



Dear Customer

Local public consultation – Decision

**Barrow Post Office
Church Road, Barrow, Bury St Edmunds, IP29 5AX**

I'm writing to confirm that following a period of local public consultation and review, we have made the decision to proceed with the re-opening of the above Post Office into Matt's Food Wine & More at 1A The Street, Barrow, Bury Edmunds, IP29 5AN, where the branch is operated by a retail partner.

I would like to thank everyone who took the time to let us have their comments and provide information. All the feedback we received helped us to better understand the views of customers and their representatives and this was taken into account, along with all other relevant factors, in making our decision. A summary of the feedback is enclosed along with an information sheet providing further details about the new branch.

After careful consideration of the feedback received, we remain confident that the layout and location of the new branch will continue to meet customer needs and deliver an excellent service, whilst securing the long-term viability of Post Office services in the local community.

Following the withdrawal of the premises for Post Office use, the previous branch on Church Road closed temporarily on Wednesday 19 July 2023, however due to delays the new Post Office service did not open at new premises on Wednesday 2 August 2023, as previously advised.

We are pleased to confirm your new Post Office branch opened at Matt's Food Wine & More store on Tuesday 8 August 2023. Please accept our apologies for the late notification and for any inconvenience caused by the delay.

This information is also available on the Post Office Consultation Hub at: postofficeviews.co.uk

We're carrying out this notification in line with our Principles of Community Engagement. An extract relating to Consultation is available at the end of this letter.

Yours faithfully

Allison Wallace

**Allison Wallace
Network Provision Manager
Post Office Limited**

comments@postoffice.co.uk

postofficeviews.co.uk

FREEPOST Your Comments

To get this information in a different format, for example, in larger print, audio or braille call 03452 66 01 15 or Textphone 03457 22 33 55.

Appendix A

Response to Local Public Consultation

Consultation started 16 June 2023

Consultation ended 28 July 2023

Consultation responses

- 131 responses from customers and local representatives

Key issues raised

- Distance
- Parking and Traffic Congestion

Response to issues raised

Distance

Customers welcomed and supported the move because the new location is more centrally located in the village and offers convenient access to Post Office services. Some customers raised concerns that they will have further to travel to access Post Office services. With any relocation it is inevitable that whilst some customers will have an easier journey, or find the premises are closer than at present, regrettably others will have further to travel. We can only apologise for this, and we remain confident the move will not significantly impede customer access to Post Office services.

We can confirm the new branch is located approximately 800 metres away from the previous branch, along varied terrain. We believe this relocation is the most effective way to secure the long-term viability of Post Office services in Barrow. We can confirm pedestrian access to the new location, there are well maintained pavements, with dropped kerbs along the route from the previous site.

Parking and Traffic Congestion

While we have considered the comments raised about parking and peak time traffic congestion in the area surrounding the new branch, it is fair to say that this is a problem faced generally in many locations nationwide. Whilst the availability of parking spaces is outside the direct control of Post Office Limited. A further review of parking has been carried out and we can confirm that customers using their own transport, there is a free public car park on Brittons Road 80 metres away from the branch. There is parking available for up to three cars on the forecourt outside the new branch. Roadside parking is also available outside the new branch and nearby. We are therefore satisfied that there is adequate car parking in the area surrounding the new branch to meet the needs of customers using the new Post Office.

We recognise that the Post Office plays an important part in the lives of our customers, particularly to the older and disabled people and we want to make our services as accessible as possible. We are pleased to confirm the new branch has a ramp at the entrance with a wide door. Internally, there is a hearing loop and space for a wheelchair.

Appendix B

Barrow Post Office Information Sheet

Matt's Food Wine & More
1A The Street
Barrow
Bury Edmunds
IP29 5AN

New opening hours

Monday to Friday	09:00 – 17:00
Saturday	09:00 – 15:00
Sunday	Closed

**Some branches may need to make changes to their opening hours.
The latest available branch information can be found on our website
www.postoffice.co.uk/branch-finder**

Products & Services

The same range of products and services will still be available.

Serving positions

There will be a Post Office serving point at the retail counter.

Access

Access is via a ramp with a wide door at the entrance to the new branch.
Internally, there will be a hearing loop and space for a wheelchair.

Getting there

The new branch is located approximately 800 metres away from the previous branch, along varied terrain.

There is a free public car park on Brittons Road 80 metres away from the branch.
There is parking available for up to three cars on the forecourt outside the new branch.
Roadside parking is also available outside the new branch and nearby.

Retail

Convenience store

Date of move

Tuesday 8 August 2023

Barrow Post Office services available

For information about product availability call 03457 223344.

For details of maximum value of transactions, please speak to the operator.

