

Polling place / polling station – evaluation checklist

Part A – Current polling place details	
Polling place identifier	The Jackson Stops
Polling place name	The Jackson Stops
Polling place address	Rookery Lane Stretton Oakham LE15 7RA
Number of electors (If more than one polling station within the polling place, identify split of electors)	259 (at 3 May 2018)
Building availability for future elections/referendums	Available

Polling place review		
Check		Comment
<ul style="list-style-type: none"> Are there suitable transport links? 	√	No public transport although accessible via road and foot in the village
<ul style="list-style-type: none"> Are there any access issues regarding main/busy roads, railways, rivers, etc.? 	√	No immediate issues
<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? 	√	No but as small electorate may not be necessary
<ul style="list-style-type: none"> Is the building readily available in the event of any unscheduled elections? 	√	We are led to believe that this is the case
<ul style="list-style-type: none"> Is there any possibility that the building may be demolished as part of a new development? 	√	Not in the near future

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

Building not used previously, current polling station at Stone Ridge House is no longer available as owners have property on the market but no longer wish to be a polling station – hire charge of £250 – cheaper than previous station charges.

Date reviewed: 3 May 2018

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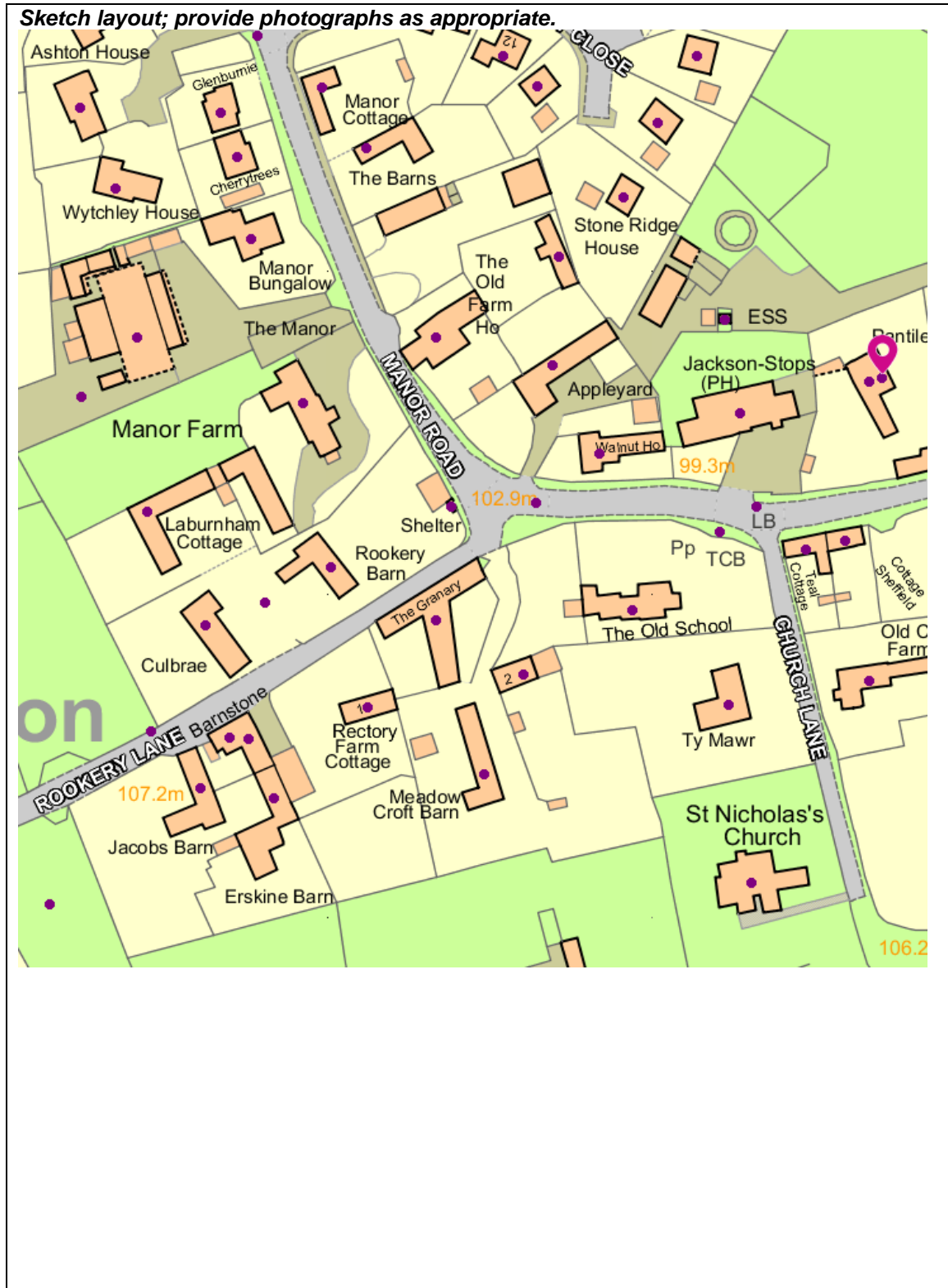
Part B – External areas access and facilities		
Check	(√)	Comments
<ul style="list-style-type: none"> Are there good public transport links to the polling place? 	√	School service morning and afternoon, call connect service available if booked in advance and enough demand. Small village with most places able to walk to station,
