

Date reviewed: 26/09/2023

Officer initials: MCB

Evaluation checklist

Part A – Current polling place details		
Polling place identifier	NOR1	
Polling place name	Nork Community Centre	
Polling place address	Nork Community Association, 38 Nork Rise, Banstead, SM7 1JN.	
Number of electors (If more than one polling station within the polling place, identify split of electors)	5,430	
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? If so, could it accommodate all allocated voters going in and out of the polling stations, even where there is a high turnout?	Yes	One large main hall also has a smaller hall which can be accessed in the main hall at the side of the hall with accessibility via a wide sliding into smaller hall. Smaller hall also has a narrow door that leads out into the lobby to exist the building.
• Is the building readily available in the event of any unscheduled elections?	Yes	
• 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

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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? 		
<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	Concrete slope that leads to the entrance of the building
<ul style="list-style-type: none"> Is the building clearly identifiable? 	Yes	
<ul style="list-style-type: none"> Is additional signage required between street and entrance? 		Building situated on a residential road
<ul style="list-style-type: none"> Is there the facility to put up the required signage for polling day? 	Yes	
<ul style="list-style-type: none"> Are there parking facilities for disabled people? 	Yes	2 bays marked a 3 rd made can be made available for disabled parking
<ul style="list-style-type: none"> Are there parking facilities for polling staff? 	Yes	Approx. 50 parking spaces onsite
<ul style="list-style-type: none"> Does the approach to the building have external lighting? 	Yes	
<ul style="list-style-type: none"> Does the building have level access? Yes/No. If no – 	No	
<ul style="list-style-type: none"> Has a purpose built ramp been installed? 		
<ul style="list-style-type: none"> If so, does it have a handrail? 		
<ul style="list-style-type: none"> Does the ramp have a gentle slope? 		
<ul style="list-style-type: none"> 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	
<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.

Location of building



Main Access to building



The Building and front entrance step access via gate from main footpath and long concrete slope access from main car park.

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Full picture of main building

Front of the
main building
and front
entrance



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Main access through double doors entrance into the lobby and main hall.



Main access entrance into the car park

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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	
• 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	
• Are there any corridors that may cause access problems?	No	
• Is there adequate lighting in the corridors?	Yes	
• Are there toilet facilities?	Yes	Mens, Woman and a disabled toilet. Disabled toilet is locked only unlockable with radar key.

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		A key will be provided in case access is required.
• Is there a kitchen that staff can use?	Yes	
• 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?	2	Maybe 3 if additional smaller hall is to be used it will be available as all classes will be cancelled for the day for the whole building.
• 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

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.

Lobby area where toilets are situated.

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Lobby area access into main hall and exist out of main building. Toilets are situated in main lobby.

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Toilets in lobby area



Toilet will remain locked Radar key will be provided.



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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	50 parking spaces and 2 disabled spaces, a third disabled parking space can be made available if required.
<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?	Yes	There is the main hall and smaller hall.
<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?	Yes	
<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	18 Trestle tables available. (Need to check number of chairs)
<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.



View of the main hall and main exit into the lobby area to exist the main building through double doors.
Wide sliding door for access into the smaller hall.

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Main H



Fire exist at the back of the main hall, not suitable for wheelchair access once outside as ground outside uneven and a small concrete lip onto the grass back out into the park at the side of the main entrance of the building.

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Another exit door back out into main lobby and exit out of the building as well as a large exit door back into main hall through wide sliding door.

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In the small hall looking out to the main hall kitchen at the side. Kitchen can be accessed and locked from main hall and small hall.

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Kitchen area
picture taken
from small hall.

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Part E – Comments from stakeholders during consultation

Comment	Name/organisation	Response by (A)RO

Additional comments from (A)RO

Double plug sockets situated in the middle of the main hall on the left- and right-hand side of the hall these are high up on the wall for safety reasons extension leads will be required. Further plug sockets are situated at the back of the hall in the stage. Wi-Fi has been confirmed as excellent.

A defibrillator is available.

The disabled toilets are locked, the only access is to unlock with a radar key a key will be provided on the day. There is a lamp post outside of the main car park useful for signage. There is a food fast food van that is parked just inside the car park entrance every day and will be in the car park on the day of poll as it is used by residents daily.

CCTV cameras are situated outside of the building in the car park.