilet facilities for customers (not use of the family bathroom)***

***☒ Mums and dads will no longer have to disappear during workshops, they will be able to frequent the coffee shop and enjoy some 'child free time' as they wait for their children.***

***☒ Availability of Wi-Fi will allow parents and other visitors to work or enjoy super-fast broadband.***

***☒ Provision of coffee and cake mornings.***

***☒ Regular daytime cookery demonstrations for customers***

***☒ Ability to have guest chefs to add to the range of workshops available at the cookery school***

***☒ Local food producers' demonstrations to encourage 'buy local' campaigns and to promote local producers***

***☒ After school cookery clubs, in Welsh and English to cater for the local demand for workshops in both languages***

**☑ Ample car parking outside, with easy access for wheelchair users and buggies**

**☑ Swap shop for local veg growers or eventually a veg box scheme**

**Where we propose to do it.....**

**The on-site redundant cowshed, which is located less than 20 metres from the house, offers the perfect solution and will enable expansion of the business in a way that will benefit numerous local children, teens, adults and community groups within the area.**

**To date, Lisa (who runs the cookery and gardening school) has already provided excellent bespoke workshops for a range of groups within Carmarthenshire and beyond. The expansion of the facilities will enable The Pumpkin Patch to develop the experience for clients by providing an enhanced programme of activities and enable larger groups to utilise the Facility. See building and planning application plans annexed.**

**How we propose to do it...**

**The existing open-plan interior of the property lends itself quite willingly to the proposed plan to renovate into a cookery school. The existing cowshed is adjacent to the current location for The Pumpkin Patch at Allt y Gôg Farm.**

**When we propose to do it...**

**Following a successful application, we anticipate starting the project at the beginning of February. With a total build duration of 6 months, and a further 6 months to fully complete the project. Please see timeline below.**

**Beginning 31st Jan 2016 Expression of Interest submitted**

**Month 1 May 2016 Approval of EOI - approval to proceed to 2nd Stage**

**Month 6 31st Oct 2016 2nd Stage Application**

**Month 9 31st Jan 2017 2nd Stage Approval**

**Month 10/11 Feb-Mar 2017 Procurement**

**Month 12-17 Apr-Sept 2017 Delivery & Building on site**

**Month 18/19 Sep-Oct 2017 Final snagging and post-construction work**

**Month 24 June 2018 Final claim**

### ***Duration of the project:***

***It is anticipated that the built itself will take approximately 6 months. Once the builders are off site we anticipate needing an additional 6 months to finalise snagging and to ensure that everything is signed off and for the final claim to be processed.***

***Following most builds and renovations, it's natural that we will have a 'snagging list', this will be dealt with and actions taken to remedy any faults and failings.***

***The timetable has been determined by the project itself and the work which will need to be completed. The build / renovation itself is reasonably straight forward, though obviously we could encounter complications caused by unforeseen problems, for which we have allowed a reasonable contingency sum. Some of the potential complications and key threats to the project are listed in the Risk Assessment table below. Having considered all these and other risks, we are confident that there is very little that would cause significant changes to either the timescale or the cost of the project.***

### ***Tendering Procedure***

***To obtain the best price and quality, to be delivered within the necessary timescale, we will adhere to the tendering requirements set out in the Tendering and Public Procurement Technical Guidance notes.***

***The planning and building regulation plans, together with architect and quantity surveyor advice will enable us to undertake an effective tendering procedure. As required, we will use the sell2wales website to advertise the work.***

***We are aware of the timescales involved and have considered this when drawing up our timeline for the procurement and build phase.***

***Once tenders have been received we will score each of them to determine the best 'fit' for this project. Each of the bids will be scored against these criteria. We will consider the following:***

***☐ Overall cost***

***☐ Quality of workmanship***

***☐ Availability during the spring /summer 2017***

***☐ Deliverability within the timescale***

Planning permission *Ref: W/34462 is pending*

***The Planning Authority, Carmarthenshire County Council, has advised that the application will be recommended for approval at a Planning Committee Meeting on 10th Nov 2016.***

High-level Risk Register

What is the risk?	What is the likelihood of it happening?	What would the consequences be if it did happen?	What might avoid it happening or, how might the effect be reduced?
<b><i>Inclement weather throughout early spring could delay the building work</i></b>	<b><i>Medium</i></b>	<b><i>We would be unable to meet the anticipated end date for the building work</i></b>	<b><i>Anticipate some severe wet weather and build this into the timescales.</i></b>
<b><i>Complication with the build due to unforeseen problems with the cowshed</i></b>	<b><i>Medium</i></b>	<b><i>Escalation of the cost of build and /or additional work requiring additional time/ funds</i></b>	<b><i>Requiring potential builders to make a full survey and cost analysis prior to accepting any proposals tenders</i></b>
<b><i>Failure to achieve deliveries on time</i></b>	<b><i>Medium</i></b>	<b><i>Delay to project build work</i></b>	<b><i>Ensure use of reputable companies to supply the project and are clear of the design specification from the outset</i></b>

Key Assumptions:

The project is dependent on

- Adhering to building regulations requirements.
- Delivery of materials to be on time
- Builders to be committed and trustworthy

We would be unable to meet the anticipated end date for the building work

***Consequences of the funding not being available***

***Should we be unsuccessful in this application, The Pumpkin Patch Cookery and Gardening School would continue to work within the confined space of the family kitchen at Allt y Gôg Farm. We would be unable to accommodate larger groups for demonstration purposes and Supper Clubs and we would have limited space for business growth. Our ambitions to open an internet coffee shop for the community and parents to enjoy while the children cook would not be possible.***

