



Dear Customer

**Bourton on the Water Post Office®  
High Street, Bourton on the Water, Cheltenham, GL54 2AG**

**Branch Temporary Closure**

We are writing to inform you that, the above branch closed temporarily on Tuesday 27 August 2019. Please accept my apologies for the late notification on this occasion. This was due to intensive damage caused to the premises following an incident at the branch. Unfortunately, this also means that our Postmaster will not be able to provide the Hosted Post Office services, at the locations below:

Fifield Post Office, Fifield Village Hall, Fifield, Chipping Norton, OX7 6HH

Guiting Power Post Office, The Square, Guiting Power, Cheltenham, GL54 5UR

Longborough Post Office, Longborough Village Shop, Moreton Road, Longborough,  
Moreton in Marsh, GL56 0QQ

Temple Guiting Post Office, Temple Guiting Community Shop, The Square, Temple Guiting,  
Cheltenham, GL54 5RP

Milton Under Wychwood Post Office, The Paddocks, Milton Under Wychwood,  
Chipping Norton, OX7 6JL

Sherborne Post Office, The Village Store, 37 Sherborne, Sherborne, Cheltenham, GL54 3DH

Aldsworth Post Office, Aldsworth Village Hall, Sherborne Lane, Aldsworth, Cheltenham,  
GL54 3QU

Churchill Post Office, Churchill Village Hall, Churchill, Chipping Norton, OX7 6NA

Stanway Post Office, Stanway House, Stanway, Cheltenham, GL54 5PQ

Ascott Under Wychwood Post Office, The Tiddy Hall, Shipton Road, Ascott Under Wychwood,  
Chipping Norton, OX7 6AQ

Looking after a nationwide network of Post Office services, we have a responsibility to make sure every service makes the best possible use of resources, while ensuring that customers can still access our products and services. I can assure you that we will continue to work to find a solution that will provide a Post Office service to the Bourton on the Water community.

If you have any questions you would like to raise about this matter, please write to me via the National Consultation Team at the address shown at the end of the letter. Please note that your comments will not be kept confidential unless you expressly ask us to do so by clearly marking them "In Confidence".

Any future changes to service provision would be handled in line with our Principles of Community Engagement. A copy is available at the end of this letter.

We will display posters in the local area to inform customers.

If you are a local representative, it would be helpful if you could share this information with any local groups or organisations that you know within the community, for example on noticeboards, local charities and in GP surgeries, to help our customers and your constituents understand what is happening to the Post Office in the local community. If you would like a supply of these posters please let us know.

We would like to apologise for the inconvenience the temporary closure may cause. We hope that our customers will continue to use Post Office services and full details of alternative Post Office branches in the area are shown at the end of this letter.

If you are a local representative, we will write to you again once we have any news about our plans for future service provision.

Yours faithfully

*Scott Lacey*

**Scott Lacey**  
**Change Manager**

How to contact us:

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.**

### Alternative branches:

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#### Stow on The Wold Post Office

The Square  
Stow on The Wold  
Cheltenham  
GL54 1AB

##### Opening times

Monday	08:00 – 17:30
Tuesday	08:00 – 17:30
Wednesday	08:00 – 17:30
Thursday	08:00 – 17:30
Friday	08:00 – 17:30
Saturday	08:00 – 16:00
Sunday	08:00 – 13:00

#### Services

The same range of services will continue to be available, however excluding Comprehensive range of Travel Money and Passport Check & Send.

#### Access and facilities

This branch has a wide door and level access at the entrance. Internally, there is a hearing loop and space for a wheelchair.

#### Transport/parking

Time restricted parking is available within the The Square with designated marked disabled parking bays. There is a limited bus service available between Bourton on the Water branch and this Post Office service. The nearest bus stop is within 200 metres and there are local buses serving the surrounding area.

#### Distance

This Post Office service is located approximately 4 miles away from Bourton on the Water branch, along varied terrain.

