

## Polling place / polling station – evaluation checklist

Part A – Current polling place details	
Polling place identifier	NA103 - Previously Dunn Memorial Hall
Polling place name	Clark Memorial Church Hall
Polling place address	Bath Street, Largs KA30 8BL
Number of electors (If more than one polling station within the polling place, identify split of electors)	NA103 – 3 Stations  Electorate - 2740
Building availability for future elections /referendums	No issues with future availability at this stage, the indications being that the venue to be considered for election use.

### Polling place review

Check	✓	Comment
Are there suitable transport links?	Yes	On bus route
Are there any access issues regarding main/busy roads, railways, rivers, etc.?	No	The building is located directly across the road from previous venue (Dunn Memorial) but is a much better location.
Is the polling place capable of accommodating more than one polling station together with the necessary staff and equipment to provide a good service to voters?	Yes	The venue can accommodate 4-5 stations.
Is the size sufficient to provide necessary private areas or privacy screens for photographic identification checks?	Yes	There are two rooms directly off the main hall, both are suitable (photograph).
Is the size big enough to ensure the flow of voters and reduce the risk of congestion and queues even where there is a high turnout?	Yes	Double door main entrance and reception voters and purpose built separate disabled access. No issues. (photograph).
Is the building readily available in the event of any unscheduled elections?	Yes	The committee are keen for the building to be considered. Not an NAC property.
Is there any possibility that the building may be demolished as part of a new development?	No	Well utilised, good condition church hall.

**Identify any complaints/comments received from stakeholders at previous electoral events – Not Applicable**

## Part B – External areas access and facilities

Check	✓	Comments
Are there good public transport links to the polling place?	Yes	Train station close by and just off town centre.
Is the approach to the building safe and free from obstructions and does it have a dropped kerb?	Yes	Access is good for all electors, in including less abled.
Is the building clearly identifiable?	Yes	Signage on the grounds, but additional signage will be used.
Is additional signage required between street and entrance?	Yes	The standard "Polling Place Here" signage should be erected and additional as new location.
Is there the facility to put up the required signage for polling day?	Yes	Building Services erect additional signage (sandwich board and temporary fence post)
Are there parking facilities for disabled people?	Yes	Parking at this venue is very good and adaptable. Traffic marshals maybe required.
Are there parking facilities for polling staff?	Yes	Ample parking available at front of church and directly outside hall. Good one-way for less abled voters. (30 spaces)
Does the approach to the building have external lighting?	Yes	The property is well lit, and all parking areas are also well lit.
Does the building have level access? Yes/No. If no –	No	Purpose built ramp - Shown in photos  Shown in photos.
Has a purpose built ramp been installed?	Yes	
If so, does it have a handrail?	Yes	
Does the ramp have a gentle slope?	Yes	
Does the building require a temporary ramp or is there an alternative disabled access?	Yes	The main entrance and whole building are suitable for less abled electors.
Is the entrance door wide enough to ensure good access for all?	Yes	Double door entrance (photograph)
Are the doors light enough for all voters to open?	Yes	All other are fixed open during poll

Can the 'Guidance for voters' notice be clearly displayed outside the premises in a position so it can be read by all voters?	Yes	Various options
Does the building have a hearing loop installed?	No	
Are there any external security concerns?	No	
Can tellers be accommodated outside the building?	Yes	Ample accommodation at entrance.

Main entrance, double door, handrail and lighting.



Disabled access, gentle incline, handrail and well lit.

