

Potential polling place / polling station – evaluation checklist

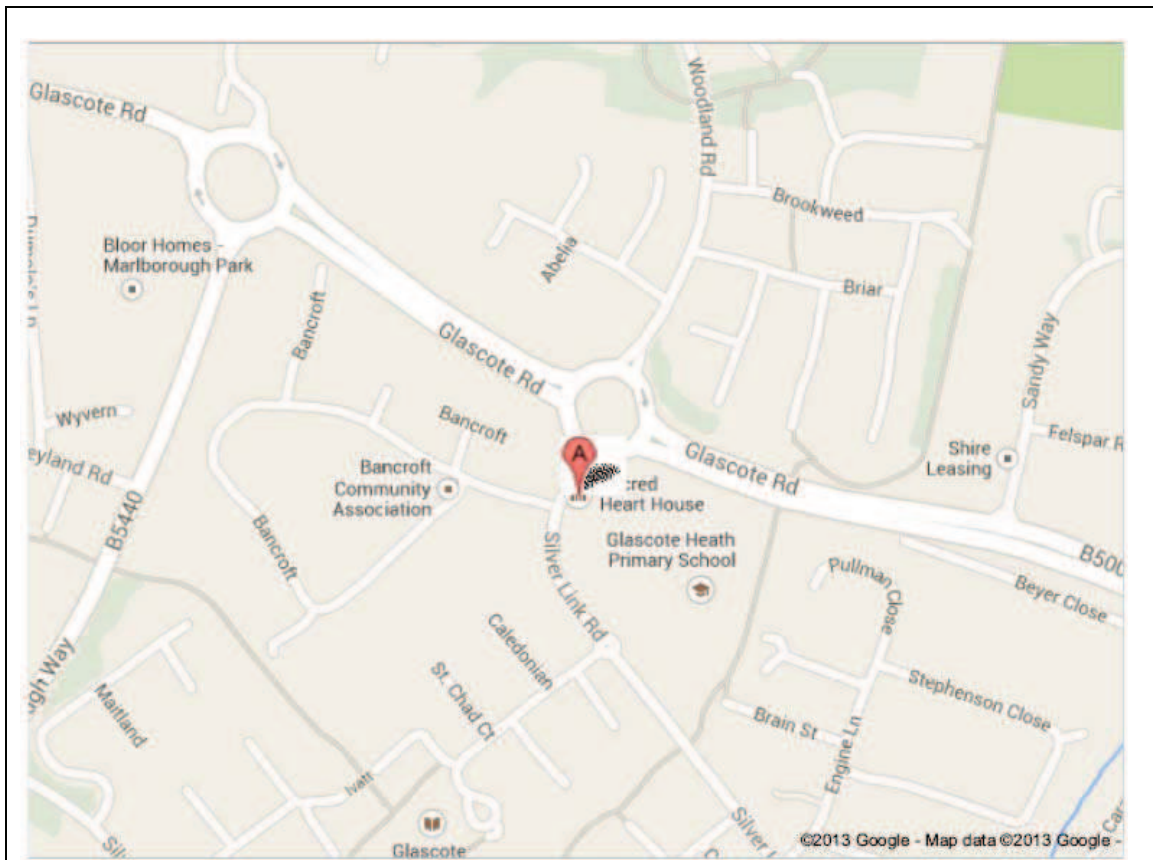
Part A – Potential polling place details		
Polling place identifier	Sacred Heart Roman Catholic Church	
Polling place name	Sacred Heart Roman Catholic Church	
Polling place address	Silver Link Road Glascote Heath Tamworth B77 2EA	
Number of electors (If more than one polling station within the polling place, identify split of electors)	GL1 – 1,582 electors split station GL3 = 970 electors Total = 1,679 3 Stations in total	
Number of postal voters	GL1 = 257 GL3 = 105	
Building availability for future elections/referendums	Yes but must ensure that it is booked in advance.	
Polling place review		
Check	√	Comment
• Are there suitable transport links?	Yes	Bus stopped is located opposite the church.
• 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	Two rooms within the church would need to be utilised. The larger of these rooms would be used for the split station.
• Is the building readily available in the event of any unscheduled elections?	Yes	But as much notice as possible would need to be given.
• 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 Headteacher of Glascote Heath Primary contacted the Elections Office and asked if we could have a look into relocating the polling station. The school suggested the Church and as it is adjacent to the school this should caused no inconvenience should this polling station be relocated. This location also offers ample car parking and suits the needs of the disabled voter far better. The management team at the Church are more than happy to accommodate us for polling day and are very active within the local community. A move to the church would also incur a small cost saving compared to the fees charged by the school. The church has offered their facilities for a fee of £200 compared to £268 charged by the school.

Part B – External areas access and facilities		
Check	(√)	Comments
• Are there good public transport links to the polling place?	Yes	Bus stop across the road
• Is the approach to the building safe and free from obstructions and does it have a dropped kerb?	Yes	The premises are accessed via a large car park to the front.
• Is the building clearly identifiable?	Yes	
• Is additional signage required between street and entrance?		If additional signage is needed this could be placed upon the fence boarding the road
• Is there the facility to put up the required signage for polling day?	Yes	
• Are there parking facilities for disabled people?	Yes	There are several dedicated disabled parking spaces that are located directly in front of the main entrance.
• Are there parking facilities for polling staff?	Yes	
• Does the approach to the building have external lighting?	Yes	
• Does the building have level access? Yes/No. If no –	Yes	
• 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?		
• 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	
• 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	

External plan – B1



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	Including disabled facilities.
• 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?	3/4	
• Does the building have a telephone available (land line) in the event of mobile network problems?	Yes	

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?	Yes	There are two separate rooms that are large enough to accommodate busy polling stations.
• 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	

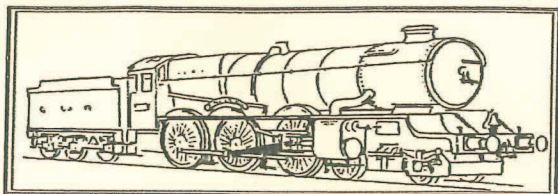
Internal – The polling station(s) – D1

Polling Station 1 – GL1 split station
Dimensions: 7.5m x 10m



Station 2 - GL3
Dimensions: 7.6m x 6m





GLASCOTE HEATH PRIMARY SCHOOL

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Head Teacher: ~~Ms N Poore~~ Mrs M. Hamblin

25th April 2013

Bernadette Flanagan,
Elections Officer,
Tamworth Borough Council,
Marmion House,
Lichfield Street,
TAMWORTH,
Staffordshire, B79 9BZ.

Dear Bernie,

Elections – 2014

Further to your email of 3rd April 2013, with regard to Tamworth Borough and European Parliamentary Elections to be held in 2014, I have to advise that Glascote Heath Primary School will be unavailable for use as a Polling Station next year.

As I am sure you will appreciate, not only does it mean using our valuable allocation of "Inset Days" for this purpose, but pupils' have SATs examinations in May, and I am not prepared to disrupt their learning time more than absolutely necessary. Also, having spoken to parents who work, it is difficult for them to arrange childcare for these occasional days.

Yours sincerely,

A handwritten signature in cursive script that reads "Maria Hamblin".

Maria Hamblin (Mrs)
Headteacher