## **Project Management**

***The Pumpkin Patch will use all the relevant resources in order to successfully deliver the project and achieve the proposed outputs and results. Please see below the project implementation plan to show all the activities and resources committed.***

***Lisa Fearn of the Pumpkin Patch, has the personal ability to deliver the 'cookery school' aspect of the project, which includes overseeing the installation of the kitchen and cookery equipment.***

***The overall responsibility to deliver the project will be shared between a team of qualified individuals and teams that are more highly skilled than the project manager.***

***Each part of the project will engage different personnel offering different speciality.***

***Architect & Building Surveyor. A local architect has already been instructed to produce the outline drawings for the planning application for the redevelopment. He has also provided building regulation plans for the project. This is specialised work that was needed which enabled us to embark on the project.***

***Project Manager. The role of project manager will be undertaken by the architect who has worked on the project from the beginning.***

***The day to day running and management, especially the control aspect, will be best carried out by someone on site. As Lisa Fearn lives on site and has a massive involvement in the overall project she will be the eyes and ears for the project manager. This is the best of both worlds for us both, as Lisa Fearn will maintain a close involvement on a day to day basis, while all compliance issues will be cleared and signed off by a qualified professional at all necessary stages of the build.***

***Quantity Surveyor. To provide a full schedule of works in addition to plans and drawings provided by the architect. This will give potential builders full knowledge of the work required and will therefore enable a more accurate costing for the build. This will minimise additional unforeseen costs arising during the build.***

***Operational skills – Builders. To carry out and manage the build / renovation right through to completion. The building firm instructed to carry out the work will in turn use plumbers, electricians, flooring experts, carpenters, to carry out work requiring technical skills.***

***Financial skills – Lisa Fearn, a former bank manager and owner of the cookery school, will manage the day to day monitoring of the account with additional assistance from the Pumpkin Patch accountant and Bank Manager as necessary.***

***Personnel skills – Project manager & Lisa Fearn (cookery school owner)***

***Communication skills – project manager and Pumpkin Patch Cookery School***

***In addition to the building work required for the renovation and the creation of the cookery school, we will need to ensure that we are compliant with all the necessary***

***regulations and insurances. We are in discussion with various departments within the County Council to ensure that we are aware of all the regulation concerning the following:***

***☒ Environmental policy (waste products),***

***☒ Contracts of employment***

***☒ Food Hygiene requirements***

***☒ Insurances***

***☒ Disclosure for all staff***

## **Value for Money**

**Before embarking on the current project The Pumpkin Patch Cookery & Gardening School considered several alternative options. As the School had outgrown the current accommodation at the family home, it was necessary to consider other options and we began looking and considering expansion and rehousing of the business during the summer of 2014.**

**Finding suitable premises with parking and the space for both a cookery school and a coffee shop proved difficult and town rental costs combined with the business rates were beyond the reach of a small but growing cookery school.**

**This, combined with the opening of several large successful chain coffee shops made predicting the demand for coffee complicated and, fearful of the business identify, which served the rural community, The Pumpkin Patch decided to remain 'out of town' with low overheads and trusted customer base. Since then, the demand has further grown, and the Pumpkin Patch has become a recognised and known cookery school in the area.**

**With redundant agricultural sheds available to us, it seemed appropriate to renovate one of the sheds to further expand the business. The current location of the cookery school is part of it's charm, and the rural surroundings enable the gardening aspect of the school to take place. Children and adults love the use of freshly harvested fruit and vegetables in the workshops and foraging for wild fruits and nuts in the autumn is what make the school what it is. This would not have been possible had we moved to a town location. Renovation of the cowshed at the existing location was considered the best option.**

**Having discussed various options with electricians & builders and had a detailed estimation of costs from a quantity surveyor, we have estimated the costs to be as follows, and within the £160,000 maximum project cost. The main consideration was given to the main building costs as fittings and fixtures can easily be modified and simplified to control spending at a later date, if necessary.**

### **The Pumpkin Patch Cowshed - Project Cost Estimate**

<b>Element</b>	<b>Cost</b>	<b>Notes</b>
<b><u>All cost figures Exempt under Section 43</u></b>		
<b>Demolitions, alterations and site clearance adjusting</b>		<b>General site clearance within the building and to perimeter where levels may require adjusting</b>
<b>Substructures</b>		<b>Removal of existing concrete floor and replace with new insulated floor and screed</b>
<b>External walls</b>		<b>Allowed for removing limewash and new render finish</b>

<b>Roof structure, coverings and rainwater goods</b>	<b>Assumed 25% new second hand slates and £2,000 allowance for timber repairs</b>
<b>Upper floors</b>	
<b>External doors and windows</b>	<b>Assumed all to be in softwood and includes decoration and window boards</b>
<b>Internal partitions and wall linings</b>	<b>Assumed all walls to be lined with external walls in 50mm insulated plasterboard</b>
<b>Internal doors</b>	<b>Pine doors and stain allowed</b>
<b>Stairs and walkway</b>	<b>£12,000 allowed for walkway</b>
<b>Floor finishes</b>	<b>Polished cement downstairs and finished timber floors upstairs</b>
<b>Wall finishes</b>	<b>Decoration and 10 sq m of wall tiling</b>
<b>Ceiling finishes</b>	<b>Insulated plasterboard to sloping ceilings and plasterboard to underside of first floor</b>
<b>Mechanical and Electrical Installations</b>	<b>Allowance of £7.5K for both M&amp;E</b>
<b>Builders work in connection with M&amp;E</b>	<b>Drilling holes making good etc.</b>
<b>Fixtures, fittings, cubicles, shelving and sanitary ware</b>	<b>WC cubicles etc.</b>
<b>External work and drainage</b>	<b>Allowed £2,500 for foul and £1,500 for surface</b>
<b>Incoming services</b>	<b>Assumed there would be a new sub main to the barn and oil supply pipe together with trenching works</b>
<b>Sub-total</b>	
<b>Contractor's Preliminary costs</b>	<b>Scaffolding, access platforms, supervision and travelling. Assumed free use of electric and water</b>
<b>TOTAL CONSTRUCTION COSTS</b>	<b><u>Exempt under Section 43</u></b>
<b>Contingency (10% of construction costs )</b>	
<b>Professional, building regs, planning and survey fees (details below)</b>	
<b>PROJECT COSTS INCL FEES</b>	<b>£135,382</b>