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#### Northleach Post Office

Market Place  
Northleach  
Cheltenham  
GL54 3EE

##### Opening times

Monday	09:00 – 13:00 14:00 – 17:30
Tuesday	09:00 – 13:00 14:00 – 17:30
Wednesday	09:00 – 13:00 14:00 – 17:30
Thursday	09:00 – 13:00 14:00 – 17:30
Friday	09:00 – 13:00 14:00 – 17:30
Saturday	09:00 – 13:00
Sunday	Closed

#### Services

The same range of services will continue to be available, however excluding Comprehensive range of Travel Money and Passport Check & Send.

#### Access and facilities

This branch has a wide door and a step at the entrance. Internally, there is a hearing loop.

#### Transport/parking

Parking is available within Market Place with designated disabled parking bays. There is a limited bus service available between Bourton on the Water branch and this Post Office service. The nearest bus stop is within 100 metres and there are local buses serving the surrounding area.

#### Distance

This Post Office service is located approximately 6 miles away from Bourton on the Water branch, along varied terrain.

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#### Moreton In Marsh Post Office

Budgens Supermarket  
High Street  
Moreton In Marsh  
GL56 0AH

##### Opening times

Monday	08:00 – 22:00
Tuesday	08:00 – 22:00
Wednesday	08:00 – 22:00
Thursday	08:00 – 22:00
Friday	08:00 – 22:00
Saturday	08:00 – 22:00
Sunday	10:00 – 16:00

#### Services

The same range of services will continue to be available, however excluding National Lottery.

#### Access and facilities

This branch has wide automatic doors and level access at the entrance. Internally, there is a hearing loop and space for a wheelchair.

#### Transport/parking

There is a large car park within the retail park with designated disabled parking bays. There are local buses serving the surrounding area.

#### Distance

This Post Office service is located approximately 8.4 miles away from Bourton on the Water branch, along varied terrain.

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## **Principles of Community Engagement on changes to the Post Office network**

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 **Notify** - where we are informing customers of changes around:*

- Opening hours
- Temporary closure<sup>1</sup>/ temporary service interruption
- Re-opening of a temporarily closed branch in the same site
- Opening a new branch unrelated to a previous closure
- Location used by a Mobile Post Office within a community

We will display a poster in branch (or nearby if appropriate) to notify customers of the above changes, providing four weeks' notice. Where four weeks' notice is not possible, we will provide notice as soon as we are able to. For temporary closures we will include details of the nearest alternative Post Offices and our customer helpline/textphone.

*We will **Engage** - where we are seeking feedback on a decision that has been made on:*

- Re-opening of a temporarily closed branch in a new location (where the branch has been closed for more than three months)
- Franchising of a Directly Managed branch in its existing site

While the decision to proceed will have already been made, we will welcome suggestions about specific aspects of the change such as access arrangements and the internal layout. We will provide four weeks' notice or, where extenuating circumstances prevent this, we will provide as much notice as possible.

During this period we will display a poster in branch and provide information online. We will contact locally elected representatives<sup>2</sup>, the Consumer Advocacy Bodies and selected charities<sup>3</sup>, providing clear information on any changes to services or access arrangements at the branch. We will ask locally elected representatives to share information with other key community outlets (such as notice boards, local charities, magazines, GP surgeries etc.). We will publish the outcome of the engagement online and in branch, providing a summary of key issues raised with a clear response to each and any changes made to our original plans.

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

- Permanent closure of a Post Office branch<sup>4</sup>
- 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-week<sup>5</sup> local public consultation, informing customers, locally elected representatives, Consumer Advocacy Bodies and selected charities 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, Citizens Advice 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, Citizens Advice 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**  
**comments@postoffice.co.uk**  
**FREEPOST Your Comments**  
**Call: 03452 66 01 15**  
**Textphone: 03457 22 33 55**

<sup>1</sup>We will provide an update to locally elected representatives if the status of the temporarily closed branch has not changed after 12 months.

<sup>2</sup> Locally elected representatives include but are not restricted to the Member of Parliament, Scottish Parliament, Welsh Assembly, or Northern Ireland Assembly, Local Authority Chief Executive, Ward Councillors, Parish or Community Council.

<sup>3</sup> 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 2 and 3 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.

<sup>4</sup> 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.

<sup>5</sup> 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.