



# Rutland County Council

Rutland County Council

Catmose

Oakham

Rutland

LE15 6HP

## Appendix D

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Cllrs  
Parish Cllrs  
Third Sector orgs  
RAG

17 January 2018

Rutland County Council is conducting a review of polling districts, polling places and polling stations within the Ward of Oakham North West, in compliance with the Electoral Registration and Administration Act 2013. The notice of the review has been published today and I enclose a copy for your information.

The Electoral Registration and Administration Act 2013 requires Councils to carry out compulsory reviews of UK Parliamentary polling districts and polling places on a 5-year cycle. The next compulsory review is not due until 1 October this year however Rutland County Council will carry out an interim review to look at the polling districts, places and stations in the Ward of Oakham North West in advance of the Barleythorpe Parish election in May. Ideally, we would have a range of fully accessible buildings, conveniently located for all electors in the area. In reality, however, we are often limited to one building within a polling district. The aim of reviewing polling station buildings is to try and ensure that access is provided for as many electors, with varying needs, as possible.

The aim of this process is to ensure that facilities are in the most appropriate locations and have access for disabled people in advance of the Barleythorpe Parish election due to be held on 3 May 2018.

As the Returning Officer for parliamentary elections, we would like to know what you think about future polling arrangements and welcome any comments on the suitability of existing and potential new polling stations, particularly their accessibility.

Information is attached and is also available on the council's website at:  
[www.rutland.gov.uk](http://www.rutland.gov.uk).

Please address any comments to the Electoral Registration Officer by email to [elections@rutland.gov.uk](mailto:elections@rutland.gov.uk) or by post in the pre-paid envelope provided by the close of the consultation on xx xxxxxx 2018.

Yours sincerely,



Helen Briggs  
Electoral Registration Officer

Enclosures:

Notice of Review

Review of Polling Districts and Polling Places Information Sheet 2018

Map of Oakham North West Ward

Details of Revised Location for Barleythorpe Electors

List of Polling places and stations - Oakham North West Ward

Polling Place/Polling Station Evaluation Checklist



## Notice of Review

### Review of Polling Districts, Polling Places and Polling Stations

1. Notice is hereby given that Rutland County Council (the "Council") is conducting a review of the polling districts, polling places and polling stations that fall within the county ward of Oakham North West.
2. The (Acting) Returning Officer (ARO) for the Parliamentary Constituency of Rutland and Melton will make comment on the proposals and those representations will be published on the Council's website and notice boards within 30 days of receipt by the Council.
3. Details of the existing arrangements and the Returning Officer's proposals for the change will form the basis of this review.
4. The Council welcomes input from all residents within the Oakham North West ward of the Council. Representations may be made about the existing or proposed arrangements and their accessibility for electors, the representation made by the ARO or any other matter pertaining to the review.
5. The Council particularly welcomes any person or body with expertise in access for persons with any type of disability to make a representation or to comment on the proposals, the ARO's representation or any other matter pertaining to the review.
6. Where appropriate persons or bodies making representation should, if possible, propose alternative arrangements.
7. The proposals are available for inspection at the Council offices at Catmose, Oakham, Rutland, LE15 6HP and on the website at [www.rutland.gov.uk](http://www.rutland.gov.uk)
8. Representations should be addressed to Electoral Services, Catmose, Oakham, Rutland, LE15 6HP or by email to [elections@rutland.gov.uk](mailto:elections@rutland.gov.uk)
9. The review will run from 17 January 2018 to 23 February 2018. Final recommendations will be presented to Full Council on 12 March 2018. Implementation will take place immediately following Council's decision.

Helen Briggs  
Electoral Registration Officer







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Helen Briggs  
**Electoral Registration Officer**

## **REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS FOR OAKHAM NORTH WEST WARD - 2018** **INFORMATION SHEET**

Under the Electoral Registration and Administration Act 2013 details the timings for the compulsory reviews of UK Parliamentary polling districts and the last compulsory review period commenced on 1 October 2013 and the next review will commence 5 years from that date on 1 October 2018. The Council may however carry out an interim review to change some of their polling districts before the end of the current part of the 5-year cycle.

Rutland County Council is carrying out an interim review of the Polling Districts, Polling Places and Polling Stations in the Oakham North west Ward before the compulsory review later in the year. The reasons for this are:

- a. the number of electors in the ward now exceed that recommended for a polling station.
- b. a review in advance of the Barleythorpe Parish Election on 3 May 2018 would better serve the electors from that Parish if a more suitable polling place could be found.

