

Date reviewed: 10 October 2018

Officer initials: JB

Polling place / polling station – evaluation checklist

Part A – Current polling place details	
Polling place identifier	Essendine Village Hall
Polling place name	Essendine Village Hall
Polling place address	Essendine Village Hall Bourne Road Essendine Stamford PE9 4LQ
Number of electors (If more than one polling station within the polling place, identify split of electors)	369
Building availability for future elections/referendums	Yes

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Polling place review		
Check	√	Comment
• Are there suitable transport links?	√	Bus stop situated outside Village Hall. Also community car scheme in force.
• 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 easily, but only one required. See pictures 1, 1A, 1B & 1C showing polling station and unused main hall area.
• Is the building readily available in the event of any unscheduled elections?	√	Yes at present.
• Is there any possibility that the building may be demolished as part of a new development?	√	No.

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

Good location and facility. Plenty of space for station and also plenty of parking area.

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Part B – External areas access and facilities		
Check	(√)	Comments
• Are there good public transport links to the polling place?	√	Yes. Bus stop situated outside Village Hall. Also community car scheme in force.
• Is the approach to the building safe and free from obstructions and does it have a dropped kerb?	√	Yes
• Is the building clearly identifiable?	√	Yes, see picture 2
• 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?	√	Yes, see picture 3
• Are there parking facilities for polling staff?	√	Yes, see picture 3
• Does the approach to the building have external lighting?	√	Yes, see picture 4
• Does the building have level access? Yes/No.	√	Yes, see picture 5

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<p>If no –</p> <ul style="list-style-type: none">• 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?		
<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
<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

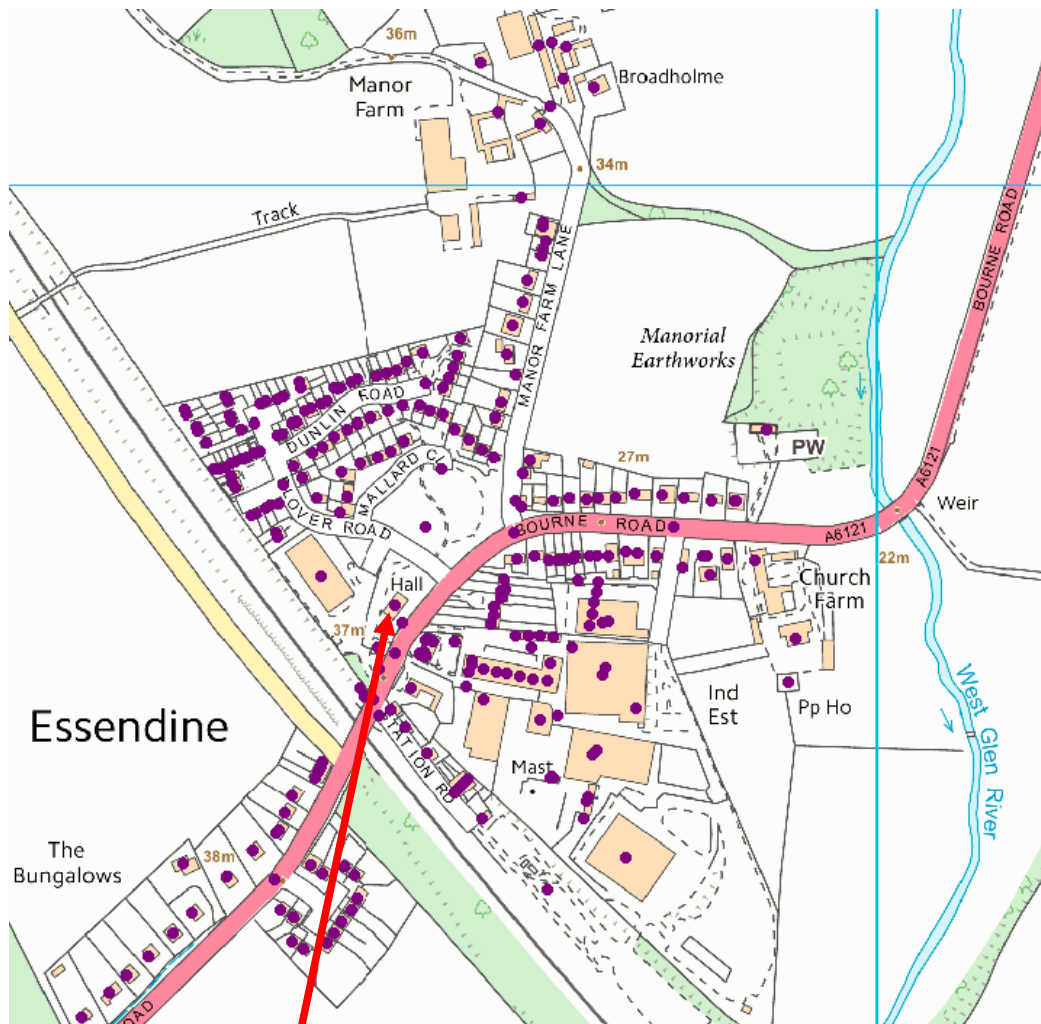
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External plan – B1

