

Date reviewed: 17/5/2018

Officer initials: JB/SR

Polling place / polling station – evaluation checklist

| Part A – Current polling place details | | |
|---|---|--|
| Polling place identifier | Cottesmore | |
| Polling place name | Cottesmore Community Centre (full building) (previously listed as Village Hall) | |
| Polling place address | Cottesmore Community Centre 23 Main Street Cottesmore LE15 7DH | |
| Number of electors (If more than one polling station within the polling place, identify split of electors) | 1657 | |
| Building availability for future elections/referendums | Yes | |
| Polling place review | | |
| Check | √ | Comment |
| • Are there suitable transport links? | √ | Good road links and community centre signposted from main road. Served by following buses: 184, 185, RF2, call collect. Bus stop on Main Street opposite PH marked on map below. |
| • Are there any access issues regarding main/busy roads, railways, rivers, etc.? | √ | 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? | √ | Yes |
| • Is the building readily available in the event of any unscheduled elections? | √ | Yes subject to moving scheduled events. |
| • Is there any possibility that the building may be demolished as part of a new development? | √ | No |
| <i>Identify any complaints/comments received from stakeholders at previous electoral events</i> | | |

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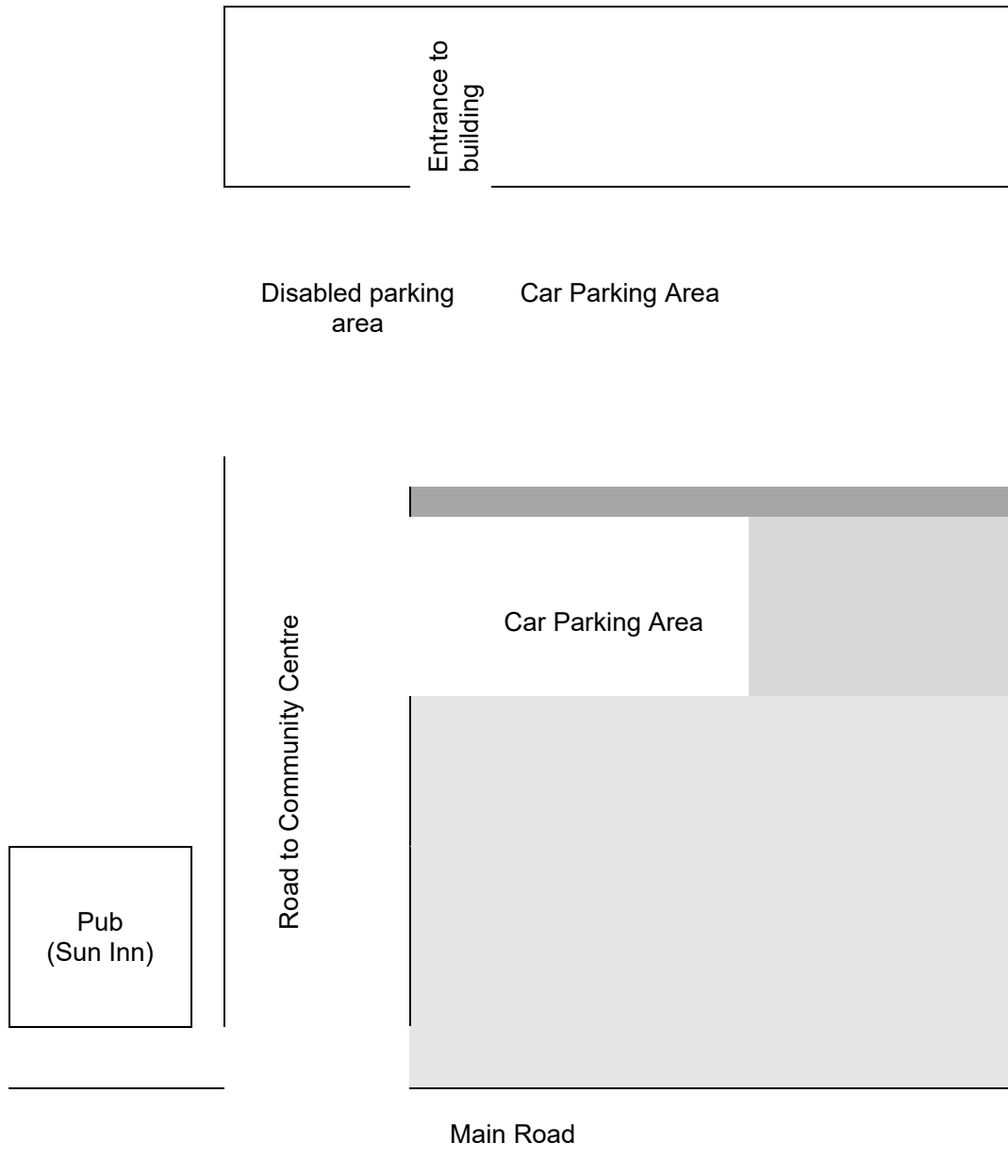
| Part B – External areas access and facilities | | |
|---|-----|--|
| Check | (√) | Comments |
| <ul style="list-style-type: none"> Are there good public transport links to the polling place? | √ | Yes good road access and numerous buses. |