<i>Element</i>	<i>Cost</i>	<i>Notes</i>
<i>VAT</i>	<i>£25,322</i>	<i>VAT on construction costs only</i>
<i>OVERALL PROJECT COSTS</i>	<i>£160,704</i>	<i>say £160,000</i>

All cost figures Exempt under Section 43

***Detailed Breakdown of Professional Fees***

***Building Surveyor***

***Architect, Planning Application (Stage A-D)***

***Planning Application Fee***

***Bat Survey***

***Highways Survey (incl VAT)***

***Quantity Surveyor***

***Architect, Building Regulation Application / Tendering (Stage E-H)***

***Architect, letting of building contract /managing construction / post project admin (Stage J-K)***

***TOTAL PROFESSIONAL FEES      Exempt under Section 43***

***To assist with the cash flow we anticipate taking a monthly stock of progress, to be invoiced monthly and to submit monthly claim for payment.***

***The RCDF will provide 80% of the cost of the project, amounting to £128,000 and this will be match funded by a 20% contribution, amounting to £32,000 which will be made available in a 'project account'. This will be used to make part payments for the build work as the project proceeds.***

***To obtain the best price and quality, to be delivered within the necessary timescale, we will adhere to the tendering requirements set out in the Tendering and Public Procurement Technical Guidance notes.***

***The planning and building regulation plans, together with architect and quantity surveyor advice will enable us to undertake an effective tendering procedure. As required, we will use the sell2wales website to advertise the work.***

***We are aware of the timescales involved and have considered this when drawing up our timeline for the procurement and build phase.***

***Once tenders have been received we will score each of them to determine the best 'fit' for this project. Each of the bids will be scored against these criteria. We will consider the following:***

***☒ Overall cost***

***☒ Quality of workmanship***

***☒ Availability during the spring /summer 2017***

***☒ Deliverability within the timescale***

### **Indicators and Outcomes**

**The existing cowshed at Allt y Gôg Farm has been unused, other than for storage and seasonal agricultural purposes for over 16 years. It is a large, mainly open plan space that was used to house cattle when the farm was run as a dairy farm by previous owners. The ground floor space is 198 sq m and we aim to add a further 84 sq m as a proposed second floor when the building is renovated.**

**The refurbished building will house the cookery school and the coffee shop.**

**The project seeks to fulfil the following 4 Indicators and Outcomes:**

- 1. Jobs Accommodated**
- 2. Premises created or refurbished**
- 3. Enterprise Accommodated**
- 4. Enterprise financially supported**

**Further details for each are set out below:**

#### **Jobs accommodated – 4.5**

**The rehousing of the Pumpkin Patch cookery school to the cowshed, will enable the business to grow and expand. We have already expanded the business into new areas and are now limited by space and the facilities offered in the home. Toilet facilities are restricting, access to the kitchen is far from ideal, and the kitchen itself limits the number of children able to attend workshops and being in the family home restricts the number of workshops on offer. Group numbers have to be kept below 16 and as a result the business can no longer expand. To date the business has been run by Lisa alone, with an additional part time assistant during workshops.**

**When the cookery school relocates to the cowshed, the business will be in a position to offer an increased number of cookery workshop for all ages. Each workshop will be able to accommodate more children, and Mums and Dads will be able to frequent the coffee shop, purchase take away meals, book further classes etc. This will increase the turnover considerably and as a result will lead to further jobs being created.**

**We will need:**

- ☒ A Cookery School Assistant for each workshop (1 part time)**
- ☒ A resident Chef for the kitchen to assist with the take away meal service and the catering for the coffee shop and pop up supper club (1 full time or 2 part time equivalent)**
- ☒ A Coffee Shop Manager (1 full time & 1 part time or 3 part time equivalent)**
- ☒ Coffee Shop Assistant / Kitchen Assistant (1 full time & 1 part time or 3 part time equivalent)**

***There will be a need for a full time and a part time member of staff for most positions, as the opening hours are longer than the usual full time hours of 35 hours.***

***We will be open 7 days per week and will open between:***

***9am and 7pm mid-week.***

***10am and 5pm on Saturday and Sundays***

***This amounts to 64 hours per week.***

***We will need the equivalent of 4.5 staff members from the very outset, and will need considerably more as we experience seasonal peaks in the coffee shop and business growth as the cookery school and café become more established.***

***Evidence provision – job specs and contracts of employment***

***Strategic aim 3: to seek to maximize job creation and employment prospects***

***The information provided shows that the project will aim to address the following threats and weaknesses in rural Carmarthenshire:***

- ☒ The decline of the Welsh Language***
- ☒ Encourage Carmarthenshire to be a tourism destination - not a gateway to Pembrokeshire***
- ☒ Prove that a Carmarthenshire micro-business is eager and determined to expand***
- ☒ To offer an attraction which is not weather dependent***
- ☒ Encourage people to gain a higher skill level***
- ☒ Encourage food production courses in FE/HE***

