



Closing date for entries Thursday 17th April 2025. Email submission preferred. Entries must include Entry Form, Map, and Report

PREPARATION

- Preparing the entry papers should not take long, especially if you have entered before. If not, then share the work between two or three people.
- Improving the appearance of the village also need not take up a lot of time. Try to share the load amongst many people, including your Parish Steward and ideally have several short sessions throughout the year, to make the final effort in April/May easier. End with a social gathering: coffee/tea or in the pub!
- Check the mark sheet to ensure that you have covered as many of the criteria as possible.
- Use the Competition as an opportunity to motivate people to improve the appearance of the village.
- Wiltshire Council Highways Department have confirmed that villagers do not need to hold a Streetworks license for collecting litter or tidying verges. However Parish Councils or entry organisers should: check that their insurance provides third-party cover for volunteers; issue high-visibility vests for working; and if necessary post road sentries.

Map

This should:

- Be clear, accurate, up to date and informative; A4 size with a scale. North must be marked and some road names should be included.
- Have good contrast and colour, to be clear when printed.
- Be helpful to the judges for navigation around the village.
- Include key features, identified either using arrows or a separate key.
- Show the boundary of the area to be judged, which should encompass the entire core village area but not be the parish boundary. Areas cannot be omitted because they are unsightly: the reason for the condition of such areas should be explained on the entry form.
- Show all footpaths, marked by dashed lines of a different colour to the boundary line.
- If necessary two maps could be provided: one showing the entire village and another showing detail.

The village population number should be taken from the Office of National Statistics 2021 Census website: <https://www.wiltshireintelligence.org.uk/topics/census/#build>

Village Report

This should:

- Be brief (between one and four A4 size pages of printed script).
- Outline village projects, and summarise how the village enhances its community spirit.
- Include photographs if desired.
- Briefly describe any problem areas and conservation areas.
- “Sell” your village.

Other Points

- To help judges please provide your village post code on the entry form for their SatNav settings.
- Judges look for the absence of litter as well as the overall condition and tidiness of any feature visible or accessible to the public.
- Any areas specifically set aside for conservation and wildlife must be clearly identified on the map, and in the report for judges. Note that for the purposes of the BKVC, a conservation area 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. In graveyards, graves should be identifiable and not screened by grass immediately in front, but the remainder of the graveyard could be left with long grass and this would not then be marked down.
- Allowances will 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 and building sites).
- The scoring system and final assessment ensures that no village will lose marks if it lacks any or all of the typical listed features.

TIMETABLE

The first (District) round of judging will take place between mid-May and mid-June. The best village in each size category goes through to the County Round which determines the best kept village in each size category (Large, Medium and Small) in July.

CERTIFICATES AND FINANCIAL PRIZES

Framed CPRE certificates will be presented in the autumn, when financial prizes will be transferred by BACS. The main Presentation Ceremonies will take place on Sunday 21st September (tbc), in the three villages (Large, Medium and Small) judged the Best Kept in their category in Wiltshire for 2025, and also in the Laurence Kitching Award-winning village.