

Polling place / polling station – evaluation checklist

Part A – Current polling place details – Scout Hut, Grampian Way														
Current polling place remains in situ, and to be used for ONWB polling district electorate only moving forward. This evaluation covers new location for Barleythorpe polling district electorate.														
Polling place identifier	- Newly formed Parish Council for Barleythorpe – existing polling place outside of Parish Boundary, significant increase in registered electors due to new housing developments in the Parish has led to requirement for a separate polling place. Existing polling station is now oversubscribed with over 3,000 potential electors and therefore a specific polling place for Barleythorpe Parish is being proposed.													
New Polling place name	Oakham United Football Club (potential new polling place for Barleythorpe electors currently voting at the Scout Hut, Grampian Way)													
New Polling place address	Oakham United Football Club Main road Barleythorpe Oakham Rutland LE15 7EE													
Number of electors (If more than one polling station within the polling place, identify split of electors)	<table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 5px;"> <thead> <tr> <th style="width: 50%;"></th> <th style="width: 25%; text-align: center;">ONWA (Barleythorpe)</th> <th style="width: 25%; text-align: center; color: red;">ONWB</th> </tr> </thead> <tbody> <tr> <td>In person</td> <td style="text-align: center;">942</td> <td style="text-align: center; color: red;">2208</td> </tr> <tr> <td>Absent votes</td> <td style="text-align: center;">140</td> <td style="text-align: center; color: red;">322</td> </tr> <tr> <td>Total</td> <td style="text-align: center;">1082</td> <td style="text-align: center; color: red;">2530</td> </tr> </tbody> </table> <p>EC recommend maximum electorate for one station is 2,500 hence moving Barleythorpe electors from Scout Hut where they currently vote with electors from ONWB. Only ONWA voters to use new venue.</p>			ONWA (Barleythorpe)	ONWB	In person	942	2208	Absent votes	140	322	Total	1082	2530
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Building availability for future elections / referendums	Building available but need to discuss full terms to ensure exclusive and short-notice use. No issues expected. Scout Hut is still currently available for use but would hope to change venue in time for first Parish Election.													
Polling place review														
Check		Comment												
<ul style="list-style-type: none"> Are there suitable transport links? 	√	Road access good and there is also a bus stop immediately outside the turning from the main road into the road to the club. Entrance is approx. 150 metres from bus stop.												
<ul style="list-style-type: none"> Are there any access issues regarding main/busy roads, railways, rivers, etc.? 	√	Entrance off main road which can be busy at peak times.												

Date reviewed:

Officer initials:

<ul style="list-style-type: none"> Is the polling place capable of accommodating more than one polling station together with the necessary staff and equipment? If so, could it accommodate all allocated voters going in and out of the polling stations, even where there is a high turnout? 	√	The internal area is large enough to accommodate a queue during peak periods if polling booths are situated towards the rear of the accommodation. Only one station here though unless other office space is not used on polling day. Office staff requiring access to office accommodation means that polling station is sectioned off (see diagram) and therefore only one station can be properly accommodated here.
<ul style="list-style-type: none"> Is the building readily available in the event of any unscheduled elections? 	√	Speaking to the club staff there should be no problems here – there are no regular scheduled events for Thursdays throughout the year and the amount of notice that we are able to provide should negate any issues.
<ul style="list-style-type: none"> Is there any possibility that the building may be demolished as part of a new development? 	√	Nothing expected.

Identify any complaints/comments received from stakeholders at previous electoral events

Part B – External areas access and facilities		
Check	(√)	Comments
<ul style="list-style-type: none"> Are there good public transport links to the polling place? 	√	Very good and bus stop immediately outside entrance.
<ul style="list-style-type: none"> Is the approach to the building safe and free from obstructions and does it have a dropped kerb? 	√	Good approach, but would like RAG input to confirm safety of kerb from car park to footpath.
<ul style="list-style-type: none"> Is the building clearly identifiable? 	√	Large team logo on Building – polling station signs required to identify as polling place.
<ul style="list-style-type: none"> Is additional signage required between street and entrance? 	√	From OUFC sign on Main road 2- 3 additional polling station signs should suffice.
<ul style="list-style-type: none"> Is there the facility to put up the required signage for polling day? 	√	For external signage, plenty of windows to put outward facing