***Premises created or refurbished - 1***

***The existing redundant cowshed is in need of renovation and The Pumpkin Patch Cookery and Gardening School is desperate for larger premises. The proposed refurbishment of the cowshed seems the obvious solution to two problems. The proposed sympathetic refurbishment into a rural skills centre and cookery school is a very definite and measurable outcome.***

***Evidence provision: Before and after photographs, plans and drawings***

***Enterprise Accommodated - 1***

***The Pumpkin Patch cookery and gardening school will be rehoused in the agricultural building on site.***

***Evidence Provision: Before and after photographs, plans and drawings***

***Enterprise financially supported - 1***

***Without the provision of the grant, we would be unable to afford the redevelopment of the shed, and the cookery school would be forced to remain in the family home or move into Carmarthen town to occupy other premises.***

***Evidence Provision: Bank Statements and successful application***

### ***Suitability of Intervention***

***The Pumpkin Patch Cookery and Gardening school is the only cookery school in Carmarthenshire. It has been established since 2009 and has grown and expanded at a steady, manageable pace. The work carried out within the community, for the local and County Councils, and private organisations is not offered by any other business in the area.***

***We have a vast experience in teaching a wide range of ages, of different abilities and with different needs, budgets and requirements. Expansion into better and larger premises will not affect or impose a threat to any other local businesses.***

### ***Mission and Vision of The Pumpkin Patch***

***One of the original aims of the cookery school was to EDUCATE children about food and diet, where it comes from, how we grow it, and what we can do with it. It's not all sugar and sprinkles at The Pumpkin Patch, we grow and harvest our vegetables and we teach about traditional and wholesome family food. Food that sustains and feeds us.***

### ***What We Offer at The Pumpkin Patch***

***The Pumpkin Patch is often regarded as a recreational attraction, allowing children and adults of all ages to further their interest in food and cookery, which is a huge pass-time and feature for TV companies at the moment; cooking and baking is definitely fashionable.***

***The Pumpkin Patch, however, takes pride in offering more than just a cupcake workshop, and a finger licking experience. When appropriate, The Pumpkin Patch teaches about the energy that food contains and the benefits of good food and nutrition, as well as teaching about food hygiene and safe cutting and cooking methods.***

***Numeracy and literacy are discussed while children weigh and prep their ingredients. The difference between a currant and a current, and how they differ from raisins and sultanas, and where they grow in the world is an important part of a Pumpkin Patch workshop.***

### ***Healthy Eating & Nutrition***

***Children and parents alike LEARN new and interesting relevant facts about food and cookery. In so doing, we have a significant role to play in the health and the education of those that attend and we wish to further this role by offering more workshops and The Pumpkin Patch experience to more people in the area, through larger premises.***

*Long term, this knowledge should affect the way we eat and cook, which in turn will filter through to the next generation, with improved health. The Pumpkin Patch has already worked with several groups and initiatives which enable those on low incomes and from deprived areas (Communities First Areas) to benefit from the workshops we offer. Statement children, the aged and young families with child - parent relationship problems have all found the sessions useful and requested return visits as larger groups, which cannot currently be accommodated.*

#### ***Cooking & Gardening***

*Cooking and gardening are two skills that have been lost during the past two generations. Offering gardening (grow your own) and cookery workshops and linking into other related topics including information about food, diet, composting, recycling and the wider global issues relating to food, nutrition and health, both physical and emotional is important within the community.*

*As The Pumpkin Patch strives to educate people about the benefits of healthy eating, it uses traditional Welsh recipes that have been handed down through the generations. When possible we try to use local or Welsh ingredients in our recipes.*

*The Cookery School has grown well in its current location. The customer base has been supportive and customers have embraced the 'relaxed family' nature of the business. The use of our farmhouse kitchen and the homely nature of the Pumpkin Patch is part of our unique selling point. Despite moving to a purpose built premises, we will endeavour to re-create our kitchen atmosphere within the school. Commercial, stainless steel and clean lines will exist in the 'kitchen' while the 'cookery school room' will continue to have a more relaxed atmosphere, warmer colours and softer lines making children and adults more relaxed and therefore, more receptive to learning.*

#### ***What we aim to do, Our Aims***

##### ***Encouraging healthy eating and active living***

*The project will encourage healthy and active living through the provision of workshops for young people, children and parents about where their food comes from and what do with it, how to cook it in a healthy and economical way, the importance of home grown, locally sourced ingredients on their health and well-being as well as on the local economy and the global impact of sourcing local food and reducing waste and the carbon footprint. The activities will at all times encourage people to improve their nutritional health and improving access to health and well-being services to people disproportionately affected by rurality, poverty or disability.*

##### ***Building confidence in young people (and the not so young!)***

*At the Pumpkin Patch cookery workshops, the teaching is informal and friendly and several parents have commented on their child's improved attitude and confidence following attendance at regular classes. For some individuals, especially those who do not excel in a school environment or for those who have experienced negativity and*

***bullying at school, being part of an extra-curricular non-school based group, really adds value to their lives. What they gain is way more than the life skills acquired as part of the teaching. This can help reduce poor self-esteem.***

***The new facility will ensure that all children with special educational needs and additional needs have an appropriate high quality educational resource, and this is important to us. We hope to make this available to as many individuals and groups as possible.***

#### ***Improving skills and training for young people***

***The Pumpkin Patch hopes to work closely with local colleges and groups in order to offer traineeships and apprenticeships for young people. The courses offered by The Pumpkin Patch, enable children, young people and adults an opportunity to learn and excel at something that is non-academic, not curriculum based and is a life-skill that appeals to a group in society that does not excel or feel comfortable in a school environment.***