| <ul style="list-style-type: none"> Is the approach to the building safe and free from obstructions and does it have a dropped kerb? | √ | Yes |
| <ul style="list-style-type: none"> Is the building clearly identifiable? | √ | Yes, see picture 1 |
| <ul style="list-style-type: none"> Is additional signage required between street and entrance? | √ | Yes extra sign from main road, but existing signpost showing community centre shows building location – see picture 2. |
| <ul style="list-style-type: none"> Is there the facility to put up the required signage for polling day? | √ | Yes |
| <ul style="list-style-type: none"> Are there parking facilities for disabled people? | √ | Yes – See picture 3 |
| <ul style="list-style-type: none"> Are there parking facilities for polling staff? | √ | Yes – See picture 4 |
| <ul style="list-style-type: none"> Does the approach to the building have external lighting? | √ | Yes |
| <ul style="list-style-type: none"> Does the building have level access? Yes/No. If no – 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? | √ | Yes – slight lip on front door (see picture 5) |
| <ul style="list-style-type: none"> Is the entrance door wide enough for a disabled person using a motorised wheelchair? | √ | Yes – see picture 5 |
| <ul style="list-style-type: none"> Are the doors light enough for frail/elderly voters to open? | √ | Yes - External doors can be held open if required |
| <ul style="list-style-type: none"> Can the 'Guidance for voters' notice be clearly displayed outside the premises, as required by the election rules? | √ | Yes |
| <ul style="list-style-type: none"> Are there any external security concerns? | √ | No |
| <ul style="list-style-type: none"> Can tellers be accommodated outside the building? | √ | Yes |

