



Dear Customer

**Local public consultation – Decision**

**Clydach Vale Post Office  
39 Wern Street, Tonypany, CF40 2BN**

I'm writing to confirm that following a period of local public consultation and review we have made the decision to proceed with the move of the above Post Office into, 19 - 20 Clydach Road, Tonypany, CF40 2BD, where it will be operated by a retail partner as one of our local style branches.

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 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.

The current branch will close at 12:00 Saturday 20 January 2024, with the new branch opening, at Clydach Stores at 13:00 on Monday 22 January 2024. If there are any unforeseen circumstances which mean these dates change, posters will be displayed in branch to let customers know.

During transfer of the branch customers requiring Post Office facilities may use any convenient Post Office service. Details of two alternative Post Office branches are provided below for your convenience:

- Tonypany Post Office, 38-40 Dunraven Street, Tonypany, CF40 1AL
- Lower Trealaw Post Office, 319 Brith Weunydd Road, Tonypany, CF40 2NY

This information is also available on the Post Office Consultation Hub at: [postofficeviews.co.uk](https://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

*Sarah Cottrell*

**Sarah Cottrell  
Network Provision Manager  
Post Office Limited**

[comments@postoffice.co.uk](mailto:comments@postoffice.co.uk)

[postofficeviews.co.uk](https://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** Friday 6 October 2023

**Consultation ended** Friday 17 November 2023

#### **Consultation responses**

- 54 responses from customers

#### **Meetings**

Post Office representatives met local stakeholder on Friday 10 November 2023.

#### **Key issues raised**

- Distance and Parking
- Internal Space and Access
- Serving Counter
- Staff Training

#### **Response to issues raised**

##### **Distance and Parking**

The new branch will be located on the same road, approximately 650 metres away from the current branch, along various terrain. We can confirm pedestrian access to the new location, there are well maintained pavements along the route from the current branch.

While we have considered some comments raised about parking in the area surrounding the new premises, 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, roadside parking will be available directly outside the new branch and along Clydach Road. 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.

##### **Internal Space and Access**

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 when the new Post Office opens, there will be a small ramp at the entrance to the premises. Internally, there will be a hearing loop and space for a wheelchair.

Internally, the new branch will be built in line with Post Office specifications with a dedicated Post Office area, and making sure there is sufficient space for the Post Office service to operate alongside the retail offer. We will be working closely with the postmaster on the internal layout, to ensure optimum use of the space within the store and that access into and inside is kept clear and free of obstacles. Some fixtures and fittings will be re-aligned or removed to make sure there is clear access into the premises, ensuring the entrance, aisles and the waiting area are kept free from obstructions and adequate room is provided for customers and a wheelchair to move around without difficulty.

**Serving Counter**

The new Post Office will be housed within a dedicated area of the store with one serving position located at the shop retail counter. This will enable customers to carry out a similar range of Post Office products and services alongside retail transactions. We will work with the new postmaster and monitor service standards to ensure they are maintained and that staffing levels are aligned to meet customer demand particularly at busy periods.

**Staff Training**

The staff training approaches used are of the same high standard as those undertaken in all our branches. This includes respecting customer confidentiality and adhering to the stringent security procedures which will be put in place to protect staff and customers. Additionally, any staff that will handle Post Office transactions will also have completed compliance training for a number of areas, including Data Protection and Mail Handling.

## Appendix B

### Clydach Vale Post Office Summary Sheet

Clydach Stores, 19 - 20 Clydach Road, Tonypany, CF40 2BD

#### New opening hours

Mon - Fri	09:00 - 18:00
Sat	09:00 - 14:00
Sun	Closed

**There are times our branches may need to make changes to its opening hours.  
The latest available branch information can be found on our website  
[www.postoffice.co.uk/branch-finder](http://www.postoffice.co.uk/branch-finder)**

#### **Products & Services**

A similar range of products and services will still be available, however excluding National Lottery and On Demand Travel Insurance.

#### **Serving positions**

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

#### **Access**

The new premises will have a wide door with a small ramp at the entrance.

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

#### **Getting there**

The new branch will be located approximately 650 metres away from the current branch, along varied terrain.

Roadside parking will be available directly outside the new branch and along Clydach Road.

#### **Retail**

Convenience store.

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**Clydach Vale Post Office services available**

**For information about product availability call 03457 22 33 44.**

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

	<b>New branch</b>
<b>Mail</b>	
First & Second Class mail	✓
Stamps, stamp books (1 <sup>st</sup> class 6 & 12 only, 2 <sup>nd</sup> 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	<b>Express 24 &amp; 48</b>
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	✓
<b>Withdrawals, deposits and payments</b>	
Personal & Business Banking cash withdrawals, deposits & balance enquiries using a card. Also enveloped cheque deposits and barcoded deposit slips.	✓
Postal orders	✓
Moneygram	✓
Change giving	✓
Automated bill payments (card or barcoded)	✓
Key recharging	✓
<b>Driving</b>	
Vehicle tax	✗
<b>Travel</b>	
Pre-order travel money	✓
On demand travel money	✗
Travel insurance referral	✓
On demand travel insurance	✗
Passport Check & Send	✗
<b>Mobile Top-ups &amp; E vouchers</b>	
Mobile Top-ups & E vouchers	✓
National Lottery Terminal	✗
<b>Payment by cheque</b>	
Products marked ✗ are available at <b>Tonypandy Post Office</b> , 38-40 Dunraven Street, Tonypandy, CF40 1AL	Opening times: Mon – Thurs      09:00 – 20:00 Fri, Sat            09:00 – 20:30 Sun                    10:00 – 19:00

## **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](http://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 branch<sup>1</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>2</sup> local public consultation, informing customers, locally elected representatives<sup>3</sup>, Consumer Advocacy Bodies and selected charities<sup>4</sup> 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**  
**Call: 03452 66 01 15**

**Comments@postoffice.co.uk**  
**Textphone: 03457 22 33 55**

**FREEPOST Your Comments**

<sup>1</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>2</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.

<sup>3</sup> 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.

<sup>4</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 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.