***It is educational, but taught in a fun and safe environment, which is non-challenging and brings rewards to those that have seldom felt capable or proud in what they have achieved at school.***

#### ***Working with Support organisations***

***The Pumpkin Patch currently works with children who have special educational needs for social, emotional and behavioural difficulties, many have additional learning needs including autism and learning difficulties.***

***The workshops held at The Pumpkin Patch have assisted the development of the self-esteem and resilience of children, young people and adults. 1:1 cookery sessions with children on the autistic spectrum are held regularly, which assists to build confidence and enables them to feel welcome and valued in the group workshops.***

***Parents have praised the work of The Pumpkin Patch for making their children feel proud and for giving them a sense of worth, which had been missing in their school life for a number of reasons, including bullying. While The Pumpkin Patch sets out to teach children to garden and cook, they achieve far more than these basic life skills.***

#### ***Encouraging an eco-friendly outlook – being environmentally friendly***

***The Pumpkin Patch endeavours to teach life skills alongside the cookery. We view teaching about the minimum generation of food waste and maximum composting as important as cooking. The project will also assist in educating children, developing children and young people's understanding of environmental and global issues.***

#### ***Celebrating our Welsh language and culture***

***As a Welsh speaker herself, Lisa is always eager to encourage Children and adults to feel comfortable and to speak their language of choice. This usually means that classes are bilingual and the Welsh language is promoted and used in most classes***

*and demonstrations. Recipes and signage will be bilingual, and some 'Little Pumpkins' parent and child cookery workshops are already held in Welsh as the children are raised in Welsh homes and attend a Welsh medium Meithrin.*

*The Junior workshops offer a choice of language as we have children who are more comfortable in Welsh while others are non-Welsh speakers.*

*The Pumpkin Patch's aim is to give children the start that they deserve. Unfortunately, this is often not achieved at school, or at home. Children need to learn life skills that through the years were taught to them by parents and grandparents. These days there is definitely a skills shortage, and in some cases, parents don't have the required skills, or time, to pass on to the next generation.*

*Cooking and gardening are two skills that have been lost somewhere during the past two generations. Offering gardening (grow your own) and cookery workshops and linking in other related topics and information about food, diet, composting, recycling and the wider global issues relating to food, nutrition and health, both physical and emotional, is important within the community.*

*A key ethos of the Pumpkin Patch is to promote and encourage healthier living through the use of interesting classes including an opportunity for local people to grow their own*

*It's not news that smoking, drinking too much alcohol and being overweight are not good for our health and our future. But we also know it's not always simple to make healthy choices or feel that we even have a choice. Education is key, we need to know the facts, we need to learn how to change; this will enable us to make the right choices. The Pumpkin Patch gives people the fact that they need to make these choices.*

*We want to boost our local community*

*The project will combine education, health and tourism to attract visitors to the area, and to serve the nearby population, thereby boosting the rural economy.*

*The Pumpkin Patch is an existing cookery and gardening school that is currently being run from the family home in the Tywi Valley. The investment in a purpose built cookery school and life skills centre will enable the business to expand & further develop its activities. Growth will allow us to support the objective of increasing job opportunities thus making a more significant mark on the local economy.*

*Working with Support Groups*

*The Pumpkin Patch will work with vulnerable groups in the community including those with special educational needs or social, emotional and behavioural problems by developing their kitchen skills and furthering their knowledge about diet and healthy living. The larger facility will enable us to accommodate larger groups, & allow disabled access to all parts of the school. We will be able to tailor our workshops to their needs by offering private rooms for those needing a quieter environment for learning.*

***Cooking and gardening, are two skills that have been lost somewhere during the past two generations. Offering gardening (grow your own) and cookery workshops and linking into other related topics including information about food, diet, composting, recycling and the wider global issues relating to food, nutrition and health, both physical and emotional is important within the community.***

***The new facility will also run rural skills courses in specialist areas such as:***

**Exempt under Section 43**

***In addition, the new facility will offer additional skill building courses, run by local experts for the local community. As the Pumpkin Patch expands and offers a wider service to the community we will be in a position to employ and train staff in hospitality, catering and management. It is hoped that The Pumpkin Patch will be able to foster a close working relationship with the nearby tertiary colleges and to promote development of courses or work experience that will allow qualification in the food sector at FE/HE level. This has been recognized as a weakness in the SWOT analysis or rural Carmarthenshire.***

***We want to offer Jobs within the area***

***There are currently few working opportunities within the White Mill / Nantgaredig area. Expansion of the Pumpkin Patch will allow us the opportunity to offer work within an area that has previously offered nothing more than to work at a local pub or filling station. Development of the redundant cowshed at Allt y Gôg Farm will facilitate the further development of a small local enterprise.***

***In addition, the expansion of the cookery and gardening school and the development of the redundant cowshed will support the distinctiveness and attractiveness of the area in terms of tourism investment as it will attract and engage visitors to the area. The location is adjacent to the agreed site of the new cycle path between White Mill and Nantgaredig which then continues to Llandeilo, and would therefore enhance access to other attractions in the area.***

***The new school will be able to***

- ☑ Accommodate children more easily, offering more space (without rearranging the work units)***
- ☑ Offer more workshops at different times of day offering more variety and choice for the customers.***
- ☑ Have sufficient hand washing facilities in the school area***
- ☑ Provide purpose built storage for coats and bags***
- ☑ Enable access to safe, out of reach, hob facilities - safer for younger chefs, great for use by older children. We will longer need mobile induction hobs.***
- ☑ Provide sufficient toilet facilities for customers (not use of the family bathroom)***
- ☑ Provide added value. Mums and Dads will no longer have to disappear during workshops; they will be able to frequent the coffee shop and enjoy some 'child free time' as they wait for their children.***