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

Essendine Village hall approaches



Village Hall is here

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Satellite view of village hall showing car park, entrance, and bus stop



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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?	√	Yes, not required to be locked open
• Are there any internal steps or obstructions/hazards?	√	No
• Are any doormats level with the floor?	√	Yes
• Is the floor covering non-slip (including in wet weather)?	√	Yes, carpeted, see pictures 6 & 7
• Are there any corridors that may cause access problems?	√	No
• Is there adequate lighting in the corridors?	√	Yes
• Are there toilet facilities?	√	Yes. See pictures 8 – 10
• Is there a kitchen that staff can use?	√	Yes. See pictures 11 – 12
• Is the area adequately lit for day and night time?	√	Yes

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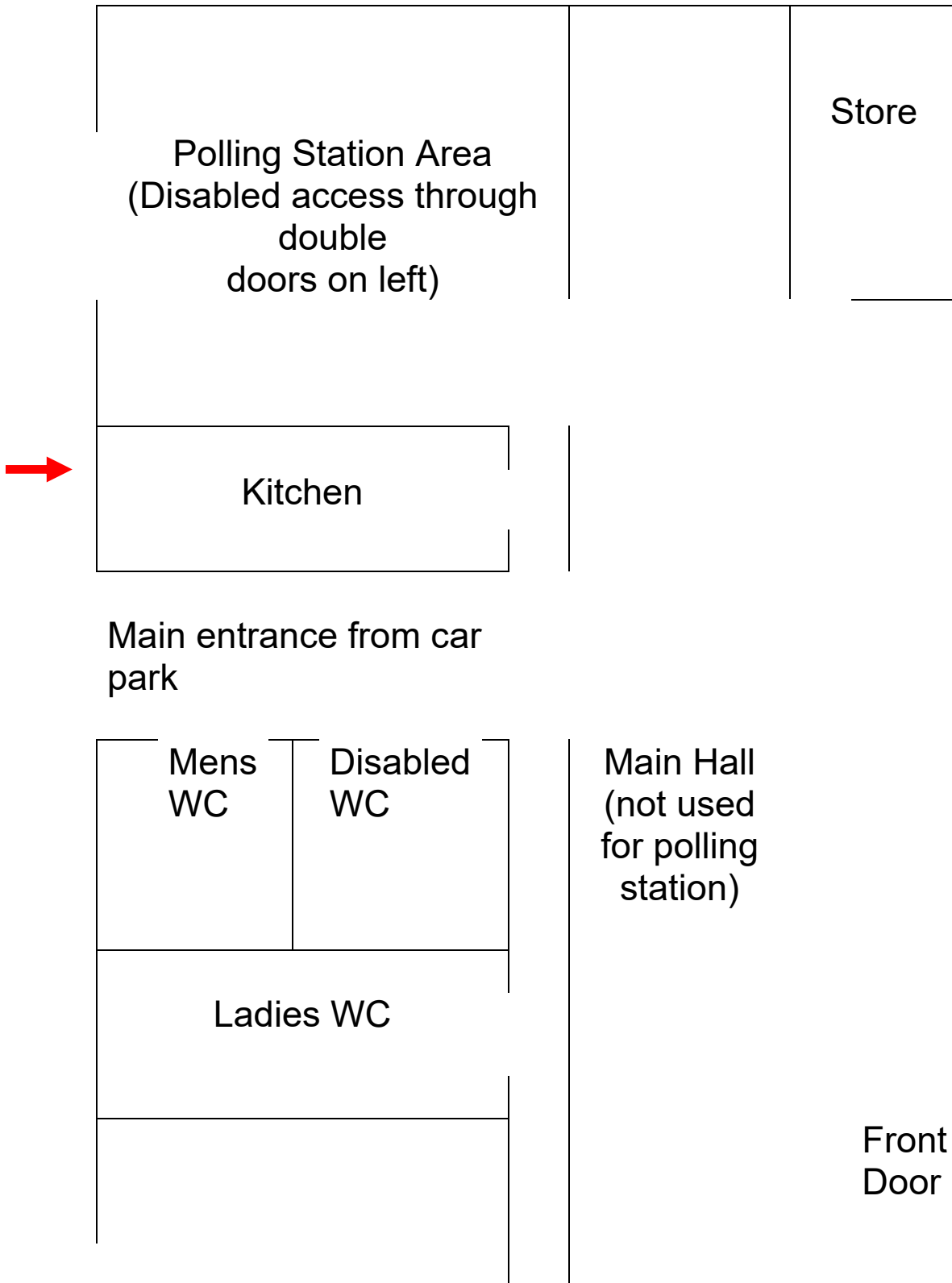
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<ul style="list-style-type: none">• Is there adequate space for signage?	√	Yes
<ul style="list-style-type: none">• How many polling stations can the building accommodate?	√	Only one required but more could be situated in main hall area – see pictures 1, 1A & 1B
<ul style="list-style-type: none">• Does the building have a telephone available (land line) in the event of mobile network problems?	√	No PO will require mobile phone.