Currently the ward is divided into two polling districts, Barleythorpe (ONWA) and Oakham North West (ONWB).

### **Proposal**

It is proposed that the electors in the Oakham North West Ward now be divided between two polling places/stations. Electors from the Parish of Barleythorpe will vote at a new polling place/station – at the Oakham United Football Club situated next to the King Centre just off the Main Road in Barleythorpe, Oakham (LE15 7EE). The remaining electors from the Oakham North West Ward would continue to vote at the current polling place/station for the ward which is the Scout Hut on Grampian Way. The removal of the Barleythorpe electorate from the Scout Hut polling station would allow better provision for the remaining electors at that polling station which was becoming stretched to provide for both polling districts. It is felt that this revision will better serve both communities.

### **What does the review involve?**

The review must be carried out to make sure that all electors have such reasonable facilities for voting as are practicable in the circumstances.

On commencing the review a notice will be published with details of the review, including when and where comments or representations can be made.

Any elector in the constituency may make a representation in relation to the size and boundaries of polling districts and the location and suitability of polling places. The council also welcomes comments or representations from any Councillors in the area, past or potential candidates, local political parties and indeed any person or body with expertise in access for persons with any type of disability.

On completion of the review the council will publish all correspondence sent and received, details of the results of the review including any issues raised and indeed any changes which have been approved, giving the reasons for its decisions.

### **What is a Polling District?**

A polling district is a geographical area created by the sub-division of a UK Parliamentary constituency for the purposes of a UK Parliamentary election. In England, each parish is to be a separate polling district and, in Wales, each community should be a separate polling district, unless there are special circumstances. This means that a parish or community must not be in a polling district which has a part of either a different parish or community within it, or any un-parished part of the local authority area within it, unless special circumstances apply. Those special circumstances could arise if, for example, the parish/community has only a small number of electors and it is not practicable for the parish/community to be its own polling district.

Rutland's Oakham North West Ward is currently divided into 2 Polling Districts (Oakham North West and Barleythorpe), both of which currently vote at the same polling place/station.

The current list of Polling Places and Polling Stations and the current potential turnout figures are enclosed and are available on the website [www.rutland.gov.uk](http://www.rutland.gov.uk).

### **What is a Polling Place?**

A polling place is the building or area in which polling stations will be selected by the (Acting) Returning Officer. A polling place within a polling district must be designated so that polling stations are within easy reach of all electors from across the polling district, however, there is no legal definition of what a polling place is. It could be as large as the polling district or as small as a particular building. Currently in Rutland, all polling places are actual buildings

### **What is a Polling Station?**

A polling station is the room or area within the polling place where voting takes place. Unlike polling districts and polling places which are fixed by the local authority, polling stations are chosen by the relevant Returning Officer for the election. There can be more than one polling station in a polling place.

When deciding which buildings to use as polling stations, the Council tries to make sure that they are located as conveniently as possible for the majority of electors and that they are accessible to everyone, particularly anyone with a disability.