<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, wide dropped kerb leading to car park
<ul style="list-style-type: none"> Is the building clearly identifiable? 	√	Yes, large signs for the pub at either end of the village, a polling station sign can be attached to these also
<ul style="list-style-type: none"> Is additional signage required between street and entrance? 	√	Yes to signpost disabled access through side door and corridors. Staff will be made aware of this and will advise polling staff if assistance is required.
<ul style="list-style-type: none"> Is there the facility to put up the required signage for polling day? 	√	Yes – extra blu tac required to prevent damage to walls.
<ul style="list-style-type: none"> Are there parking facilities for disabled people? 	√	Large car park to front and plenty of on street parking
<ul style="list-style-type: none"> Are there parking facilities for polling staff? 	√	Yes
<ul style="list-style-type: none"> Does the approach to the building have external lighting? 	√	Yes but not seen in the dark
<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 No No √ √	Yes to side of building, disabled access would need to be through side entrance and access through corridors to polling station area. If required Presiding Officer may be required to assist or provide mobile (table-top) voting booth adjoining room if required.
<ul style="list-style-type: none"> Is the entrance door wide enough for a disabled person using a motorised wheelchair? 	√	Yes, owner advises several customers owning motorised chairs frequent the venue
<ul style="list-style-type: none"> Are the doors light enough for frail/elderly voters to open? 	√	Yes at side of building
<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, gardens to the front of the venue with seating area, not much covered space if adverse weather conditions although there are other rooms within the venue away from the station that may be used if the venue agrees.

