

Polling place / polling station – evaluation checklist

Part A – Current polling place details	
Polling place identifier	
Polling place name	St Teresa's Church Community Room
Polling place address	32 Worsted Green, Merstham, Redhill RH1 3PW
Number of electors (If more than one polling station within the polling place, identify split of electors)	Polling district HMN5 1,644 total electors 1,431 station electors
Building availability for future elections /referendums	Yes

Polling place review

Check	✓	Comment
Are there suitable transport links?	✓	
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 to provide a good service to voters?	No	It is possible to implement a one-way system using the emergency exit.
Is the size sufficient to provide necessary private areas or privacy screens for photographic identification checks?	✓	
Is the size big enough to ensure the flow of voters and reduce the risk of congestion and queues even where there is a high turnout?	✓	
Is the building readily available in the event of any unscheduled elections?	✓	
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

The Oak Room in Merstham Community Hub is not large enough to host 2 polling stations which will be required for a parliamentary election.

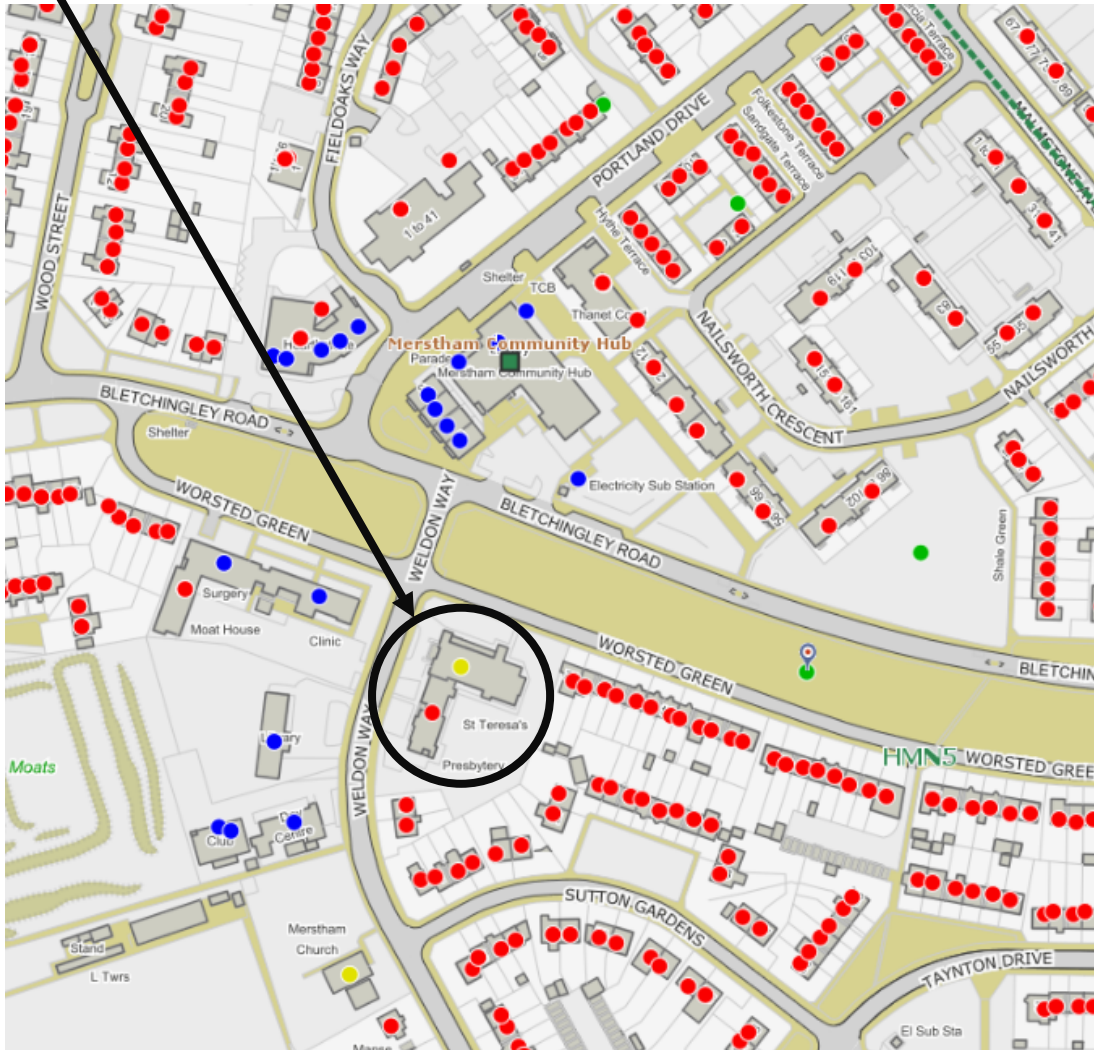
Part B – External areas access and facilities

Check	✓	Comments
Are there good public transport links to the polling place?	✓	
Is the approach to the building safe and free from obstructions and does it have a dropped kerb?	✓	
Is the building clearly identifiable?	✓	
Is additional signage required between street and entrance?	No	
Is there the facility to put up the required signage for polling day?	✓	
Are there parking facilities for disabled people?		None, on street parking
Are there parking facilities for polling staff?	✓	
Does the approach to the building have external lighting?	✓	Building & street lights
Does the building have level access? Yes/No. If no –	No	
Has a purpose built ramp been installed?	✓	
If so, does it have a handrail?	✓	
Does the ramp have a gentle slope?	No	
Does the building require a temporary ramp or is there an alternative disabled access?	No	
Is the entrance door wide enough to ensure good access for all?	✓	
Are the doors light enough for all voters to open?	✓	
Can the 'Guidance for voters' notice be clearly displayed outside the premises in a position so it can be read by all voters?	✓	
Does the building have a hearing loop installed?	No	
Are there any external security concerns?	No	
Can tellers be accommodated outside the building?	✓	

External plan – B1

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

Situation of building



The church building & signage on corner of Weldon Way & Worsted Green



The Community Room entrance



External lights

Access ramp



Access via Weldon Way, on street parking



Emergency exit door & path.
One shallow step



Part C – Internal areas access and facilities

Check	✓	Comments
Are all doors easy to open for all users or do they need to be permanently locked back?	✓	Propose to use the emergency door on the side of the hall for direct access into the polling station.
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)?	✓	
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?	✓	
Is the area adequately lit for day and night time?	✓	
Is there adequate space for signage?	✓	
Is there seating available if an elector needs to sit down?	✓	
How many polling stations can the building accommodate?	1	
Does the building have a telephone available (land line) in the event of mobile network problems?	No	

Internal access leading to polling station(s) – C1

Front Door – internal view



Community Room
entrance

Entrance to the Community Room from the hallway, gentle slope with handrails





The kitchen, hob, oven,
fridge & microwave.



Toilets

Part D – The polling station(s)

Check	✓	Comments
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?	n/a	
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 and positioned, including the large-print version of the ballot paper(s) so it can be read by all voters?	✓	
Is there sufficient space to accommodate a private area or privacy screens for photographic identification checks?	✓	
Is there enough space to ensure the flow of voters having their photographic ID checked and reduce the risk of congestion and queues even where there is a high turnout?	✓	Plenty of space to queue inside the building

Internal – The polling station(s) – D1

The Community Room, Looking towards the entrance door



Emergency Exit door – potential exit



Part E – Comments from stakeholders during consultation

Comment	Name/organisation	Response by (A)RO

Additional comments from (A)RO