

10 September 2014

Dear Councillor

ELECTORAL WORKING GROUP

A meeting of the Electoral Working Group will be held at the Council Offices, London Road, Saffron Walden on Thursday, 18 September 2014 at 5.00pm.

Yours faithfully

JOHN MITCHELL

Chief Executive

A G E N D A

- 1 Apologies and declarations of interest.
- 2 Minutes of the meeting held on 6 August 2014.
- 3 Business arising.
- 4 Proposed scheme for stage 2 consultation.
- 5 Date of next meeting.

To: Councillors **R Chambers**, J Davey, A Dean, J Freeman, E Hicks, J Ketteridge, M Lemon and J Rose

Lead Officer: Peter Snow
Democratic Services Officer: Rebecca Dobson

ELECTORAL WORKING GROUP held at COUNCIL OFFICES LONDON ROAD SAFFRON WALDEN on 6 AUGUST 2014 at 7pm

Present: Councillor R Chambers – Chairman.
Councillors J Davey, A Dean, E Hicks, J Ketteridge, R Lemon and J Rose.

Officers in attendance: P Snow (Democratic and Electoral Services Manager) and R Dobson (Principal Democratic Services Officer).

EWG1 ELECTION OF CHAIRMAN

Councillor Chambers was proposed and duly elected as Chairman.

EWG2 APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST

Apologies for absence were received from Councillor Freeman.

EWG3 MINUTES

The minutes of the meeting held on 30 May 2013 were received and signed by the Chairman as a correct record.

EWG4 WORK PROGRAMME 2014/15

The Democratic and Electoral Services Manager summarised key elements from the proposed work programme for 2014/15. The programme would include the polling district review; consideration of the scale of Returning Officer's fees at district and parish elections and consideration of a programme of Community Governance Reviews (parish reviews) in the next two years.

The Democratic and Electoral Services Manager said this was a rolling programme, due to the challenge of scheduling an onerous level of work whilst the department was also dealing with the new individual electoral registration system, and preparing for the May 2015 elections. It was likely there would be a number of contentious development sites coming forward which would require review. It was therefore probable that the community governance review would have to be undertaken after the new council was returned, and in due course a timetable for the work would be prepared for members' agreement.

EWG5 REVIEW OF POLLING DISTRICTS, POLLING PLACES AND STATIONS

The Democratic and Electoral Services Manager presented a report seeking members' approval of the timetable, process and terms of reference for the review of the polling districts and places to be carried out.

This was a statutory review, which had to be completed by the end of January 2015. However, following the new boundaries implemented by Parliamentary Order following the Further Electoral Review in 2013/14, this review would in any event have been necessary.

The boundary changes primarily affected Saffron Walden and Stansted wards, and to some extent Dunmow.

The Democratic and Electoral Services Manager said that due to the tight timetable for the polling district review, the consultation had started the previous day. He asked Members to agree terms of reference as set out in Appendix C, updated to reflect the timetable to be considered at this meeting.

AGREED to adopt the terms of reference as set out in the appendix.

The Democratic and Electoral Services Manager said whilst limits on staffing capacity would mean not all polling districts and places could be visited, visits would be made to all where representations had been made. He referred members to the draft scheme set out in the report, an updated version of which was circulated to show the figures calculated for the revised ward boundaries.

The Democratic and Electoral Services Manager drew attention to a list of 'problem areas' which would need consideration. Proposals would be drafted after responses to the initial consultation had been received, and would be brought to the next meeting. There would then be a further consultation period. Members would then meet again, to make recommendations to Full Council. The changes would be published and implemented in the new electoral register on 1 December 2014.

The Chairman thanked the Democratic and Electoral Services Manager and invited members to comment.

Councillor Dean expressed concern at the short consultation period allowed for in the timetable, as parish councils tended not to have meetings during August.

The Chairman agreed, and asked whether the timetable could be extended.

The Democratic and Electoral Services Manager said all representations would be considered, even if received after the deadline for the consultation. The review could not be started earlier due to staff workload. Nevertheless there would be a thorough review as the process included a second consultation period. The recommendations following the consultation had to be approved by Full Council, so the scheduled meeting of Full Council on 21 October 2014 had seemed the most likely opportunity for this to be done. However, if members wished, an extraordinary Full Council meeting could be called in order to allow for an extended timetable.

The Chairman suggested the possibility of recruiting additional staff and said funding could be made available for this purpose.

The Democratic and Electoral Services Manager thanked the Chairman and said additional resources had been obtained, and he was satisfied there was currently sufficient capacity.

Further discussion of the timescale took place. It was noted the Polling District Review timetable was imposed nationally, and the new scheme had to be in place by the end of January 2015. In the case of Uttlesford, the changes agreed under last year's Further Electoral Review would at the same time be implemented in accordance with the Order finalising that process, which had been made on 20 May 2014.

Councillor Davey asked about parish boundary changes arising from development in "sector 4" in Dunmow. He was concerned that as occupancy of new developments increased, boundaries ought to be resolved at the appropriate time.

The Democratic and Electoral Services Manager explained that under a community governance review it was necessary to consult those people who were most likely to be affected by the changes, in order to reflect community identities. It was therefore preferable to wait until occupants were living at the sites.

Councillor Dean asked about issues affecting wards in Stansted.

The Democratic and Electoral Services Manager said inevitably there would be changes to polling district boundaries in Stansted, and also in Saffron Walden, due to imbalances in the numbers of voters following the ward boundary changes. As a general rule, it was advisable to limit numbers of voters for each polling district to no more than 3000.

AGREED to revise the timetable to allow a longer consultation period.

The next meeting would be at 5pm on 18 September 2014.

The meeting ended at 7.40pm.

Committee: Electoral Working Group

Agenda Item

Date: 18 September 2014

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Title: Review of polling districts and places:
Proposed scheme

Author: Rebecca Dobson
Principal Democratic Services Officer

Item for decision

Summary

1. At its previous meeting the Electoral Working Group agreed a timetable for the review of polling districts and places. The first consultation closes on 15 September. Members are requested to consider proposals for the second stage of consultation.

Recommendations

2. To approve adoption of a proposed scheme for stage 2 consultation.

Financial Implications

3. *There are no financial implications arising from this recommendation:*

Background Papers

4. The following papers were referred to by the author in the preparation of this report and are available for inspection from the author of the report.

All papers referred to have already been published.

Impact

- 5.

Communication/Consultation	By publication on the Council's website and by direct consultation with all interested parties
Community Safety	No direct impact
Equalities	Take account of the need to designate where possible only fully accessible buildings
Health and Safety	See under Equalities above

Human Rights/Legal Implications	The Council must comply with legislation in conducting compulsory reviews
Sustainability	No impact
Ward-specific impacts	All wards
Workforce/Workplace	No implications

Situation

6. The process to be followed for the review of polling districts and places was set out in the report to the meeting of the Electoral Working Group on 6 August 2014. Members agreed to extend the proposed timetable to allow more time for representations to be made. Under the revised timetable the closing date for the initial consultation is 15 September.
7. Proposals for a revised scheme are attached to this report, at Appendix 1.
8. Representations received to date are attached as Appendix 2. Any further representations received will be made available to Members at the meeting.

Risk Analysis

9.

Risk	Likelihood	Impact	Mitigating actions
3 – the purpose of the review is to identify suitable arrangements for polling in every polling district	2 – action may be needed to change polling places in some areas and to identify new places where ward boundaries have changed	3 – the impact of continuing to operate an unsuitable polling scheme would be significant	Full consultation and proper examination of all potential polling premises as part of the statutory review

1 = Little or no risk or impact

2 = Some risk or impact – action may be necessary.

3 = Significant risk or impact – action required

4 = Near certainty of risk occurring, catastrophic effect or failure of project.

Appendix 1

Proposed Scheme of Revised Polling Districts in Uttlesford from 1 December 2014

PD ref	Ward	Polling District	Electorate July 2014	Proposals
AAA	Ashdon	Ashdon	716	Polling place and district boundary satisfactory, no change proposed
AAB	Ashdon	Hadstock	275	No change proposed
AAC	Ashdon	Little Walden	179	Minor change proposed – this is to align the polling district boundary with the new ward boundary (from December 2014) dividing Ashdon ward from Saffron Walden Castle ward as defined in The Uttlesford (Electoral Changes) Order 2014
AAD	Ashdon	Sewards End	424	No change proposed
	Ashdon		1594	
ABA	Broad Oak & the Hallingburys	Great Canfield	350	No change proposed
ABB	Broad Oak & the Hallingburys	Great Hallingbury	610	No change proposed
ABC	Broad Oak & the Hallingburys	Hatfield Broad Oak	863	No change proposed
ABD	Broad Oak & the Hallingburys	Bush End	113	No change proposed

ABE	Broad Oak & the Hallingburys	Little Hallingbury	1241	No change proposed
	Broad Oak & the Hallingburys		3177	
ACA	Clavering	Arkesden	290	No change proposed
ACB	Clavering	Clavering	1006	No change proposed
ACC	Clavering	Langley	290	No change proposed
ACD	Clavering	Wicken Bonhunt	197	No change proposed
	Clavering		1787	
ADA	Debden & Wimbish	Debden	632	No change proposed
ADB	Debden & Wimbish	Wimbish (Carver Barracks)	525	No change proposed
ADC	Debden & Wimbish	Wimbish (Village)	484	No change proposed
	Debden & Wimbish		1641	
AEA	Elsenham & Henham	Elsenham	1892	No change proposed – however, please note that significant residential development is likely to take place in Elsenham within the next few years; at some point, perhaps before the next statutory review is due, it might become necessary to divide Elsenham into more than one polling district; this would become needed once the electorate exceeds 2,500 and require an interim review; one possible option is to pre-empt this expected change by creating an additional polling district now;

AEA cont.	Elsenham & Henham cont.	Elsenham cont.		<p>however, this is probably premature as part of the current review; it would be difficult, in advance of the development taking place, to define a suitable boundary between the two polling districts, and to designate a conveniently located polling place.</p> <p>Although not directly relevant to this review, development at the Fairfield site would probably overspill the parish boundary with Henham and necessitate a community governance review.</p>
AEB	Elsenham & Henham cont.	Henham	948	<p>The tiny parish of Chickney was previously attached to Henham for polling purposes but will now be transferred to Broxted following the change in ward boundaries.</p> <p>Please note the comments above about the probable need for a community governance review.</p>
	Elsenham & Henham		2840	
AFA	Felsted & Stebbing	Felsted East	382	No change proposed
AFB	Felsted & Stebbing	Felsted West	1970	No change proposed
AFC	Felsted & Stebbing	Stebbing	1073	No change proposed
	Felsted & Stebbing		3425	
AGA	Flitch Green & Little Dunmow	Flitch Green	1338	No change proposed
AGB	Flitch Green & Little Dunmow	Little Dunmow	252	No change proposed; however, the polling place was changed in 2011 from the Flitch of Bacon Public House to the Community Meeting Room off Brook Street; a number of members of the public complained in 20*

AGB Cont.	Flitch Green & Little Dunmow cont.	Little Dunmow cont.		<p>about the designation of the polling place at this location remote from the village centre and along an unlit lane.</p> <p>The Flitch of Bacon was considered to be unsatisfactory when last reviewed because the polling place has to be located in the restaurant which is part of the licensed public house. Although the polling place is screened off from the bar area it was not regarded as being able to provide sufficient separation to safeguard secrecy of the vote.</p> <p>It must be conceded that the Community Centre is less convenient for the majority of electors than the Flitch of Bacon and that both buildings should be evaluated as part of this review to assess their suitability. An assessment will be made and reported back to members.</p>
	Flitch Green & Little Dunmow		1590	
AHA	Great Dunmow North	Great Dunmow North-East	1512 +423 =1935	<p>A change to the polling district boundary is proposed to take account of new development at Woodlands Park. Some change is needed because the existing boundary runs through the middle of a site of 351 houses immediately to the south of Helena Romanes School. There are a further 250 unoccupied new houses elsewhere at Woodlands Park.</p> <p>To accommodate the 600 additional houses, it is proposed to transfer 423 electors at Newton Green, Jubilee Court and Waldgrooms from Great Dunmow North-West to the North-East polling district. The polling district boundary is proposed to be realigned to run from the ward boundary on Stortford Road to the west and north of Newton Green and Waldgrooms and then immediately east of the extent of the Woodlands Park estate and west of the Emblems development to the northern ward boundary south of Newton Hall.</p>

AHA cont.	Great Dunmow North cont.	Great Dunmow North-East cont.		The Dourdan Pavilion is proposed to be retained as the polling place. although the building is not central to the polling district it is situated in a convenient location for the majority of electors.
AHB	Great Dunmow North	Great Dunmow North-West	1661 -423 =1238	<p>Changes are proposed to the polling district boundary as described above having the immediate effect of transferring 423 electors from the North-West to the North-East polling district. This will make space for the estimated 1000-1200 additional electors expected to occupy the additional houses coming on stream at Woodlands Park. It will have the effect that the polling district will consist almost exclusively of electors resident at Woodlands Park.</p> <p>The development of 125 houses at Sector 4 at Woodlands Park is contained wholly within Little Easton parish east of the bypass. Little Easton Parish Council has requested a community governance review so that the entire development site can be transferred to Great Dunmow. In that case they would be included within North Ward (although it would require a consequential changes order to be made by the Local Government Boundary Commission to change the ward boundary). This would add another 200-250 electors to the North-West polling district in the longer term.</p> <p>In addition to the 600 houses mentioned above, there is approval for 790 dwellings west of the bypass at Woodlands Park, and a further 690 dwellings are going to planning appeal to the north of the approved site. Eventually, if all of the development were to be approved, there is the potential for an additional 2500 electors in this part of Dunmow.</p> <p>It must be said that Great Dunmow Primary School is not an ideal polling location and is not central to the polling district. There is no parking provision at the school for electors. However, there is no alternative building available at Woodlands Park and facilities at the</p>

AHB cont.	Great Dunmow North cont.	Great Dunmow North-West cont.		school are generally good. For the purposes of this review, the only option is to retain the school as the polling place.
	Great Dunmow North		3173	
AJA	Great Dunmow South & Barnston	Barnston	748	No changes proposed
AJB	Great Dunmow South & Barnston	Great Dunmow South-East	1987	<p>No changes proposed</p> <p>Problems have been reported with access at the designated polling place at the New Street URC and a full report will be submitted to members after an evaluation has taken place. No other polling locations have been suggested as part of this review and officers are not aware of a suitable alternative polling place in this part of Great Dunmow.</p> <p>In the longer term, there is planned development for some 550 new units within the South-East polling district adding nearly 1000 electors. This level of electorate growth would require polling district changes to be made but would need a suitable alternative polling place to be identified nearer to the bulk of the resident population. In time such a building might become available.</p>
AJC	Great Dunmow South & Barnston	Great Dunmow South-West	2130	No changes proposed but see comments above which might lead to a longer term change of boundaries affecting the whole of the South ward area.
	Great Dunmow South & Barnston		4865	
AKA	Hatfield Heath	Hatfield Heath	1451	No changes proposed

AKB	Hatfield Heath	White Roding	270	No changes proposed
	Hatfield Heath		1721	
ALA	High Easter & the Rodings	Aythorpe Roding	169	No changes proposed
ALB	High Easter & the Rodings	High Easter	613	No changes proposed
ALC	High Easter & the Rodings	High Roding	376	No changes proposed
ALD	High Easter & the Rodings	Leaden Roding	510	No changes proposed
ALE	High Easter & the Rodings	Margaret Roding	145	<p>At present the whole of the polling district is designated as the polling Place. This is unsatisfactory and a building should now be designated.</p> <p>The reason the whole polling district was designated previously was that no suitable building could be identified that would be available whenever required. The Reid Rooms at Marks Hall Lane is the only potentially suitable building and has been used for elections on a number of previous occasions. However, the Reid Rooms is hired as a wedding venue and has sometimes been unavailable for election use.</p> <p>On one occasion the village church was used for polling but this proved unsuitable in a number of respects.</p> <p>A further assessment of the feasibility of designating the Reid Rooms for Election use will be made and reported back to members.</p>

	High Easter & the Rodings		1813	
AMA	Littlebury, Chesterford & Wenden Lofts	Chrishall	451	No changes proposed
AMB(i)	Littlebury, Chesterford & Wenden Lofts	Duddenhoe End & Wenden Lofts (part in Elmdon parish)	176	No changes proposed Note: this polling district comprises two parts as Elmdon and Wenden Lofts are separate parishes (although in the same grouped parish council) but the same polling place can be designated as separate polling stations will be used only in the event of contested parish elections. In effect, it is the same polling district.
AMB(ii)	Littlebury, Chesterford & Wenden Lofts	Duddenhoe End & Wenden Lofts (part in Wenden Lofts parish)	63	No changes proposed Refer to note above for description of polling arrangements
AMC	Littlebury, Chesterford & Wenden Lofts	Elmdon	278	No changes proposed
AMD	Littlebury, Chesterford & Wenden Lofts	Great Chesterford	1137	No changes proposed
AME(i)	Littlebury, Chesterford & Wenden Lofts	Littlebury Green & Strethall (part in Littlebury parish)	208	No changes proposed Note: this polling district comprises two parts as Littlebury and Strethall are separate parishes but the same polling place can be designated as Strethall is too small to be designated separately.