- ☒ Make Wi-Fi available, for parents to work or end other visitors to enjoy super-fast internet.***
- ☒ Provide coffee and cake mornings.***
- ☒ Facilitate regular daytime cookery demonstrations for customers***
- ☒ Accommodate guest chefs to add to the range of workshops available at the cookery school***
- ☒ Provide local food producers' demonstrations to encourage 'buy local' campaigns and to promote local producers***
- ☒ Timetable after-school cookery clubs in Welsh and English, to cater for local demand for workshops in both languages***
- ☒ Give ample car parking outside, with easy access for wheelchair users and buggies***
- ☒ Provide a swap shop for local veg growers or eventually a veg box scheme***

### ***Ensuring the promotion of the Welsh language and Welsh culture***

***Both languages are used in all workshops are currently offered. With the opportunity to be open longer and offer more workshops, we will be in a position to offer Welsh / English only workshops. This will be especially true for pre-school workshops such as the 'Little Pumpkins' classes, designed for the under 6 age group. This will be beneficial for the young pre-school learners and for their parents / carers who will gain confidence in the language and offer a Welsh learning environment.***

***As a Welsh speaker herself, Lisa is always eager to encourage Children and adults to feel comfortable and to speak their language of choice. This usually means that classes are bilingual and the Welsh language is promoted and used in most classes and demonstrations. Recipes and signage will be bilingual, and some 'Little Pumpkins' parent and child cookery workshops are already held in Welsh as the children are raised in Welsh homes and attend a Welsh medium meithrin. The Junior workshops offer a choice of language as we have children who are more comfortable in Welsh while others are non-Welsh speakers.***

***The information provided shows that the project will aim to address the following threats and weaknesses in rural Carmarthenshire:***

- ☒ The decline of the Welsh Language***
- ☒ Encourage Carmarthenshire to be a tourism destination - not a gateway to Pembrokeshire***
- ☒ Prove that a Carmarthenshire micro-business is eager and determined to expand***
- ☒ To offer an attraction which is not weather dependent***
- ☒ Encourage people to gain a higher skill level***
- ☒ Encourage food production courses in FE/HE***

### ***Sustainable Development***

***The redundant cowsheds at Allt y Gôg Farm will be sympathetically restored to create a cookery school that will sit perfectly and beautifully in the Towy Valley. The frontage will remain exactly as it was built many years ago; openings and windows will remain the same. The Welsh purple slate will remain in the roof and, as far as possible, we will endeavour to create an eco-friendly building and an equally environment friendly business.***

***As a cookery school and rural skills centre we will encourage composting, recycling and a care for our surroundings. The gardening aspect of the school will encourage children and adults to grow their own fruit & vegetables, to forage safely and to be aware of the seasons and the countryside around them.***

***The building will require low energy for heating, and will be well insulated.***

#### ***Tackling Poverty and Social Exclusion***

***The Pumpkin Patch will promote social inclusion and address issues relating to rural poverty by providing a purpose-built facility aimed at improving health and wellbeing through cookery, diet and nutrition classes.***

***The facility will also act as a community hub providing a meeting place for local groups to reduce isolation within rural areas.***

***The project will also contribute towards improving the quality of life for local people by enabling access to facilities aimed at educating children and local people about food, diet, and nutrition; a meeting place for local community groups to access to ICT; as well as act as a rural skills resource delivering training in specialist areas such as charcuterie and bee-keeping.***

***Cooking and gardening are two skills that have been lost somewhere during the past two generations. Offering gardening (grow-your-own) and cookery workshops and linking into other related topics including information about food, diet, composting, recycling and the wider global issues relating to food, nutrition and health (both physical and emotional) is important within the community. As The Pumpkin Patch strives to educate people about the benefits of healthy eating, it uses traditional Welsh recipes that have been handed down through the generations.***

#### ***Statements of special educational needs for social, emotional and behavioural difficulties***

***The Pumpkin Patch has already worked with several groups and initiatives which enable those on low incomes and from deprived areas (Communities First Areas) to benefit from the workshops we offer.***

***Statemented children, the aged and young families with child-parent relationship problems have all found the sessions useful and requested return visits as larger groups, which cannot currently be accommodated. In addition, many have additional learning needs including autism and learning difficulties. Teaching these children is especially rewarding, though considerable planning is needed to ensure the workshop is rewarding for them also.***

***Teachers have not been able to bring children to The Pumpkin Patch, given the existing facilities, but have been extremely complimentary about the way Lisa meets and interacts with the children within the school. To date, The Pumpkin Patch has had to visit such groups at their location.***

*Receiving groups has always proved difficult, as the location can only accommodate a small number of visitors, and the toilet facilities are limited. However, the 'out and about' workshops are also restricted by the on-site facilities offered by the host. Kitchen facilities and space at the venue is sometimes equally restraining and the Project will enable an ideal location to be provided at The Pumpkin Patch, to offer a full package.*

*The children's needs would be better met by a cookery school and life skills centre that would allow the children to learn in a new location, as it is often the school environment that instigated the negative behaviour. Through teaching a non-examined subject in a non-school environment, children learn and develop well.*

*A larger unit would enable current services to be extended without being constrained by the cookery school being run in the family home.*

*The aforementioned groups of individuals within the community have already benefited from attending the workshops available; however, these and other groups and individuals have expressed an interest in attending, but are currently unable to be accommodated due to a lack of space and inadequate facilities.*