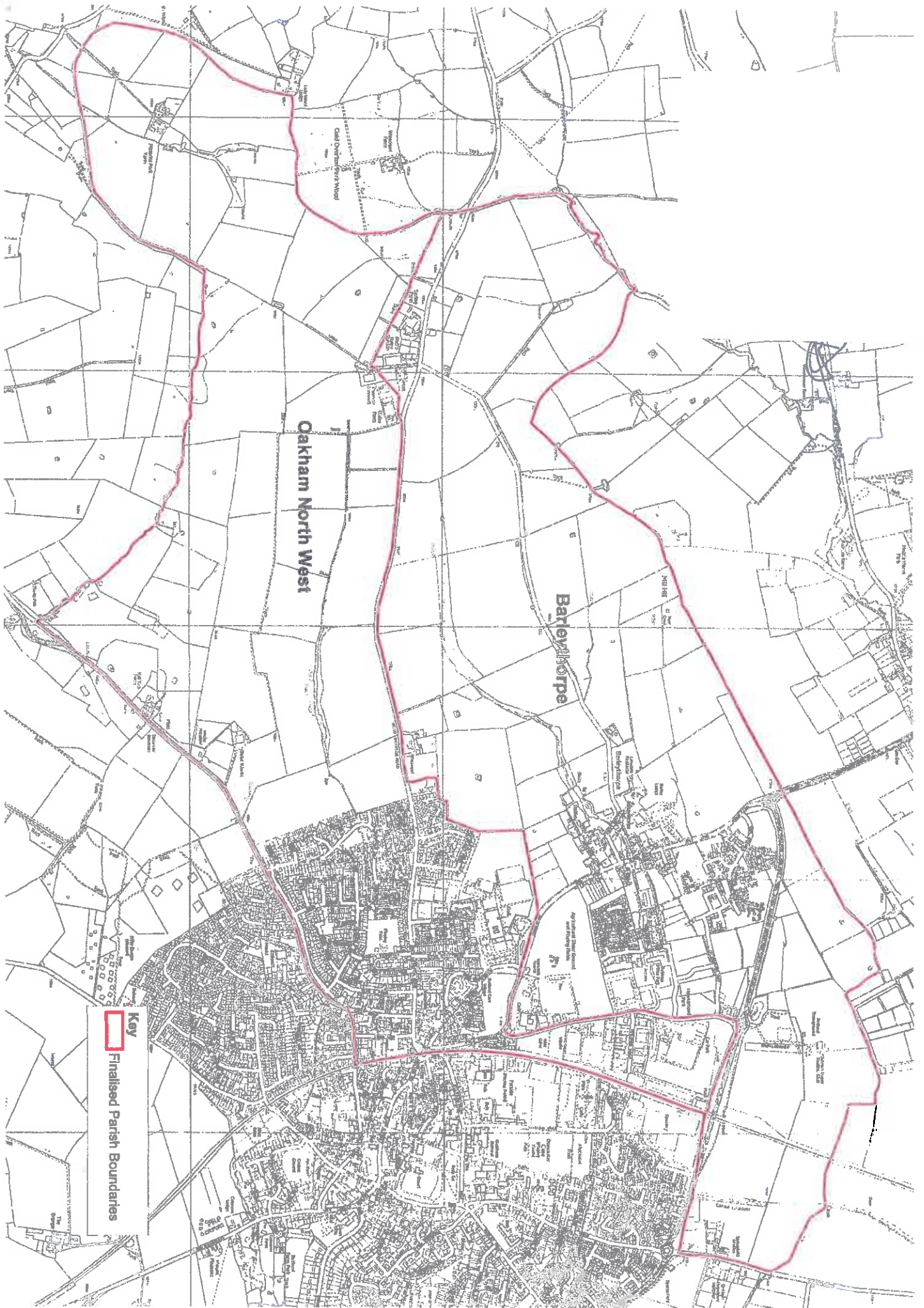
Thought must be given, for example, to the distance people have to travel to vote and any barriers to them getting there, such as major roads or rivers.

**Should you wish to make representations about the review please submit them in writing to:**

**Electoral Registration Officer (Polling Places Review)  
Rutland County Council  
Catmose  
Oakham  
LE15 6HP**

**Or via email to:  
[elections@rutland.gov.uk](mailto:elections@rutland.gov.uk)**





**Key**  
Finalised Parish Boundaries

## Proposed Polling Place and Polling Station for Barleythorpe Parish

Further details on Oakham United FC website at: <http://www.oakhamunited.co.uk/page5.html>