AME(ii)	Littlebury, Chesterford & Wenden Lofts	Littlebury Green & Strethall (part in Strethall parish)	19	No changes proposed See note above for description of polling arrangements
AMF	Littlebury, Chesterford & Wenden Lofts	Littlebury Village	500	No changes proposed
AMG	Littlebury, Chesterford & Wenden Lofts	Little Chesterford	167	No changes proposed
AMH	Littlebury, Chesterford & Wenden Lofts	Wendens Ambo	339	No changes proposed
	Littlebury, Chesterford & Wenden Lofts		3338	
ANA	Newport	Newport	1912	No changes proposed
ANB	Newport	Quendon & Rickling	484	No changes proposed
ANC	Newport	Widdington	394	No changes proposed
	Newport		2790	
AOA	Saffron Walden Audley	Audley North	1134 +128 =1262	A change to the polling district boundary is proposed to take account of alterations to the ward boundary, provide for a more strongly defined polling district boundary and achieve a better balance between the number of electors registered in each part. An area in the north of the polling district containing 160 electors has been transferred from Audley to Castle ward. This leaves 1134 electors

AOA Cont.	Saffron Walden Audley cont.	Audley North cont.		<p>in Audley North.</p> <p>To achieve a better defined boundary, it is proposed to realign the boundary to run from the ward boundary at the junction with South Road westerly along the centre of Station Road to the junction of Debden Road, then northwards along the centre of Debden Road to the junction with London Road and High Street, then following the existing polling district boundary to the ward boundary. This small change would transfer 120 electors from Audley South to Audley North.</p> <p>It is not proposed to change the polling place. The Town Hall has no parking facilities but Audley North serves the town centre and most electors can access the polling station on foot.</p>
AOB	Saffron Walden Audley	Audley South	<p>2425 -128 =2297</p>	<p>A change to the polling district boundary is proposed having the effect of transferring 120 electors to Audley North (see revised boundary definition above).</p> <p>A block of 261 electors between West Road and Mount Pleasant Road has been transferred to Shire ward.</p> <p>Problems have been experienced at the designated polling place at the Friends' School at some elections when the Assembly Hall has been unavailable during school exam periods. At the most recent European election the returning officer was obliged to locate a mobile unit in the car park at the school. This is a costly arrangement and poses immense organisational difficulties.</p> <p>The school has now written to propose that a mobile unit is used at every election to minimise disruption at the school. In the judgement of officers, the use of a mobile unit for almost 2500 electors is unsatisfactory as it would not provide convenient facilities for voters.</p>

AOB cont.	Saffron Walden Audley cont.	Audley South cont.		<p>It is proposed to designate an alternative location if a suitable building can be found.</p> <p>This will not be a straightforward exercise for a variety of reasons. The Friends' School is located outside the polling district in Shire ward but close to the border and can therefore be said to be a convenient location for electors in Audley South.</p> <p>The only other potential locations within the polling district appear to be the County High School site and the Council Offices. An assessment of all of these locations will be made and reported back to members.</p>
	Saffron Walden Audley		3559	
APA	Saffron Walden Castle	Castle South-East	1069	<p>No change is proposed except for a minor alteration to the description of the polling district boundary to reflect the revised ward boundary. It will now read that it will run north from the ward boundary on Ashdon Road from a point to the west of 2 Ashdon Road and will then follow the original boundary line to the northern ward boundary.</p> <p>A block of 641 electors between Ashdon Road and East Street and Radwinter Road has been transferred to Shire ward.</p> <p>If polling district boundaries stay the same this will lead to a short-term Imbalance between the South-East and South-West units. However, the boundary is sound and provides convenient facilities for electors.</p> <p>Development south of Ashdon Road, on the Willis and Gambier site, and at Ridgeons will restore the electorate total close to the existing number.</p>

APB	Saffron Walden Castle	Castle South-West	1920	<p>No change proposed</p> <p>A block of 160 electors between Castle Street and Church Street has been transferred from Audley ward.</p> <p>The Governors at St Mary's School have asked (not as part of this review, but previously) for consideration to be given to locating polling facilities at the Parish Rooms on the site of St Mary's Parish Church. This would avoid the school having to close.</p> <p>The returning officer is entitled to use, free of charge, a school or other building maintained by public money.</p> <p>The main hall at the Primary School is ideal for election use but it does require closure of the school on polling days. The returning officer has investigated the option of using another room to enable the school to remain open but this has not proved to be feasible.</p> <p>The Parish Rooms was used as a designated polling place for Castle ward many years ago. The polling place changed to the school when it became apparent that the Parish Rooms was too congested to provide for the efficient throughput of large number of electors and also lacks any parking space.</p> <p>An assessment of both buildings will be reported back to members.</p>
	Saffron Walden Castle		2989	

AQA	Saffron Walden Shire	Shire North	2908 +36 =2944	<p>A change is proposed to the polling district boundary to take account of approved development on the Manor Oak site and, depending on the outcome of the planning appeal, potential development on the Keir Homes site, and at a later date in between those sites. This will involve the transfer from Shire South of 36 electors at Thaxted Road.</p> <p>A block of 641 electors between Ashdon Road and Radwinter Road has been transferred from Castle ward.</p> <p>A further block of 261 electors between West Road and Mount Pleasant Road has been transferred from Audley ward.</p> <p>The polling boundary description should now read:</p> <p><i>That part of Shire ward to the north of a line running eastwards from the Ward boundary at the junction of Mount Pleasant Road with Debden Road along the centre of Mount Pleasant Road and then Peaslands Road to the junction of that road with Thaxted Road, and the following the centre of Thaxted Road southwards to the ward boundary.</i></p> <p>The addition of 900 electors places Shire North at the upper limit of the number of electors to be included in a single polling district. In the view of officers, 3,000 electors is the maximum number of electors that should be accommodated in one polling district. Quite apart from this increase, the developments at Manor Oak and potentially other sites will take the number of electors well over the optimum number to be accommodated at a single polling place.</p> <p>It is not considered feasible to divide the polling district into more than one polling unit at this stage because of a lack of suitable polling places to cater for the new area that would be created. It is also not possible at this stage to identify a suitable polling boundary line.</p>
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AQA cont.	Saffron Walden Shire cont.	Shire North cont.		<p>The challenge for now is to ensure that reasonable and effective arrangements can be put in place for the 2015 elections. Beyond that, it will probably be necessary to carry out an interim review at some time after 2015 to ensure that polling arrangements are adequate to meet existing needs. It is seemingly inevitable that such a review will be needed.</p> <p>As for the identification of a suitable polling place, the RA Butler School is considered to be satisfactory at the present time subject to some adjustments being made to polling arrangements on the day. This is a matter for the returning officer to determine.</p> <p>The only other potential polling places located within the polling district boundary are the St Thomas Moore School and Four Acres Common Room, both located off South Road, close to the RA Butler School, and a church building at Shire Hill. An assessment can be made but none of these possible alternative buildings would make better provision for 3000 electors and in most cases the facilities provided there would be inferior.</p>
AQB	Saffron Walden Shire	Shire South	2560 -36 =2524	<p>No change proposed, except for the proposed redefinition of the polling district boundary resulting in the transfer to Shire North of 36 electors at Thaxted Road.</p> <p>However, Golden Acre Community Centre has quite a small internal space bearing in mind the need to accommodate 2500 electors with high turnout and three combined polls expected in 2015. It might become necessary to consider the designation of a more spacious building.</p> <p>The only options for this seems to be either the Katherine Semar School or the Lord Butler Leisure and Fitness Centre. An assessment of these</p>

AQB cont.	Saffron Walden Shire Cont.	Shire South cont.		buildings will be made and reported to members.
	Saffron Walden Shire		5468	
ARA	Stansted North	Stansted East	1664	<p>Some changes are being proposed to all of the polling districts in Stansted. This will be needed to accommodate changes to the ward boundary and the merger of the whole of Forest Hall Park in one ward.</p> <p>A block of 1000 electors south of Chapel Hill has been transferred from South to North ward.</p> <p>It is suggested that the ward boundary follows the centre of Silver Street South of its junction with Chapel Hill to the ward boundary. The effect of This changed polling district boundary will be to add 636 electors to the North-East district, to be renamed as Stansted East, and 364 electors west of Silver Street will be added to Stansted North-West district, to be renamed as Stansted West.</p> <p>There are presently two polling places located within the revised polling district area – the Youth Centre in Lower Street, designated for the existing North-East area; and the Peter Kirk Centre, designated for the existing South-West area.</p> <p>It is proposed to designate the Peter Kirk Centre as the polling place for the revised Stansted East polling district. The location is more central for the area being served and the building is considered to have better facilities for electors, including access arrangements.</p>

ARB	Stansted North	Stansted West	1733	Please see text above for an explanation of the proposed revised polling district boundary. The polling district will be renamed as Stansted West.
	Stansted North		3397	
ASA	Stansted South & Birchanger	Birchanger	748	No change proposed
ASB	Stansted South & Birchanger	Stansted South	2497 +97 =2594	<p>It is proposed to merge the remainder of the old South-East and South-West polling districts, together with the Forest Hall Park polling district area transferred from Birchanger to Stansted parish, into a new enlarged Stansted South polling district. A total of 97 electors from the Old Bell Close area are added from what remained of the South-West district west of the railway line and that polling district will cease to exist.</p> <p>The polling district is towards the upper range in terms of the number of electors to be included on the register and there is further development to come on stream. At some stage it will probably be necessary to divide the area into more than one polling district. However, at the moment, there are no suitable locations that can be designated as polling places to the north of Forest Hall Park.</p> <p>It is proposed that the new primary school at Forest Hall Park should be considered for designation as the polling place instead of the Romeera Centre. The buildings will be evaluated and a report made to members.</p>
	Stansted South & Birchanger		3342	
ATA	Stort Valley	Berden	380	No change proposed

ATB	Stort Valley	Farnham	326	No change proposed
ATC	Stort Valley	Manuden	513	It is proposed to designate the new Village Community Centre as the polling place instead of the old village hall which is no longer in use. The new centre is less central but does provide convenient facilities for electors. It has been used at one election already.
ATD	Stort Valley	Ugley	370	No change proposed
	Stort Valley		1589	
AUA(i)	Takeley	Broxted & Chickney (part in Broxted parish)	425	As explained below, the polling district will be enlarged by the addition of electors in Chickney as a result of the change in ward boundaries. This polling district comprises two parts as Broxted and Chickney are separate parishes. The same polling place can be designated as Chickney is too small to have separate polling facilities. In effect, it is one polling district and separation would be needed only in the event of a contested parish election.
AUA(ii)	Takeley	Broxted & Chickney (part in Chickney parish)	32	Refer to note above for description of polling arrangements. Chickney was previously attached to Henham for polling district purposes as it was included in the Elsenham & Henham ward but has now been transferred to Takeley and will therefore now be re-attached to Broxted.
AUB	Takeley	Little Canfield	718	No change proposed Please note that electors resident at Priors Green but included within Little Canfield parish cannot be allocated to the Community Centre at Priors Green as they are not registered in Takeley parish.

AUC	Takeley	Mole Hill Green	94	No change proposed
AUD	Takeley	Takeley Priors Green	1245	No change proposed
AUE	Takeley	Takeley Village	1925	No change proposed
	Takeley		4439	
AVA	Thaxted & the Eastons	Duton Hill	306	No change proposed Note that Tilty was attached to Duton Hill for polling district purposes prior to 2003 when ward boundaries changed. There is no proposal to link Duton Hill and Tilty again at this stage.
AVB(i)	Thaxted & the Eastons	Great Easton & Tilty (part in Great Easton parish)	419	No change proposed but see comment above The polling district comprises two parts as Great Easton and Tilty are separate parishes, though linked in a grouped parish council. In effect it is a single polling district as separate polling arrangements would be necessary only in the event of a contested parish election.
AVB(ii)	Thaxted & the Eastons	Great Easton & Tilty (part in Tilty parish)	77	No change proposed As stated above Duton Hill has now been reunited with the remainder of Great Easton parish in a single ward and there is the option to attach Tilty to Duton Hill for polling district purposes. However, no change is being proposed at this stage.
AVC	Thaxted & the Eastons	Lindsell	212	No change proposed

AVD	Thaxted & the Eastons	Little Easton	340	No change proposed Please note that development of 125 dwellings at Woodlands Park Sector 4 is contained wholly within Little Easton parish and the Parish Council has requested a Community Governance Review to enable a change of parish boundaries to take place. That review is on hold at present (please refer to comments under AHB Great Dunmow North-West).
AVE	Thaxted & the Eastons	Thaxted	2271	No change proposed Please note that further significant residential development in Thaxted might lead to the need to the necessity to divide the parish into more than one polling district. There is no need to do that at present.
	Thaxted		3625	
AWA(i)	The Sampfords	Great & Little Sampford (part in Great Sampford parish)	459	No change proposed In reality, Great and Little Sampford should be separate for polling district purposes. They were united into a single polling district because no suitable location could be located in Little Sampford. The arrangements have operated with no apparent difficulty for a number of years. Separate polling stations would be needed only in the event of a contested parish election.
AWA(ii)	The Sampfords	Great & Little Sampford (part in Little Sampford parish)	208	No change proposed Refer to comments above about polling arrangements.

AWB	The Sampfords	Hempstead	339	No change proposed
AWC	The Sampfords	Little Bardfield	223	No change proposed
AWD	The Sampfords	Radwinter	505	No change proposed
	The Sampfords		1734	
	Total electorate for Uttlesford as at 1 July 2014		63896	

REVIEW OF POLLING DISTRICTS AND POLLING PLACES

Evaluating the suitability of potential polling stations

UTTLESFORD DISTRICT COUNCIL

It is important that the accessibility of all voters are considered when designating polling places. There are a number of steps that can be taken to facilitate this process.

