

Date reviewed: 17/10/2018

Officer initials: JB

Polling place / polling station – evaluation checklist

Part A – Current polling place details	
Polling place identifier	Ashwell
Polling place name	Ashwell Village Hall
Polling place address	Brookedene Ashwell Oakham LE15 7LQ
Number of electors (If more than one polling station within the polling place, identify split of electors)	234
Building availability for future elections/referendums	At present yes, but need to be aware that there are plans to refurbish this building – not expected prior to May 2019 elections but would need to look elsewhere if there was a by-election during the refurb period.

Polling place review		
Check	√	Comment
• Are there suitable transport links?	√	
• Are there any access issues regarding main/busy roads, railways, rivers, etc.?	√	
• 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?	√	Sufficient room in main hall to accommodate two stations but there is also a separate side room that could also be used.
• Is the building readily available in the event of any unscheduled elections?	√	At present yes, but see above.
• Is there any possibility that the building may be demolished as part of a new development?	√	See above, building due to be completely refurbished.

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

None.

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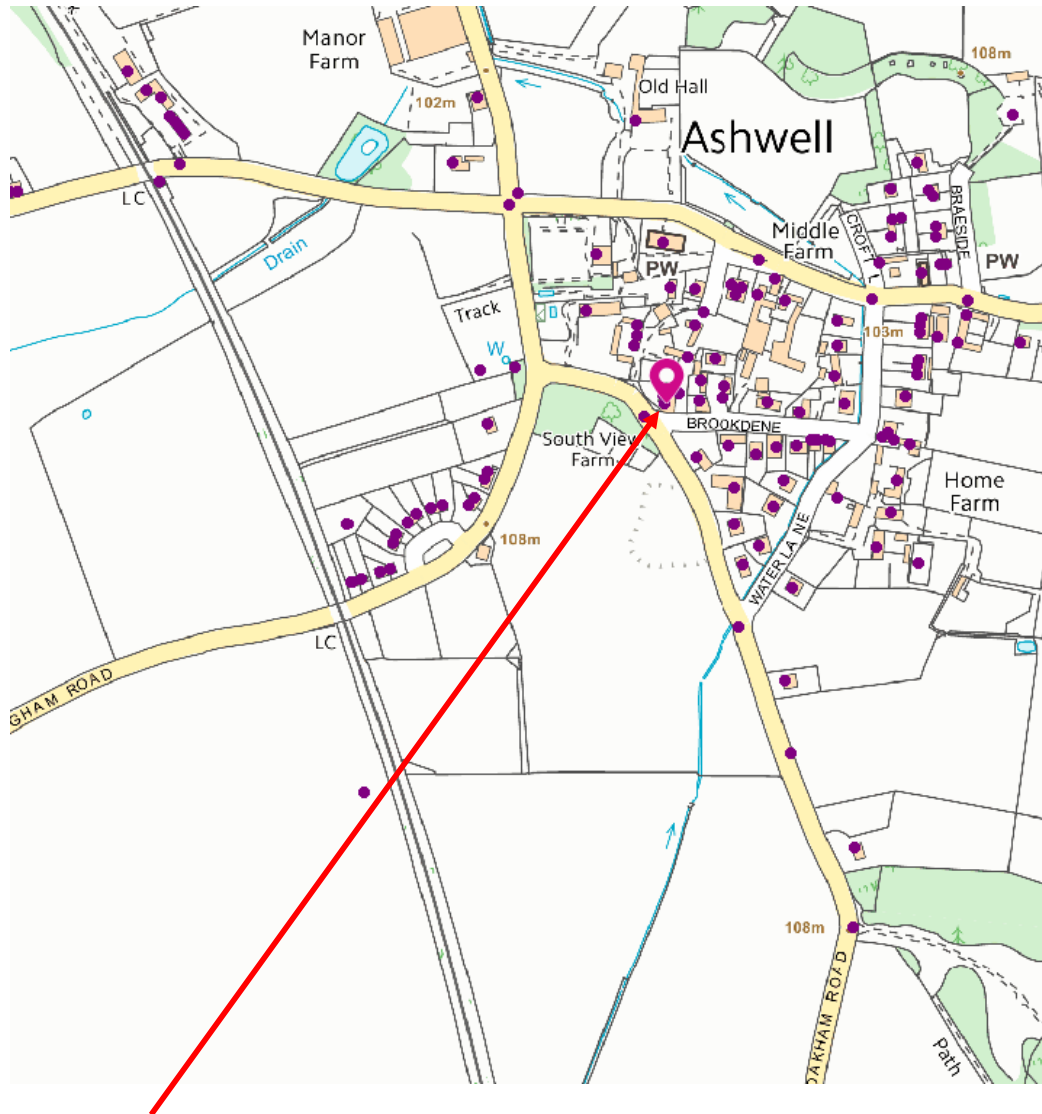
Part B – External areas access and facilities		
Check	(√)	Comments
• Are there good public transport links to the polling place?	√	Good road access, bus route 29/RF1
• Is the approach to the building safe and free from obstructions and does it have a dropped kerb?	√	Yes, small lip but manageable – need to use front rather than side door for disabled access.
• Is the building clearly identifiable?	√	Yes, see pictures 1 & 8
• Is additional signage required between street and entrance?	√	No
• Is there the facility to put up the required signage for polling day?	√	Yes
• Are there parking facilities for disabled people?	√	Parking bays on side of road.
• Are there parking facilities for polling staff?	√	As above
• Does the approach to the building have external lighting?	√	Building has external lights but no street lighting.
• Does the building have level access? Yes/No. If no –	√	Dropped kerbside from road and access ramp in to main entrance at front of building with gentle slope. No handrail.
• Has a purpose built ramp been installed?	√	
• If so, does it have a handrail?	√	
• Does the ramp have a gentle slope?	√	
• Does the building require a temporary ramp or is there an alternative disabled access?	√	
• Is the entrance door wide enough for a disabled person using a motorised wheelchair?	√	Yes
• Are the doors light enough for frail/elderly voters to open?	√	Doors to be opened.
• Can the 'Guidance for voters' notice be clearly displayed outside the premises, as required by the election rules?	√	Yes
• Are there any external security concerns?	√	None
• Can tellers be accommodated outside the building?	√	Yes