*Support agencies that have benefited from The Pumpkin Patch Cookery School*

*Morfa and Llwynhendy Children's Centre*

*The Pumpkin Patch brought young children and their parents together to enjoy spending time together. Working together brought families closer together and allowed them to spend quality time together providing, promoting and encouraging parenting skills. This was achieved through the teaching of healthy eating and cooking together. Parents and teachers were amazed at the response and what was achieved. Young children were excited to take part and small successes, for which they were praised, made them proud and confident.*

*Communities First, Llanelli*

*Lisa has worked with a range of children in deprived areas. A particular focus has been on working with family groups, with an emphasis on healthy eating on a budget, where difficult to reach adults tend to be enthused by and learn from their children.*

*MENCAP*

*Previous bespoke courses have allowed young adults the chance to develop skills in the kitchen, which have enabled them to become self-sufficient and able them to fend for themselves.*

*Equality of Opportunity & Gender Mainstreaming*

*The rehousing of the cookery school offers a vital opportunity for The Pumpkin Patch to expand and grow the business. The larger, purpose built, safe environment of a new School will enable us to expand the range of workshops available to all groups in the community. We will offer an increased number of workshops, demonstrations and*

*the running of an internet café / coffee shop and healthy family meal take-away provision.*

*The Pumpkin Patch has already worked with several groups and initiatives which enable those on low incomes and from deprived areas (Communities First Areas) to benefit from the workshops we offer. Stated children, the aged and young families with child-parent relationship problems have all found the sessions useful and requested return visits as larger groups, which cannot currently be accommodated. Further information on the work with these groups are set out below:*

*Communities First, Llanelli & Women's Aid, Carmarthen*

*Lisa has worked with a range of children in deprived areas. A particular focus has been on working with family groups, with an emphasis on healthy eating on a budget, where difficult to reach adults tend to be enthused by and learn from their children.*

*50+ Forum*

*Lisa has recently advised the 50+ Group about healthy eating on a modest budget.*

*LAC (Looked After Children), Llanelli*

*Allowing young people the opportunity to learn useful life skills, in a relaxed friendly environment, removed from the pressure of their everyday lives.*

*MENCAP*

*Previous bespoke courses have allowed young adults the chance to develop skills in the kitchen, which have enabled them to become self-sufficient and able them to fend for themselves.*

*Making our teaching facility available to all groups in society*

*The Pumpkin Patch currently works with children who have special educational needs for social, emotional and behavioural difficulties; many have additional learning needs including autism and learning difficulties. The workshops held at The Pumpkin Patch have assisted the development of the self-esteem and resilience of children, young people and adults.*

*1:1 cookery sessions with children on the autistic spectrum are held regularly, which assists to build confidence and enables them to feel welcome and valued in the group workshops.*

*Parents have praised the work of The Pumpkin Patch for making their children feel proud and for giving them a sense of worth, which had been missing in their school life for a number of reasons, including bullying. While The Pumpkin Patch sets out to teach children to garden and cook, they achieve far more than these basic life skills.*

*Community Groups The Pumpkin Patch serves Groups such as the WI (Women's Institute), Merched Y Wawr and Welsh language community groups, Community Gardening / Allotment Groups*

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*Several groups in the area meet on a monthly basis and are always on the lookout for somewhere interesting and different to visit. Over the past few years an increasing number of local, and not so local, groups have visited The Pumpkin Patch for a demonstration evening and pop-up supper night.*

*Recently, several larger groups have been turned away due to lack of kitchen preparation space as well as insufficient tables and chairs to cater for the groups. A commercial kitchen will allow The Pumpkin Patch to cater for these larger groups and the open space and coffee shop area will enable us to offer sufficient space for the larger community groups, especially those who wish to invite spouses and friends to join for the evening*

### **Digital Inclusion**

*There are key individuals who are more likely to be digitally excluded, including older and disabled people; those living in social housing; the unemployed and working age economically inactive. Latest data from the National Survey for Wales 2014-15 tells us that 19% of individuals in Wales are not online*

*The internet provision at the café will allow local residents and business to access the fastest internet available in the area. Superfast Broadband has been installed to our local exchange in Nantgaredig. We would therefore be in a position to maximise on this by offering Wifi and computer access to local people who either do not have access to a computer or the skills to enable them to access services on-line.*

*More crucial to the slightly ageing population of the Abergwili, Whitemill and Nantgaredig area is the provision of internet and search engines without the encumbering hassle of working a computer. Being able to access the internet without the hassle of managing errors and other computer issues such as firewalls/ updates/downloads and other terrifying jargon to the older computer user will be a huge attraction and benefit to the community.*

*As the new facility will be a multi-purpose building, being designed primarily to house the existing cookery school, the open space will also be suitable for other workshops and seminars and to house local events. We are currently considering providing digital inclusion workshops to support local residents.*

*The out of town internet café / coffee shop and take away will attract visitors to the centre, especially those requiring free parking and easy access such as those with prams and buggies and the elderly. The availability of free Wifi provision will be a significant attraction to those who live in rural areas that do not have access to super-fast broadband or any internet at all.*

## **Long Term Sustainability**

### **Exit strategy**

**The project will end once the final paperwork has been signed off and the final payments been completed. This may take several months following the apparent finish of the build and the completion of internal decoration and furnishing.**

**Once the project has been 'completed' and the new premises occupied by the Pumpkin Patch Cookery & Gardening School, the work continues with an increased number of workshops, demonstrations and the running of a coffee shop, healthy family meal take away provision and supper club nights. Increased marketing will keep the business moving forward, increasing sales and offering new and improved services and workshops to meet the demand of an increasing customer base.**