1. Polling Place and Contacts

Venue: **BARNSTON VILLAGE HALL, CHELMSFORD ROAD, BARNSTON, GREAT DUNMOW, ESSEX CM6 1LR**

Position	Booking Clerk (MAIN CONTACT)	Hall Secretary
Name	Mr Austin Powell-Allen	Mrs Sue Bibb
Address	40 Rayfield Close, Barnston, Great Dunmow, Essex CM6 1PL	16 Rayfield Close, Barnston, Great Dunmow, Essex CM6 1PL
Phone	07834 751044 or 07903 549657	07834 751045
E-Mail	bookings@barnstonvillagehall.co.uk	secretary@barnstonvillagehall.co.uk

2. Location of the Polling Place

a) Is it located to where most of the electors in the polling district live?

Yes, within centre of village

b) Is it at the top or bottom of a steep hill?

Hall is on flat although are some slopes/hills on route to hall

c) Does it have suitable access from a road?

Yes, located on B1008 (Chelmsford Road)

d) If there is a pavement, does it have a dropped kerb close by?

Dropped kerbs close to entrance of hall Car park

e) Are there any convenient public transport links?

Yes on 42A & X30 Bus routes, both stop about 200 meters from hall

3. Availability of Parking

a) Are there any adequate parking facilities close to the entrance of the building?

Yes, hall has it's own carpark. which is tarmacd.

b) If not, is there anywhere close by that could be used for parking just on the polling day?

N/A

c) How far do electors have to walk from the car park to the polling station?

Car park is with a few meters from hall.

d) Is there a designated disabled parking space, or could one be provided?

Yes two are available

e) Is there a dropped kerb from the parking area to the polling station?

N/A AS level access.

4. Entrance to Polling Place

All approaches should be;

- I. Have a hard, smooth, non-slip surface without steps, potholes, broken slabs (gravelled surfaces can cause difficulty for buggies and wheelchairs)
- II. Not have step gradients
- III. Be well lit.

a) Does the building have a level access?

Yes small slope in to hall.

b) Are there any steps to the entrance of the building?

NO. (although 1 step to fire door & kitchen door only used by staff / emergency)

c) Are the stairs highlighted in anyway?

N/A

d) Is there a hand rail by the steps?

NO.

e) Is a permanent ramp provided?

Yes at front door in concrete slabs.

f) If not, could a temporary ramp with a suitable gradient be provided safely, or is there another entrance that could be used?

N/A

g) Is the door wide enough for a wheelchair user to gain access?

Yes, double glass doors overall measurement 152cm.

h) How heavy are the doors for frail or elderly person to open? Can they be propped open?

NO. too heavy & can be propped open if needed.

5. Inside the building

a) Are there any internal steps or barriers for electors to negotiate?

Internal set of double doors into hall size approx 150cm

b) Are doormats level with the floor? If not, can they be removed?

Yes no need to remove recently purchased wheelchair friendly mats.

c) Are there any other trip hazards?

No.

d) Is there a suitable non-slip floor covering? Would it become slippery when wet?

Yes, although in heavy rain it can become wet. Signs Available

e) Are there any corridors which may be difficult to negotiate for electors using wheelchairs or who find it difficult to walk?

No.

f) In terms of the layout of polling equipment in the room to be used as a polling station, is there enough space in the room for staff, polling equipment and a number of electors including wheelchairs?

Yes hall is 15m by 7m

g) Is there adequate lighting in the room? Switch on all the lights available to test this.

Yes

h) Is there any need for additional lighting?

No.

i) Moveable mats, heavy curtains trailing on the floor, a mix of carpet and wooden flooring with edging lips in between, and highly polished floors can all be potential hazards. If the premises has any of these features, can anything be done to remove or improve them?

Floors are wood (satin varnished) & vinyl tiles

6. Polling Staff

Another key factor to consider when assessing the suitability of a particular building or location is the facilities available to polling station staff. It must not be overlooked that the staff will be on duty for approximately 16 hours, and that they will not be permitted to leave the premises. Their basic human needs must not be discounted. Please consider the following;

- a) Are there adequate toilet facilities?
Yes, No Disabled but if assistance given can use normal looking to change but funding of £100k
- b) Is there access to a Kitchen or tea/ coffee making area? IS needed!
Yes, Kettle, Urn, microwave & cooker inc. cups & mugs.
- c) Is there access to adequate heating and ventilation?
Yes
- d) Is there a separate area where staff can take rest and break periods?
Bar area & kitchen join hall but can be used for this.
- e) Is there access to telephone?
No public phone 50m from hall and users advised to bring a mobile phone.
- f) Are there comfortable adult chairs?
Adult sized PVC chairs provided
- g) Is there access to adult height tables?
Yes

REVIEW OF POLLING DISTRICTS AND POLLING PLACES

Evaluating the suitability of potential polling stations

It is important that the accessibility needs of all voters are considered when designating polling places. There are a number of steps that can be taken to facilitate this process.

Consider the location of the polling place:

- Y • Is it located close to where most of the electors in the polling district live?
- Is it at the top or bottom of a steep hill? *TOP, SHORT HILL*
- Y • Does it have suitable access from a road?
- ~~Y~~ • If there is a pavement, does it have a dropped kerb close by? *NO PAVEMENT.*
- N • Are there any convenient public transport links?

Availability of parking:

- Y • Are there adequate parking facilities close to the entrance of the building?
- ~~•~~ If not, is there anywhere close by that could be used for parking just on polling day?
 - How far do electors have to walk from the car park to the polling station? *NO DISTANCE*
- Y • Is there a designated disabled parking space, or could one be provided?
- Y • Is there a dropped kerb from the parking area to the polling station?

All approaches should:

- Y • Have a hard, smooth, nonslip surface, without steps, potholes, broken slabs etc. – gravelled surfaces can present difficulties to wheelchair and buggy users *THERE ARE POTHOLES ON ROAD!*
- Y • Not have any severe gradients
- ~~Y~~ • Be well lit *NO STREET LIGHTS, BUT LIGHTS OUTSIDE HALL.*

Entrance:

- Y • Does the building have a level entrance?
- N • Are there any steps to the entrance of the building?
- NA ~~•~~ Are the stairs highlighted in any way?
- ~~•~~ Is there a handrail by the steps?
- ~~•~~ Is a permanent ramp provided?
- ~~•~~ If not, could a temporary ramp with a suitable gradient be provided safely, or is there another entrance which people with disabilities or other electors could use?
- Y • Is the door wide enough for a wheelchair user to gain access?
- How heavy are the doors for a frail or elderly person to open? Would they need to be propped open? *NOT HEAVY, COULD BE PROPPED.*

Inside the building:

- N • Are there any internal steps or barriers for electors to negotiate?
- Y • Are doormats level with the floor? If not, can they be removed?
- N • Are there any other trip hazards?

APPENDIX E

- Is there a suitable non-slip floor covering? Would it become slippery when wet? *NEWLY TREATED FLOOR, SO DON'T KNOW YET.*
- N* • Are there any corridors which may be difficult to negotiate for any electors using wheelchairs or those who find walking difficult?
- Y* • In terms of the layout of polling equipment in the room to be used as a polling station, is there enough space in the room for staff, polling equipment and a number of electors, including a wheelchair user?
- Y* • Is there adequate lighting in the room? Switch on all the lights available to test this.
- N* • Is there any need for additional lighting?
- NONE* • Moveable mats, heavy curtains trailing on the floor, a mix of carpet and wooden flooring with edging lips in between, and highly polished floors can all be potential hazards. If the premises has any of these features, can anything be done to remove or improve them?

Another key factor to consider when assessing the suitability of a particular building or location is the facilities available to polling station staff. It must not be overlooked that the staff will be on duty for approximately sixteen hours, and that they will not be permitted to leave the premises. Their basic human needs must not be discounted. Issues to consider include the provision of:

- Y* • Adequate toilet facilities
- Y* • A kitchen, or at a minimum, access to tea and coffee making facilities
- Y* • Adequate heating/cooling
- Y* • A separate area adjacent to the polling station where breaks could potentially be taken
- Y* • A telephone
- Y* • Comfortable adult chairs

Peter Snow
Committee and Electoral Services Manager
Updated to August 2011

Peter Snow

From: Julia Peachey <clerkatbirchangerpc@outlook.com>
Sent: 11 August 2014 12:30
To: Peter Snow
Subject: Polling station

Birchanger's District Councillor feels the village hall in Birchanger should continue to be used, as the new meeting room would be more suitable as it's smaller and has direct disabled access, a new kitchen and toilet.. There is also additional parking outside. A large number of elderly residents in Birchanger would also have difficulty travelling elsewhere.

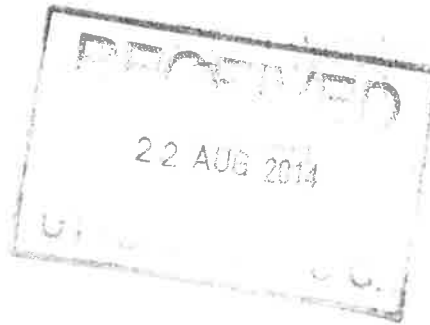
Regards.

Julia Peachey
Clerk to Birchanger Parish

CLAVERING VH

**CLAVERING VILLAGE HALL
COUNCIL OF MANAGEMENT**

Mr P Snow
Uttlesford District Council
Council Offices
London Road
Saffron Walden
Essex
CB11 4ER



20/08/14

Dear Mr Snow

**Review of Polling District and Polling Places
Clavering Village Hall**

I refer to your letter dated 6th August 2014 in relation to the above review.

I confirm that Clavering Village Hall meets all the criteria listed as required to be used as a polling station and has been used for elections for several years.

I trust this information is of use to you.

Yours sincerely

CM Williams

Secretary

Registered Charity Number – 310283
Secretary: Mrs Carolyn Williams
Beaumont Stortford Road Clavering Saffron Walden
Essex CB11 4PE 01799 550197
Claveringvillage@hotmail.co.uk



UTTLESFORD DISTRICT COUNCIL

Council Offices, London Road, Saffron Walden, Essex CB11 4ER
Telephone (01799) 510510, Fax (01799) 510550
Textphone Users 18001
Email uconnect@uttlesford.gov.uk Website www.uttlesford.gov.uk

Chief Executive: John Mitchell

Mrs C M Williams
Beaumont
Stortford Road
Clavering
Saffron Walden
CB11 4PE

6 August 2014

Our ref: PJS/RJD

Please ask for Mr Snow/Ms Dobson
01799 510430/433
Email: psnow@uttlesford.gov.uk

Dear Sir/Madam

REVIEW OF POLLING DISTRICTS AND POLLING PLACES CLAVERING VILLAGE HALL

The Council is conducting a review of polling districts and polling places in the Uttlesford district. The review commenced on 4 August 2014. You are invited to make comments on the existing scheme, or submit representations on proposed changes to the scheme by no later than **Friday 22 August**. I realise this timeframe is very short but please refer to my further comments below.

Polling districts are geographical areas created by the sub-division of a Parliamentary constituency into smaller units. The purpose of this sub-division is to enable electors to attend a polling station to cast their vote in a convenient location, and to provide for the sensible administration of elections.

A polling district will usually be either a parish or part of a parish contained within a district or a parish ward. Polling district boundaries cannot cross a district ward boundary.

Polling places are the buildings or defined areas within each polling district in which polling stations must be located. A polling place must be designated within each polling district. This will normally be a specific building situated in a central or convenient location for the use of electors registered to vote in that area.

Please note that the revised scheme will be approved by the Council in time to take effect at the Parliamentary and local government elections on 7 May 2015. The new arrangements must take account of the changes to district and some parish ward boundaries set out in The Uttlesford (Electoral Changes) Order 2014.

The following documents are attached:

- The existing scheme of polling districts and polling places – appendix A
- The proposed review timetable – appendix B
- A draft scheme of revised polling districts – appendix C
- Public notice of the review – appendix D

Please also note that the Council must have regard to the accessibility to disabled persons of potential polling stations in any location in which it is considering designating as a polling place. The matters to be taken into account in assessing the suitability of a building for accessibility are set out in the attached document appendix E.

-1-

Contd/ ...

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If you are the owner of the building which is currently designated, I shall be grateful if you will assess the building against the criteria mentioned in this document and send me any relevant comments. This might include, for example, details of any proposed improvements that have been scheduled, or any identifiable defects in terms of gaining access to the building.

Can I please ask you to respond to this review, whether or not you intend to propose alternative arrangements, by the date mentioned in the first paragraph. In particular, parish councils and the owners of buildings currently used for polling purposes are asked to comment on the suitability of existing polling places and to identify any alternative buildings within the polling district area that are considered as potentially suitable.

It is important as part of this review that I am able to consider the suitability of all potential polling locations. I will undertake to examine the suitability of all polling locations forwarded to me for consideration.

As indicated in the notice, I will evaluate all responses received and arrange for a draft revised scheme to be agreed for further consultation during September.

In the meantime, I look forward to hearing your initial response to this review by no later than Friday 22 August. If, for any reason, you are unable to meet this deadline, please send me your views in any event.

Emailed or written responses are acceptable, but it will be helpful in for ease of future correspondence if you would kindly provide me with an appropriate email address.

Yours sincerely

Peter Snow
Democratic and Electoral Services Manager
for Chief Executive

REVIEW OF POLLING DISTRICTS AND POLLING PLACES

Evaluating the suitability of potential polling stations

It is important that the accessibility needs of all voters are considered when designating polling places. There are a number of steps that can be taken to facilitate this process.

DEBDEN VILLAGE HALL

Consider the location of the polling place:

- Yes • Is it located close to where most of the electors in the polling district live?
- No • Is it at the top or bottom of a steep hill?
- Yes • Does it have suitable access from a road?
- Yes • If there is a pavement, does it have a dropped kerb close by?
- Yes • Are there any convenient public transport links?

Availability of parking:

- Yes • Are there adequate parking facilities close to the entrance of the building?
- • If not, is there anywhere close by that could be used for parking just on polling day?
- Adjacent to car park • How far do electors have to walk from the car park to the polling station?
- Yes • Is there a designated disabled parking space, or could one be provided?
- Yes • Is there a dropped kerb from the parking area to the polling station?

All approaches should:

- Yes • Have a hard, smooth, nonslip surface, without steps, potholes, broken slabs etc. – gravelled surfaces can present difficulties to wheelchair and buggy users
- ~~No~~ ✓ • Not have any severe gradients
- Yes • Be well lit

Entrance:

- Yes • Does the building have a level entrance?
- No • Are there any steps to the entrance of the building?
- No stairs • Are the stairs highlighted in any way?
- No • Is there a handrail by the steps?
- Yes • Is a permanent ramp provided?
- • If not, could a temporary ramp with a suitable gradient be provided safely, or is there another entrance which people with disabilities or other electors could use?
- Yes • Is the door wide enough for a wheelchair user to gain access?
- Propped open • How heavy are the doors for a frail or elderly person to open? Would they need to be propped open?

Inside the building:

- No • Are there any internal steps or barriers for electors to negotiate?
- Yes • Are doormats level with the floor? If not, can they be removed?
- No trip hazards • Are there any other trip hazards?

APPENDIX E

- Yes • Is there a suitable non-slip floor covering? Would it become slippery when wet?
- No • Are there any corridors which may be difficult to negotiate for any electors using wheelchairs or those who find walking difficult?
- Yes • In terms of the layout of polling equipment in the room to be used as a polling station, is there enough space in the room for staff, polling equipment and a number of electors, including a wheelchair user?
- Yes • Is there adequate lighting in the room? Switch on all the lights available to test this.
- No • Is there any need for additional lighting?
- Wood
Flooring
throughout • Moveable mats, heavy curtains trailing on the floor, a mix of carpet and wooden flooring with edging lips in between, and highly polished floors can all be potential hazards. If the premises has any of these features, can anything be done to remove or improve them?

