



Dear Customer

### **Finchingfield Mobile Service**

We are delighted to let you know that we will be restoring Post Office services to the communities of Ashdon, Carver Barracks, Widdington, Great Sampford, Thurlow, Cavendish, Helions Bumpstead, Castle Camps, West Wickham and Weston Colville with the introduction of a Mobile service.

We will also restore Post Office services to the community of Kedington with the introduction of a temporary Mobile service while we continue to seek a permanent solution.

Additionally, we will introduce a new Mobile Service to the local community of Cornish Hall End. All these mobile services will start the week commencing 2 November 2020.

We've been working hard to identify a solution to restore services locally and a Mobile service, which is a travelling Post Office aboard a specifically designed vehicle that brings Post Office services and retail products to communities without relying on fixed premises, is a tried and tested way of maintaining service to smaller communities.

We are therefore pleased to inform you that the postmaster from Finchingfield Post Office will be operating these Mobile services, which presents the best possible solution to provide Post Office services to the above communities.

Further details of these services are provided at the end of this letter.

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 services we are planning to restore, particularly on the following areas:

- How suitable do you think the new locations are and how easy is it to get to them?
- Do you have any comments on the days and opening hours?

We will be accepting comments until 5 November 2020. We won't be responding to you individually, but any comments received will be taken into consideration as we finalise our plans.

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 Finchingfield Mobile Service either by service name, postcode, or the unique code 149114

[postofficeviews.co.uk](https://postofficeviews.co.uk)

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 dates, 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 the restoration and the establishment of the above services.

Yours faithfully

*Hayley Brown*

**Hayley Brown**  
**Change Area Manager**

**How to contact us:**

[postofficeviews.co.uk](https://postofficeviews.co.uk)

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

---

**Details of a Mobile service at Ashdon:****Ashdon Mobile Service**

Baptist Chapel Car Park  
Radwinter Road  
Ashdon  
Saffron Waldon  
CB10 2EX

**Services**

A wide range of services will be available.

**Access and facilities**

There is a step into the Mobile vehicle but an electronic tailgate is available to facilitate easy access for wheelchair users and those with disabilities.

**Opening times**

Tuesday	09:30 – 10:30
---------	---------------

**Parking**

Parking is available close to where the Mobile van will be parked.

---

---

**Details of a Mobile service at Carver Barracks:****Carver Barracks Mobile Service**

Broad Oakes Close  
Wimbish  
Saffron Waldon  
CB10 2YJ

**Services**

A wide range of services will be available.

**Access and facilities**

There is a step into the Mobile vehicle but an electronic tailgate is available to facilitate easy access for wheelchair users and those with disabilities.

**Opening times**

Tuesday	11:00 – 12:00
---------	---------------

**Parking**

Parking is available close to where the Mobile van will be parked.

---

---

**Details of a Mobile service at Widdington:****Widdington Mobile Service**

Village Hall Car Park  
High Street  
Widdington  
Saffron Waldon  
CB11 3SG

**Services**

A wide range of services will be available.

**Access and facilities**

There is a step into the Mobile vehicle but an electronic tailgate is available to facilitate easy access for wheelchair users and those with disabilities.

**Opening times**

Tuesday	12:30 – 13:30
---------	---------------

**Parking**

Parking is available close to where the Mobile van will be parked.

---

---

**Details of a Mobile service at Great Sampford:**

---

**Great Sampford Mobile Service**

Red Lion Pub Car Park  
Finchingfield Road  
Great Sampford  
Saffron Waldon  
CB10 2RL

**Services**

A wide range of services will be available.

**Access and facilities**

There is a step into the Mobile vehicle but an electronic tailgate is available to facilitate easy access for wheelchair users and those with disabilities.

**Parking**

Parking is available close to where the Mobile van will be parked.

**Opening times**

Tuesday	14:00 – 15:00
---------	---------------

---

**Details of a Mobile service at Thurlow:**

---

**Thurlow Mobile Service**

Village Hall Car Park  
The Street  
Great Thurlow  
Haverhill  
CB9 7LA

**Services**

A wide range of services will be available.