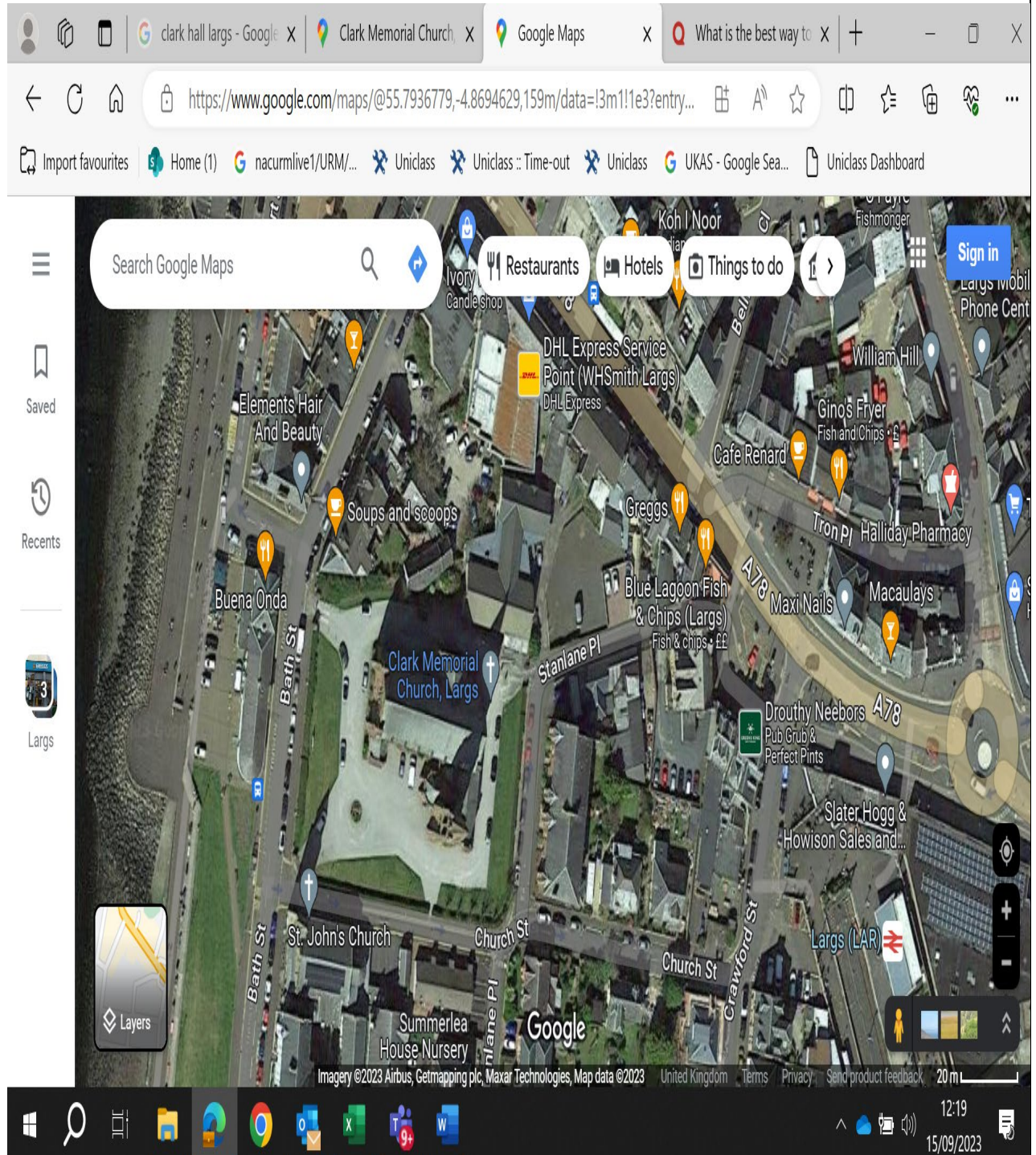




## External plan – B1

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

Google external layout shows ample parking and disabled parking (30 spaces) and proximity to previous venue. (the church hall is the building top right hand side of church – T shape roof)



Building is located centrally, well known building and excellent parking. Good access, ramp and handrails, ample lighting – suitable for erecting signage, fixed to building or free standing, could also be erected on the grassed areas (fence posts), various options. Three entrance points, two from Bath Street (preferred option) and one from Stanlane Place.

## Part C – Internal areas access and facilities

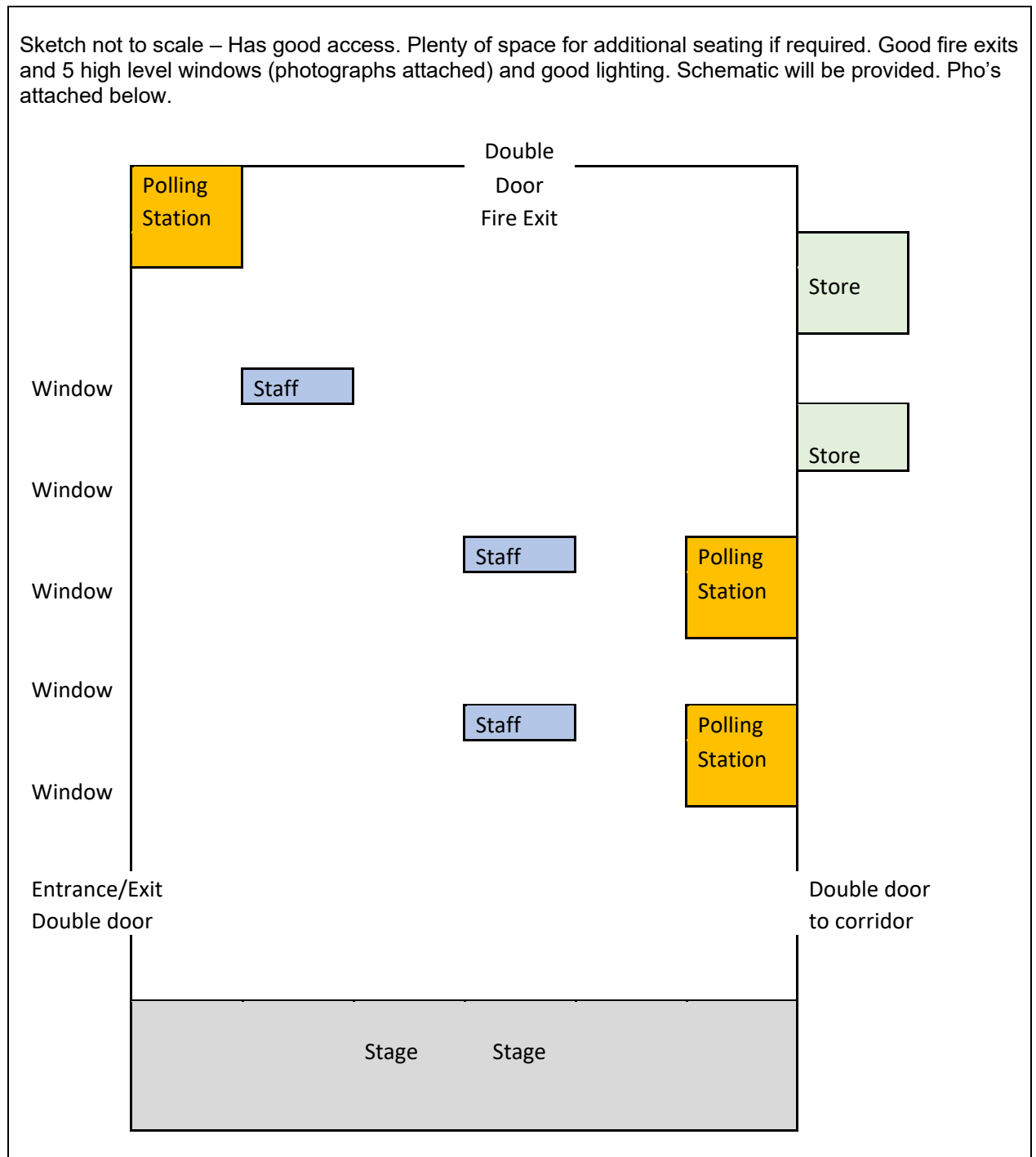
Check	✓	Comments
Are all doors easy to open for all users or do they need to be permanently locked back?	Yes	Door wedges are also provided (pack to each venue) in case there is the requirement to secure access doors as the polling progresses. Main route to the polling hall, will have doors wedged.
Are there any internal steps or obstructions/hazards?	No	No Obstructions – seen in photos.
Are any doormats level with the floor?	No	One level doormat at entrance no carpets covering floors (hard floors good condition).
Is the floor covering non-slip (including in wet weather)?	Yes	Non-slip (Photographs)
Are there any corridors that may cause access problems?	No	No Issues, all suitable for wheelchair access.
Is there adequate lighting in the corridors?	Yes	Lighting very good
Are there toilet facilities?	Yes	Welfare facilities very good (Disabled toilets)
Is there a kitchen that staff can use?	Yes	Good welfare and cooking facilities
Is the area adequately lit for day and night-time?	Yes	Good provision of lighting internally
Is there adequate space for signage?	Yes	In reception area, outside main hall and inside main hall
Is there seating available if an elector needs to sit down?	Yes	Seating can be laid out in the main hall.
How many polling stations can the building accommodate?	N/A	The venue could accommodate up to three polling stations in the main hall alone. There is another hall which could also accommodate two stations.
Does the building have a telephone available (land line) in the event of mobile network problems?	Yes	01475 672370

## Part D – The polling station(s)

Check	✓	Comments
If multiple polling stations need to be provided, are there other rooms available, or can the space be clearly divided to provide adequate room for more than one polling station?	Yes	Additional hall (8m x 16m) suitable for 2 stations, if required.
Is there sufficient space inside the polling station to comfortably accommodate staff, voters, polling agents and observers?	Yes	Venue can comfortably accommodate all. There are several other rooms and offices that could be utilised for “faith rooms” etc. Good venue.
Could ballot booths be positioned in a way that would preserve the secrecy of the ballot, even where there may be a high volume of electors?	Yes	Venue can comfortably accommodate this.
Is there adequate lighting for day and night-time?	Yes	Lighting very good
Is there suitable furniture (tables and chairs) available for all types of election for polling staff and for those voters who may need to rest?	Yes	Venue can comfortably accommodate all.
Could motorised wheelchairs be accommodated?	Yes	Venue can accommodate motorised wheelchairs.
Can the official notices be clearly displayed and positioned, including the large-print version of the ballot paper(s) so it can be read by all voters?	Yes	There are several suitable areas in the main hall, reception area and entrance to main hall.
Is there sufficient space to accommodate a private area or privacy screens for photographic identification checks?	Yes	Two separate areas off the main hall (storeroom and other).
Is there enough space to ensure the flow of voters having their photographic ID checked and reduce the risk of congestion and queues even where there is a high turnout?	Yes	As above

## Internal – The polling station(s) – D1

Identify the size and shape of the area available for polling. Include the position of the door(s), any windows and how the furniture and equipment should be laid out to accommodate all those entitled to be inside the polling station, taking into account access requirements for all voters, including those in wheelchairs, and demonstrating how the space should be used to ensure the most efficient flow of voters and the effective administration of the voting process.








**Legend:**

- Current Polling Place
- Proposed New Polling Place

Map Title

**Proposed New Polling Places  
Largs**

Scale: 1:750	 <b>North Ayrshire Council</b> <i>Cumhaire Stòrachd Air a Tuath</i>	
Drawing Number NAC - 001 - A		
Paper Size: A3		
Drawn: MH	Checked: DN	Approved: CV

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