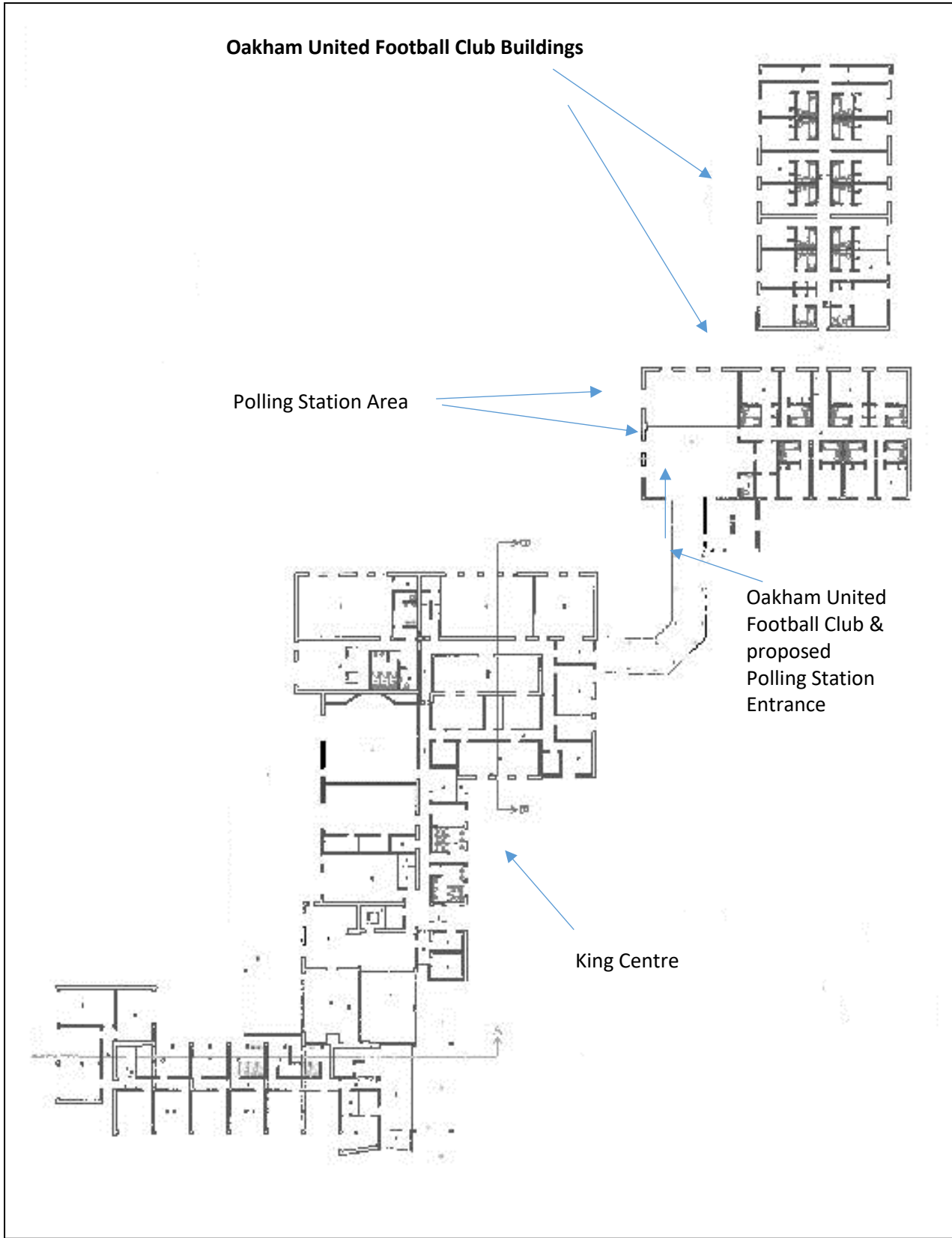
Oakham United Football Club

There is a road straight to the club from the B640 and parking available on site and can be seen below on satellite view of site.



See diagram below of proposed polling station area.

**Polling Place/Polling Station**



## Polling districts, polling places and polling stations – Ward of Oakham North West

Electorate figures accurate to 1 December 2017. Continued on Barleythorpe developments could increase size further as properties are occupied over next five years, but increases acceptable for proposed polling place/station.

Table 1 – Current

Polling District		Polling Place	Polling Station	Electors @ 1 December 2017
ONWA	Barleythorpe	Scout Hut, Oakham	Scout Hut	1149
ONWB	Oakham North West	Scout Hut, Oakham	Scout Hut	2562

Table 2 – Proposed

Polling District		Polling Place	Polling Station	Electors @ 1 December 2017
ONWA	Barleythorpe	Oakham United Football Club	Oakham United Football Club Function Room	1149
ONWB	Oakham North West	Scout Hut, Oakham	Scout Hut	2562

