

REPORT 22.016

LAVERSTOCK AND FORD PARISH COUNCIL

SUBJECT: CPRE Best Kept Village Competition

DATE: 16th January 2021

AUTHOR: Trudi Deane, Acting Clerk

1. Report Summary

A report to councillors regarding the 2022 competition.

2. Summary

From the minutes of the meeting on 29th March 2021:-

21.050 Best Kept Village Competition.

The council agreed that the competition delivered many benefits but there was insufficient time to prepare for entry this year. It was agreed that the council considers entry for different areas in the parish next year.

The last entry within the parish was Laverstock in the large village category in 2013. Population for the large village category must not exceed 3500.

3. Conclusions

The guidelines for entry in 2021 are attached below as Annex One. Entry guidelines for the current year and the invitation to enter are expected in February and the deadline to enter will be April 2022.

Entry requires a significant amount of officer time, as well as possible costs of any contractor work needed.

4. Recommendations

That the council considers whether to enter any areas within the Parish for the BKV Competition 2022.

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ANNEX ONE

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.

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.pariah-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.

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- 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. **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.

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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.