

Date reviewed: 3 May 2018

Officer initials: JB/SR

### **Polling place / polling station – evaluation checklist**

<b>Part A – Current polling place details</b>	
Polling place identifier	Greetham Community Centre
Polling place name	Greetham Community Centre
Polling place address	Great Lane Greetham LE15 7NG
Number of electors (If more than one polling station within the polling place, identify split of electors)	565
Building availability for future elections/referendums	Yes

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Polling place review		
Check	√	Comment
<ul style="list-style-type: none"><li>• Are there suitable transport links?</li></ul>	√	Yes but road to community centre off main road is quite narrow but accessible. If required, highways can be contacted and the Parish can open the top gate to create a one-way system although this is not a requirement.
<ul style="list-style-type: none"><li>• Are there any access issues regarding main/busy roads, railways, rivers, etc.?</li></ul>	√	See above.
<ul style="list-style-type: none"><li>• 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?</li></ul>	√	2 alternative areas/rooms can be used – one is the bar area and the other is the main hall. The main hall could accommodate 2 or three polling stations if required.
<ul style="list-style-type: none"><li>• Is the building readily available in the event of any unscheduled elections?</li></ul>	√	Yes

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<ul style="list-style-type: none"><li>• Is there any possibility that the building may be demolished as part of a new development?</li></ul>	√	No
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***Identify any complaints/comments received from stakeholders at previous electoral events***

None received.

Part B – External areas access and facilities		
Check	(√)	Comments
<ul style="list-style-type: none"><li>• Are there good public transport links to the polling place?</li></ul>	√	On foot or by car.
<ul style="list-style-type: none"><li>• Is the approach to the building safe and free from obstructions and does it have a dropped kerb?</li></ul>	√	Large part of road from main road does not have pavement but is flat and only one lane for much of it.
<ul style="list-style-type: none"><li>• Is the building clearly identifiable?</li></ul>	√	Signposted from main road and at entrance to car park.
<ul style="list-style-type: none"><li>• Is additional signage required between street and entrance?</li></ul>	√	Suggest at least two large signs issued.
<ul style="list-style-type: none"><li>• Is there the facility to put up the required signage for polling day?</li></ul>	√	Notice boards and plenty of wall space – blue tac not sellotape!

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<ul style="list-style-type: none"><li>• Are there parking facilities for disabled people?</li></ul>	√	Yes, designated parking closest to building. See picture 1 below.
<ul style="list-style-type: none"><li>• Are there parking facilities for polling staff?</li></ul>	√	Yes good sized car park.
<ul style="list-style-type: none"><li>• Does the approach to the building have external lighting?</li></ul>	√	Car park and building well-lit at night but no street lighting outside.
<ul style="list-style-type: none"><li>• Does the building have level access? Yes/No. If no –</li></ul>	√	See picture 2
<ul style="list-style-type: none"><li>• Has a purpose built ramp been installed?</li></ul>		
<ul style="list-style-type: none"><li>• If so, does it have a handrail?</li></ul>		
<ul style="list-style-type: none"><li>• Does the ramp have a gentle slope?</li></ul>		
<ul style="list-style-type: none"><li>• Does the building require a temporary ramp or is there an alternative disabled access?</li></ul>	√	
	√	
	No	
<ul style="list-style-type: none"><li>• Is the entrance door wide enough for a disabled person using a motorised wheelchair?</li></ul>	√	See picture 2