## Polling place / polling station – evaluation checklist

<b>Part A – Current polling place details – Scout Hut, Grampian Way</b>		
Current polling place remains in situ, and to be used for ONWB polling district electorate only moving forward. This evaluation covers new location for Barleythorpe polling district electorate.		
Polling place identifier	- Newly formed Parish Council for Barleythorpe – existing polling place outside of Parish Boundary, significant increase in registered electors due to new housing developments in the Parish has led to requirement for a separate polling place. Existing polling station is now oversubscribed with over 3,000 potential electors and therefore a specific polling place for Barleythorpe Parish is being proposed.	
New Polling place name	Oakham United Football Club (potential new polling place for Barleythorpe electors currently voting at the Scout Hut, Grampian Way)	
New Polling place address	Oakham United Football Club Main road Barleythorpe Oakham Rutland LE15 7EE	
Number of electors (If more than one polling station within the polling place, identify split of electors)	ONWA (Barleythorpe)	ONWB
	In person	2208
	Absent votes	322
	<b>Total</b>	<b>2530</b>
	EC recommend maximum electorate for one station is 2,500 hence moving Barleythorpe electors from Scout Hut where they currently vote with electors from ONWB. <b>Only ONWA voters to use new venue.</b>	
Building availability for future elections / referendums	Building available but need to discuss full terms to ensure exclusive and short-notice use. No issues expected. Scout Hut is still currently available for use but would hope to change venue in time for first Parish Election.	
<b>Polling place review</b>		
<b>Check</b>	√	<b>Comment</b>
• Are there suitable transport links?	√	Road access good and there is also a bus stop immediately outside the turning from the main road into the road to the club. Entrance is approx. 150 metres from bus stop.
• Are there any access issues regarding main/busy roads, railways, rivers, etc.?	√	Entrance off main road which can be busy at peak times.



Date reviewed:

Officer initials:

<ul style="list-style-type: none"> <li>Is the polling place capable of accommodating more than one polling station together with the necessary staff and equipment? If so, could it accommodate all allocated voters going in and out of the polling stations, even where there is a high turnout?</li> </ul>	√	<p>The internal area is large enough to accommodate a queue during peak periods if polling booths are situated towards the rear of the accommodation. Only one station here though unless other office space is not used on polling day. Office staff requiring access to office accommodation means that polling station is sectioned off (see diagram) and therefore only one station can be properly accommodated here.</p>
<ul style="list-style-type: none"> <li>Is the building readily available in the event of any unscheduled elections?</li> </ul>	√	<p>Speaking to the club staff there should be no problems here – there are no regular scheduled events for Thursdays throughout the year and the amount of notice that we are able to provide should negate any issues.</p>
<ul style="list-style-type: none"> <li>Is there any possibility that the building may be demolished as part of a new development?</li> </ul>	√	<p>Nothing expected.</p>

***Identify any complaints/comments received from stakeholders at previous electoral events***

Part B – External areas access and facilities		
Check	(√)	Comments
<ul style="list-style-type: none"> <li>Are there good public transport links to the polling place?</li> </ul>	√	<p>Very good and bus stop immediately outside entrance.</p>
<ul style="list-style-type: none"> <li>Is the approach to the building safe and free from obstructions and does it have a dropped kerb?</li> </ul>	√	<p>Good approach, but would like RAG input to confirm safety of kerb from car park to footpath.</p>
<ul style="list-style-type: none"> <li>Is the building clearly identifiable?</li> </ul>	√	<p>Large team logo on Building – polling station signs required to identify as polling place.</p>
<ul style="list-style-type: none"> <li>Is additional signage required between street and entrance?</li> </ul>	√	<p>From OUFC sign on Main road 2- 3 additional polling station signs should suffice.</p>
<ul style="list-style-type: none"> <li>Is there the facility to put up the required signage for polling day?</li> </ul>	√	<p>For external signage, plenty of windows to put outward facing</p>

Date reviewed:

Officer initials:

		signs on. Internal signage no issues, but club insist on use of blue tack on not sellotape on painted walls.
<ul style="list-style-type: none"> <li>• Are there parking facilities for disabled people?</li> </ul>	√	Parking available.
<ul style="list-style-type: none"> <li>• Are there parking facilities for polling staff?</li> </ul>	√	As above.
<ul style="list-style-type: none"> <li>• Does the approach to the building have external lighting?</li> </ul>	√	Yes – security lighting on both the club house door and on the outside of the King Centre adjacent to the club house.
<ul style="list-style-type: none"> <li>• Does the building have level access? Yes. If no –</li> <li><del>• Has a purpose built ramp been installed?</del></li> <li><del>• If so, does it have a handrail?</del></li> <li><del>• Does the ramp have a gentle slope?</del></li> <li><del>• Does the building require a temporary ramp or is there an alternative disabled access?</del></li> </ul>	√ X X X X	Very slight slope on entrance path. Ramp should not be required.
<ul style="list-style-type: none"> <li>• Is the entrance door wide enough for a disabled person using a motorised wheelchair?</li> </ul>	√	Yes – double doors on both the entrance and internal entrance doors, both operated by chair-level push button. Internal doors can also be wedged open if required.
<ul style="list-style-type: none"> <li>• Are the doors light enough for frail/elderly voters to open?</li> </ul>	√	Push button operation for disabled users can be used by all.
<ul style="list-style-type: none"> <li>• Can the 'Guidance for voters' notice be clearly displayed outside the premises, as required by the election rules?</li> </ul>	√	Can be attached to outside of door but probably better facing outwards from inside of glass panel.
<ul style="list-style-type: none"> <li>• Are there any external security concerns?</li> </ul>	√	No
<ul style="list-style-type: none"> <li>• Can tellers be accommodated outside the building?</li> </ul>	√	Sheltered paving leading to polling station, but Presiding Officer would need to ensure that they did not block access.