Another key factor to consider when assessing the suitability of a particular building or location is the facilities available to polling station staff. It must not be overlooked that the staff will be on duty for approximately sixteen hours, and that they will not be permitted to leave the premises. Their basic human needs must not be discounted. Issues to consider include the provision of:

- Yes • Adequate toilet facilities
- Yes • A kitchen, or at a minimum, access to tea and coffee making facilities
- Yes • Adequate heating/cooling
- Yes • A separate area adjacent to the polling station where breaks could potentially be taken
- No • A telephone
- Yes • Comfortable adult chairs

Peter Snow
Committee and Electoral Services Manager
Updated to August 2011



UTTLESFORD DISTRICT COUNCIL

Council Offices, London Road, Saffron Walden, Essex CB11 4ER
Telephone (01799) 510510, Fax (01799) 510550
Textphone Users 18001
Email uconnect@uttlesford.gov.uk Website www.uttlesford.gov.uk

Chief Executive: John Mitchell

CONTACT:

Mr and Mrs Watson
Curtis Rowe
Deynes Road
Debden
Saffron Walden
CB11 3LG

stephanie600@btinternet.com 6 August 2014

Our ref: PJS/RJD

01799 540721



Please ask for Mr Snow/Ms Dobson
01799 510430/433
Email: psnow@uttlesford.gov.uk

Dear Sir/Madam

REVIEW OF POLLING DISTRICTS AND POLLING PLACES DEBDEN MEMORIAL HALL

The Council is conducting a review of polling districts and polling places in the Uttlesford district. The review commenced on 4 August 2014. You are invited to make comments on the existing scheme, or submit representations on proposed changes to the scheme by no later than **Friday 22 August**. I realise this timeframe is very short but please refer to my further comments below.

Polling districts are geographical areas created by the sub-division of a Parliamentary constituency into smaller units. The purpose of this sub-division is to enable electors to attend a polling station to cast their vote in a convenient location, and to provide for the sensible administration of elections.

A polling district will usually be either a parish or part of a parish contained within a district or a parish ward. Polling district boundaries cannot cross a district ward boundary.

Polling places are the buildings or defined areas within each polling district in which polling stations must be located. A polling place must be designated within each polling district. This will normally be a specific building situated in a central or convenient location for the use of electors registered to vote in that area.

Please note that the revised scheme will be approved by the Council in time to take effect at the Parliamentary and local government elections on 7 May 2015. The new arrangements must take account of the changes to district and some parish ward boundaries set out in The Uttlesford (Electoral Changes) Order 2014.

The following documents are attached:

- The existing scheme of polling districts and polling places – appendix A
- The proposed review timetable – appendix B
- A draft scheme of revised polling districts – appendix C
- Public notice of the review – appendix D

Please also note that the Council must have regard to the accessibility to disabled persons of potential polling stations in any location in which it is considering designating as a polling place. The matters to be taken into account in assessing the suitability of a building for accessibility are set out in the attached document appendix E.

-1-

Contd/ ...

ELSENHAM

Peter Snow

From: Margaret Shaw <margaretashaw@btinternet.com>
Sent: 31 August 2014 12:13
To: Peter Snow
Subject: Review of Polling Places
Attachments: Elsenham PDRappendE.doc

Please find attached my comments on the Elsenham Memorial Hall.
Please can you confirm that you have been able to print OK.

Thank you
Margaret Shaw
Treasurer Elsenham Community Association

REVIEW OF POLLING DISTRICTS AND POLLING PLACES

Evaluating the suitability of potential polling stations

It is important that the accessibility needs of all voters are considered when designating polling places. There are a number of steps that can be taken to facilitate this process.

Consider the location of the polling place:

- Is it located close to where most of the electors in the polling district live?
centrally located
- Is it at the top or bottom of a steep hill? no
- Does it have suitable access from a road? yes
- If there is a pavement, does it have a dropped kerb close by? yes
- Are there any convenient public transport links? yes

Availability of parking:

- Are there adequate parking facilities close to the entrance of the building?
yes
- If not, is there anywhere close by that could be used for parking just on polling day? N/A
- How far do electors have to walk from the car park to the polling station? 10 metres
- Is there a designated disabled parking space, or could one be provided? yes
- Is there a dropped kerb from the parking area to the polling station? yes

All approaches should:

- Have a hard, smooth, nonslip surface, without steps, potholes, broken slabs etc. – gravelled surfaces can present difficulties to wheelchair and buggy users OK
- Not have any severe gradients OK
- Be well lit yes

Entrance:

- Does the building have a level entrance? yes
- Are there any steps to the entrance of the building? small lip
- Are the stairs highlighted in any way? n/a
- Is there a handrail by the steps? n/a
- Is a permanent ramp provided? no
- If not, could a temporary ramp with a suitable gradient be provided safely, or is there another entrance which people with disabilities or other electors could use? we have a ramp
- Is the door wide enough for a wheelchair user to gain access? yes
- How heavy are the doors for a frail or elderly person to open? Would they need to be propped open? No

Inside the building:

- Are there any internal steps or barriers for electors to negotiate? no

APPENDIX E

- Are doormats level with the floor? If not, can they be removed? yes
- Are there any other trip hazards? no
- Is there a suitable non-slip floor covering? yes
- Would it become slippery when wet? no
- Are there any corridors which may be difficult to negotiate for any electors using wheelchairs or those who find walking difficult? no
- In terms of the layout of polling equipment in the room to be used as a polling station, is there enough space in the room for staff, polling equipment and a number of electors, including a wheelchair user? yes
- Is there adequate lighting in the room? Switch on all the lights available to test this. yes
- Is there any need for additional lighting? no
- Moveable mats, heavy curtains trailing on the floor, a mix of carpet and wooden flooring with edging lips in between, and highly polished floors can all be potential hazards. If the premises has any of these features, can anything be done to remove or improve them? n/a

Another key factor to consider when assessing the suitability of a particular building or location is the facilities available to polling station staff. It must not be overlooked that the staff will be on duty for approximately sixteen hours, and that they will not be permitted to leave the premises. Their basic human needs must not be discounted. Issues to consider include the provision of:

- Adequate toilet facilities yes
- A kitchen, or at a minimum, access to tea and coffee making facilities yes
- Adequate heating/cooling yes
- A separate area adjacent to the polling station where breaks could potentially be taken yes
- A telephone no - but adequate mobile coverage
- Comfortable adult chairs yes

Peter Snow
Committee and Electoral Services Manager
Updated to August 2011

Peter Snow

From: Margaret Shaw <margaretashaw@btinternet.com>
Sent: 25 August 2014 19:35
To: Peter Snow
Subject: Polling district review Elsenham Memorial Hall

Dear Sir,

I am in receipt of your letter dated 6th August 2014, it was awaiting me on return from holiday.
Hence I apologise for not replying to your letter sooner.

It would make life easier if you could email to me Appendix E in Word format, so that I can complete it on-line and email it back to you.

Many Thanks
Margaret Shaw

Hon. Treasurer
Elsenham Community Association
MargaretAShaw@btinternet.com

Peter Snow

From: cfiske2@btinternet.com
Sent: 05 August 2014 21:28
To: Peter Snow
Subject: Re: Polling District Review - formal consultation

Thank you for your email. I have forwarded it to the Parish Council of Elmdon & Wenden Lofts. The previous time this was raised the PC felt the arrangements in Elmdon and Duddenhoe End were satisfactory.

Regards

Carol Fiske

Clerk

From: Peter Snow <psnow@uttlesford.gov.uk>
To: All Parish Clerks <AllParishClerks@uttlesford.gov.uk>
Sent: Tuesday, 5 August 2014, 15:17
Subject: Polling District Review - formal consultation

Dear Parish/Town Clerk

Please find attached various documents relating to the review of polling districts and places commencing yesterday.

I shall be grateful if you will publish the document titled 'Public Notice' on at least one notice board.

I appreciate the time allowed for the initial consultation is quite short and that it may not coincide with your cycle of meetings. However, may I please emphasise the importance I attach to receiving your views, positive or otherwise, about the review, in particular commenting on the suitability of existing arrangements and suggesting possible alternative venues for the location of polling places/stations.

Please note the requirements for ensuring the accessibility of all polling places for disabled people and the check list of items listed under appendix D. As I do not have the capacity to inspect all existing buildings, it will be helpful to me to receive your help in assessing all buildings being considered for use.

I look forward to receiving your comments.

Yours sincerely

Peter Snow
Democratic and Electoral Services Manager
01799 510430
psnow@uttlesford.gov.uk

ELMDON /

DUDDENHOE END VH

Peter Snow

From: Jane Guy <jane@warrenfarm.com>
Sent: 14 August 2014 15:02
To: Peter Snow
Cc: Bob Reich; jegm@waterheating.info; Jennifer Clifton; Martin Bach; 'Nigel Bond'; Philip Clifton; Roberta Pearce
Subject: REVIEW OF POLLING DISTRICTS AND POLLING PLACES - DUDDENHOE END VILLAGE HALL
Attachments: REVIEW OF POLLING PLACES.pdf

Hi

Further to your letter dated 6 August regarding the above and your request to receive a reply by 22 August 2014.

The Village Hall Management Committee is not the right organisation to offer comment on the existing or proposed changes to the polling districts within the Uttlesford area, indeed as far as the proposed revision it appears to be very similar to the existing split between the village halls in Duddenhoe End and Elmdon. However the committee can report on the provision of facilities at Duddenhoe End Village Hall as a polling place.

Please find attached a pdf which addresses the points and queries raised in your Appendix E, Evaluating the suitability of potential polling places.

Please let me know if you require any further information or clarification of our response.

Regards

Jane Guy
Treasurer Duddenhoe End Village Hall

Warren Farm
Wenden Lofts
SAFFRON WALDEN
CB11 4UW
01763 838912

REVIEW OF POLLING PLACES

DUDDENHOE END VILLAGE HALL

Duddenhoe End Village Hall is situated in the centre of the village, adjacent to a bus stop.

There is a dedicated car park to the rear of the building, approximately 25m from the front door. There is not a 'marked' designated disabled parking space, however one could be provided.

There is a wide flat path from the car park to the front door, which is suitable for buggies and wheel chairs. There are no severe gradients. There is adequate lighting once the hall lights are switched on; the external lighting to the hall from the disabled ramp to the front door is scheduled for improvement during 2014/15. The car park lighting was improved in 2012/13 with the installation of a PIR.

There is a flight of steps to the front door with a hand rail and adequate lighting. The door are light and easily opened. The external lighting to the entrance will be upgraded as detailed above. There is a well-lit separate disabled access with a ramp and handrail via the doors at the side of the building.

Once inside the building there are no internal steps or barriers for visitor to negotiate. There is a doormat which is level with the entrance. The hall floor is a traditional wooden floor and does not become slippery when wet. There are no corridors which are difficult for any user to negotiate. There is adequate lighting in the hall for the purposes of a polling station, there would be no need for any additional lighting.

With regard to facilities for polling station staff;

- There are separate male and female toilets and a separate disabled toilet facilities.
- A kitchen with kettle, microwave oven, fridge, freezer and oven. Crockery and cutlery are available for use.
- There are heaters in the hall and all windows can be opened.
- The kitchen area can be used for breaks.
- There is no telephone, mobile signal is unreliable however there is a public call box, 100m from the hall, which does not take coins.
- There are sufficient chairs suitable for adults.

DEVH CTTEE AUGUST 2014

Peter Snow

From: susan ball <susanball@btinternet.com>
Sent: 22 August 2014 15:38
To: Peter Snow
Cc: PhilipSeers; JonSams; RobMackley; Tony and BarbaraHughes
Subject: Great Canfield Polling Station
Attachments: Polling -Great Canfield Village Hall.doc

Your ref: PJS/RJD

Dear Mr. Snow,

I have been passed the documents relevant to the review of Polling Districts & Places/ Great Canfield Church Hall by Mr. Anthony Hughes representing the Great Canfield PCC.

I've also seen a copy of his draft response to you on this topic in which he gives you my contact details as current Chairman of the Village Hall Management Committee.

The Management Committee would be pleased if Great Canfield Village Hall could continue to act as the polling station for Great Canfield.

Please find attached a response to appendix E - assessing the suitability of a building for accessibility.

I trust that the information is adequate. I phoned UDC today to speak with you but understand that you are on leave. Should you need any further information please don't hesitate to email or telephone 01279870329.

Yours sincerely,
Susan Ball

Great Canfield Village Hall

Background:

Great Canfield Village Hall has been the village polling station for many years.

It is owned by the PCC and currently managed and run by a village charity The Great Canfield Community Trust which holds a lease.

Location:

The Hall is centrally located at the junction with the principal road through the Parish and is easily accessible from all parts of the Village. It has direct access from a minor road.

We have no pavements or public transport in the village.

Parking:

There is a car park directly adjacent to the Hall. Electors have to walk no more than a few paces on level compacted ground. There is no designated disabled parking space although plans to provide one are being considered. A spray marked temporary disabled space could be created.

Access:

The building has a permanent ramp marked with edging white lines for greater visibility and a handrail

Able electors have an alternative of two similarly marked steps.

Internally the hall is readily accessible for wheelchair users or those with mobility problems.

There is an easily negotiable well lit lobby area. One internal door would be required to be kept open.

There are no internal steps or barriers, level matting and a slightly raised threshold to the hall door(c. $\frac{3}{4}$ ") No other trip hazards.

There is a wooden floor. There is no experience of it becoming wet or slippery.

Electors would have travelled over several yards of matting before they encountered the flooring.

General:

The hall is large, well lit throughout ,and in the past has comfortably accommodated polling equipment, electoral staff, and electors. There is ample space to accommodate wheelchair users. As above – it has wooden flooring throughout.

Staff:

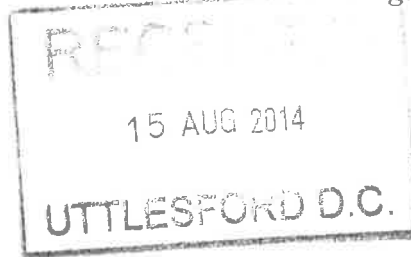
There are both male & female toilets; a well equipped kitchen; good heating, and a supply of chairs. There is no landline telephone.

**Fanns Cottage, Canfield Road, Takeley
Bishops Stortford, Herts CM22 6SX**

phone: 01279 871513

12th August 2014

Uttlesford District Council
Council Offices
London Road
Saffron Walden
Essex
CB11 4ER



For attention: Peter Snow
Democratic and Electoral Services Manager

Your ref: PJS/RJD, dated 6 August 2014

Dear Mr Snow

**REVIEW OF POLLING DISTRICTS AND POLLING PLACES
GREAT CANFIELD CHURCH HALL**

On behalf of Great Canfield Parochial Church Council (Great Canfield PCC) I have received your letter of 8 August, with references as shown above. However, I should inform you that, while ownership and ultimate control of the Hall in Great Canfield remains with the PCC, a lease agreement has recently been entered into between the PCC and the Great Canfield Community Trust (a local charity organisation) under which the Trust is now responsible for all the day to day management and activity of the Hall including the letting thereof.

I am aware that the Community Trust is keen to maintain the same relationship with Uttlesford DC as in the past, particularly in connection with the ongoing use of the hall as a Polling Place. However, for future reference the point of contact should now be changed to:

*Mrs Susan Ball,
Sheldrakes,
Green Street,
Great Canfield
CM6 1LE*

Accordingly I have passed on to Mrs Ball your letter of 8 August, with enclosures, and no doubt she will be in touch with you in due course.

Yours sincerely

*A R Hughes
Hon. Treasurer
Great Canfield PCC*

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From "Allison Ward" <allison.ward@tiscali.co.uk>

To "Peter Snow" <psnow@uttlesford.gov.uk>

Subject RE: Polling District Review - formal consultation

Date 26/08/2014 at 23:08

Peter

Is there any information reference the question below?

I can confirm both High Easter and Great Canfield Parish Councils have no concern with the proposals. In both villages the only suitable public building remains the village halls.

