



Dear Customer

Burscough Bridge Post Office® – Hosted Outreach Services

We are delighted to let you know that following the temporary closure of Wilpshire Post Office, we are restoring Post Office services to the community with the introduction of a permanent Hosted Outreach service.

This new Post Office service will operate from within the Salesbury Memorial Hall, Ribchester Road, Clayton Le Dale, Blackburn, BB1 9HT and is scheduled to commence on Monday 22 March 2021, where it will be known as Salesbury Post Office.

We will also be restoring Post Office services to the communities in Trawden, Catterall and Hoddlesden with the introduction of a temporary Hosted Outreach service, whilst we continue to seek a permanent solution. These services will commence from Monday 22 March 2021.

We are therefore pleased to inform you that the Postmaster from Burscough Bridge Post Office currently operates an Outreach service in the area and is willing to extend the service to the above communities.

Further details of the changes to the Post Office services are provided at the end of this letter.

We will continue to review and monitor services on an on-going basis, and should customer usage increase significantly, consideration would be given to adjusting service times accordingly.

We will display posters locally to tell customers the good news. 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.

As we are keen to restore services to these communities as soon as possible, we have decided to go ahead with our plans. However, we would welcome suggestions about specific aspects of the change, particularly on the following areas:

- How suitable do you think the new location is and how easy is it to get there?
- Do you have any comments about access into the new premises?
- Do you have any comments about access inside the new premises?
- Do you have any comments on the proposed days and opening hours?

We will be accepting comments until Tuesday 30 March 2021. We won't be responding to you individually, but any comments received will be taken into consideration as we finalise our plans.

Details of the new service are provided at the end of this letter. For further information or to share your views, please visit our Consultation Hub via the link below, then use the search function to find the engagement for this service either by service name, postcode, or the unique code **428420**.

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Once the plans have been finalised, we'll display posters locally and information will be provided on our Consultation Hub outlining the main comments received and our response. If there are any unforeseen changes to the starting date, posters will be displayed locally to let customers know.

We're carrying out this engagement in line with our Principles of Community Engagement. A copy is available at the end of this letter.

We do hope that you will support this new service.

Yours faithfully

Karen Bragg

Karen Bragg
Network Provision Lead

How to contact us:

postofficeviews.co.uk

comments@postoffice.co.uk

Call: 03452 66 01 15

Textphone: 03457 22 33 55

FREEPOST Your Comments

**This is all you need to add to your
envelope for your letter to reach us**

Want to tell us what you
think right here and now
– scan here.

If you don't have a QR
code scanner on your
phone, you can find one
in your app store.



Items sent by Freepost take two working days to arrive, so responses by Freepost should be sent in sufficient time to arrive before the end of the engagement period. Working days do not include Saturdays or Sundays. Responses received after the deadline will not be considered.

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.

Details of the new Permanent Hosted Outreach service at Salesbury:

Salesbury Post Office

Salesbury Memorial Hall
Ribchester Road
Clayton Le Dale
Blackburn
BB1 9HT

New opening times

| | |
|---------------|----------------------|
| Monday | 14:15 – 16:15 |
|---------------|----------------------|

Services

A wide range of services will continue to be available. Customers can still collect benefits in cash using our everyday banking services or Post Office card account.

Access and facilities

There are steps with a handrail and a wide door at the main front entrance to the Hall.

The entrance at the rear of the Hall has level access and a wide door. A signage and bell have been installed to assist customers with wheelchairs, pushchairs and customers with mobility issues.

Internally, there will be a hearing loop and space for a wheelchair.

Transport/Parking

Parking is available outside Salesbury Memorial Hall. There are local buses serving the surrounding area.

Route

This new Post Office service is located approximately 0.6 away from the previous branch, along varied terrain.

Details of the new Temporary Hosted Outreach service at Trawden:

Trawden Post Office

Trawden Forest Community Library
Church Street
Trawden
Colne
BB8 8RU

New opening times

| | |
|---------------|----------------------|
| Monday | 09:30 – 13:30 |
|---------------|----------------------|

Services

A wide range of services will continue to be available. Customers can still collect benefits in cash using our everyday banking services or Post Office card account.

Access and facilities

Access is via a ramp with handrails and a wide door at Trawden Forest Community Library.

Internally, there will be a hearing loop and space for a wheelchair.

Transport/Parking

There is a car park outside the Library with dedicated marked disabled bays.

Route

This Hosted Outreach Post Office service is located at the Community Library on Church Street in Trawden.

Details of the new Temporary Hosted Outreach service at Catterall:

Catterall Post Office

Catterall Village Hall
Garstang Road
Catterall
Preston
PR3 1XN

Services

A wide range of services will continue to be available. Customers can still collect benefits in cash using our everyday banking services or Post Office card account.

Access and facilities

Access is via a ramp with handrails and a wide door at Catterall Village Hall.

Internally, there will be a hearing loop and space for a wheelchair.

New opening times

| | |
|-----------------|----------------------|
| Tuesday | 09:30 – 12:30 |
| Thursday | 09:30 – 12:30 |

Transport/Parking

There is a car park outside the Village Hall.

Route

This new Post Office service is located at the Village Hall on Garstang Road in Catterall.

Details of the new Temporary Hosted Outreach service at Hoddlesden:

Hoddlesden Post Office

Hoddlesden Village Store
20-22 Queens Square
Hoddlesden
Darwen
BB3 3NQ

Services

A wide range of services will continue to be available. Customers can still collect benefits in cash using our everyday banking services or Post Office card account.

Access and facilities

Access is level a wide door at Hoddlesden Village Store.

Internally, there will be a hearing loop and space for a wheelchair.

New opening times

| | |
|------------------|----------------------|
| Wednesday | 13:30 – 16:30 |
|------------------|----------------------|

Transport/Parking

Roadside parking is available outside the Village Store and nearby.

Route

This Hosted Outreach Post Office service is located at the Village Store at Queens Square, Hoddlesden in Darwen.

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 closure¹/ 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 representatives², the Consumer Advocacy Bodies and selected charities³, 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 branch⁴
- 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-week⁵ 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.

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

² 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.

³ 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.

⁴ 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.

⁵ 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.