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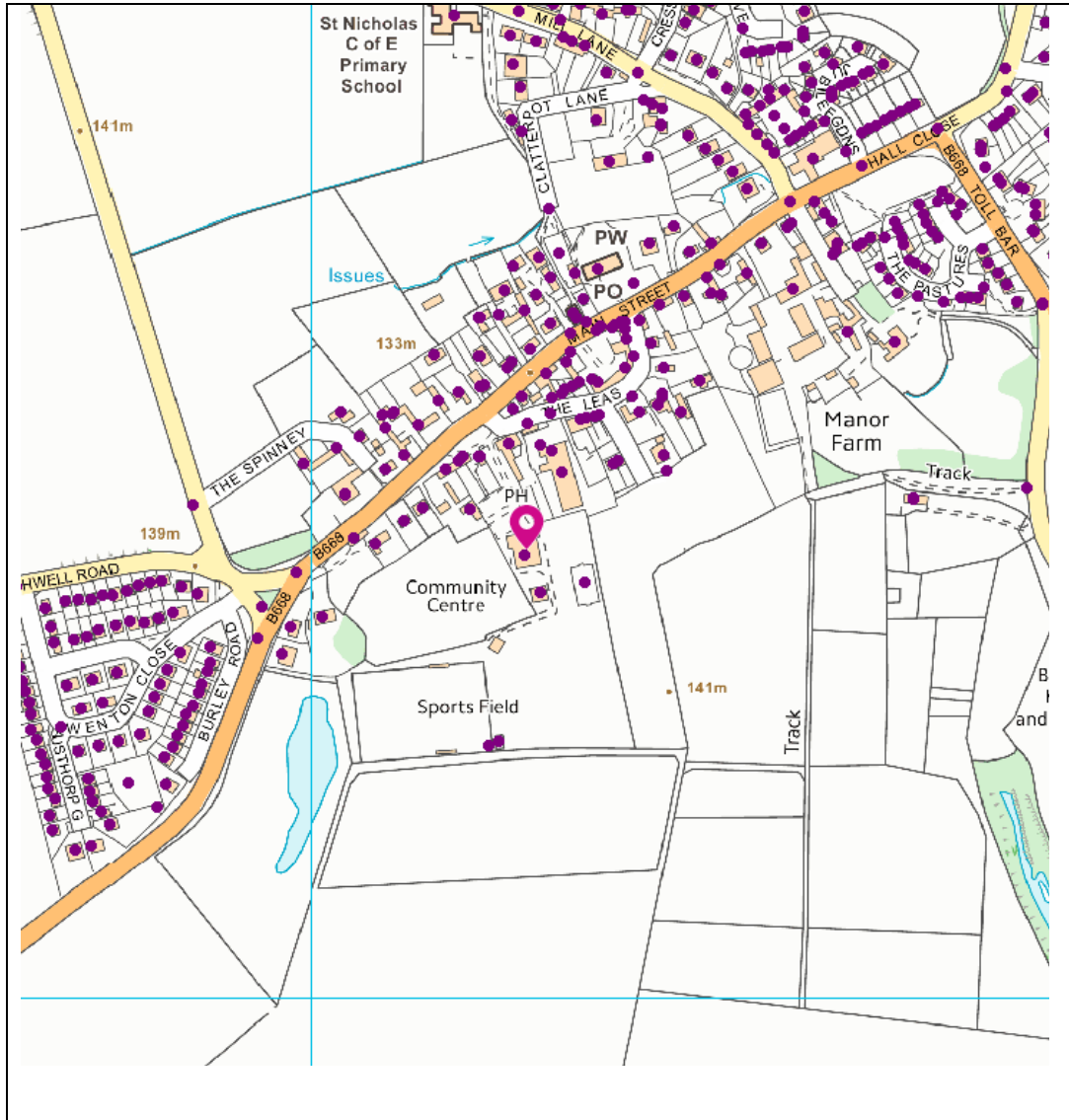
External plan – B1