Thanks

Allison

From: Allison Ward [mailto:allison.ward@tiscali.co.uk]
Sent: 10 August 2014 21:33
To: 'Peter Snow'
Subject: RE: Polling District Review - formal consultation

Peter

Please can you let me know what venue was used previously for Margaret Roding, as I'm not clear what the options are. The Parish Council holds its meetings in the Farmhouse at the Reid Rooms which is the only suitable venue in the parish. It

Peter Snow

From: alma cracknell <almacracknell73@gmail.com>
Sent: 12 August 2014 08:46
To: Peter Snow
Subject: Review of Polling Districts and Polling Places: United Reformed Church Dunmow.

Dear Peter: Having read through the requirements, and noting that the points raised by you are met under a previous use by yourselves, I have no further comments to make than to offer our hall in the future for elections.

Yours sincerely,

Alma Cracknell. (Hall Manager).

GT EASTON / THREE HORSESHOES DUTON HILL



The Three Horseshoes, Duton Hill, Nr. Great Dunmow, Essex. CM6 2DX

FAC: 623-1507-75

Tel: (01371) 870681




14TH AUGUST 2014

DEAR MR. SNOW,

AS YOU WILL KNOW, A REVIEW OF THESE PREMISES AS A POLLING STATION WAS COMPLETED QUITE RECENTLY WHEN WE PUT THE POLLING BOOTH FOR DISABLED PEOPLE IN THE GARAGE AND A LADY TRIPPED (BUT DID NOT FALL).

WE HAVE SUBSEQUENTLY RE-POSITIONED THE "DISABLED ACCESS" BOOTH ON THE GROUND FLOOR. THE MAIN POLLING AREA IS UP HALF A FLIGHT OF STAIRS, AND THERE IS NO ALTERNATIVE TO THIS.

I HAVE THOROUGHLY READ "APPENDIX E" REGARDING THE SAFETY AND COMFORT OF BOTH THE PUBLIC AND YOUR STAFF AND CAN STATE THAT I CAN RESPOND POSITIVELY TO ALL THE POINTS.

Yours sincerely


DEREK CONNELL
PROPRIETOR

GT EASTON / TILTY /
D.V.

Peter Snow

From: Brian and Audrey Miller <millermagik@hotmail.com>
Sent: 08 August 2014 16:53
To: Peter Snow
Subject: RE: Polling District Review - formal consultation

Dear Peter
Great Easton and Tilty Parish Council

We are quite happy with the arrangements for Great Easton and Tilty and Duton Hill with regard to the polling venues.

Great Easton Village is disable friendly with a ramp. Doors can be fixed open. For non disabled people there are steps to the front of the building but they are highlighted. Plenty of parking area and easily accesible from car park into hall.

Duton Hill: The Three Horseshoes Public House is central to all voters, the landlord arranges the pub so that wheelchairs can go inside for voting. Plenty of car park area. The function room is upstairs, where the voting takes place but for wheelchair users stay downstairs.

Regards
Audrey Miller. Clerk to the Council

From: psnow@uttlesford.gov.uk
To: AllParishClerks@uttlesford.gov.uk
Subject: Polling District Review - formal consultation
Date: Tue, 5 Aug 2014 14:17:43 +0000

Dear Parish/Town Clerk

Please find attached various documents relating to the review of polling districts and places commencing yesterday.

I shall be grateful if you will publish the document titled 'Public Notice' on at least one notice board.

I appreciate the time allowed for the initial consultation is quite short and that it may not coincide with your cycle of meetings. However, may I please emphasise the importance I attach to receiving your views, positive or otherwise, about the review, in particular commenting on the suitability of existing arrangements and suggesting possible alternative venues for the location of polling places/stations.

Peter Snow

From: Freda Townsend <ftownsendpc@btinternet.com>
Sent: 27 August 2014 10:09
To: Peter Snow
Subject: Polling District Review Great Hallingbury

GREAT HALLINGBURY PARISH COUNCIL

Dear Peter,

I am writing to confirm that Great Hallingbury Parish Council is happy with the addition of Great Canfield to our ward in this Electoral Review.

Also to confirm that our village hall meets the required criteria, and is still considered to be the most suitable, as existing arrangements, for use as a polling station.

The public notice has been displayed since 14th August.

Kind regards,

Freda Townsend, Clerk.

Peter Snow

From: M KEMP <kemp438@btopenworld.com>
Sent: 20 August 2014 16:51
To: Peter Snow
Subject: polling

Dear Mr Snow As requested reveiw of building to be used as polling station. Great Sampford Baptist Church, High street great samford . CB10 2RG. State of building has not change heat, lights, toilets, Kitchen facilities, and disabled parking available. Building has approx 8 cars. Building has previously been used many times for polling station and no alterations have been make. There is no phone available in the building. my email contact is kemp438@btinternet.com Do hope this is the information you require. Mrs Beryl Kemp Church secertary.

Peter Snow

From: hamishmci@talktalk.net
Sent: 25 August 2014 15:10
To: Peter Snow
Subject: Review of Polling Places: Hadstock Village Hall

Dear Mr Snow,

Further to yours of 6 August, please note that even though we have a level side entrance, we are planning to instal improved hand-rails on the steps to the main entrance, so as to reduce the risk of accidents there.

Hamish McIlwrick
for Hadstock Village Hall Management Committee.

H B O

Peter Snow

From: Mike Geddes <mgeddes@kesteven.eclipse.co.uk>
Sent: 08 August 2014 14:35
To: Peter Snow
Subject: Polling Distrct Review

Dear Mr Snow

Regarding Hatfield Broad Oak's suitability for a polling station as proposed in Appendix C - Broad Oak & the Hallingburys, I wish to make the following observations which take into consideration the points outlined in Appendix E:

1.
There is **no** telephone in HBO Village Hall - any polling staff would need to be carrying a mobile.

Note: Coverage of O2 is **nil** in the Village Hall location - Orange & EE work well.

2.
There are plans to improve the hall in the not too distant future (insulation/electrics etc., & a possible extension to the rear of the hall) but these at present are in the embryonic stage. First meetings to discuss plans, any necessary planning permissions, obtaining of grants etc., will not take place until mid September. Timing is therefore very difficult to gauge - any extension however, would be away from the areas used as the polling station so I think would not affect the May elections.

Hope this is helpful.

My telephone number is: 01279 718428 or you can use my private e-mail address: mgeddes@kesteven.eclipse.co.uk if you need to discuss.

Mrs M Geddes
Hatfield Broad Oak Village Hall

Peter Snow

From: Margaret Lines <margaretlines@tiscali.co.uk>
Sent: 21 August 2014 22:57
To: Peter Snow
Subject: Hatfield Heath Village Hall

Dear Mr Snow

The existing Polling Station at the Village Hall meets the criteria set out in appendix E and is the most suitably positioned building in the Village.

Other buildings have been used short term in the distant past but have been found lacking and on each occasion the Polling Station has returned to the Village Hall.

Do hope that this is the information required.

Margaret Lines
Member of Executive Committee

Peter Snow

From: RICHARD CRANE <richard.crane374@btinternet.com>
Sent: 10 August 2014 11:23
To: Peter Snow
Subject: Review of Polling Districts and Polling Places - Hempstead Village Hall

Dear Mr Snow,

Thank you for your letter dated 6th August 2014 regarding the above subject. As requested I respond below with regard to the suitability of Hempstead Village Hall as a Polling Station.

I have read appendix E and can confirm that Hempstead Village Hall meets all the required criteria.

Please let me know if you require any further information or detail. I have included my email address and phone number below should you wish to contact me.

Kind regards

Richard Crane

Chairman, Hempstead Village Hall Committee

richard.crane374@btinternet.com
01799 599320

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From "Allison Ward" <allison.ward@tiscali.co.uk>
 To "Peter Snow" <psnow@uttlesford.gov.uk>
 Subject RE: Polling District Review - formal consultation
 Date 26/08/2014 at 23:08

Peter

is there any information reference the question below?

I can confirm both High Easter and Great Canfield Parish Councils have no concern with the proposals. In both villages the only suitable public building remains the village halls.

Thanks

Allison

From: Allison Ward [mailto:allison.ward@tiscali.co.uk]
Sent: 10 August 2014 21:33
To: 'Peter Snow'
Subject: RE: Polling District Review - formal consultation

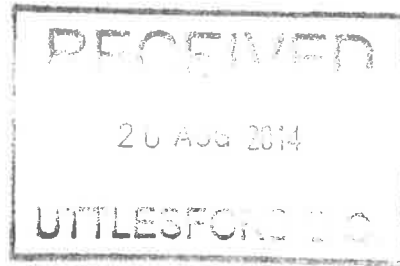
Peter

Please can you let me know what venue was used previously for Margaret Roding, as I'm not clear what the options are. The Parish Council holds its meetings in the Farmhouse at the Reid Rooms which is the only suitable venue in the parish. It

High Roding W.I

The Bury,
High Roding,
Dunmow, Essex.
CM6 1PA

15th August 2014



Dear Sir,

**Review of Polling Districts and Polling Places
High Roding W.I. Hall**

Thank you for your letter addressed to Mrs. P. Pavitt who is responsible for Hall bookings. She has passed your letter on to me for replying.

Since your review in 2011 I am pleased to say that we now have a disabled toilet, widened doorway, and extra lighting otherwise all other features remain the same as your last review. The Hall has been used for elections in the village for more than 50 years.

I hope this is of help to you.

Yours sincerely,

Margaret Stevenson (Mrs.)
President
High Roding & Great Canfield W.I.

Mr. Peter Snow,
Democratic and Electoral Services Manager,
Uttlesford District Council,
Council Offices,
London Road,
Saffron Walden, Essex.
CB11 4ER

LEADEN RODING VH

MKS. WY Clayden

28 Holloway Close

Leaden Roding

Dunmow

CM6 1QE

11/8/14

01279876568

Sir,

In response to letter received dated 6/8/14, Leaden Roding Village Hall is a very suitable venue for Polling Station. Everything you require. Kitchen, (Toilets/Disabled) lighting, chairs tables. This Hall you have used for many a year

Many Thanks

J Clayden

RECEIVED

12 AUG 2014

UTTLESFORD DC

(In response to letter of 6.8.14)
Appendix E

- LOCATION - is close to where most electors live
 - on level ground
 - has suitable access from road, with no pavement
 - no convenient public transport links (none in village)
- PARKING - there are adequate parking facilities close (2-40m) to entrance of hall, with no kerb
 - disabled parking directly outside hall
 - car park gravelled, but with concrete pathway and no severe gradients (level ground) and well lit.
- ENTRANCE - permanent, low gradient ramp with handrail, no steps, adequate lighting and easily opened doors wide enough for a wheelchair.
- INSIDE - No internal steps or barriers.
 - Door mat can be removed
 - quarry tiles in entrance and wooden floor (not highly polished) in hall, should be fairly non-slip. Kitchen has non-slip flooring.
 - no corridors.
 - plenty of space for staff, electors and equipment. Kitchen quite nice enough for a break.
 - adequate lighting, toilet facilities, kitchen, adult chairs and electric fires.
 - no telephone landline and variable mobile reception
 - no air conditioning, but can open windows and doors if needed.

RECEIVED
 15 AUG 2014
 UTTLESFORD DC

Peter Snow

From: Isabelle Page <isabellepage45@gmail.com>
Sent: 08 August 2014 18:51
To: Peter Snow
Subject: Littlebury Village Hall

Dear Mr Snow,

I am writing to acknowledge receipt of your review of polling places.

Littlebury Village Hall is well situated in a central village position and has very good disabled access: we have no steps, just a slight ramp to enter the building and double entrance doors, allowing good wheelchair access. Futhermore, we have a disabled toilet. We have parking for 3 or so cars and alternative parking is available close by in Mill Lane. The approach is tarmac and does not have any gradient. There is also an outside light for evening visitors. There are no internal stairs to negotiate and no trip hazards. The floor is wooden so a slight slip risk when wet. There is plenty of space for the booths and tables, plus wheelchairs if necessary and more than adequate lighting.

As to the polling station staff, we have a kitchen with kettle, urn, fridge, oven and microwave; and functioning heating system; a recently refurbished garden area; plastic adult chairs but no telephone. Generally, mobiles work down there.

Should you need any further information please do come back to me but I will be away on holiday from Wed 13th August.

kind regards,

Isabelle Page (Mrs)
Littlebury Village Hall

Peter Snow

From: Rose Johnson <rjbriarwood@hotmail.co.uk>
Sent: 11 August 2014 15:28
To: Peter Snow
Subject: Review of Polling Districts and Polling Places
Importance: High

Dear Mr Snow.

In reply to the recent correspondence regarding Polling Districts and Polling Stations, we would like to state that St Peter's Church Littlebury Green Vestry would still be available as a Polling Station.

Details:

St Peter's is situated in the centre of the Hamlet of Littlebury Green. There is no car park so vehicles park on the side of the road. The church sits close to the road with a short flat path that leads from the road up to a slight ramp which levels flat to the main entrance which has double doors that allow for easy wheelchair access.

The entrance has fixed none slip carpet squares and the floor of the main body of the church is varnished wood.

The Church and Vestry is well lit and heated by mobile Gas & Electric heaters. In the vestry there is a sink with mains cold water. There is a kettle or an urn and crockery for hot drinks but NO COOKER/MICRO WAVE, but a portable single ring gas cooker can be made available.

Toilet facilities is by way of an Elsan Chemical Loo situated in the small shed outside to the rear of the church. Hand washing facilities are provided. This arrangement tend's to suit male officers.

The Polling station is set up with table in vestry which officers sit behind, by keeping the vestry door open the officers have full view of front door, approaching public and voting booths which are placed front left of the building.

There is plenty of public waiting space as they can sit on the pews.

There is no telephone.

I hope you will find the above helpful.

KInd regards,

Rose Johnson & Vicky Taylor
Church Wardens.
Tel: 01763 838275

Peter Snow

From: Clinton <omega.clinton@yahoo.com>
Sent: 11 August 2014 15:50
To: Peter Snow
Subject: Little Chesterford Polling Station
Attachments: polling-places.doc

Dear Mr Snow

Please find attached our response to your recent letter regarding the suitability of our Village Hall as our local Polling Station.

Please be in touch if there is anything else I can help with.

Regards

Ann Clinton

REVIEW OF POLLING DISTRICTS AND POLLING PLACES

Evaluating the suitability of potential polling stations

Consider the location of the polling place:

- Is it located close to where most of the electors in the polling district live?

Yes.

- Is it at the top or bottom of a steep hill?

No.

- Does it have suitable access from a road?

Yes.

- If there is a pavement, does it have a dropped kerb close by?

Yes.

- Are there any convenient public transport links?

No. Not considered necessary given the size of the village.

Availability of parking:

- Are there adequate parking facilities close to the entrance of the building?

Yes.

- If not, is there anywhere close by that could be used for parking just on polling day?

N.A.

- How far do electors have to walk from the car park to the polling station?

Car park is immediately adjacent to the hall.

- Is there a designated disabled parking space, or could one be provided?

One could be provided.

- Is there a dropped kerb from the parking area to the polling station?

There are no kerbs between car park & hall.

All approaches should:

- Have a hard, smooth, non-slip surface, without steps, potholes, broken slabs etc. ;^a gravelled surfaces can present difficulties to wheelchair and buggy users

All OK. Light gravel over a hard surface in the car park is not considered a problem.

- Not have any severe gradients

OK.

- Be well lit

Flood light in car park, lamps over entrances.

Entrance:

- Does the building have a level entrance?

Side entrance has ramp & level entrance.

- Are there any steps to the entrance of the building?

One step to front entrance, none to side entrance.

- Are the stairs highlighted in any way?

N.A.

