

## UTTLESFORD DISTRICT COUNCIL POLLING DISTRICT REVIEW 2014

### **Criteria used in assessing polling buildings**

#### *Scoring*

An informal scoring system for the criteria on which each building was assessed was used, as follows:

- 5 = Excellent
- 4 = Good
- 3 = Adequate
- 2 = Below average
- 1 = Poor

Each building was assessed against ten different criteria relating to factors including location, availability over a five year period, parking provision, suitability of external and internal access to the building, internal space dimensions, and general facilities for polling staff and for electors.

The outcomes of the assessments are summarised in the attached appendix C. Marks were given from 5 (Excellent) to 1 (Poor) for the criteria listed on the attached example score sheet. The aggregate score for each building is shown in this report.

#### *Footfall*

There is likely to be a high turnout at the May 2015 elections, raising the prospect of queues building up, and confusion if people are queuing in the wrong line, or waiting too long. Therefore the assessment of buildings should be considered against a realistic context based on projected footfall of voters on polling day. In order to gain an idea of the numbers of voting likely to be using a particular polling station, the following criteria were taken into account.

In polling districts where electorate numbers are near the upper level of what is considered to be the practical maximum of 3000 voters for a polling district, sufficient space, parking and ease of access are critical. To provide a realistic context in terms of voters attending a polling station on 7 May 2015, a projected turnout of 75% is considered reasonable. On that basis, the likely footfall of electors at a polling station is calculated as follows:

3,000 electors less 15% postal voters (about average) = 1900 electors voting in person, or an average of around 125 voters per hour. At peak periods, this figure could translate into 250 voters per hour.

At polling stations where the electorate numbers are at this level (for example, Shire North, using R A Butler School), sufficient internal space should be allowed for two (or possibly three) stations to be located, with clear space between all of the voting stations and the screens to be set up. This is against the context that each elector will be expected to mark three ballot papers, one with a choice of three and one with a choice of up to seven.

#### *Photos*

Photographs will be available electronically at the meeting where they might illustrate a particular advantage or disadvantage of a building, usually in comparison to another possible polling station.

## APPENDIX B – SITE VISITS

List of site visits undertaken:

1	Community Meeting Room, off Brook St	Little Dunmow
2	United Reformed Church, New Street	Great Dunmow South East
3	The Reid Rooms, Marks Hall Lane	Margaret Roding
4	The Assembly Hall, The Friends' School	Saffron Walden Audley South
5	The Gymnasium, The County High School	Saffron Walden Audley South
6	Staff Room Meeting Room, Council Offices, London Road	Saffron Walden Audley South
7	Parish Room, St Mary's Church	Saffron Walden Castle South West
8	R A Butler School	Saffron Walden Shire North
9	Katherine Semar School	Saffron Walden Shire South
10	Golden Acre Community Centre	Saffron Walden Shire South
11	Youth Centre, Lower Street	Stansted East
12	Peter Kirk Centre, St John's Road	Stansted East
13	St Mary's C of E Primary School, Hampton Road	Stansted South
14	Mountfitchet Romeera Leisure Centre	Stansted South
15	Bolford Street Hall	Thaxted
16	Church Hall, Margaret Street	Thaxted