

Appendix 1: Settlement Hierarchy Criteria for the audit of services and facilities

*Original criteria and scoring for assessment proposed in the Regulation 18 consultation in 2018.

	Service/Facility	Information source	Points	(Reg 18 2018)*
Key Services and Facilities	<p>Supermarket</p> <p>A large self-service shop selling a variety and volume of foods and household goods. To distinguish from convenience stores, larger stores of more than 280 square metres as in Sunday Trading Act 1994</p>	Internet search, parish websites, local knowledge	3	(Nil)
	<p>Convenience Store</p> <p>Any small local store selling day to day goods, such as food, newspapers, drinks and may include bakery, butchers, green grocers, garage shops. Important for those in communities that do not have regular access to a car or regular public transport.</p> <p>To distinguish from supermarkets, smaller stores of less than 280 square metres as in Sunday Trading Act 1994</p>	Internet search, parish websites, local knowledge,	3	3
	<p>Post Office</p> <p>Community facility allowing access to a number of communication and financial services</p> <p>Points given for post offices open for 5 days a week with regular hours.</p>	Post office branch finder website	3	(3)
	<p>Primary School</p> <p>A Primary School in addition promotes links within the local community and provides the opportunity to be used in the evening or out of term as a communal facility particularly in rural areas. Excludes special schools and private schools.</p>	West Berkshire Council website	3	(3)
	<p>Secondary School</p> <p>Secondary schools additionally provide the opportunity for its assets to be used as a centre of community activities, particularly</p>	West Berkshire Council website	3	(Nil)

Appendix 1: Review of Settlement Hierarchy Topic Paper
Settlement hierarchy criteria for the audit of services and facilities

	Service/Facility	Information source	Points	(Reg 18 2018)*
	in relation to sport and leisure. Excludes special schools and private schools.			
	Village / Community Hall Provides community facility, often providing a base for local organisations and community events	Internet search, parish websites, map search, local knowledge	3	(3)
	Access to Employment Opportunities Protected Employment Areas 9as identified in the Core Strategy ⁰ within 2km of the settlement centre and / or access to business employment opportunities of an appropriate size, being 100+ registered businesses by Parish as a proxy.	Internet search, local knowledge, parish websites, West Berkshire Core Strategy (2012)	3	(3)
	General Medical Practice Provides a vital services to many communities, particularly with an ageing demographic.	NHS Berkshire West CCG – GP practices search	3	(3)
	Pharmacy Plays an integral role in maintaining the health of the community and can provide valuable health care advice and access to services especially for the elderly and infirm.	NHS Service Search website	3	(3)
Connectivity and Public Transport	Accessibility to a train station Provision of railways station within the settlement, or within 2km of the settlement centre.	Internet search, local knowledge	3	(2)
	Bus service to a larger centre ≥ 30 mins Public transport forms a key service to help a settlement to be sustainable. It is particularly important for young and elderly people who are more likely not to own a car. Includes Basingstoke, Newbury, Oxford, Swindon, Thatcham or Reading.	West Berkshire Council website, West Berkshire District-wide Travel Guide	3	(2)
	Bus service to a larger centre ≥ hourly Public transport forms a key service to help a settlement to be sustainable. It is	West Berkshire Council website, West Berkshire	2	(2)

Appendix 1: Review of Settlement Hierarchy Topic Paper
Settlement hierarchy criteria for the audit of services and facilities

	Service/Facility	Information source	Points	(Reg 18 2018)*
	particularly important for young and elderly people who are more likely not to own a car. Includes Basingstoke, Newbury, Oxford, Swindon, Thatcham or Reading.	District-wide Travel Guide		
	Bus service to a larger centre ≥ 2-hourly Public transport forms a key service to help a settlement to be sustainable. It is particularly important for young and elderly people who are more likely not to own a car. Includes Basingstoke, Newbury, Oxford, Swindon, Thatcham or Reading.	West Berkshire Council website, West Berkshire District-wide Travel Guide	1	(Nil)
	Community Transport Scheme There are 14 volunteer-run Community Transport Groups providing travel assistance to people who are unable to access other forms of transport for different reasons. Telephone based service covering sections of the District.	West Berkshire Council website, West Berkshire District-wide Travel Guide	1	(Nil)
	Proximity to major urban areas Due to the rural nature and relatively small size of the district, the majority of the settlements are not self-sustaining and rely on the major urban centres to provide services and facilities to a wide catchment of other settlements, helping to reduce travel distances and improve access to employment opportunities. The major urban centres are Reading, Newbury and Thatcham. Scoring on a scale of 3 to 0 (3, 6 and 10, 10+ kilometres).	West Berkshire Council GIS mapping system	3-0	(Nil)
	Superfast Broadband Internet connectivity and the availability and speed of Broadband is an important issue for many rural communities, particularly given the prevalence of online shopping and rising opportunities for working from home.	West Berkshire website	1	(Nil)

Appendix 1: Review of Settlement Hierarchy Topic Paper
Settlement hierarchy criteria for the audit of services and facilities

	Service/Facility	Information source	Points	(Reg 18 2018)*
Other Community Services and Facilities	<p>Public House</p> <p>Aside from serving food and drink, pubs provide a meeting place for people and can contribute to a sense of community.</p>	Internet search, parish websites, map search, local knowledge	1	(1)
	<p>Dental Surgery</p> <p>Provides healthcare facility</p>	Internet search, local knowledge, NHS Service Search website	1	(3)
	<p>Permanent library</p> <p>Provides community facility</p>	West Berkshire Council website	1	(1)
	<p>Mobile Library</p> <p>Provides a community service with more local accessibility, particularly in rural locations.</p>	West Berkshire Council website	1	(Nil)
	<p>Sports / recreation ground</p> <p>Encourages outdoor sports and general health and wellbeing. They also often provide a home for local sports teams.</p>	Internet search, parish websites, map search local knowledge, West Berkshire Council website	1	(1)
	<p>Children's play area</p> <p>Offers an important recreational opportunities allowing communities a safe space to play and enjoy the outdoors. Supports the physical development of young children.</p>	Internet search, parish websites, map search, local knowledge, West Berkshire Council website	1	(1)
	<p>Indoor sports / leisure facility</p> <p>Provides a range of activities, classes and other formalised recreation that can also provide some employment. Encourages health, fitness and social activity.</p>	Internet search, parish websites, map search, local knowledge, West Berkshire Council website	1	(1)
	<p>Play group / nursery</p> <p>Provisions of childcare and supports child development.</p>	Internet search, local knowledge, West Berkshire Council website	1	(1)

Appendix 1: Review of Settlement Hierarchy Topic Paper
 Settlement hierarchy criteria for the audit of services and facilities

	Service/Facility	Information source	Points	(Reg 18 2018)*
	Place of worship Provides a meeting place for religious services and other social, recreational and cultural activity	Internet search, local knowledge	1	(1)
More than one facility	An additional score of 1 is given where more than one of a particular key facility exists within each settlement.			

The definition of “key services and facilities” are those which are likely to be accessed by many people in a community on a daily basis and those which may not be needed daily, such as healthcare services, but it is important that they are readily available to certain sections of the community. The key services and facilities are each given 3 points each and the “Other community services and facilities” are given 1 point. The difference of two points in weighting is to emphasise the more important measures of sustainability. A settlement’s accessibility to services and facilities is defined by a 1 kilometre radius from the centre of the settlement and for access to railway stations and employment opportunities within 2 kilometres. These distances demonstrate a reasonable commutable walking distance as suggested by the Chartered Institution of Highways and Transportation (Providing for Journeys on Foot 2000).