



The countryside charity
Wiltshire



PROTECT WILTSHIRE

The CPRE Wiltshire & The Hills Group Best Kept Village Competition 2021 63rd YEAR

Patron: Her Majesty The Queen

President: Mrs Sarah Rose Troughton, *HM Lord-Lieutenant of Wiltshire*

Branch Chairman: Anne Henshaw

Branch Project Officer and BKVC Organiser: Mike Manson

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Dear Parishioners,

I am writing to invite your village to enter the 2021 CPRE Wiltshire & The Hills Group Best Kept Village Competition. We feel that, despite Covid-related restrictions, it is feasible both to prepare for being judged and for judging to take place from mid-May onwards. Preparation can easily be carried out by individuals or family groups whose tasks have been coordinated, and indeed is probably safer that way especially on roads.

This annual competition is designed to foster pride in our beautiful Wiltshire countryside and its unique patchwork of villages and is open to every village in Wiltshire. Please note that entry to the Competition does not necessarily involve a large amount of work and is especially easy if the workload is shared amongst several people and groups. There is a poster that you might like to display to attract support to encourage villagers to come forward to organise your entry.

As usual, the County winners for the previous two competitions are not eligible for entry to the main competition, but will shortly be invited to enter the **Laurence Kitching Winner of Winners Competition**. They were:

2018	Large – Hullavington	Medium – Biddestone	Small – Charlton
2019	Large – Bratton	Medium – Urchfont	Small – Ansty

The three main categories in *The Best Kept Village Competition* are:

Large villages with a population of	1,001 to 3,500
Medium villages with a population of	301 to 1,000
Small villages and hamlets with a population of	300 or less

Any village with an official population slightly greater than 3,500 which has been a recent entrant into the BKVC should contact the CPRE Wiltshire Project Officer to discuss a possible entry. For example, their population might come within the 3,500 limit by excluding a large estate that has been built within the parish boundary but which is in many respects a separate conurbation and not an integral part of the original village.

The Campaign to Protect Rural England Wiltshire

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Thanks to the generosity of our sponsors there are numerous valuable prizes. The many possible rewards include:

- **Best Kept** Large, Medium and Small Village: **£200 cash prize** (plus CPRE standard, Hills and Wiltshire Council plaques and CPRE certificate)
- **Runner Up** Large, Medium and Small Village: **£100 cash prize** (plus CPRE certificate)
- **Third Place** Large, Medium and Small Village: **£60 cash prize** (plus CPRE certificate)
- **Fourth Place** Large, Medium and Small Village: **£30 cash prize** (plus CPRE certificate)
- **Best Newcomer** Village: **£150 cash prize** (plus CPRE certificate) awarded to a village that has not entered in the past 5 competitions (i.e. since 2014).
- **Merit Certificate: £150 cash prize** (plus CPRE certificate) awarded to a village showing consistent outstanding effort in their preparation

Additional information in the form of Guidelines and Top Tips are included in this invitation pack. However, if you would like clarify any points, please contact the CPRE Wiltshire office by email or telephone. We will be happy to arrange briefings, by Zoom or telephone, if requested.

We look forward to receiving your entry form for the Best Kept Village Competition. As in the past there is no charge to enter. We much prefer that entries should be sent by email but please ensure that all documents sent will print out clearly. Entries may also be sent by post if necessary (note our change of address above).

The closing date for entering the competition is Monday 26th April 2021.

Yours sincerely,

Anne Henshaw

Anne Henshaw
Branch Chairman

Attachment:

Entry Form
BKVC 2021 Poster

BEST KEPT VILLAGE COMPETITION ENTRY GUIDELINES

COMPLETED ENTRIES TO BE RETURNED TO CPRE WILTSHIRE OFFICE BY MONDAY 26th APRIL 2021.

Entries should be by email if at all possible.