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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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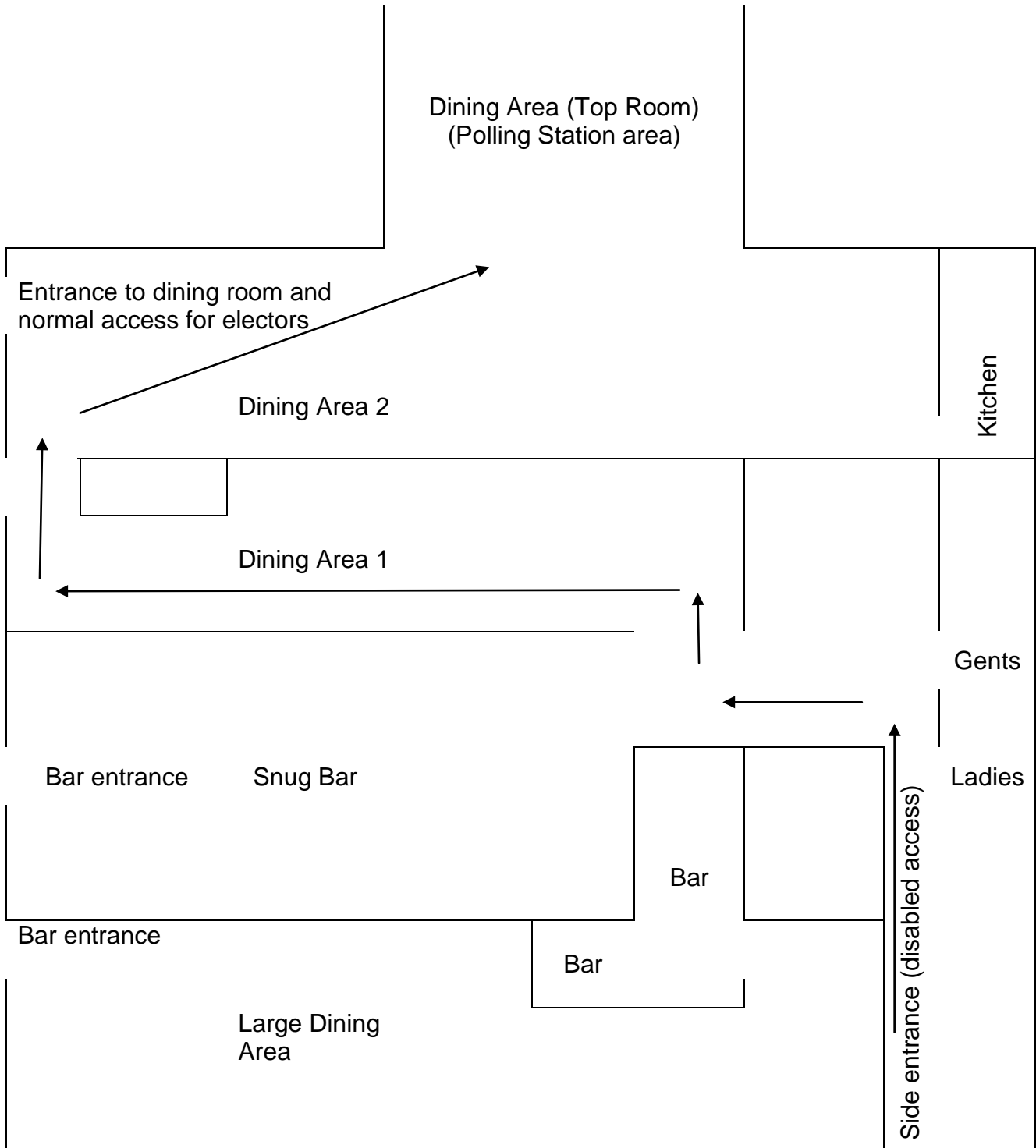
Part C – Internal areas access and facilities		
Check	(√)	Comments
<ul style="list-style-type: none">Are all doors easy to open (including by wheelchair users) or do they need to be permanently locked back?	√	Disabled access door is easy to open, slight lip floor at entrance.
<ul style="list-style-type: none">Are there any internal steps or obstructions/hazards?	√	Steps into both rooms identified, wheelchair access solutions available
<ul style="list-style-type: none">Are any doormats level with the floor?	√	Yes
<ul style="list-style-type: none">Is the floor covering non-slip (including in wet weather)?	√	Stone / wooden floors throughout, may need to utilise a floor runner in adverse weather – we would need to provide.
<ul style="list-style-type: none">Are there any corridors that may cause access problems?	√	Corridors from disabled access point to both rooms, staff advised this does not cause an issue for customers
<ul style="list-style-type: none">Is there adequate lighting in the corridors?	√	Yes
<ul style="list-style-type: none">Are there toilet facilities?	√	Yes
<ul style="list-style-type: none">Is there a kitchen that staff can use?	√	Kitchen for restaurant use but owners have said that they are happy to provide amenities for polling staff - owners were very accommodating on the inspection visit
<ul style="list-style-type: none">Is the area adequately lit for day and night time?		May require extra lighting for polling booths.
<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?		One
<ul style="list-style-type: none">Does the building have a telephone available (land line) in the event of mobile network problems?		Yes, there is a land line in the venue