	New branch
Mail	
First & Second Class mail	✓
Stamps, stamp books (1 st class 6 & 12 only, 2 nd class 12 only)	✓
Special stamps (Christmas issue only) & postage labels	✓
Signed For	✓
Special Delivery	✓
Home shopping returns	✓
Inland small, medium & large parcels	✓
Express & contract parcels	✓
British Forces Mail (BFPO)	✓
International letters & postcards (inc. Tracked & Signed)	✓
International parcels up to 2kg & printed papers up to 5kg	✓
Parcelforce Worldwide International parcels	✓
Articles for the blind (inland & international)	✓
Royal Mail redirection service	✓
Local Collect	✓
Drop & Go	✓
Withdrawals, deposits and payments	
All personal and business banking cash withdrawals, deposits, balance enquiries & enveloped cheque deposits (card, barcoded or manual).	✓
Postal orders	✓
Moneygram	✓
Change giving	✓
Bill payments (card, barcoded or manual)	✓
Key recharging	✓
Driving	
Vehicle tax	✓
Travel	
Pre-order travel money	✓
On demand travel money	Euros & Dollars
On demand travel insurance	✓
Mobile Top-ups & E vouchers	✓
Payment by cheque	✓
<p>Other products are available at Kentford Post Office, 45 Moulton Avenue, Kentford, Newmarket, CB8 8QX</p> <p>Opening times: Mon – Fri 09:00 – 13:00 & 14:00 – 17:30 Sat 09:00 – 12:00</p>	

Principles of Community Engagement on changes to the Post Office network (extract)

A full version of this document is available on our Consultation Hub - postofficeviews.co.uk

We are committed to engaging and supporting our customers and their representatives as we make changes to the Post Office network. The following principles will be adopted when communicating about changes to your local Post Office branch.

We will **Consult** where we are seeking feedback on proposals prior to a decision being made on the:

- Permanent closure of a Post Office branch¹
- Permanent relocation of a Post Office branch (including the franchising of a Directly Managed branch to a new site)

We will carry out a six-week² local public consultation, informing customers, locally elected representatives³, Consumer Advocacy Bodies and selected charities⁴ of the proposal. This information will also be made available online and for a Directly Managed branch a press release will be issued to local media. We will ask locally elected representatives to share information with other key community outlets (such as notice boards, local charities, magazines, GP surgeries etc.).

The consultation will ask specific questions on areas where we would like feedback on access to Post Office services and will confirm when the change will happen if the decision is made to proceed. We will provide clear information on any changes to services as well as access to and into the new branch.

We welcome all feedback with the following factors being taken into account in making our decision, which we expect to make within four weeks of the close of consultation:

- Customer access to, into and inside the new or alternative branch/branches with particular regard to vulnerable consumers
- Any local community issues which could be affected by or affect the proposal

At the end of the consultation process we will write to locally elected representatives, Consumer Advocacy Bodies and respondents to the consultation (where practical) to confirm our decision and provide a summary of key issues raised with a clear response to each. This information will be made available online and in branch (where possible).

These Principles have been agreed with Citizens Advice, Consumer Scotland and the General Consumer Council for Northern Ireland; the independent statutory consumer watchdogs.

What to do if you feel these Principles haven't been followed:

Please get in touch so we can investigate your complaint. We'll explain in our reply whether we believe we have followed our Principles of Community Engagement and will provide you with the contact details for the relevant consumer watchdog (Citizens Advice, Consumer Scotland or the Consumer Council for Northern Ireland) if you're not satisfied with our response. The watchdog will independently assess whether we have followed the Principles of Community Engagement process (rather than the decision itself) and recommend any actions with respect to the complaint.

Postofficeviews.co.uk
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FREEPOST Your Comments

¹ There may be a small number of cases where due to circumstances outside our control we have no option other than to permanently close a branch in a particular location. In these cases, the consultation will seek feedback on alternative Post Office service provision in the area.

² If the consultation includes more than four weeks in July in Scotland and Northern Ireland or more than four weeks in August in England and Wales, we will extend the period by one calendar week. We will not start any local public consultation during the two-week period which includes the Christmas and New Year bank holidays.

³ Locally elected representatives include but are not restricted to the Member of Parliament, Scottish Parliament, Welsh Parliament, or Northern Ireland Assembly, Local Authority Chief Executive, Ward Councillors, Parish or Community Council.

⁴ Selected charities are local Citizens Advice, Age UK, Northern Ireland's Disability Action and Northern Ireland's Rural Community Network. All parties referred to in ³ and ⁴ above are encouraged to share all information with local groups and organisations who they believe have an active interest in changes to their local Post Office.