Entrants must include both a map and a report with their entry form to validate their participation

VILLAGE POPULATION NUMBER

CPRE requires a **population figure**, *not* the electoral roll figure, to be entered on the Entry Form. **TO ENSURE THAT THE VILLAGE IS PLACED IN THE CORRECT CATEGORY IT IS IMPORTANT THIS FIGURE IS ACCURATE.** It should be taken from the Wiltshire Council website at: <https://www.wiltshireintelligence.org.uk/population/census/> unless this is known to be inaccurate due to recent building. Although villages may perceive an advantage in understating the population in order to be allocated to a smaller category, in practice there is no such advantage. It could even be detrimental as the village could be competing against a greater number of villages, diminishing its chance of going through to the next round. CPRE Wiltshire reserves the right to transfer any village into the correct population category. Where more than one village within a Parish wishes to enter the competition each must complete its own entry form. (*The Wilts Census for 2011 showed Baydon had a population of 664*)

MAP (Click here [for an example map](#))

- **A clear and informative A4 size map.** This could be an extract from an Ordnance Survey map or from another supplier (see below) and it must be to scale. **North must be clearly marked** to assist the judges in walking around the village. The key factor is that it should be clear enough to identify all relevant features. If necessary two maps could be provided: one showing the entire village and another showing detail. On it the location of **all key features** (as listed on the entry form, e.g. the village allotments) that the village wants to be judged **must** be shown, preferably using arrows and avoiding obscuring detail. **Only those indicated will be included in the judging.** Please remember that maps will be printed and/or photocopied so **they must have good contrast and colour.**
- **The village boundary of the area to be judged** must be marked on the map by a **coloured line** for the judges' information. This boundary should **encompass the entire core village area and all key features** unless there are exceptional reasons why this is not appropriate, in which case these should be explained in the entry paperwork. It should also follow natural lines, e.g. field boundaries, and should **not** usually be a series of straight lines. **The boundary should not be the parish boundary** if this is considerably larger and extends well beyond the area generally recognised as the village. Areas cannot be omitted because they are unsightly: the reason for the condition of such areas should be explained.
- **All footpaths** should be marked by **dashed lines of a different colour to the boundary line.** It is the responsibility of the village to ensure all footpaths, rights of way and pavements are **accessible and tidy**, including those maintained by Wiltshire Council. Accessibility includes being easily able to reach the beginning of a footpath from a pavement, e.g. across a wide verge. The Parish Council should inform CPRE Wiltshire either on the entry form or by contacting the Branch Office should Wiltshire Council fail to fulfil their reasonable responsibilities in this respect.
- **Car parks** will be judged as part of the adjacent facility (e.g. playing field, village hall).
- **Mapping software** is available online should you wish to create a map in this way. An example supplier is Parish Online (www.parish-online.co.uk) which is used for all sorts of parish mapping. There is a 30 day free trial (which should be more than adequate for this purpose) and through the Wiltshire Association of Local Councils there's also a 20% discount for new sign ups (using code wiltshire20). Other suppliers are available.

VILLAGE REPORT

Please submit a brief report outlining village projects, activities and special problems, together with a summary of how the village enhances its community spirit. This should be between one and four A4 size pages of printed script (photographs can be included if they enhance the report). Longer reports may be submitted if they already exist but are unlikely to influence the judges more than a shorter report. Brief descriptions of any problem areas and of any conservation areas (see below) should be included if there is inadequate space for these on the entry form. The report is your chance to "sell" your village in the context of the BKVC. If available a copy of the Parish Magazine should also be included but this is not essential.

GENERAL POINTS

- To help First and Second Round Judges please provide your village post code on the entry form for their SatNav settings.
- Judges in both rounds look for the absence of litter as well as the overall condition and tidiness of any feature visible or accessible to the public **listed on the entry form and shown on the map.**
- **Any areas specifically set aside for conservation and wildlife**, for example an uncut area in the churchyard, verge, hedgerow or village green, **must be specified on the entry form** (i.e. species of plants of interest, etc.) and in the report for Judges to make an assessment. Note that for the purposes of the BKVC, a conservation area is as described above and is **NOT** an area specified as such in Wiltshire Council planning regulations. We strongly encourage villages to have a positive approach to conservation and wildlife areas and this a recent additional criterion for marking. Judges appreciate that hedges should not be cut until the bird breeding season is over – normally at the beginning of July.

