



Dear Customer,

Local public consultation - Have your say

Southwell Road Post Office

97 Southwell Road West, Mansfield, NG18 4EX

We are proposing to move the above Post Office branch to a new location – Costcutter, 134 Southwell Road, West Mansfield, NG18 4HB.

Why are we proposing this move?

The current postmaster has resigned and the premises will no longer be available for Post Office use. I am pleased to confirm that a new agent has been identified and they intend to relocate this Post Office to a newly refurbished retail premises nearby, which would incorporate the Post Office, subject to consultation.

Our priority is to safeguard our services in the locality in the longer term and the relocation of Southwell Road Post Office will enable us to maintain a Post Office service to our customers within the local community

We'd like your help

We're now starting a period of local public consultation and your feedback is important to us as it will help to inform our decision. For more details of the proposed services and accessibility, please see the branch information summary later in this consultation document.

What exactly are we consulting on?

We'd welcome your comments on the following areas:

- **Is the new premises easy for you to get into and is the inside easily accessible?**
- **Are there any other local community issues which you believe could be affected by or affect the proposed change?**
- **Is there anything we could do to make it easier for customers?**

Please note the proposed change of management of the branch is a decision for Post Office Ltd and therefore we are not seeking feedback on this aspect of the change.

Local Public Consultation starts	23 January 2025
Local Public Consultation ends	06 March 2025
Proposed month of change	March/April 2025

You can share your views on the proposed change through our easy and convenient online questionnaire via postofficeviews.co.uk. When entering the website, you can use the search function to find the consultation for this branch either by branch name, postcode or the unique branch code **41322**

How to share your views:

Consultation Hub (postofficeviews.co.uk)

comments@postoffice.co.uk

Call: 03452 66 01 15

Textphone: 03457 22 33 55

FREEPOST Your Comments – N.B. This is the full postal address. Items sent by Freepost take 2 working days, please allow enough time for responses to be received.

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.



Good to know

- Customers would access Post Office services in a modern, open-plan environment alongside the operator's retail.
- Working with the postmaster, we would adapt the current store layout, fixtures and fittings to accommodate the Post Office. It would be in a dedicated area of the store with two screened counters.
- All staff employed to work in the proposed new branch would be trained to the highest standards with on-going training on products and services, as well as operational and service related matters.
- Posters and leaflets will now be displayed in branch to let customers know about the proposal and to ask their views.
- Any information we receive will be carefully considered as we finalise our plans.
- If you are a local representative, we will write to you again at the end of the consultation to respond to the main issues raised and to explain our final plans for the branch.
- This consultation is being carried out in line with our Principles of Community Engagement which have been agreed with Citizens Advice, Consumer Scotland and the General Consumer Council for Northern Ireland - the independent statutory consumer advocacy bodies. An extract relating to Consultation is available at the end of this letter.

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 the changes we are proposing to Southwell Road Post Office. If you would like a supply of posters, please let us know. Our contact details can be found at the bottom of the first page.

Thank you for considering our proposal.

Yours faithfully,

Allison Wallace

**Allison Wallace
Area Change Manager
Post Office Limited**

Southwell Road 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

Current Location	Proposed New Location																												
97 Southwell Road, West Mansfield, NG18 4EX	Costcutter, 134 Southwell Road, West Mansfield, NG18 4HB																												
Current opening times <table><tr><td>Monday</td><td>08:15 - 18:00</td></tr><tr><td>Tuesday</td><td>08:15 - 18:00</td></tr><tr><td>Wednesday</td><td>08:15 - 18:00</td></tr><tr><td>Thursday</td><td>08:15 - 18:00</td></tr><tr><td>Friday</td><td>08:15 - 18:00</td></tr><tr><td>Saturday</td><td>09:00 - 13:00</td></tr><tr><td>Sunday</td><td>Closed</td></tr></table>	Monday	08:15 - 18:00	Tuesday	08:15 - 18:00	Wednesday	08:15 - 18:00	Thursday	08:15 - 18:00	Friday	08:15 - 18:00	Saturday	09:00 - 13:00	Sunday	Closed	Proposed opening times for Screened counters <table><tr><td>Monday</td><td>08:15 - 18:00</td></tr><tr><td>Tuesday</td><td>08:15 - 18:00</td></tr><tr><td>Wednesday</td><td>08:15 - 18:00</td></tr><tr><td>Thursday</td><td>08:15 - 18:00</td></tr><tr><td>Friday</td><td>08:15 - 18:00</td></tr><tr><td>Saturday</td><td>09:00 - 13:00</td></tr><tr><td>Sunday</td><td>Closed</td></tr></table>	Monday	08:15 - 18:00	Tuesday	08:15 - 18:00	Wednesday	08:15 - 18:00	Thursday	08:15 - 18:00	Friday	08:15 - 18:00	Saturday	09:00 - 13:00	Sunday	Closed
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Sunday	Closed																												
Products and Services																													
The same products and services would still be available.																													
Serving positions																													
There would be two screened serving positions.																													
Access																													
The proposed premises would have wide, automatic doors and level access at the entrance.																													
Getting there																													
The proposed new branch would be located approximately 180 metres from the current branch, along varied terrain. Parking is available outside the premises.																													
Store retail available	Convenience store																												

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 (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 Call: 03452 66 01 15

Comments@postoffice.co.uk

Textphone: 03457 22 33 55

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 branch 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.