**Access and facilities**

There is a step into the Mobile vehicle but an electronic tailgate is available to facilitate easy access for wheelchair users and those with disabilities.

**Parking**

Parking is available close to where the Mobile van will be parked.

**Opening times**

Wednesday	09:30 – 10:30
-----------	---------------

---

**Details of a Mobile service at Cavendish:**

---

**Cavendish Mobile Service**

The Green  
Poole Street  
Cavendish  
Sudbury  
CO10 8BB

**Services**

A wide range of services will be available.

**Access and facilities**

There is a step into the Mobile vehicle but an electronic tailgate is available to facilitate easy access for wheelchair users and those with disabilities.

**Parking**

Parking is available close to where the Mobile van will be parked.

**Opening times**

Wednesday	12:30 – 13:30
-----------	---------------

---

---

**Details of a Mobile service at Helions Bumpstead:**

---

**Helions Bumpstead Mobile Service**

Three Horseshoes Pub Car Park  
Water Lane  
Helions Bumpstead  
Haverhill  
CB9 7AL

**Services**

A wide range of services will be available.

**Access and facilities**

There is a step into the Mobile vehicle but an electronic tailgate is available to facilitate easy access for wheelchair users and those with disabilities.

**Opening times**

Thursday	09:30 – 10:30
----------	---------------

**Parking**

Parking is available close to where the Mobile van will be parked.

---

---

**Details of a Mobile service at Castle Camps:**

---

**Castle Camps Mobile Service**

Village Hall Car Park  
Recreation Ground  
Castle Camps  
Cambridge  
CB21 4SR

**Services**

A wide range of services will be available.

**Access and facilities**

There is a step into the Mobile vehicle but an electronic tailgate is available to facilitate easy access for wheelchair users and those with disabilities.

**Opening times**

Thursday	11:00 – 12:00
----------	---------------

**Parking**

Parking is available close to where the Mobile van will be parked.

---

---

**Details of a Mobile service at West Wickham:**

---

**West Wickham Mobile Service**

Village Hall Car Park  
High Street  
West Wickham  
Cambridge  
CB21 4SB

**Services**

A wide range of services will be available.

**Access and facilities**

There is a step into the Mobile vehicle but an electronic tailgate is available to facilitate easy access for wheelchair users and those with disabilities.

**Opening times**

Thursday	14:00 – 15:00
----------	---------------

**Parking**

Parking is available close to where the Mobile van will be parked.

---

---

**Details of a Mobile service at Weston Colville:**

---

**Weston Colville Mobile Service**

Car Park opposite The Reading Room  
Chapel Road  
Weston Colville  
Cambridge  
CB21 5NY

**Services**

A wide range of services will be available.

**Access and facilities**

There is a step into the Mobile vehicle but an electronic tailgate is available to facilitate easy access for wheelchair users and those with disabilities.

**Opening times**

Thursday	12:30 – 13:30
----------	---------------

**Parking**

Parking is available close to where the Mobile van will be parked.

---

**Details of a temporary Mobile service at Kedington:**

---

**Kedington Mobile Service**

Outside the Nisa Store  
17 Silver Street  
Kedington  
Haverhill  
CB9 7QG

**Services**

A wide range of services will be available.

**Access and facilities**

There is a step into the Mobile vehicle but an electronic tailgate is available to facilitate easy access for wheelchair users and those with disabilities.

**Opening times**

Wednesday	11:00 – 12:00
-----------	---------------

**Parking**

Parking is available close to where the Mobile van will be parked.

---

**Details of a New Mobile service at Cornish Hall End:**

---

**Cornish Hall End Mobile Service**

Village Hall Car Park  
Cornish Hall End  
Braintree  
CM7 4HD

**Services**

A wide range of services will be available.

**Access and facilities**

There is a step into the Mobile vehicle but an electronic tailgate is available to facilitate easy access for wheelchair users and those with disabilities.

**Opening times**

Wednesday	14:00 – 15:00
-----------	---------------

**Parking**

Parking is available close to where the Mobile van will be parked.

---

**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.**

## **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.