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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.



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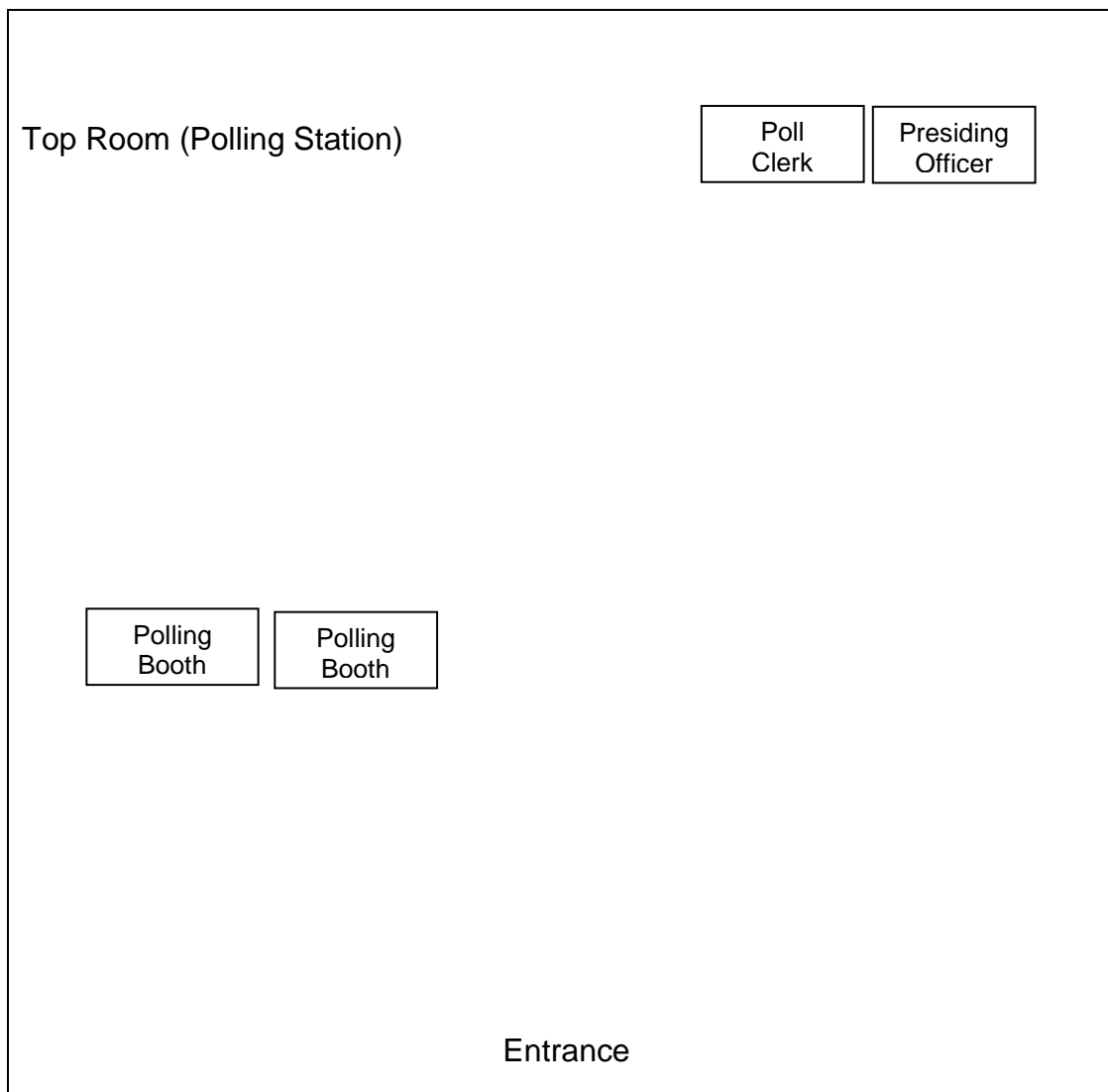
Part D – The polling station(s)		
Check	(√)	Comments
<ul style="list-style-type: none">Is there sufficient space to accommodate and manage the flow of a high volume of electors in the case of a high turnout of electors?	√	Yes, one room is preferable and more separate from the rest of the venue
<ul style="list-style-type: 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?	√	No requirement for more than one station, but could manage if required to fit a second.
<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?	√	May need a boost in the evening
<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

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.



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Photographs of Polling Station



Main entrance to Snug Bar



Entrance through to main dining area
(proposed polling station area)



Dining Area 2



Polling station (Top Room)



Side entrance (disabled access)



Car Parking

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Part E – Comments from stakeholders during consultation

Comment	Name/organisation	Response by (A)RO

Additional comments from (A)RO