



Dear Customer

Local public consultation – Decision

**Codsall Post Office
Midcounties Co-Operative Food, 14 Station Road, Wolverhampton, WV8 1BX**

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 Midcounties Co-Operative Food, 28-32 Wood Road, Codsall, Wolverhampton, WV8 1DB.

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. In terms of dates for the move, these haven't been confirmed yet, please can the letter be issued without dates.

We're currently making the final arrangements for the move and further information will be provided in branch once the dates have been agreed.

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

Sarah Cottrell

**Sarah Cottrell
Regional Change 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 Friday 19 December 2025

Consultation ended Friday 30 January 2026

Consultation responses

- 138 responses from customers

Key issues raised

- **Distance**
- **Internal Space**
- **Staff levels and queuing**
- **Parking and Carpark conditions**

Response to issues raised

Distance

The new premises are located approximately 180 metres from the current branch. With any relocation it is inevitable that whilst some customers will have an easier journey to the new location, regrettably others will have further to travel. In terms of pedestrian access to the new location, there are well maintained pavements, with dropped kerbs along the route from the current branch.

Internal Space

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 partner 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 counters and queuing

The new Post Office is housed within a dedicated area of the store with three screened counter positions. This enables customers to carry out a range of Post Office products and services. We will also work with the operator and monitor service standards to ensure they are maintained and that staffing levels are aligned to meet customer demand particularly at busy periods.

Parking and Carpark conditions

Parking and the availability of parking spaces are challenges commonly experienced across many locations nationwide. While the availability of parking is outside the direct control of Post Office Limited, a further review has been carried out.

The new premises will include a dedicated customer car park offering over 100 parking spaces for customers of the Co-op store and those using the Post Office branch, with designated Disabled Parking and Parent and Child bays.

Customers also expressed concerns regarding the current condition of the car park, highlighting issues such as potholes and cracks in the surface. Midcounties would like to reassure customers that they are fully aware of these problems and are treating the matter as a priority. While they are not yet able to provide a confirmed timeline for the repairs, Midcounties have emphasised that they recognise the importance of resolving the issue. They are currently working to establish a completion date for the required repairs.

Appendix B

Codsall Post Office Information Summary

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

| New Location | |
|--|--------------------|
| Midcounties Co-Operative Food, 28-32 Wood Road, Codsall, Wolverhampton, WV8 1DB | |
| Opening times | |
| Monday | 09:00 – 17:30 |
| Tuesday | 09:00 – 17:30 |
| Wednesday | 09:00 – 17:30 |
| Thursday | 09:00 – 17:30 |
| Friday | 09:00 – 17:30 |
| Saturday | 09:00 – 13:00 |
| Sunday | Closed |
| Services available | |
| The same products and services will still be available. | |
| Serving positions | |
| There will be three screened serving positions in total. | |
| Access | |
| The new premises will have a wide automatic door and level access at the entrance. Internally, there will be a hearing loop, a low-level writing desk, a low-level serving counter and space for a wheelchair. | |
| Getting there | |
| The new branch will be located approximately 180 metres away from the current branch, along mostly level terrain. There is a customer car park available at the new premises with designated disabled parking and Parent and Child parking available. | |
| Store retail available | Convenience store. |

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 branch⁵
- 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-week⁶ 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, Consumer Scotland and the General Consumer Council for Northern Ireland, the independent statutory consumer advocacy bodies.

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 advocacy body (Citizens Advice, Consumer Scotland, or the Consumer Council for Northern Ireland) if you're not satisfied with our response. The consumer advocacy body 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

⁵ 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 branch⁶ in a particular location. In these cases, the consultation will seek feedback on alternative Post Office service provision in the area.

⁶ 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.