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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.



Polling station here – see Pictures 1 & 8 of building from exterior.

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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?	√	Once inside, internal doors can be left open for easy access. See pictures 3 & 4.
• 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)?	√	No, wooden floor in polling station area.
• Are there any corridors that may cause access problems?	√	No
• Is there adequate lighting in the corridors?	√	Yes
• Are there toilet facilities?	√	Yes – see picture 5 – access to right of kitchen door.
• Is there a kitchen that staff can use?	√	Yes, see picture 2
• Is the area adequately lit for day and night time?	√	Inside well-lit and suitable
• Is there adequate space for signage?	√	Yes
• How many polling stations can the building accommodate?	√	Two easily (probably both on the main hall but there is a side-room two with access from the side entrance if required – see pictures 6 & 7)
• Does the building have a telephone available (land line) in the event of mobile network problems?	√	No, Presiding Officer will require mobile phone. Part of refurbishment will include wifi.

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Internal access leading to polling station(s) – C1



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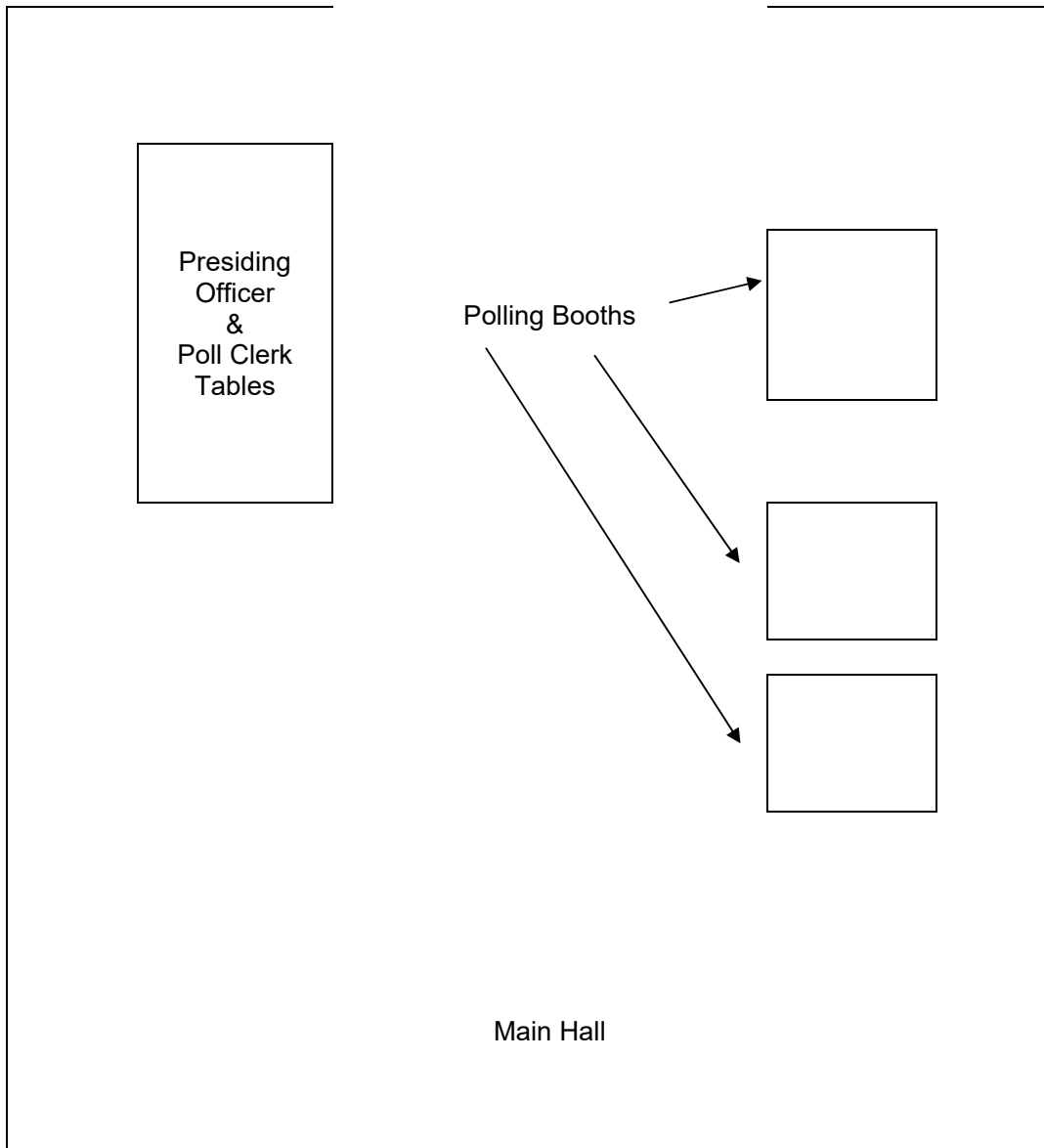
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Part D – The polling station(s)		
Check	(√)	Comments
<ul style="list-style-type: none">Is there sufficient space to accommodate and manage the flow of a high volume of electors in the case of a high turnout of electors?	√	Yes, and if necessary, both front and side doors could be utilised at peak periods – in by front door out by side door – unlikely to be required with volumes though.
<ul style="list-style-type: none">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?	√	Yes, as previously mentioned there is a side-room or two stations would fit into the main hall area.
<ul style="list-style-type: none">Is there sufficient space inside the polling station to comfortably accommodate staff, voters, polling agents and observers?	√	Yes
<ul style="list-style-type: none">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
<ul style="list-style-type: none">Is there adequate lighting for day and night time?	√	Yes
<ul style="list-style-type: none">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
<ul style="list-style-type: none">Could motorised wheelchairs be accommodated?	√	Yes
<ul style="list-style-type: none">Can the official notices be clearly displayed, including the large-print version of the ballot paper(s)?	√	Yes

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Internal – The polling station(s) – D1



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Pictures:



Picture 1 – Entrance showing small access ramp



Picture 2 – kitchen facilities



Picture 3 – Polling station area



Picture 4 – inside front door leading to polling station area

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Picture 5 - View from polling area to side room



Picture 6 – side entrance to building



Picture 7 – view of side room from main hall



Picture 8– exterior plus parking to left hand side

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Part E – Comments from stakeholders during consultation

Comment	Name/organisation	Response by (A)RO

Additional comments from (A)RO