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



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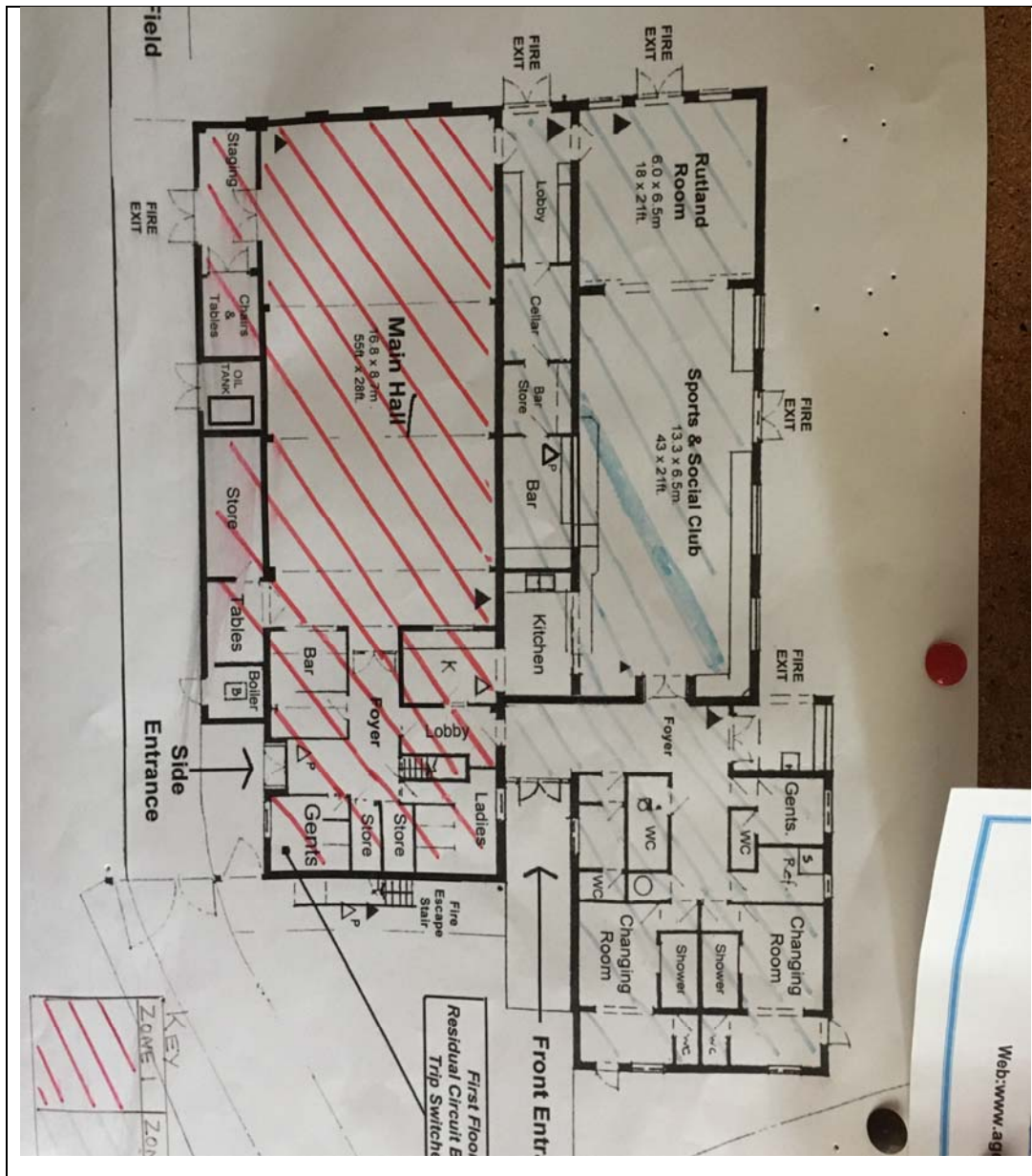
| Part C – Internal areas access and facilities | | |
|---|-----|--|
| Check | (√) | Comments |
| • Are all doors easy to open (including by wheelchair users) or do they need to be permanently locked back? | √ | |
| • Are there any internal steps or obstructions/hazards? | √ | Small rise on front door (see picture 5) |
| • Are any doormats level with the floor? | √ | |
| • Is the floor covering non-slip (including in wet weather)? | √ | |
| • Are there any corridors that may cause access problems? | √ | No |
| • Is there adequate lighting in the corridors? | √ | |
| • Are there toilet facilities? | √ | |
| • Is there a kitchen that staff can use? | √ | See pictures 6 - 8 |
| • Is the area adequately lit for day and night time? | √ | Yes |
| • Is there adequate space for signage? | √ | Yes |
| • How many polling stations can the building accommodate? | √ | 2 if Sport and Social Club can be used |
| • Does the building have a telephone available (land line) in the event of mobile network problems? | √ | 07860 776127 |

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Internal access leading to polling station – C1

Shown by premises Fire diagram. Normal access to polling station through front entrance (bottom centre) and turn left into lobby and right in lobby to go into the main hall which is the primary location for Poling station. Alternative if available could be the sports and social club – this has been used before successfully.



