



Dear Customer

**Branch Unplanned Closure**

**Ickleton Post Office  
32 - 34 Church Street, Ickleton, Saffron Walden, CB10 1SL**

We are writing to inform you that, regrettably, following the resignation of the postmaster and the withdrawal of the premises for Post Office use, the above branch closed on Monday 12 February 2024. Please accept my apologies for the late notification on this occasion.

The Post Office has undertaken a comprehensive review of the network to ensure that it continues to meet evolving customer needs in a very challenging economic climate. This review examined the network at a very detailed, local level, analysing customer demand and accessibility of Post Office products and services. Consequently, it has informed our plans for the Network as we work to ensure that, our funding and resources are allocated to deliver maximum benefit for all customers. At this time, therefore, we are not looking to replace Ickleton Post Office.

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. An extract relating to Notification is available at the end of this letter.

We will display posters in the branch to inform customers.

If you are a local representative, it would be helpful if you could share this information through your social media channels and 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 posters, please let us know.

We apologise for the inconvenience the closure may cause. We hope that our customers will continue to use Post Office services and details of alternative Post Office branches in the area are shown at the end of this letter. The latest available branch information can be found on our website, [www.postoffice.co.uk/branch-finder](http://www.postoffice.co.uk/branch-finder)

If you are a local representative, we will write to you again if we have any news about plans for future service provision in the local area.

Yours faithfully

*Wendy Hamilton*

**Wendy Hamilton  
Network Provision Lead**

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**

**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)**

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**Duxford Outreach Post Office**

Duxford Recreation Ground  
Hunts Road  
Duxford  
Cambridge  
CB22 4RE

**Services**

Offers a range of services.

**Opening times**

|           |               |
|-----------|---------------|
| Monday    | 09:30 – 11:00 |
| Wednesday | 09:30 – 11:00 |

**Access**

This Outreach service has a wide door and level access at the entrance.

Internally, there is a hearing loop and space for a wheelchair.

**Getting there**

This Post Office service is located approximately 2 miles away from Ickleton branch, along varied terrain. There is a customer car park within the recreation ground. There is a regular bus service available between Ickleton branch and this Post Office service. The nearest bus stop is approximately 230 metres away.

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**Whittlesford Post Office**

1A High Street  
Whittlesford  
Cambridge  
CB22 4LT

**Services**

Offers a range of services with On Demand Travel Insurance, Euros and Dollars On Demand Travel Money.

**Opening times**

|                   |               |
|-------------------|---------------|
| Monday & Tuesday  | 09:00 – 12:30 |
| Thursday & Friday | 13:30 – 17:30 |
| Wednesday         | 09:00 – 12:30 |
| Saturday          | 09:00 – 12:30 |
| Sunday            | Closed        |

**Access**

This branch has a wide door and access is via a low step at the entrance.

Internally, there is a hearing loop.

**Getting there**

This Post Office service is located approximately 3.7 miles away from Ickleton branch, along varied terrain. Roadside parking is available outside the branch and nearby. There are local buses serving in the surrounding area.

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**Sawston Post Office**

50 High Street  
Sawston  
Cambridge  
CB22 3BG

**Services**

Offers a range of services with a comprehensive range of Travel Money, Vehicle Tax, Passport Check & Send, and On Demand Travel Insurance.

**Opening times**

|                 |               |
|-----------------|---------------|
| Monday – Friday | 09:00 – 17:30 |
| Saturday        | 09:00 – 13:00 |
| Sunday          | Closed        |

**Access**

This branch has a wide door and level access at the entrance.

Internally, there is a hearing loop and space for a wheelchair.

**Getting there**

This Post Office service is located approximately 4 miles away from Ickleton branch, along varied terrain. There is a shoppers car park on the High Street. There is a regular bus service available between Ickleton branch and this Post Office service. The nearest bus stop is approximately 100 metres away.

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

- Opening hours
- Unplanned closure<sup>1</sup>/ planned service interruption
- Re-opening of a 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
- Franchising of a Directly Managed branch in its existing site where there are no changes to access to the Post Office serving point

We will display a poster in branch (or nearby if appropriate) to notify customers of the above changes, aiming to provide four weeks' notice. Four weeks' notice may not be possible for an unplanned change, and in these instances, we will provide notice as soon as we are able to. For closures we will include details of the nearest alternative Post Offices and our customer helpline/textphone.

We notify locally elected representatives including 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, selected charities, local Citizens Advice, Age UK, Northern Ireland's Disability Action and Northern Ireland's Rural Community Network. They are also encouraged to share all information additionally with local groups and organisations who they believe have an active interest in changes to their local Post Office.

**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**

**[Comments@postoffice.co.uk](mailto:Comments@postoffice.co.uk)**

**FREEPOST Your Comments**

**Call: 03452 66 01 15**

**Textphone: 03457 22 33 55**

<sup>1</sup>Where the closure is unplanned, the service provision in the area will be reviewed based on current usage, modelling and availability of any suitable replacement or alternative service model. A commercial decision will be made if to actively seek to replace the closed service and will not be subject to public consultation.