

# ENTRY GUIDELINES

**COMPLETED ENTRIES TO BE RETURNED TO CPRE WILTSHIRE OFFICE BY FRIDAY 20<sup>th</sup> APRIL 2018**

**Entrants must attach both a map and a report to 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: <http://www.intelligence-network.org.uk/population-and-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.

## **MAP**

- **A clear and informative A4 size map.** This could be an extract from an Ordnance Survey map or from another supplier and it must be to scale. 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.**
- **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 follow the existing definitive village boundary 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 need 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**. 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 responsibilities in this respect.
- **Car parks** will be judged as part of the adjacent facility (e.g. playing field, village hall).

## **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 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**, 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. Judges appreciate that hedges should not be cut until the bird breeding season is over – normally at the beginning of July. **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.

## **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. Teams of Judges from one region of the county (South, West, North & Swindon, and Kennet) will judge villages in a neighbouring region. Each team judges one category only (Large, Medium or Small) and the best village in each category goes through to the County Round which determines the best kept village in each category.

### **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 once the competition has run its course and the three overall winning Best Kept Villages have been announced.

### **COUNTY ROUND JUDGING**

The County Round judging takes place in July. Teams of judges from Wiltshire Council and CPRE will visit the First Round winners in their category to determine the Best Kept Large, Medium and Small Villages in Wiltshire for 2018.

### **COUNTY ROUND PRIZES**

We are awarding cash prizes and the overall winners of each category will receive a prize of £200. Villages in second, third and fourth places will receive £100, £60 and £30 respectively.

The Best Newcomer village (judged independently by a separate pair of judges) will receive a £150 cash prize, a plaque and a CPRE certificate. A newcomer is defined as a village that has not entered for at least the past 5 years (i.e. since 2012).

The Merit Award of £150, plus a CPRE certificate, will go to: the village which has entered every year for past 4 years; is not a County Round winner; is not the Laurence Kitching winner in 2018; and was not the Merit Award winner in 2017. Villages will be given points equating to their positions in the District Round or Laurence Kitching Award over the past 4 years and the lowest total determines the winner.

All County Round winners receive a Hills plaque, a Wiltshire Council plaque and a CPRE certificate; second and third placed villages receive a certificate.

The Presentation Ceremonies will take place on Sunday 23<sup>rd</sup> September, in the three villages (Large, Medium and Small) judged the Best Kept in their category in Wiltshire for 2018. 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.