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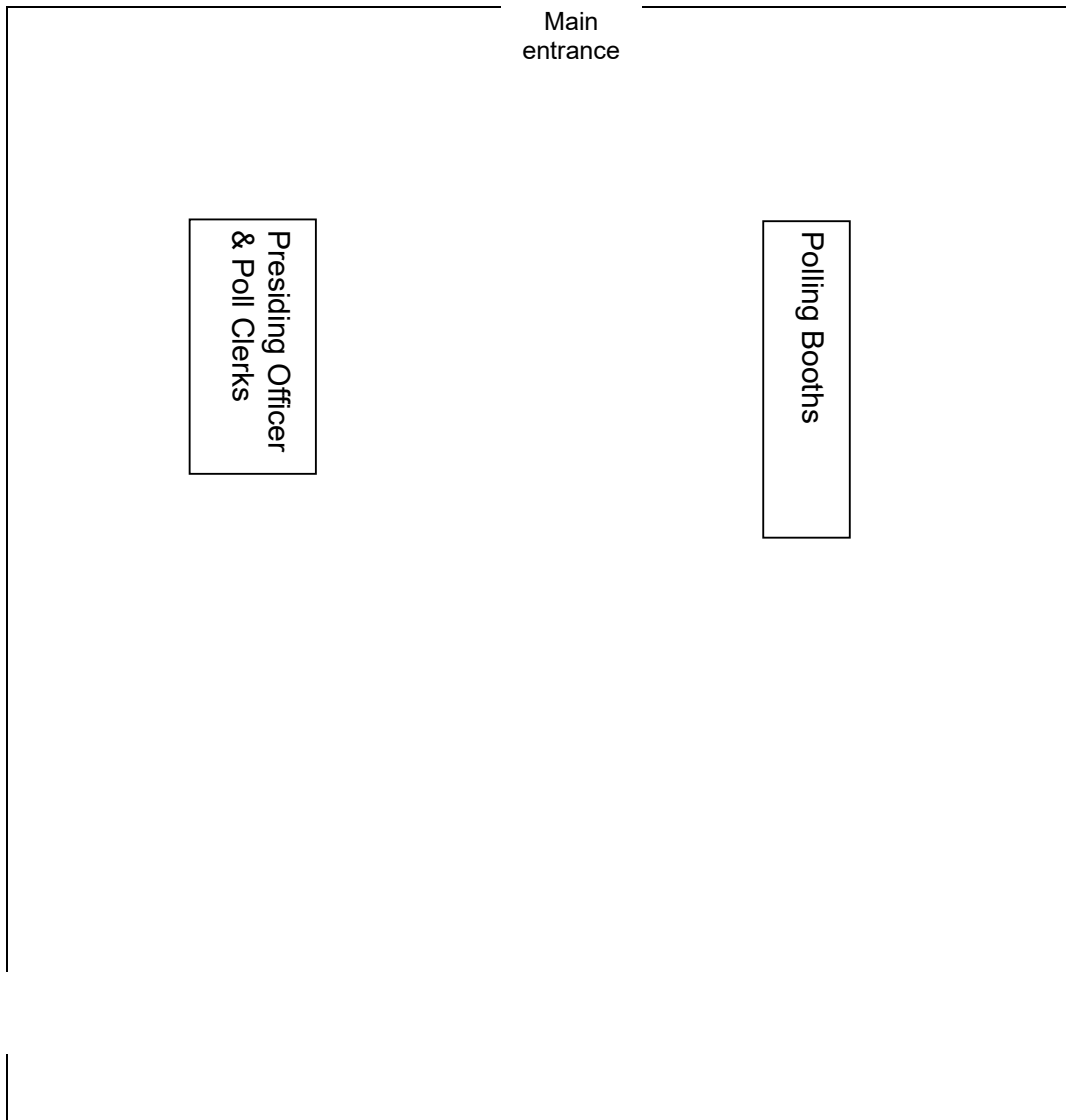
| Part D – The polling station(s) | | |
|--|-----|-----------------------|
| Check | (√) | Comments |
| • Is there sufficient space to accommodate and manage the flow of a high volume of electors in the case of a high turnout of electors? | √ | See pictures 9 and 10 |
| • If multiple polling stations 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? | √ | |
| • Is there sufficient space inside the polling station to comfortably accommodate staff, voters, polling agents and observers? | √ | |
| • 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? | √ | |
| • Is there adequate lighting for day and night time? | √ | |
| • 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? | √ | |
| • Could motorised wheelchairs be accommodated? | √ | |
| • Can the official notices be clearly displayed, including the large-print version of the ballot paper(s)? | √ | |

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Internal – The polling station(s) – D1

Presiding Officer and Poll Clerks can set up inside main doors to hall on either side and then put polling booths opposite – full extent of hall shown in pictures 9 and 10



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Pictures:



Picture 1 – Front of building



Picture 2 – Road sign from main road



Picture 3 – disabled parking



Picture 4 – parking bays



Picture 5 – front entrance



Picture 6 – kitchen area 1

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Picture 7 – kitchen area 2



Picture 8 – kitchen area 3



Picture 9 – Main Hall (taken from rear of hall)



Picture 10 – Main hall (taken from entrance)

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Part E – Comments from stakeholders during consultation

| Comment | Name/organisation | Response by (A)RO |
|---------|-------------------|-------------------|
| | | |
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| | | |
| | | |
| | | |

Additional comments from (A)RO