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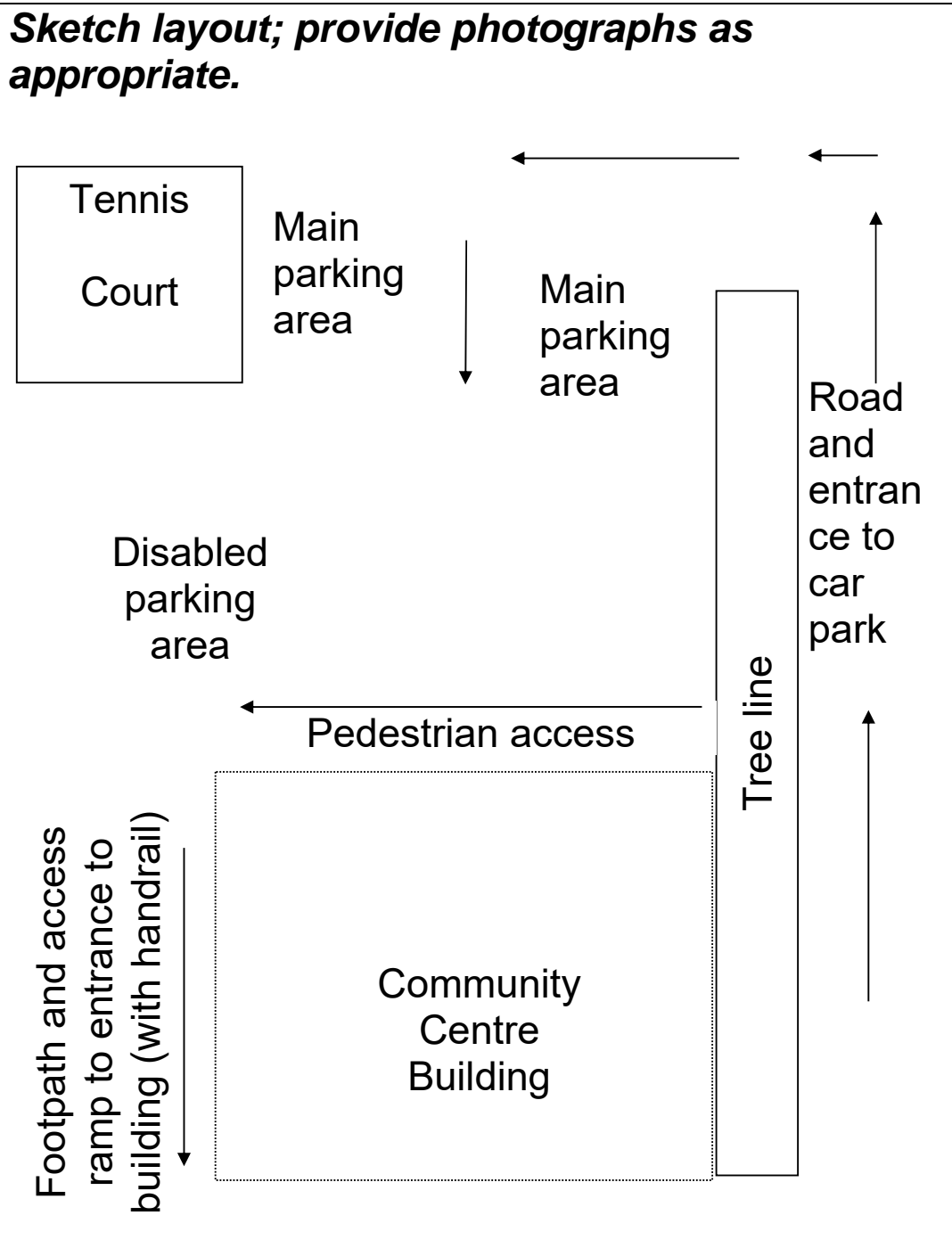
• Are the doors light enough for frail/elderly voters to open?	√	
• Can the 'Guidance for voters' notice be clearly displayed outside the premises, as required by the election rules?	√	
• Are there any external security concerns?	√	
• Can tellers be accommodated outside the building?	√	

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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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### Street Map view



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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?	No	
• Are any doormats level with the floor?	√	
• Is the floor covering non-slip (including in wet weather)?	No	
• 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 Picture 3
• Is the area adequately lit for day and night time?	√	
• Is there adequate space for signage?	√	
• How many polling stations can the building accommodate?	√	Bar and annex area could accommodate two stations and the main hall area could accommodate more if required.