Date reviewed:

Officer initials:

## External plan – B1

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

**Sketch layout; provide photographs as appropriate.**



Oakham United Football Club – location of new polling station

There is a road straight to the club from the B640 and parking available on site and can be seen below on satellite view of site. Clear signposting to from B640.





Date reviewed:

Officer initials:

Part C – Internal areas access and facilities		
Check	(√)	Comments
<ul style="list-style-type: none"><li>Are all doors easy to open (including by wheelchair users) or do they need to be permanently locked back?</li></ul>	√	Push button access to station (both external and internal door at chair-level). These would not need to be locked open unless they were faulty. Access doors in clear line of sight for PO/PC to troubleshoot any issues.
<ul style="list-style-type: none"><li>Are there any internal steps or obstructions/hazards?</li></ul>	√	No.
<ul style="list-style-type: none"><li>Are any doormats level with the floor?</li></ul>	√	No.
<ul style="list-style-type: none"><li>Is the floor covering non-slip (including in wet weather)?</li></ul>	√	Carpeted throughout.
<ul style="list-style-type: none"><li>Are there any corridors that may cause access problems?</li></ul>	√	Not to get to the polling station and polling booths.
<ul style="list-style-type: none"><li>Is there adequate lighting in the corridors?</li></ul>	√	No requirement to access any of the corridors in the building but if required lights are sensor activated.
<ul style="list-style-type: none"><li>Are there toilet facilities?</li></ul>	√	Yes by the changing rooms.
<ul style="list-style-type: none"><li>Is there a kitchen that staff can use?</li></ul>	√	Yes, includes microwave, kettle, sink and fridge.
<ul style="list-style-type: none"><li>Is the area adequately lit for day and night time?</li></ul>	√	Yes.
<ul style="list-style-type: none"><li>Is there adequate space for signage?</li></ul>	√	Yes, but PO to ensure signage secured by blue tac and not sellotape.
<ul style="list-style-type: none"><li>How many polling stations can the building accommodate?</li></ul>	√	One to ensure secrecy of vote.
<ul style="list-style-type: none"><li>Does the building have a telephone available (land line) in the event of mobile network problems?</li></ul>	√	No, there is a phone point but not connected (used for intranet only).

## Internal access leading to polling station(s) – C1

Show internal areas of the building, excluding the actual polling station where voting will take place, including corridors that link to the polling station, kitchen and toilets, and highlight any possible signage requirements and potential hazards. Also indicate door swing direction and ease of opening, any areas of poor lighting, and any areas of uneven floor, etc.

*See diagram on page 8*

Part D – The polling station(s)		
Check	(√)	Comments
<ul style="list-style-type: none"><li>Is there sufficient space to accommodate and manage the flow of a high volume of electors in the case of a high turnout of electors?</li></ul>	√	Yes

Date reviewed:

Officer initials:

• 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?	√	No, not with office works needing access to office.
• Is there sufficient space inside the polling station to comfortably accommodate staff, voters, polling agents and observers?	√	Yes
• Could ballot booths be positioned in a way that would preserve the secrecy of the ballot, even where there may be a high volume of electors?	√	Yes
• Is there adequate lighting for day and night time?	√	Yes
• Is there suitable furniture (tables and chairs) available for all types of election for polling staff and for those voters who may need to rest?	√	Yes – would need to discuss with club ahead of first use though.
• Could motorised wheelchairs be accommodated?	√	Yes
• Can the official notices be clearly displayed, including the large-print version of the ballot paper(s)?	√	Yes

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

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.

See diagram on page 8.

### Part E – Comments from stakeholders during consultation

Comment	Name/organisation	Response by (A)RO

Date reviewed:

Officer initials:


***Additional comments from (A)RO***

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Date reviewed:

Officer initials:

