

## Polling place / polling station – evaluation checklist

<b>Part A – Current polling place details</b>		
Polling place identifier	Lyddington Village Hall	
Polling place name	Lyddington Village Hall	
Polling place address	Lyddington Village Hall 27 Main Street Lyddington Oakham Rutland LE15 9LR	
Number of electors (If more than one polling station within the polling place, identify split of electors)	336	
Building availability for future elections/referendums	Yes	
<b>Polling place review</b>		
<b>Check</b>		<b>Comment</b>
• Are there suitable transport links?	√	Yes, by road
• Are there any access issues regarding main/busy roads, railways, rivers, etc.?	√	No
• 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, see picture 1 of main hall area.
• Is the building readily available in the event of any unscheduled elections?	√	Yes, written into constitution that elections have priority over other booking.
• Is there any possibility that the building may be demolished as part of a new development?	√	No
<p><b><i>Identify any complaints/comments received from stakeholders at previous electoral events</i></b>            Recommended for continued use.</p>		

Date reviewed: 29/10/18

Officer initials: JB

Part B – External areas access and facilities		
Check	(√)	Comments
• Are there good public transport links to the polling place?	√	Yes, by road
• Is the approach to the building safe and free from obstructions and does it have a dropped kerb?	√	Yes, but bank to main entrance.
• Is the building clearly identifiable?	√	Yes, see pictures 2 and 3
• 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?	√	On road parking only, see picture 4
• Are there parking facilities for polling staff?	√	As above
• Does the approach to the building have external lighting?	√	Yes
• Does the building have level access? Yes/No. If no –	√	Yes, from road need to access from above or below station for level access.
• Has a purpose built ramp been installed?		Access through main door level – see picture 5
• 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?	√	Yes, but remain open on polling day.
• 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?	√	No
• Can tellers be accommodated outside the building?	√	Yes

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### External plan – B1 – Lyddington Village Hall

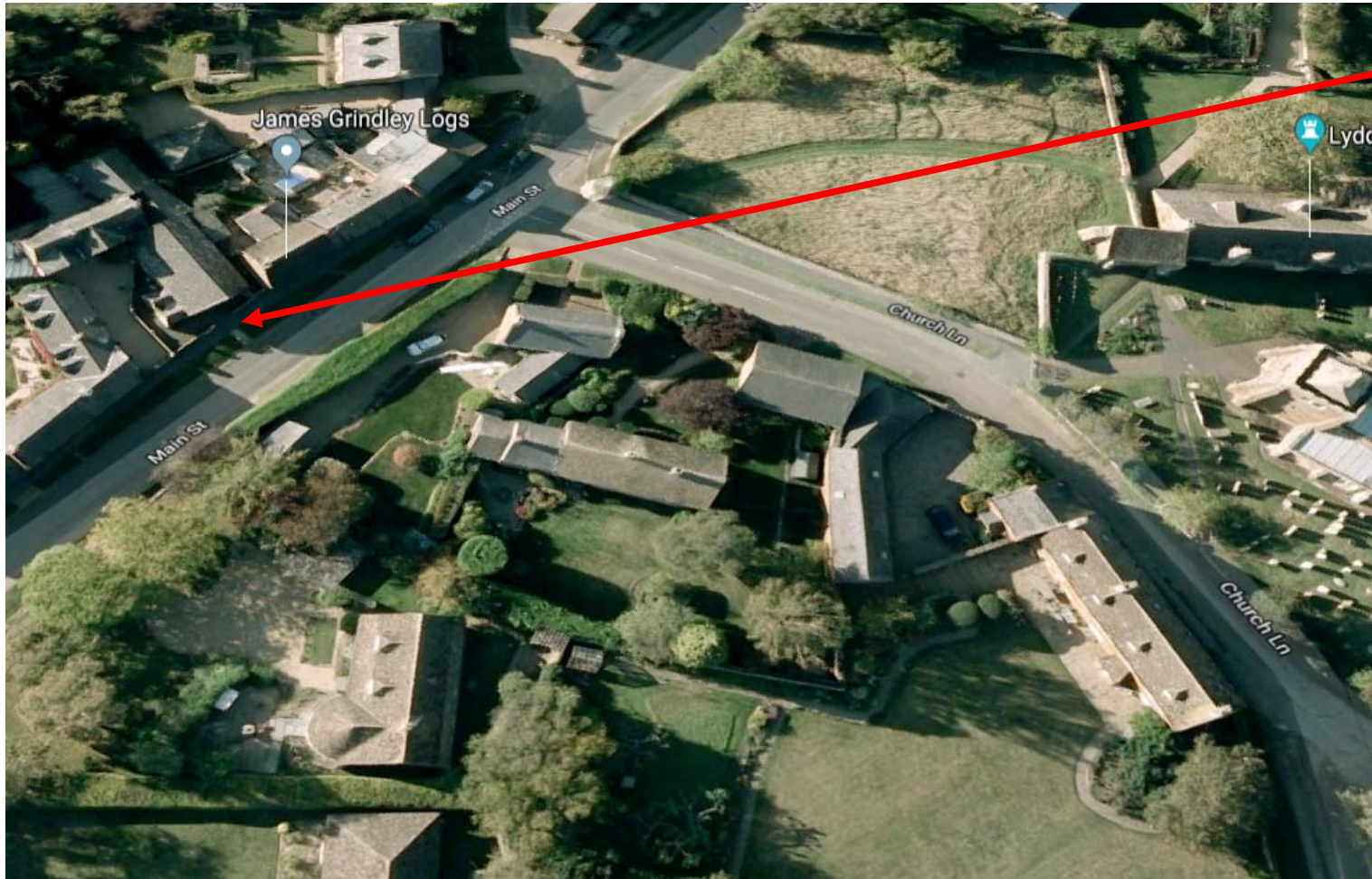


Village Hall with on-road car park on Main Street

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Lyddington Village Hall – Satellite view



Village Hall

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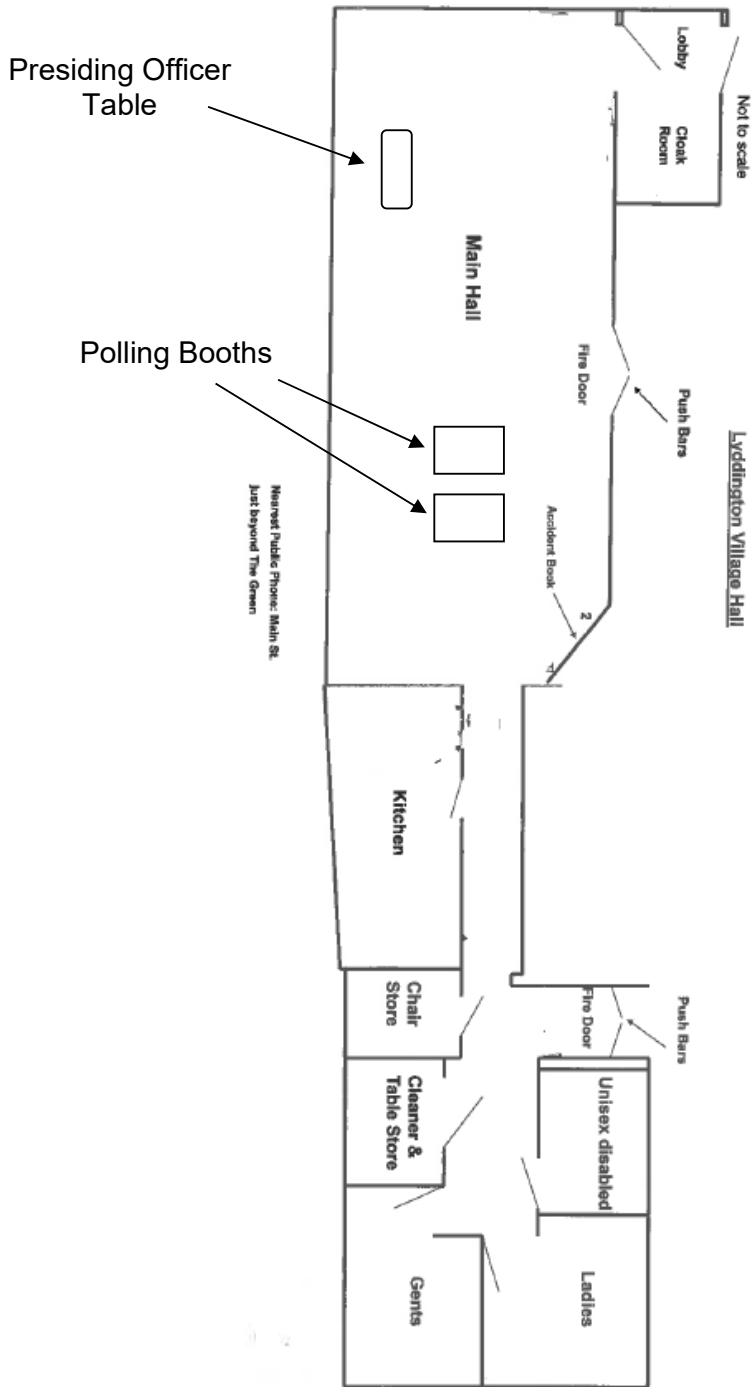
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Part C – Internal areas access and facilities		
Check	(√)	Comments
• Are all doors easy to open (including by wheelchair users) or do they need to be permanently locked back?	√	Yes, but doors remain open on polling days
• Are there any internal steps or obstructions/hazards?	√	No
• Are any doormats level with the floor?	√	Yes
• Is the floor covering non-slip (including in wet weather)?	√	Wooden effect
• Are there any corridors that may cause access problems?	√	Nom, but access from road needs to be from above or below entry to polling station for level access.
• Is there adequate lighting in the corridors?	√	Yes
• Are there toilet facilities?	√	Yes, see picture 6
• Is there a kitchen that staff can use?	√	Yes, see picture 7
• 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?	√	Two, but only one required. See pictures 1 and 8.
• Does the building have a telephone available (land line) in the event of mobile network problems?	√	No, presiding officer to have mobile phone.
• Key Safe	√	Building key safe situated round side of the building after main entrance door, see picture 9

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### Internal access leading to polling station(s) – C1



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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?	√	No just one main hall, but large enough for a second station if required.
• 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 be accommodated?	√	Yes
• Can the official notices be clearly displayed, including the large-print version of the ballot paper(s)?	√	Yes

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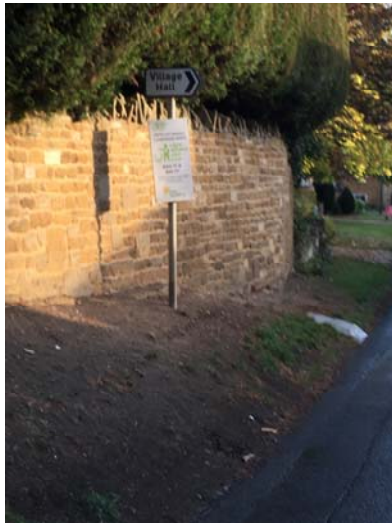
**Pictures:**



Picture 1 – Main Hall/Polling Station Area



Picture 2 – External View



Picture 3 – Sign to Village Hall from road



Picture 4 – On-road Parking



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Picture 5 – Level access through main door



Picture 6 – Toilet facilities



Picture 7 – Kitchen facilities



Picture 8 – Main Hall area

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Key safe down path  
after main door and  
situated on wall round  
corner from window in  
this picture



Picture 9 – Entrance and pathway

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Part E – Comments from stakeholders during consultation

Comment	Name/organisation	Response by (A)RO

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