**The re-housing of the cookery school offers a vital opportunity for The Pumpkin Patch to expand and grow the business. We will be able to offer what is currently available, but in a purpose built, safe environment; we will also be able to expand the range of workshops available to groups in all age groups. The out of town coffee shop and take-away will attract visitors to the centre, especially those requiring free parking and easy access such as those with prams and buggies and the elderly.**

**The creation of a cycle way along the River Towy, adjacent to the property, will further benefit the business in the medium term. It is anticipated that the cycle way will be open during the next four years. The funding is already available, the planning application submitted and the land is being acquired. The development of the cycle way will create an influx of cyclists, both serious road cyclists and family, friend and school groups; this will in turn will increase the footfall in the vicinity of the Cookery School and Café.**

**We have already.... Exempt under Section 43.....**

**Our location beside the A40 is popular with anglers, cyclists, canoeists travelling up to the Wye valley and will all benefit from and .... Exempt under Section 43.....**

**The Pumpkin Patch cookery workshops are currently planned, managed and run by Lisa Fearn. In the short term this will continue, however within the next .... Exempt under Section 43.....**

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**The multi-purpose cookery centre will become a skills centre and used for numerous workshops, but always with an educational purpose.**

**As we settle into our new accommodation we will introduce the occasional themed Supper Club, enabling people to come and enjoy the facility and enjoy quality food in a relaxed friendly environment. This will market the facility and allow people to see and buy into the Pumpkin Patch life.**

**For further details see the Business Plan in Annexe 1**

### 3. PLANNING PERMISSION AND OTHER LICENCES AND CONSENTS

This section will apply to a small number of projects. However all applicants must make a formal declaration of the potential environmental impacts even for projects where planning permission, other licences or consents do not apply.

#### 3.1 Planning Permission

You must have any planning permission necessary for your project.

Is this required for your project?

**Yes**

If 'Yes', has full planning permission been obtained? **No**

If it has not been obtained when is this expected? **November 2016**

If your project does not require planning permission please state why not.

If your project requires planning permission please state if any of the following supporting documents are attached to the application:

Map to the scale of 1:1,200/1:1,250 showing the site of the project in relation to these areas, and a plan showing the proposed location of the capital equipment

**Yes**

A copy of the Local Authority's detailed planning approval **No**

A copy of the Environmental Impact Assessment **(Not required)**

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A copy of the BREEAM Assessment Yes **(Not required)**

### 3.2 Other Licences or Consents

Does your project require any other licences or consents; for example, abstraction licences, discharge licences, waste management licences, change of business usage, or any other type of statutory permission necessary for the activity to take place?

**No**

If 'Yes', please give details

### 3.3 Environmental Impact

Will your project affect a Ramsar Convention Site or a Conservation Area established under either the Wild Birds Directive (SPA) or the Habitat and Species Directive (SAC)?

**No**

If 'Yes', please give details

Will the project have an impact on surface or ground water (including streams, lakes, coastal waters etc), or will the main uses of water in the zone be adversely affected?

**No**

If 'Yes', please give details

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Will the atmosphere in the area of the project be adversely affected?

**No**

If 'Yes', please give details

Will the noise generated by the project be significantly higher than existing background levels?

**No**

If 'Yes', please give details

Will the project create dangerous, irritative or noxious wastes/emissions?

**No**

If 'Yes', please give details

In the area of the project site are there risks of erosion or landslide?

**No**

If 'Yes', please give details

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Please answer the questions below as fully as possible and provide any further

environmental information that you have in your possession

e.g. correspondence with Natural Resources Wales, CADW or other Statutory Body

Does the project involve the use of chemicals (or other products) which are harmful to the environment?

**No**

If 'Yes', please give details

Will the project have a significant impact on:

flora and fauna? **No**

soils? **No**

topography? **No**

climate? **No**

geology? **No**

vegetation? **No**

cultural heritage? **No**

If 'Yes' to any of the above, please give details

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#### 4. DECLARATION BY APPLICANT

I confirm that I have read and understood the relevant Scheme Guidance Notes and that I am authorised to sign this application.

I declare that the information contained in this application is true to the best of my knowledge and belief.

I confirm that none of the items covered by the application are replacements under an insurance claim.

I declare that the project would not be carried out but for the grant requested and that the level of grant applied for is the minimum necessary for the project to proceed.

I undertake to meet any obligations in relation to obtaining of planning permission and, where appropriate, tendering for public works.

I undertake to meet any statutory obligations such as Health and Safety; employment; hygiene; environmental management and protection; animal or crop health and welfare that apply during the time of this project.

I undertake to notify Welsh Government of carrying out any changes to the nature or construction of this project.

I undertake to notify Welsh Government of any other application for grant aid for this project.

I confirm that no work on this project has been undertaken other than consultancy work, site purchase, the obtaining of quotations, the obtaining of planning permission or the drawing up of site plans.

I acknowledge that neither Welsh Government nor any adviser appointed by Welsh Government shall be responsible for any advice given, including without limit any advice given in relation to this application or business development plan, and that I am solely responsible for all business decisions undertaken.

I undertake to notify Welsh Government of any changes to the details provided in the Applicant Details Form.

Name (block capitals) **LISA FEARN**

Date **24th October 2016**

Position **Owner, The Pumpkin Patch Cookery & Gardening School**

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Electronic Signature

By submitting this form through WEFO Online you are making the above declaration.

WARNING – Any person who knowingly or recklessly makes false or misleading statements for the purposes of obtaining grant under the Rural Programmes or assisting another to obtain grant may be prosecuted.