- Is there a handrail by the steps?

N.A.

- Is a permanent ramp provided?

Yes, at side entrance.

Inside the building:

Are there any internal steps or barriers for electors to negotiate?

No.

- Are doormats level with the floor? If not, can they be removed?

- Are there any other trip hazards?

No.

- Is there a suitable non-slip floor covering? Would it become slippery when wet?

The floor covering is considered suitable.

- Are there any corridors which may be difficult to negotiate for any electors using wheelchairs or those who find walking difficult?

No.

- In terms of the layout of polling equipment in the room to be used as a polling station, is there enough space in the room for staff, polling equipment and a number of electors, including a wheelchair user?

Yes.

- Is there adequate lighting in the room? Switch on all the lights available to test this.

Yes.

- Is there any need for additional lighting?

No.

- Moveable mats, heavy curtains trailing on the floor, a mix of carpet and wooden flooring with edging lips in between, and highly polished floors can all be potential hazards. If the premises has any of these features, can anything be done to remove or improve them?

A semi-flush door mat is provided at the side entrance. A door mat is in place in the front entrance porch. No other problems have been identified.

Another key factor to consider when assessing the suitability of a particular building or location is the facilities available to polling station staff. It must not be overlooked that the staff will be on duty for approximately sixteen hours, and that they will not be permitted to leave the premises. Their basic human needs must not be discounted.

Issues to consider include the provision of:

- Adequate toilet facilities

Male, female & disabled toilets are available.

- A kitchen, or at a minimum, access to tea and coffee making facilities

A kitchen is available.

- Adequate heating/cooling

Central heating is available.

- A separate area adjacent to the polling station where breaks could potentially be taken

The kitchen could be used.

- A telephone

None available.

- Comfortable adult chairs

Available.

LT Dunmow
From 2012/13

Mr K Graham
Studio 1, Priory Barn
The Street
Little Dunmow
DUNMOW
CM6 3HT

20 February 2013

Our ref: PJS
Your ref: 12 013 157

Please ask for Mr Snow
01799 510430
Email: psnow@uttlesford.gov.uk

Dear Mr Graham,

Polling station at Little Dunmow

Thank you for your letter of 14 February 2013 about the location of the polling station in Little Dunmow.

In your letter you raise a number of concerns about the suitability of the designated polling place at the Community Meeting Room. I can give you my absolute assurance that these concerns will be considered very carefully in due course when further consideration is given to the designated polling venue in Little Dunmow. I can also assure you that there is no possibility of the polling venue being moved to Flich Green as that is now both a separate parish and polling district.

The change of venue came about at the statutory review of polling districts and places between September and November 2011. The review was publicly advertised at the beginning of September that year and direct letters of consultation sent to all parish councils. A review takes place every four years and provides an opportunity to consider the suitability of all polling arrangements in the district and to review alternatives. At the conclusion of the review a list of polling districts and the designated polling places for each of those districts is published, together with a statement of reasons, and the venues thus designated must then be used at all elections until the next review takes place.

In the case of Little Dunmow, it is true as you say that the Flich of Bacon public house had been used as a polling station for a number of years. Nevertheless, from my perspective, the use of the public house is not satisfactory for a number of reasons. Expense of course is not the primary consideration but it is however fair to say that the cost of hiring a polling facility at the Flich of Bacon has risen over a period of time to a figure in the region of £700, way above the level of cost expected for the use of a village polling venue.

However, my main concern about the use of the Flich of Bacon is the fact that voting takes place in part of the public bar area during periods of time when the building is open for public use. It is not true to say that voting takes place in a separate room although we do have the advantage of a separate doorway at the side of the building leading directly to the area where voting takes place. In practice, the area used for voting is screened off from the rest of the bar area in such a way that voting is conducted in as private a way as is possible in the circumstances. In my judgement, the use of the Flich of Bacon would not be feasible at all if the main entrance was the only one available.

I do have a statutory duty to maintain the secrecy of the poll and to ensure that the identity of electors who vote is protected outside the polling station. I am not convinced that it is possible to ensure that these conditions are met in the conditions in place at the Flitch of Bacon, particularly during those times when the public bar is open for business.

In undertaking any polling review the primary consideration is to provide such reasonable facilities as are practicable in the circumstances and to ensure that the polling places are accessible to disabled electors.

I accept that the Community Meeting Room is more remote than the Flitch of Bacon and is located along an unlit lane away from the village centre. From this aspect it may well be the case that the venue is less convenient for the majority of electors. However, the statutory duty to provide a facility that is as convenient as is reasonably practicable and is accessible for disabled electors has been met.

The next review is due to take place by November 2015. Because I have now received a number of representations about the use of the Community Meeting Room I am prepared to consider reviewing the use of that building before that date. However, a due process of public review has taken place as required and I do not therefore intend to conduct an immediate review. In any case the venue for the May 2013 election is now booked and settled and I intend to proceed on that basis.

The PCC election was the first test of the suitability of the Community Meeting Room. However, because the election took place during the autumn when weather conditions are less favourable, I would like to test the use of the facility during May when the hours of daylight will be longer and temperatures higher.

I undertake to monitor the use of the Community Meeting Room at and after the County Council election and decide whether a review is necessary at that stage.

I do understand your concerns about the use of the Community Meeting Room and hope that this letter does at least explain the basis for the switch of venue agreed by the Council in 2011.

Yours sincerely



Peter Snow
Democratic and Electoral Services Manager
for Chief Executive

Keith and Pat Graham

Studio 1, Priory Barn, The Street, Little Dunmow, Gt. Dunmow, Essex CM6 3HT

Tel/Fax: 01371 823190

14th February 2012

Dear Sir,

LITTLE DUNMOW'S POLLING BOOTH

We moved here nearly two years ago, and have been told that the village's Polling Booth used to be a room behind the Fitch of Baron pub - a room with its own entrance, separated from the drinking area.

We can't imagine why it was moved from there and re-sited in a portacabin on the playing field, to which there is no footpath (only a track across the grass, which becomes muddy & slippery on a wet day). The narrow lane to the playing field also has no footpath (not, for that matter, does it have a speed restriction), neither does it have street lighting. All these factors make the portacabin a dangerous place to visit, particularly after dark and especially for elderly people - which accounts for the majority of Little Dunmow's population.

Finally, not everyone knows where to find the playing field's portacabin, which is a long way from the village's centre, whereas the pub could not be more central.

We would urge that the polling booth should revert to that more-easily accessible back room of the Fitch of Baron pub.

Yours faithfully,

K. Graham.

for the attention of P. Snow Esq.
Democratic & Electoral Services Manager
Uttlesford District Council
Council Offices
London Rd.,
Saffron Walden, Essex, CB11 4ER

Miss K Goodwin
Chase End
Grange Lane
Little Dunmow
DUNMOW
CM6 3HY

20 February 2013

Our ref: PJS
Your ref: 12 013 157

Please ask for Mr Snow
01799 510430
Email: psnow@uttlesford.gov.uk

Dear Miss Goodwin,

Polling station at Little Dunmow

Thank you for your letter of 29 January 2013 about the location of the polling station in Little Dunmow.

In your letter you raise a number of concerns about the suitability of the designated polling place at the Community Meeting Room. I can give you my absolute assurance that these concerns will be considered very carefully in due course when further consideration is given to the designated polling venue in Little Dunmow. I can also assure you that there is no possibility of the polling venue being moved to Flich Green as that is now both a separate parish and polling district.

The change of venue came about at the statutory review of polling districts and places between September and November 2011. The review was publicly advertised at the beginning of September that year and direct letters of consultation sent to all parish councils. A review takes place every four years and provides an opportunity to consider the suitability of all polling arrangements in the district and to review alternatives. At the conclusion of the review a list of polling districts and the designated polling places for each of those districts is published, together with a statement of reasons, and the venues thus designated must then be used at all elections until the next review takes place.

In the case of Little Dunmow, it is true as you say that the Flich of Bacon public house had been used as a polling station for a number of years. Nevertheless, from my perspective, the use of the public house is not satisfactory for a number of reasons. Expense of course is not the primary consideration but it is however fair to say that the cost of hiring a polling facility at the Flich of Bacon has risen over a period of time to a figure in the region of £700, way above the level of cost expected for the use of a village polling venue.

However, my main concern about the use of the Flich of Bacon is the fact that voting takes place in part of the public bar area during periods of time when the building is open for public use. It is not true to say that voting takes place in a separate room although we do have the advantage of a separate doorway at the side of the building leading directly to the area where voting takes place. In practice, the area used for voting is screened off from the rest of the bar area in such a way that voting is conducted in as private a way as is possible in the circumstances. In my judgement, the use of the Flich of Bacon would not be feasible at all if the main entrance was the only one available.

I do have a statutory duty to maintain the secrecy of the poll and to ensure that the identity of electors who vote is protected outside the polling station. I am not convinced that it is possible to ensure that these conditions are met in the conditions in place at the Flitch of Bacon, particularly during those times when the public bar is open for business.

In undertaking any polling review the primary consideration is to provide such reasonable facilities as are practicable in the circumstances and to ensure that the polling places are accessible to disabled electors.

I accept that the Community Meeting Room is more remote than the Flitch of Bacon and is located along an unlit lane away from the village centre. From this aspect it may well be the case that the venue is less convenient for the majority of electors. However, the statutory duty to provide a facility that is as convenient as is reasonably practicable and is accessible for disabled electors has been met.

The next review is due to take place by November 2015. Because I have now received a number of representations about the use of the Community Meeting Room I am prepared to consider reviewing the use of that building before that date. However, a due process of public review has taken place as required and I do not therefore intend to conduct an immediate review. In any case the venue for the May 2013 election is now booked and settled and I intend to proceed on that basis.

The PCC election was the first test of the suitability of the Community Meeting Room. However, because the election took place during the autumn when weather conditions are less favourable, I would like to test the use of the facility during May when the hours of daylight will be longer and temperatures higher.

I undertake to monitor the use of the Community Meeting Room at and after the County Council election and decide whether a review is necessary at that stage.

I do understand your concerns about the use of the Community Meeting Room and hope that this letter does at least explain the basis for the switch of venue agreed by the Council in 2011.

Yours sincerely



Peter Snow
Democratic and Electoral Services Manager
for Chief Executive

29.1.2013

Chase End,
Grange Lane,
Little Dunmow CM6 3HY

To Peter Snow
11 Alesford District Council.

Dear Sir,

I am writing about the recent relocation of the Polling Station to the Portakabin on the Recreation Ground, which has caused considerable discussion in the village.

I feel that this move is not so effective, although I believe it may be cheaper. My reasons are; it is an isolated site, along a narrow, unpaved lane, unlit, with the alternative of a muddy, grassy walk, also dark.

By contrast the facilities at the Fitch of Bacon public house are far more likely to attract more voters and encourage local participation and democracy.

The Fitch has these advantages: -

- it has been used for years & is customary
- it has a separate room, cut off from the bar
- it has bus stops outside so encourages & reminds voters to vote
- it is on a well paved & lit road
- the road is used by village passing cars & pedestrian traffic & so attracts voters to vote

For these reasons I feel that to revert to the former site of the polling station in the Fitch of Bacon would improve the number of people voting in elections

Yours sincerely

Kathleen Goodwin



Mr R Dodkins
Westacre
Grange Lane
Little Dunmow
DUNMOW
CM6 3HY

20 February 2013

Our ref: PJS
Your ref: 12 013 157

Please ask for Mr Snow
01799 510430
Email: psnow@uttlesford.gov.uk

Dear Mr Dodkins,

Polling station at Little Dunmow

Thank you for your letter of 6 February 2013 about the location of the polling station in Little Dunmow.

In your letter you raise a number of concerns about the suitability of the designated polling place at the Community Meeting Room. I can give you my absolute assurance that these concerns will be considered very carefully in due course when further consideration is given to the designated polling venue in Little Dunmow. I can also assure you that there is no possibility of the polling venue being moved to Flitch Green as that is now both a separate parish and polling district.

The change of venue came about at the statutory review of polling districts and places between September and November 2011. The review was publicly advertised at the beginning of September that year and direct letters of consultation sent to all parish councils. A review takes place every four years and provides an opportunity to consider the suitability of all polling arrangements in the district and to review alternatives. At the conclusion of the review a list of polling districts and the designated polling places for each of those districts is published, together with a statement of reasons, and the venues thus designated must then be used at all elections until the next review takes place.

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I do have a statutory duty to maintain the secrecy of the poll and to ensure that the identity of electors who vote is protected outside the polling station. I am not convinced that it is possible to ensure that these conditions are met in the conditions in place at the Flitch of Bacon, particularly during those times when the public bar is open for business.

In undertaking any polling review the primary consideration is to provide such reasonable facilities as are practicable in the circumstances and to ensure that the polling places are accessible to disabled electors.

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The PCC election was the first test of the suitability of the Community Meeting Room. However, because the election took place during the autumn when weather conditions are less favourable, I would like to test the use of the facility during May when the hours of daylight will be longer and temperatures higher.

I undertake to monitor the use of the Community Meeting Room at and after the County Council election and decide whether a review is necessary at that stage.

I do understand your concerns about the use of the Community Meeting Room and hope that this letter does at least explain the basis for the switch of venue agreed by the Council in 2011.

Yours sincerely



Peter Snow
Democratic and Electoral Services Manager
for Chief Executive

Westacre
Grange Lane
Little Dunmow
Essex
CM6 3HY

6th February 2013

Uttlesford District Council
Council Offices
Saffron Walden
Essex
CB11 4ER

FAO Mr Peter Snow

Dear Mr Snow

Re: Review of Polling Station, Little Dunmow



I refer to my telephone conversation of 22nd and 28th January 2013 and I am pleased that you are willing to review the polling station location again but not until after the May election. Also that should the polling station not be returned to the Flitch Of Bacon Public House and for any reason not be suitable it would not move to Flitch Green.

I would like to suggest that the best thing would be to class the Flitch Of Bacon as the first choice and the community meeting room (portacabin) be the second choice. As I explained I have discussed this matter with Mrs Bacon, the landlady of the Flitch Of Bacon who is most willing to have the polling station returned.

There are many disadvantages for the location of the community meeting room being the wrong first choice.

1. This is a portacabin which has been vandalised many times and has only recently had a window broken so could on the day of voting not be suitable.
2. The location of the portacabin means there is no street lighting or outside lighting.
3. This is not central in the village and would not catch passers by on the day of voting. As you know voting is going down every year in numbers so the location for ease is more important now.
4. Little Dunmow is spread out over the old A120 in both directions so we should be looking to making the location for voting more central not more remote.

Whilst I do appreciate the Flitch Of Bacon is a licensed premises. The voting has always been set up by separate access at the side and is screened off from the public house inside. I am sure many other villages use licensed premises such as village halls for voting.

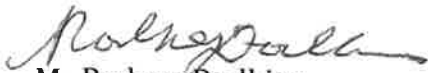
Finally I would like to remind you back in 1990 the location was moved for the voting as it has been now and it was found to be unsuitable. I feel very concerned why now all these years on it has now been decided to move it again to the same location that was found then to be unsuitable.

As a resident here for many years I have never found the location of the polling station in the Flitch Of Bacon to be a problem in any way and I would like it to be reconsidered. I also feel the residents here should have a say and I am sure if they were given the choice they would prefer to vote centrally rather than down the remote part of the village. After all it's the residents that we need to vote so why haven't they been given the chance to vote on this?

Sorry for the length of the letter but I just want you to understand my points and reconsider the location for Little Dunmow and put it back to the Flitch Of Bacon .

Look forward to hearing from you.