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N.B. Allowances will also be made for detrimental factors beyond village control – please use the space allocated on the entry form to list any such problems (such as road works).

- The scoring system and final assessment ensures that no village will lose marks if it lacks any or all of the typical listed features.
- Although Wiltshire Council has advised against organised litter picking during the lockdown period, we believe that this type of preparation for judging can be carried out effectively by individuals and families.

PREPARATION ON HIGHWAYS

Wiltshire Council Highways Department have confirmed that villagers preparing for the Competition by collecting litter or tidying verges do not need to hold a Streetworks license. However Parish Councils should:

- Check that their insurance provides third-party cover for volunteers working in such areas.
- Carrying out a simple risk assessment for such volunteers, especially for main roads.
- Brief volunteers working on highways, and instruct them to wear high-visibility vests.
- Post road sentries and/or traffic warning signs where volunteers are working on roads with large amounts of traffic and/or where vehicles travel fast.

TIMETABLE

The first round of judging will take place between mid-May and mid-June. Pairs of judges will judge villages that are not close to where they live. Each team judges one category only (Large, Medium or Small) in one of the four districts and the best village in each category goes through to the County Round which determines the best kept village in each category.

COUNTY ROUND JUDGING

The County Round judging takes place in July. Pairs of judges will visit the First Round winners in their category to determine the Best Kept Large, Medium and Small Villages in Wiltshire for 2021.

FIRST (DISTRICT) ROUND PRESENTATION CERTIFICATES

CPRE certificates will be presented to the winner of each category in the First Round at presentations to be arranged between the local CPRE Group Chairman and the Parish Council in September or October once the three overall winning Best Kept Villages have been announced.

The Best Newcomer village (judged independently by a separate pair of judges) will receive a £150 cash prize, a shield (held for one year) and a CPRE certificate. A newcomer is defined as a village that has not entered for at least the past 5 competitions (i.e. since 2014).

The Merit Award of £150, plus a CPRE certificate, will go to: the village which has entered every year for past 4 competitions; is not a County Round winner; is not the Laurence Kitching winner in 2021; and was not the Merit Award winner in 2019. Villages will be given points equating to their positions in the District Round or Laurence Kitching Award over the past 4 competitions and the lowest total determines the winner.

SECOND (COUNTY) ROUND PRIZES

The overall winners of each size category will receive a prize of £200. Villages in second, third and fourth places will receive £100, £60 and £30 respectively. All County Round winners receive a BKVC standard (held for one year), a Hills Group plaque, a Wiltshire Council plaque and a CPRE certificate (see below); second and third placed villages receive a certificate.

All cash prizes will be transferred to the parish council accounts using online banking.

The main Presentation Ceremonies will take place on Sunday 26th September, in the three villages (Large, Medium and Small) judged the Best Kept in their category in Wiltshire for 2021. CPRE Wiltshire President (The Lord-Lieutenant of Wiltshire) and the Branch Chairman, the High Sheriff of Wiltshire, the Chairman of Wiltshire Council and representatives of the sponsors usually participate at these ceremonies.

BKVC 2021 TIMETABLE

March	Invitations and briefing flyers sent out by email (including those for the Laurence Kitching Award) Briefings for “Newcomer” parish representatives (by Zoom or telephone, if requested)
Late-March	Reminder to enter sent to all villages.
26 April	Deadline for BKVC entries to be received.
12 May	Briefing of Judges (probably by Zoom)
17 May to 13 June	District Round and Best Newcomer Judging. Scores to be submitted to CPRE office on day after judging. Reports to be submitted by 30 June.
1 to 31 July	County Round and Laurence Kitching Award Judging. Scores to be submitted to CPRE office on day after judging. Reports to be submitted by 31 August.
26 September	Date for Presentation Ceremony led by Lord-Lieutenant, President of CPRE Wiltshire

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JUDGES' TOP TIPS FOR ENTERING AND PREPARING FOR THE BEST KEPT VILLAGE COMPETITION 2021

The judging team (normally two people) will only be in your village for part of one day. It might be sunny or raining but there are several things you can do to help the judges. The paperwork you provide is vital to ensuring you are judged as you would want to be. Below are some tips from the judges who supported recent competitions. These should be used in conjunction with the 'Entry Guidelines'.

1. **Maps.** Judges will base their time in your village on the map you provide – if it is clear, accurate and inclusive they will be happy (a good example is included with the entry invitation). If it is difficult to read and follow, and misses out important information, the judges will not be impressed.

- If a village is split with open countryside between parts of the village this should be shown with the different areas clearly marked
- All the areas you want to be judged need to be clearly marked on the map. If you have something you are proud of make sure it is mentioned on the entry form, in the village report and shown on the map.
- Ensure that the judging boundary is really clear on the map. Note that this should normally be the boundary for the entire village (**but not the entire parish**) and **must not** exclude problem areas (see below). It should follow identifiable features, such as roads or field boundaries, and **not** be a set of straight lines.
- The map should clearly show the direction of North, to assist judges to navigate.

2. **Problem Areas.** Many villages may have a temporary eyesore which is beyond their control, such as road works, construction sites or derelict buildings. You will not be marked down for these if they are clearly and briefly described in your report and explained in your entry and marked on the map. You should briefly describe steps you have taken to deal with the problem, unless it is temporary (e.g. a construction site).

3. **Sharing the Tasks.** Preparing to be judged can appear to be a big task for any village and it should not be confined to members of the parish council and their friends and family. In the past some villages have been put off from entering by their expectation of the amount of work involved so it is vital to share the various tasks around as much of the village as possible. It is remarkable how much improvement can be made by a large group of people in a couple of hours. It has also been found that some villages can achieve high marks without a lot of last minute preparation if they are in the habit of looking after their village throughout the year. Preparation work can also be an opportunity for groups to come together, perhaps for a tea party or in the pub, after carrying out a task (subject to Covid-related restrictions). Remember you are mainly being judged on the features you identify on the entry form, on the absence of litter and on the footpaths. Concentrate on these and you will not go far wrong. The blank marking sheet also provides a good checklist of places and areas that should be well-presented.

4. **Community Spirit.** The BKVC is a competition and although we expect you will strive to win it is also about encouraging village communities to work together to improve their surroundings. This includes maintaining and improving their environment including local fauna and flora. Some villages have made huge progress in improving their villages through entering the competition. If you have a particular part of the village which is unloved and down-at-heel then entering the competition is an ideal way to motivate people to change it for the better. Any area you single out for improvement should be mentioned in the report which you provide with the entry form.

5. **Conservation/Wildlife Areas.** CPRE recognises and supports the creation and maintenance of conservation areas where wildlife is encouraged. However such areas should still be clear of litter and similar debris. Judges have been briefed on this.

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6. **Attention to Detail.** Judges pay close interest to communal areas such as village halls (although they will not go inside buildings), public open spaces and notice boards. Try to ensure that notices are neatly pinned up and that anything out of date is taken down. You should consider having your own 'judging inspections' at the beginning of May to look for areas that need more attention. If judging happens to take place on a refuse collection day, judges will not deduct marks for bags beside refuse bins provided that these are neatly stacked and rubbish is not spilling out.

7. **Entry Paperwork.** Completing the entry paperwork should not take long. By sharing the task amongst several people it should be quite easy. Please check everything you send us several times. Printed text should be in a clear font which is easy to read. Entry forms need to be filled in accurately, completely and legibly.

8. **Finally.** Remember the competition is for the 'best kept' village, not the prettiest or most photogenic one. Any village could win but hard work and attention to detail is the best way to get on the winner's podium.