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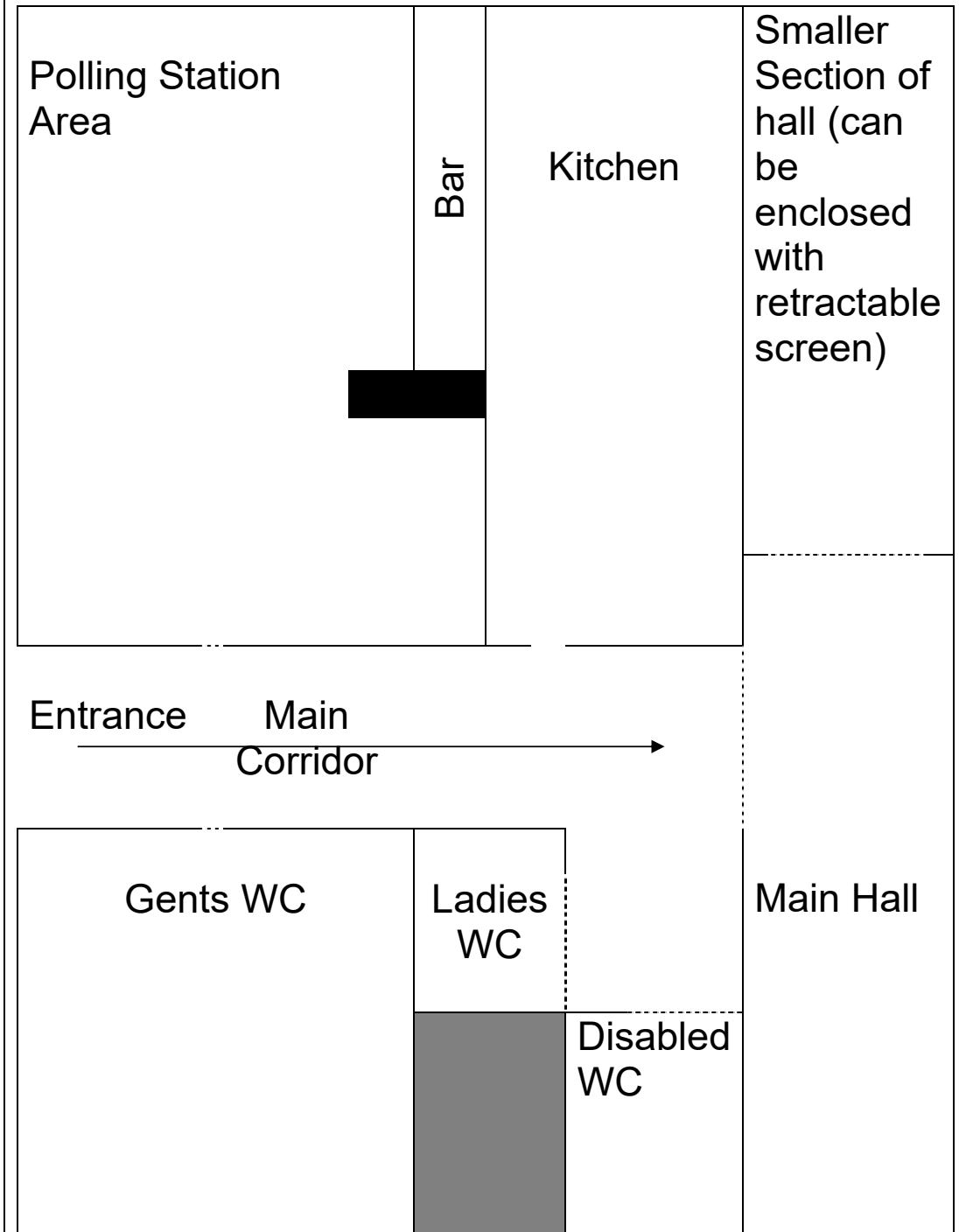
		Picture 4 shows bar/annex area.
<ul style="list-style-type: none"><li>• Does the building have a telephone available (land line) in the event of mobile network problems?</li></ul>	√	

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Internal access leading to polling station(s) – C1

***Sketch layout; provide photographs as appropriate.***



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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?	√	Wide corridor and if required main hall is very large/
• 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?	√	See previous comments.
• Is there sufficient space inside the polling station to comfortably accommodate staff, voters, polling agents and observers?	√	Easily
• 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?	√	Fully lit.
• 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	√	

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be accommodated?		
<ul style="list-style-type: none"><li>• Can the official notices be clearly displayed, including the large-print version of the ballot paper(s)?</li></ul>	√	

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**Pictures:**



Picture 1 – Disabled parking area



Picture 2 – Entrance showing access ramp and hand rail



Picture 3 – kitchen facilities



Picture 4 – Polling Station Area

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Part E – Comments from stakeholders during consultation

<b>Comment</b>	<b>Name/organisation</b>	<b>Response by (A)RO</b>

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***Additional comments from (A)RO***