Yours faithfully



Mr Rodney Dodkins
Long Term Concerned Resident

Peter Snow

From: Freda Townsend <ftownsendpc@btinternet.com>
Sent: 27 August 2014 10:07
To: Peter Snow
Subject: Polling District Review Little Hallingbury

LITTLE HALLINGBURY PARISH COUNCIL

Dear Peter,

I am writing to confirm that Little Hallingbury Parish Council is happy with the addition of Great Canfield to our ward in this Electoral Review.

Also to confirm that our village hall meets the required criteria, and is still considered to be the most suitable, as existing arrangements, for use as a polling station.

The public notice has been displayed since 14th August.

Kind regards,

Freda Townsend, Clerk.

Peter Snow

From: info.at.mvcc@gmail.com on behalf of Info MVCC <info@mvcc.manuden.org.uk>
Sent: 13 August 2014 15:39
To: Peter Snow
Subject: Review of Polling Districts and Polling Places: Manuden Village Community Centre

Dear Mr Snow

Thank you for your letter regarding the Review of Polling Districts and Polling Places.

We are confident that Manuden Village Community Centre is a suitable venue for future polling purposes, and meets all the criterias listed. We would very much like to be considered as a suitable veeue for the future.

Details

Location: Easily accessible on foot or by road with disabled access. Flat access on the edge of the village.

Parking: Over 100 parking spaces with convenient designated, disabled parking spaces near to the building. Carpark is adjacent the centre approx 30m walk to the main door, with flat access for wheelchairs.

Approaches : All well lit with a hard smooth surface, suitable for wheelchairs/ buggies.

Entrance : There are 3 access points to the Club room - all suitable for wheelchairs - 1 fully folding bifold doors to the outside. No steps.

Inside the Building: No internal steps - door mats may be removed as necessary, floor is carpeting all corridors non slip. Lighting is adequate there is plenty of room and acces for wheelchair users.

Suitability for Staff: Adjacent Toilets and kitchenette are available, the rooms are heated to a comfortable temperature. WiFi is available, and access to the office with telephone and office equipment can be made available as required. Suitable furniture is available fo rth econfort of teh staff.

Kind Regards

Chris Bailey

Manager

Manuden Village Community Centre | 01279 817111 | Info@mvcc.manuden.org.uk | www.mvcc.manuden.org.uk

Peter Snow

From: Val&Chaz Bartram <valchazbartram@yahoo.com>
Sent: 05 August 2014 19:35
To: Peter Snow
Subject: Re: Polling District Review - formal consultation Reply from Manuden

Dear Peter

This is to advise you that Manuden Village Hall is no longer available as it is in the process of being sold. The new Manuden Village Community Centre was used as our Polling Station at the recent European Elections and proved to be a satisfactory location. We recommend it continues to be used in future.

Best Regards
Charles Bartram
Clerk to Manuden Parish Council
Tel. 01279814544

From: Peter Snow <psnow@uttlesford.gov.uk>
To: All Parish Clerks <AllParishClerks@uttlesford.gov.uk>
Sent: Tuesday, 5 August 2014, 15:17
Subject: Polling District Review - formal consultation

Dear Parish/Town Clerk

Please find attached various documents relating to the review of polling districts and places commencing yesterday.

I shall be grateful if you will publish the document titled 'Public Notice' on at least one notice board.

I appreciate the time allowed for the initial consultation is quite short and that it may not coincide with your cycle of meetings. However, may I please emphasise the importance I attach to receiving your views, positive or otherwise, about the review, in particular commenting on the suitability of existing arrangements and suggesting possible alternative venues for the location of polling places/stations.

Please note the requirements for ensuring the accessibility of all polling places for disabled people and the check list of items listed under appendix D. As I do not have the capacity to inspect all existing buildings, it will be helpful to me to receive your help in assessing all buildings being considered for use.

I look forward to receiving your comments.

Yours sincerely

Peter Snow
Democratic and Electoral Services Manager
01799 510430
psnow@uttlesford.gov.uk

MARGARET RODING
REID ROOMS

Peter Snow

From: Allison Ward <allison.ward@tiscali.co.uk>
Sent: 10 August 2014 21:33
To: Peter Snow
Subject: RE: Polling District Review - formal consultation

Peter

Please can you let me know what venue was used previously for Margaret Roding, as I'm not clear what the options are. The Parish Council holds its meetings in the Farmhouse at the Reid Rooms which is the only suitable venue in the parish. It is a private commercial premises which forms part of the Reid Rooms wedding venue, can this be considered as an option?

Thanks

Allison
Clerk to Margaret Roding Parish Council

From: Peter Snow [<mailto:psnow@uttlesford.gov.uk>]
Sent: 05 August 2014 15:18
To: All Parish Clerks
Subject: Polling District Review - formal consultation

Dear Parish/Town Clerk

Please find attached various documents relating to the review of polling districts and places commencing yesterday.

I shall be grateful if you will publish the document titled 'Public Notice' on at least one notice board.

I appreciate the time allowed for the initial consultation is quite short and that it may not coincide with your cycle of meetings. However, may I please emphasise the importance I attach to receiving your views, positive or otherwise, about the review, in particular commenting on the suitability of existing arrangements and suggesting possible alternative venues for the location of polling places/stations.

Please note the requirements for ensuring the accessibility of all polling places for disabled people and the check list of items listed under appendix D. As I do not have the capacity to inspect all existing buildings, it will be helpful to me to receive your help in assessing all buildings being considered for use.

I look forward to receiving your comments.

Yours sincerely

Peter Snow
Democratic and Electoral Services Manager
01799 510430
psnow@uttlesford.gov.uk

Peter Snow

From: Parish Clerk <quendon.clerk@tiscali.co.uk>
Sent: 02 September 2014 21:12
To: Peter Snow
Cc: Rebecca Dobson
Subject: RE: Polling District Review

Dear Mr. Snow

With reference to the Polling District Review Consultation, Quendon & Rickling Parish Council discussed this at their last Parish Council Meeting and consider the review of the boundaries will have no material impact on the Parish and consider that, at the present time, the Village Hall is the most suitable location to be used as a Polling Station in the Parish.

*Kind regards
Quendon & Rickling Parish Council*

Sue Phillips

Clerk to Quendon & Rickling Parish Council
tel. 01799 542351
e-mail quendon.clerk@tiscali.co.uk

From: Peter Snow [<mailto:psnow@uttlesford.gov.uk>]
Sent: 07 August 2014 18:28
To: Peter Snow
Cc: Rebecca Dobson
Subject: Polling District Review - revised timetable

Message distribution: all consultees to the review

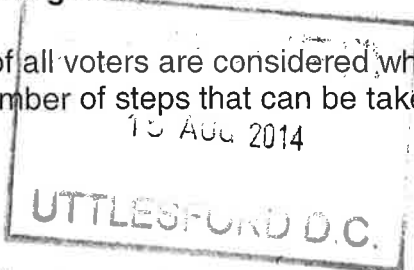
Please find attached a revised timetable for the polling district review as now agreed. This allows more time for responses to be made to the review, especially at the initial stage of the review, especially bearing in mind that many parish councils do not meet during August.

Peter Snow
Democratic and Electoral Services Manager
01799 510430
psnow@uttlesford.gov.uk

REVIEW OF POLLING DISTRICTS AND POLLING PLACES

Evaluating the suitability of potential polling stations

It is important that the accessibility needs of all voters are considered when designating polling places. There are a number of steps that can be taken to facilitate this process.



Consider the location of the polling place:

- Is it located close to where most of the electors in the polling district live? *Yes*
- Is it at the top or bottom of a steep hill? *No*
- Does it have suitable access from a road? *Yes*
- If there is a pavement, does it have a dropped kerb close by? *Yes*
- Are there any convenient public transport links? *Yes*

Availability of parking:

- Are there adequate parking facilities close to the entrance of the building? *Yes*
- If not, is there anywhere close by that could be used for parking just on polling day?
- How far do electors have to walk from the car park to the polling station? *Few feet*
- Is there a designated disabled parking space, or could one be provided? *Yes*
- Is there a dropped kerb from the parking area to the polling station? *Yes*

All approaches should:

- Have a hard, smooth, nonslip surface, without steps, potholes, broken slabs etc. – gravelled surfaces can present difficulties to wheelchair and buggy users
- Not have any severe gradients
- Be well lit

Entrance:

- Does the building have a level entrance? *No*
- Are there any steps to the entrance of the building? *one step*
- Are the stairs highlighted in any way? *No stairs*
- Is there a handrail by the steps? *No*
- Is a permanent ramp provided? *No*
- If not, could a temporary ramp with a suitable gradient be provided safely, or is there another entrance which people with disabilities or other electors could use? *temporary ramp always supplied*
- Is the door wide enough for a wheelchair user to gain access? *Yes*
- How heavy are the doors for a frail or elderly person to open? Would they need to be propped open? *Can be propped open*

Inside the building:

- Are there any internal steps or barriers for electors to negotiate? *No*
- Are doormats level with the floor? *If not, can they be removed? Yes*
- Are there any other trip hazards? *No*

- ✓ Is there a suitable non-slip floor covering? Would it become slippery when wet? *No*
- Are there any corridors which may be difficult to negotiate for any electors using wheelchairs or those who find walking difficult? *No*
- In terms of the layout of polling equipment in the room to be used as a polling station, is there enough space in the room for staff, polling equipment and a number of electors, including a wheelchair user? *Yes*
- Is there adequate lighting in the room? Switch on all the lights available to test this. *Yes*
- Is there any need for additional lighting? *No*
- Moveable mats, heavy curtains trailing on the floor, a mix of carpet and wooden flooring with edging lips in between, and highly polished floors can all be potential hazards. If the premises has any of these features, can anything be done to remove or improve them? *None of these*

Another key factor to consider when assessing the suitability of a particular building or location is the facilities available to polling station staff. It must not be overlooked that the staff will be on duty for approximately sixteen hours, and that they will not be permitted to leave the premises. Their basic human needs must not be discounted. Issues to consider include the provision of:

- Adequate toilet facilities *Yes*
- A kitchen, or at a minimum, access to tea and coffee making facilities
- Adequate heating/cooling ✓
- A separate area adjacent to the polling station where breaks could potentially be taken ✓
- A telephone - *Mobile for emergency use.*
- Comfortable adult chairs ✓

Peter Snow
Committee and Electoral Services Manager
Updated to August 2011

From *Quendon & Rickling Village Hall.*

*% Mrs C Osbourn
Hill Green
Man Road*

*Quendon.
Saffron Walden.*

CB11 3XJ.

Peter Snow

From: Sue Bright <sue@branfield.com>
Sent: 18 August 2014 19:50
To: Peter Snow
Subject: Polling Review Radwinter Village Hall
Attachments: review polling VH.doc

Dear Mr Snow,

It was not clear in your letter the format required for the responses so I labelled each section 1-6 and each response is in bullet point order as in Appendix E. We are currently used regularly as a Polling Station and you should have our details on file. There have been no structural changes at Radwinter Village Hall pertaining to its use as a Polling Station.

Response attached.

Regards,

Sue Bright
Chair, Radwinter Village Hall Charity.

Radwinter Village Hall

Evaluating the suitability of potential polling stations.

Sections below correspond to the headings on your list and numbered here 1-6.

Bullet pointed answers correspond to each question in each section of Appendix E.

1.

- Yes, centre of the village
- No
- Yes
- Yes
- Yes

2.

- Yes
- Yes, car park at rear
- 10 metres if they park on the road outside.
- Would park outside the main door
- Yes

3.

- All wheelchair/mobility scooter/buggy friendly
- None
- Street lights

4.

- Yes
- 2 steps to one door and a ramp to the other
- 2 steps clearly identifiable
- No
- Yes
- N/A
- Yes
- Not heavy, easily opened.

5.

- No
- No. Yes
- No
- No
- No
- Yes all five
- Yes
- No
- N/A

6.

- Yes
- Kitchen
- Yes both
- Yes
- No
- Yes

J W T C

Peter Snow

From: Simon Lloyd <Simon@saffronwalden.gov.uk>
Sent: 06 August 2014 10:57
To: Peter Snow
Subject: Polling District Review - formal consultation
Attachments: consult1.doc; Append A - Existing Schedule.docx; Append B - Timetable.docx; Append C - Draft Scheme.docx; Append D - Public Notice.doc; PDRappendE.doc; Public Notice 2014.doc

Hi Peter,

OK, I have looked at this and there is very little that we can do I think.

1. I have put up the Notices (there are 2 copies attached in your email) on our Boards.
2. On the Appendix A – you listed 7 locations, 4 of which are Schools and are closed at the moment due to holidays and they will still be closed on 22nd August. The remaining 3 (Committee Room in the Town Hall, Little Walden Village Hall and Golden Acre Community Centre) fulfil your criteria.
3. On Appendix C – you have written beside Saffron Walden that ‘...Number of electors presently unknown; polling district boundaries to be altered taking account of the revised ward boundary...’ you guesstimate of 1, 2 and 3 may be a little conservative (small ‘C’)!!!

I will not be putting this before my Councillors unless you advise otherwise?

Regards,

Simon

SJA LLOYD MBE
Town Clerk Saffron Walden
11 Emson Close
Saffron Walden
Essex CB10 1HL

Tel: 01799-516501

From: Peter Snow [<mailto:psnow@uttlesford.gov.uk>]
Sent: 05 August 2014 15:18
To: All Parish Clerks
Subject: Polling District Review - formal consultation

Dear Parish/Town Clerk

Please find attached various documents relating to the review of polling districts and places commencing yesterday.

I shall be grateful if you will publish the document titled ‘Public Notice’ on at least one notice board.

I appreciate the time allowed for the initial consultation is quite short and that it may not coincide with your cycle of meetings. However, may I please emphasise the importance I attach to receiving your views, positive or otherwise, about the review, in particular commenting on the suitability of existing arrangements and suggesting possible alternative venues for the location of polling places/stations.

fw

FRIENDS SCHOOL



Friends' School
SAFFRON WALDEN

Mr. P. Snow
Democratic & Electoral Services Manager
Uttlesford District Council
Council Offices
London Road
Saffron Walden
Essex, CB11 4ER

19 August 2014

Dear Mr. Snow,

I am writing to you in respect to the use of the Assembly Hall at Friends' School as a Polling Station, under your current review of such matters.

The school continue to be concerned about the use of our Assembly Hall, in particular the disruption that this can cause if such use is required at a time when exams are being held, as this is the school's main area for such activities.

For the most recent elections, we were unable to offer our Assembly Hall, for the above reason, but were able to offer you a space in our car park, where a demountable unit was installed and appeared to be a mutually acceptable and successful solution.

As such, we would therefore ask that you consider this as a long term alternative to the use of our Assembly Hall.

Yours sincerely,

A handwritten signature in black ink, appearing to be "Stephen Welch".

Stephen Welch
Business Manager

Tel: 01799 525315 x 2206
Email: bursar@friends.org.uk

S'W
R A Butler

Rebecca Dobson

From: Peter Snow
Sent: 08 September 2014 14:14
To: Rebecca Dobson
Subject: FW: Review of Polling Places -R A Butler School

From: School Business Manager
Sent: 08 September 2014 14:14:12 (UTC) Dublin, Edinburgh, Lisbon, London
To: Peter Snow
Subject: Review of Polling Places -R A Butler School

Dear Mr Snow

I am writing regarding the letter about the review of polling places that was sent during the summer holidays. I am sorry I was unable to respond by your deadline as I was not in school.

I would just like to update you that R A Butler Academy is still happy to act as a polling station. However I don't believe that the current arrangements we have in place would be suitable for a General Election. I spoke with your colleague who suggested you may like to visit the school to look at the facilities we have available and to discuss your requirements for different types of elections. I am happy to meet with you when it is convenient to look at the spaces we have and understand your requirements. The school would prefer to remain open during any election wherever possible.

Please do not hesitate to contact me if I can provide any further information.

Regards

Claire

Claire Hopkins
School Business Manager
R A Butler Academy - Infant & Junior Schools
South Road
Saffron Walden
Essex CB11 3DG
T: 01799 523 651
F: 01799 521 350
www.rabutleracademy.org.uk

Peter Snow

From: Rebecca Dobson
Sent: 25 February 2014 15:32
To: Peter Snow
Cc: Linda Bunting
Subject: FW: HIRE OF POLLING STATION AT ST MARY'S SCHOOL CASTLE STREET SAFFRON WALDEN

Hi Peter

An update – just spoke to Suzy Diggins, she understands and the school will close on polling day. However, if there is any chance for future elections that the parish rooms could be used instead, the School would like to know if that option could be explored. We agreed there are likely to be access reasons why it is no longer used, but I said you would contact her in due course about that.

Regards

Rebecca Dobson
Principal Democratic Services Officer
Uttlesford District Council
Council Offices
London Road
Saffron Walden
CB11 4ER
Tel: 01799 510510 (direct line 510433)
Email: rdobson@uttlesford.gov.uk
Website: www.uttlesford.gov.uk

From: Rebecca Dobson
Sent: 25 February 2014 15:05
To: Sarah Carter
Subject: RE: HIRE OF POLLING STATION AT ST MARY'S SCHOOL CASTLE STREET SAFFRON WALDEN

Hi Sarah

Thanks for this – have just checked the rules (as below!) and will ring her. I think it is a state funded school.

4.10 Schools that are publicly-funded, including academies and free schools, may be used as polling stations free of charge, and the legislation allows you to require a room in such schools for use as a polling station. You are also entitled to use, free of charge, any publicly-funded room as a polling station. You will, however, need to pay for any lighting, heating, etc., costs incurred when using such rooms as polling stations. You should liaise with the relevant schools and managers of publicly-funded rooms at the earliest opportunity to confirm that you want to use certain rooms within their premises as polling stations.

Regards

Rebecca Dobson
Principal Democratic Services Officer
Uttlesford District Council

Council Offices
London Road
Saffron Walden
CB11 4ER
Tel: 01799 510510 (direct line 510433)
Email: rdobson@uttlesford.gov.uk
Website: www.uttlesford.gov.uk

From: Sarah Carter
Sent: 25 February 2014 11:19
To: Rebecca Dobson
Subject: HIRE OF POLLING STATION AT ST MARY'S SCHOOL CASTLE STREET SAFFRON WALDEN

Hi Rebecca – I wonder if you can advise on the above matter? Suzy Diggins, Chair of Governors phoned asking why the above is used as a polling station and not maybe the Parish Rooms as it would mean closing the school? She seems to think years ago, the Parish Rooms were used, and wonders who she would need to write to, to dispute this and I said that I would get you to give her a call back. I had a look through the booking forms that we have received back to check the location and indeed, it does state the school. Ms Diggins contact number is 01799 502668.

Thanks

Sarah Carter
Electoral Services Officer
01799 510431
scarter@uttlesford.gov.uk

STANSTED PETER KIRK

Peter Snow

From: Jan Janes, Administration Assistant <Jan.Janes@essex.gov.uk>
Sent: 11 August 2014 10:15
To: Peter Snow
Cc: Karen Woodham, Business Support Administrator
Subject: Review of Polling Districts and Polling Places - Peter Kirk Centre

Dear Mr Snow

Thank you for your letter regarding the above information, at this present time I cannot for seen any reasons why Peter Kirk Centre cannot continue to be one of four polling stations for Stansted.

Kind Regards Jan

Jan Janes
Learner Services Assistant (Uttlesford)
Adult Community Learning
Essex County Council
Telephone: 01279 813319 (main line) Fax: 01279 818030
Email jan.janes@essex.gov.uk www.essex.gov.uk

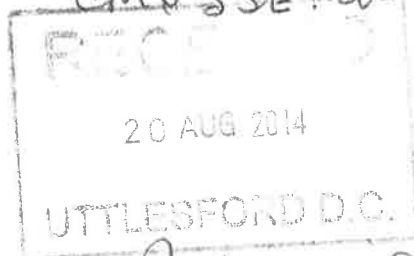
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17.8.2014

from DOROTHY PELHAM
for STEBBING VILLAGE HALL
at Butler's Cottage, Stebbing
CM6 3SE. Tel 01371/8561733

Peter Snow Esq.,
Electoral Officer.



Re: Review of Polling Stations.
6.8.2014 Ref. PTS/RJD.

Dear Mr Snow,

As you know Stebbing Village Hall (formerly URC Hall) in Mill Lane has been Stebbing's polling station for a long time. It is central, serves an appropriate number of voters & is recognised & accepted as the village voting venue.

Over the last twenty years we have improved facilities generally & in very recent times by improving the slope of the disabled ramp & a new light at the northerly side gate have responded to the criticisms of the inspecting disabled representatives.

I give the following responses to the items in Appendix E as they are listed.

LOCATION No public transport of particular interest but there is a Village Omnibus

II AVAILABILITY of PARKING The answers are "Yes" to these questions.

III APPROACHES - satisfactory. No complaints even

IV ENTRANCE. Details on your computer.

There are some small steps to the northerly entrance (bowling green end). A new light has been installed to help here. We will see that any steps are painted bright yellow prior to elections. The main front 'portico' entrance has most steps, no rails, but is only opened in very hot weather & is not required by anybody who might find the approach difficult. Since the disabled survey, light provision (one gate) ramp modification (disabled gate) have occurred. The disabled entrance is up to standard - width & door-swing & so on

V INTERNAL One small step into hall will be re-painted. Any mats removed. Surfaces good. Non-slippery corridors. Plenty of room for polling equipment & the public in main hall/voting area. Lighting adequate - side lights & step lights (overhead) available. None of hazards of curbs, edging lips are present

VI STAFF FACILITIES Toilet facilities v adequate

(VI cont.) [inc disabled], large kitchen all facilities - frig., ovens, micro-wave.
Pelham Room available for breaks, very comfortable arm chairs.
No telephone.
Mobiles used some could be provided if necessary.

Your kind Lady's assistants have probably informed you that this is my "swansong". I am handing over to the present chairman:-

Mr Peter MERFIELD
4 Brookfields,
Stebbing, CM6 3 SA.
tel. 01371 856 527

Kindest regards - after 20 years,

Yours truly Pelham

Peter Snow

From: Clerk takeley PC <takeleyparishcouncil@virginmedia.com>
Sent: 18 August 2014 12:43
To: Peter Snow
Subject: REVIEW OF POLLING DISTRICTS & POLLING PLACES

Dear Peter,

REVIEW OF POLLING DISTRICTS & POLLING PLACES

Thank you for your letter 6/8/14.

Takeley has 3 polling facilities:

- Molehill Green Village Hall
- Priors Green Community Hall
- Silver Jubilee Hall

Takeley Parish Council has reviewed the proposed scheme and the proposed locations. All 3 facilities meet the required standard.

Takeley PC supports the proposal to maintain the status quo.

Jane Heskey

Clerk to Takeley Parish Council
Email:takeleyparishcouncil@virginmedia.com

Peter Snow

From: Bookings Secretary <ugleyvillagehall@gmail.com>
Sent: 20 August 2014 17:12
To: Peter Snow
Subject: Review of Polling Districts and Polling Places - Ugley Village Hall

Dear Mr Snow

With regard to the letter dated 6th August 2014 on the above subject.
I make the following comments on behalf of Ugley Village Hall
Committee:

The polling station uses the small hall to the left of the main Ugley Village Hall. This has its own entrance; a ramp with handrail and a widened entrance were installed by Uttlesford a few years ago. There is also a widened doorway to the lavatories, of which one is for disabled use.

The polling place is on a level surface with a large car park. There is a designed disabled parking space close to the ramp. The car park has a gravel surface. There is outside lighting.

There is a bus stop outside the polling station and a dropped kerb close by.

There are no internal steps - there is a mat inside the door which is level with the floor. The floor is treated with a non-slip covering.

The lighting is sufficient and one set of lights is operated by a switch just inside the door.

A kitchen is available with hot drink making and full cooking facilities. There is always heating on in the colder months and windows can be opened with a key which is provided with the door key.

A telephone is not available in the building but there is a public calbox a few yards away.

The Village Hall was subject to a fire inspection recently and various recommendations were put in place with regard to illuminated exit signs, re-location and extra provision of fire extinguishers and extra outside lighting.

I hope this information is sufficient for your requirements. Please contact me if you need further help.

Susan Bone
Bookings Secretary
Ugley Village Hall Committee

Peter Snow

From: Bill Arnold <bill.arnold@tesco.net>
Sent: 10 August 2014 14:21
To: Peter Snow
Subject: FW: Review of polling districts and polling places

From: Bill Arnold [<mailto:bill.arnold@tesco.net>]
Sent: 10 August 2014 14:10
To: psnow@uttlesford.gov.uk
Subject: Review of polling districts and polling places

Dear Mr Snow

Your Ref : PJS/RJD Wendens Ambo Village Hall

As requested I am responding to your letter of 6th August to confirm that the village hall is suitable for a polling station. One small point, it is incorrectly referred to in Appendix A as Wendens Ambo Parish Hall.

Yours sincerely

Charles Arnold
Chairman, Wendens Ambo Village Hall Management Committee.

Peter Snow

From: David Bardell <davebardell@btinternet.com>
Sent: 03 September 2014 11:07
To: Peter Snow
Subject: White Roding Social & Sports Club

Polling Station review

I apologise for the delay in replying to your letter dated 6 August due to holidays.

We have reviewed the criteria set out in your letter Appendix E and can confirm that in our opinion the facilities are of a high standard and fully meet your requirements for both able bodied and disabled voters and polling staff.

Thank you

DAVID BARDELL
CHAIRMAN
WRS&SC

Sent from my iPad

WICKEN BONHUNT
ST MARG CHURCH

Peter Snow

From: R TAYLOR <richardcretneytaylor@btinternet.com>
Sent: 12 August 2014 13:41
To: Peter Snow
Subject: REVIEW OF POLLING DISTRICTS AND POLLING PLACES - ST MARGARETS CHURCH
WICKEN BONHUNT

Dear Peter

St Margaret's Church Wicken Bonhunt

Thank you for your letter dated 6 August about your review of polling districts and places. Here is our response for our centre at St Margarets.

You personally came to check the building following re-ordering in 2012 and confirmed it suitable and safe. In response to the criteria in Appendix E to your letter

The main hall of the building has a wooden floor and does not become slippery when wet. The toilet and kitchen area has vinyl flooring which might become slippery when wet. We have 'wet floor' signs available to be used if necessary/appropriate.

There are no corridors in the main area and the building is designed to meet DDA requirements.

There is ample space in the main hall for equipment and electors, and for wheelchairs.

There is good lighting - no additional lighting is required.

There are no moveable mats, heavy trailing curtains nor mix of carpet and wooden flooring.

There are toilets, a kitchen, adequate heating, a separate area for beaks and comfortable adult chairs. There is no telephone but a land-line is available at the 'caretaker's' house (my home) just next to the church/centre.

I hope this provides the information you need and look forward to receiving your confirmation that we are still able to provide this important local service.

Yours sincerely

Richard Taylor
Churchwarden

Peter Snow

From: Cllr Susan Barker, Member CC <cllr.Susan.Barker@essex.gov.uk>
Sent: 08 August 2014 14:31
To: Peter Snow
Subject: RE: Polling District Review - formal consultation

Peter

Not much to say on this at this point.

I think the last phrase of the last document should read basic not basis !

Susan

From: Peter Snow [<mailto:psnow@uttlesford.gov.uk>]
Sent: 05 August 2014 15:01
To: All Councillors
Subject: Polling District Review - formal consultation

Dear Councillor

Please find attached various documents relating to the review of polling districts and places commencing yesterday.

A meeting of the Electoral Working Group will taking place tomorrow to agree the timetable and framework for the review. However, the time constraints are such that the review has effectively commenced already. Please see details on the CMIS section of the website.

Yours sincerely

Peter Snow
Democratic and Electoral Services Manager
01799 510430
psnow@uttlesford.gov.uk

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Peter Snow

From: Trilby Roberts <trilbyroberts@yahoo.co.uk>
Sent: 07 August 2014 17:14
To: Peter Snow
Cc: karmelstannard@hotmail.co.uk; John Dunkley; Marisa Baltrock; Michael Gould; Angela Guise; james_abbott@btinternet.com; Martin Schmierer
Subject: Re: Polling District Review - formal consultation

Dear Peter

Thank you very much for your email and attachments. Although I was previously the local Green Party coordinator, and even post our disbanding acted as a liaison or link person, I am no longer functioning in that role nor will be in the foreseeable future.

As it currently stands there is no Uttlesford Local Green Party nor any officers I am, by copy of this reply, forwarding your request for information to the other Green Party members living in Uttlesford who have been active in the absence of a local party structure in case they wish to provide any feedback.

Cheers Trilby

On 5 Aug 2014, at 15:55, Peter Snow <psnow@uttlesford.gov.uk> wrote:

Message distribution: all known local political party representatives

Dear Political Party Organiser

Please find attached various documents relating to the review of polling districts and places commencing yesterday.

It is important that your party has an opportunity to consider and comment upon the existing and proposed polling arrangements to be used at the Parliamentary and local government elections in May next year and I shall be grateful if you will participate in the review to the greatest extent possible.

Please note: in some cases my details of party agents and representatives is not as up to date as I should like it to be. Particularly bearing in mind your likely participation in next year's elections I am especially anxious to glean information about the following positions in your party:

- Secretary/organiser
- Chairman
- Treasurer
- Agent
- Any other position relevant to the administration of elections

If you can please send me relevant details relating to your party I shall be most grateful. I will then be able to prepare a data base for communications about the elections.

Please let me know if you have any questions.

Yours sincerely

Peter Snow
Democratic and Electoral Services Manager
01799 510430
psnow@uttlesford.gov.uk

Peter Snow

From: Peter Donovan <peterdonovan63@btinternet.com>
Sent: 07 August 2014 13:05
To: Peter Snow
Subject: Re: Polling District Review - formal consultation

Dear Peter

Thank you for this information which we will consider. Current information for SW Constituency Labour Party is:

Secretary: Peter Donovan, peterdonovan63@btinternet.com

Chairman and Agent: Bill McCarthy, cherylbillpatrick@yahoo.com

Treasurer: Janet Grogan: jgrogan@greenbee.net

Best wishes

Peter

On 5 Aug 2014, at 15:55, Peter Snow <psnow@uttlesford.gov.uk> wrote:

Message distribution: all known local political party representatives

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Please let me know if you have any questions.

Yours sincerely

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Peter Snow

From: melvincaton@tiscali.co.uk
Sent: 25 August 2014 16:18
To: Peter Snow
Subject: Polling District Review

Dear Peter, I am responding on behalf of the Saffron Walden Constituency Liberal Democrats to your initial paper reviewing Polling Districts and Polling Places in the Uttlesford district.

At this stage

of the consultation without polling district boundaries being proposed in the larger more urban wards we consider that the review should follow the following principles to ensure consistency across the district:-

(1) To facilitate the ease and convenience of voting the larger "urban" wards should continue to be subdivided into polling districts that have approximately equal numbers of electors.

(2) Only in exceptional and unavoidable circumstances should the number of electors in a polling district exceed 2100;

(3) Any exception to the (2) above should be on grounds of a strong overriding community identity eg Thaxted village or because it is part of a district three member ward;

(4) The review should seek to keep the changes to where electors vote (ie location of polling stations) to the minimum;

(5) That in the outlying rural area smaller polling districts should be maintained with polling stations that facilitate access by walking and cycling for the more elderly and people with mobility problems in smaller villages and hamlets.

Regards

Melvin Caton