An example of the Marking sheet to give an idea of the things covered



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BEST KEPT VILLAGE COMPETITION 63rd YEAR
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2021 Mark Sheet
Quality of maintenance (especially, absence of litter)

	<i>Circle a number</i>						
	Poor		Good			Very good	
1) Hedges, trees, walls, fences, banks, roadside verges	1	2	3	4	5	6	7
2) Residential gardens and outbuildings	1	2	3	4	5	6	7
3) Public playing fields (including club houses or pavilions)	1	2	3	4	5	6	7
4) Village greens, public open spaces, allotments	1	2	3	4	5	6	7
5) Footpaths and rights of way, ponds and streams	1	2	3	4	5	6	7
6) Village halls, church halls, scout/guide halls, and other community buildings	1	2	3	4	5	6	7
7) School surrounds and playing fields	1	2	3	4	5	6	7
8) Exterior of church and surrounds, including burial-grounds separate burial-grounds or memorial gardens, war memorials	1	2	3	4	5	6	7
9) Shops, offices, workshops, public houses, garages, car sales establishments	1	2	3	4	5	6	7
10) Bus shelters and telephone kiosks Public notice-boards, upkeep and currency	1	2	3	4	5	6	7
11) (In date) advertising displays and their restraint, absence of fly-posting and litter	1	2	3	4	5	6	7
12) Map, quality, scale, adequacy for guiding Judges to village features	1	2	3	4	5	6	7
13) Community Spirit and website	1	2	3	4	5	6	7
14) Appearance of conservation/wildlife areas	1	2	3	4	5	6	7

Total score (possible 98):

The mark for any category not judged should be the average of the marks for all categories that are judged.



PROTECT WILTSHIRE

The CPRE Wiltshire & The Hills Group Best Kept Village Competition 2021 63rd YEAR

ENTRY FORM

Please complete and return this form with the required report and map of your village BY EMAIL to:

admin@cprewiltshire.org.uk

or to THE PROJECT OFFICER, CPRE WILTSHIRE, PO BOX 4291, Devizes, SN10 9ED
by Friday 26th April 2020 (post or email)

NAME OF VILLAGE			
NAME OF PARISH			
SIZE CATEGORY (Large 1001 to 3500; Medium 301 to 1000; Small 300 or less)			
Actual Village Population Source: https://www.wiltshireintelligence.org.uk/population/census/	Based on 2011 Census 664		
NEWCOMER ENTRANT (Newcomers are villages which have not entered since 2014)	YES/NO		
Village Website	www.baydon.org		
POST CODE (for SatNav use by judges)			

VILLAGE DETAILS: To assist the judges please indicate by a tick if your village has any of the following features, and show each on the village map which we ask you to provide. These features are not a condition of entry since your village may have all, none or a few of them. If appropriate, please specify and show how many.			
Public playing fields (including pavilions etc.)*		War Memorial or Garden*	
Common Land/Green/Open Spaces*		Shop, Post Office*	
Public Garden, Allotments*		Public House*	
Pond or Stream*		Garages, Workshops, Outbuildings*	
Village Hall/Church Hall*		Bus Shelter*	
Village School*		Telephone Kiosk – in use/not in use*	
Religious Building*		Noticeboards*	
Churchyard or Burial Grounds*		Car Parks*	
Special features of the village (if any)			
Area dedicated to nature conservation* ; please specify its function and use your village report for more information if necessary.			
Problem Area (over which Parish Council has no control, e.g. Dumped refuse, fly- tipping, etc use your village report for more information if necessary.)			

* **Please highlight or circle on your map the ones which apply to your village**

MAP: Please define on your map **the area which you wish to be judged** (see Entry Guidelines) and please highlight all footpaths. The map will be judged and marked in the competition.

NAME AND ADDRESS OF PARISH COUNCIL CLERK OR ENTRY COORDINATOR (IN CAPITALS):

.....
.....

Tel: Day Evening Mobile

Email address

Signed Chairman/Clerk/Coordinator Date

Data Protection:

Original entry forms will be held securely by CPRE Wiltshire. Copies will be emailed only to the judges who visit a specific village. All judges will be told not to disseminate contact information and to confirm that their copies have been deleted (if electronic) and/or destroyed (if printed) after use.

Please state here if your contact information can be included in the copies sent to judges: YES/NO.