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Internal access leading to polling station(s) – C1



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Store

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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?	√	Yes
• 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, main hall plus side area.
• 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
• Could motorised wheelchairs	√	Yes

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be accommodated?		
• Can the official notices be clearly displayed, including the large-print version of the ballot paper(s)?	√	Yes

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Pictures:



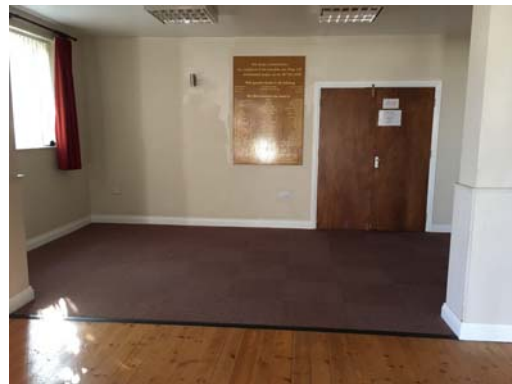
Picture 1 – Polling Station Room



Picture 1A – unused main hall area



Picture 1B – unused main hall area



Picture 1C – unused main hall area

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Picture 2 – External Sign



Picture 3 – Car parking



Picture 4 – External Lighting



Picture 5 – Level Access for wheelchairs

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Picture 6 – Corridor access from entrance



Picture 7 – Corridor to polling station



Picture 8 – Toilet facilities



Picture 9 – Toilet facilities

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Picture 10 – Toilet facilities



Picture 11 – kitchen facility



Picture 12 – kitchen facility

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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