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		signs on. Internal signage no issues, but club insist on use of blue tack on not sellotape on painted walls.
• Are there parking facilities for disabled people?	√	Parking available.
• Are there parking facilities for polling staff?	√	As above.
• Does the approach to the building have external lighting?	√	Yes – security lighting on both the club house door and on the outside of the King Centre adjacent to the club house.
• Does the building have level access? Yes. If no –	√	Very slight slope on entrance path. Ramp should not be required.
• Has a purpose built ramp been installed?	X	
• If so, does it have a handrail?	X	
• Does the ramp have a gentle slope?	X	
• Does the building require a temporary ramp or is there an alternative disabled access?	X	
• Is the entrance door wide enough for a disabled person using a motorised wheelchair?	√	Yes – double doors on both the entrance and internal entrance doors, both operated by chair-level push button. Internal doors can also be wedged open if required.
• Are the doors light enough for frail/elderly voters to open?	√	Push button operation for disabled users can be used by all.
• Can the 'Guidance for voters' notice be clearly displayed outside the premises, as required by the election rules?	√	Can be attached to outside of door but probably better facing outwards from inside of glass panel.
• Are there any external security concerns?	√	No
• Can tellers be accommodated outside the building?	√	Sheltered paving leading to polling station, but Presiding Officer would need to ensure that they did not block access.

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External plan – B1

Show external layout, street name(s), car parking (including disabled car parking), ramps, steps, lighting, appropriate places for signage, etc.

Sketch layout; provide photographs as appropriate.



Oakham United Football Club – location of new polling station

There is a road straight to the club from the B640 and parking available on site and can be seen below on satellite view of site. Clear signposting to from B640.



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Part C – Internal areas access and facilities		
Check	(√)	Comments
• Are all doors easy to open (including by wheelchair users) or do they need to be permanently locked back?	√	Push button access to station (both external and internal door at chair-level). These would not need to be locked open unless they were faulty. Access doors in clear line of sight for PO/PC to troubleshoot any issues.
• Are there any internal steps or obstructions/hazards?	√	No.
• Are any doormats level with the floor?	√	No.
• Is the floor covering non-slip (including in wet weather)?	√	Carpeted throughout.
• Are there any corridors that may cause access problems?	√	Not to get to the polling station and polling booths.
• Is there adequate lighting in the corridors?	√	No requirement to access any of the corridors in the building but if required lights are sensor activated.
• Are there toilet facilities?	√	Yes by the changing rooms.
• Is there a kitchen that staff can use?	√	Yes, includes microwave, kettle, sink and fridge.
• Is the area adequately lit for day and night time?	√	Yes.
• Is there adequate space for signage?	√	Yes, but PO to ensure signage secured by blue tac and not sellotape.
• How many polling stations can the building accommodate?	√	One to ensure secrecy of vote.
• Does the building have a telephone available (land line) in the event of mobile network problems?	√	No, there is a phone point but not connected (used for intranet only).

Internal access leading to polling station(s) – C1

Show internal areas of the building, excluding the actual polling station where voting will take place, including corridors that link to the polling station, kitchen and toilets, and highlight any possible signage requirements and potential hazards. Also indicate door swing direction and ease of opening, any areas of poor lighting, and any areas of uneven floor, etc.

See diagram on page 8

Part D – The polling station(s)		
Check	(√)	Comments
• Is there sufficient space to accommodate and manage the flow of a high volume of electors in the case of a high turnout of electors?	√	Yes

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• If multiple polling stations need to be provided, are there other rooms available, or can the space be clearly divided to provide adequate room for more than one polling station?	√	No, not with office works needing access to office.
• Is there sufficient space inside the polling station to comfortably accommodate staff, voters, polling agents and observers?	√	Yes
• Could ballot booths be positioned in a way that would preserve the secrecy of the ballot, even where there may be a high volume of electors?	√	Yes
• Is there adequate lighting for day and night time?	√	Yes
• Is there suitable furniture (tables and chairs) available for all types of election for polling staff and for those voters who may need to rest?	√	Yes – would need to discuss with club ahead of first use though.
• Could motorised wheelchairs be accommodated?	√	Yes
• Can the official notices be clearly displayed, including the large-print version of the ballot paper(s)?	√	Yes

Internal – The polling station(s) – D1

Identify the size and shape of the area available for polling. Include the position of the door(s), any windows and how the furniture and equipment should be laid out to accommodate all those entitled to be inside the polling station, taking into account access requirements for all voters, including those in wheelchairs, and demonstrating how the space should be used to ensure the most efficient flow of voters and the effective administration of the voting process.

See diagram on page 8.

Part E – Comments from stakeholders during consultation

Comment	Name/organisation	Response by (A)RO

Date reviewed:

Officer initials:

Additional comments from (A)RO

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Date reviewed:

Officer initials:

