



Dear Customer

Tenby Post Office®
Premier Express, Tenby Stores, Warren Street, Tenby, SA70 7JR

Local public consultation decision

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 Premier Stores, at Ruabon House, South Parade, Tenby, SA70 7DL, where it will be operated by a retail partner.

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.

Please accept my apologies, that the scheduled opening at the new premises on Friday 27 March 2020 at 09:00 and closure of the current Post Office branch which was planned on Tuesday 24 March 2020 at 17:30, did not take place.

The current branch will close at 17:30 on Tuesday 30 June 2020, with the new branch opening, at Premier Stores, Ruabon House, South Parade, at 13:00 on Friday 3 July 2020. If there are any unforeseen schedule changes 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 three alternative Post Office branches are provided below for your convenience:

- New Hedges Post Office, New Hedges, Tenby, SA70 8TN
- Saundersfoot Post Office, The Strand, Saundersfoot, SA69 9ES
- Manorbier Post Office, 1 Gable Cottage, Manorbier, Tenby, SA70 7TJ

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. A copy is available at the end of this letter.

Yours faithfully

Sarah Cottrell

Sarah Cottrell
Change Area Manager

postofficeviews.co.uk

comments@postoffice.co.uk

FREEPOST Your Comments

To get this information in a different format, for example, in larger print, audio or braille call 03457 22 33 44 or Textphone 03457 22 33 55.

Appendix A

Response to Local Public Consultation

Consultation started 10 March 2020

Consultation ended 21 April 2020

Consultation responses

- 3 responses from customers

Key issues raised

- Parking

Response to issues raised

Generally parking is a problem faced in many locations nationwide and I am sure you will understand the availability of parking spaces is outside the direct control of Post Office Limited. However I have conducted a further review of parking and confirm, that time restricted roadside parking is available on the road opposite the new premises and along South Parade with dedicated marked disabled bays. Parking is also available at Five Arches Pay & Display Car Park, within 100 metres. The extended opening times will allow customers to visit at quieter times which may also help ease any potential traffic congestion issues.

The new premises, which is currently empty, will undergo a refurbishment to incorporate a Post Office within a retail store. Customers would access Post Office services in a modern, open-plan environment. Our priority is to safeguard Post Office services to the local community in the longer term. The relocation of Tenby Post Office will enable us to maintain a Post Office service to our customers in the local community.

We know that the Post Office plays an important part in the lives of customers and we want to make our services as accessible as possible. The new premises will have a wide 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.

Inside, the new modern branch, it will be built in line with Post Office specifications, with a dedicated Post Office area, which will have one security screened counter and two open plan serving positions, with low level facilities and separate queuing area for Post Office customers.

Additionally, there will be a Post Office serving point located at the retail counter where customers can access the majority of Post Office products and services alongside retail transactions, across seven days a week and at times that are more convenient for them. Full details of the new branch are provided at the end of this letter.

We will work closely with our postmaster to plan the interior layout, to ensure optimum use of the space within the store and that access into and inside is kept clear and free of obstacles. Aisles and the queuing area will be kept free from obstructions and adequate room will be provided for customers and a wheelchair to move around without difficulty.

Customers will still be able to transact the full range of Post Office products and services over longer opening times: Monday to Saturday 08:00 – 21:00 and Sunday 09:00 – 19:30.

Appendix B

Tenby Post Office information sheet															
Address	Premier Stores Ruabon House South Parade Tenby SA70 7DL														
Post Office Opening hours	<table border="1"> <tr><td>Mon</td><td>08:00 – 21:00</td></tr> <tr><td>Tue</td><td>08:00 – 21:00</td></tr> <tr><td>Wed</td><td>08:00 – 21:00</td></tr> <tr><td>Thu</td><td>08:00 – 21:00</td></tr> <tr><td>Fri</td><td>08:00 – 21:00</td></tr> <tr><td>Sat</td><td>08:00 – 21:00</td></tr> <tr><td>Sun</td><td>09:00 – 19:30</td></tr> </table>	Mon	08:00 – 21:00	Tue	08:00 – 21:00	Wed	08:00 – 21:00	Thu	08:00 – 21:00	Fri	08:00 – 21:00	Sat	08:00 – 21:00	Sun	09:00 – 19:30
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Sun	09:00 – 19:30														
New Opening times of Post Office Service at retail counter	<table border="1"> <tr><td>Mon - Sat</td><td>08:00 – 21:00</td></tr> <tr><td>Sun</td><td>09:00 – 19:30</td></tr> </table>	Mon - Sat	08:00 – 21:00	Sun	09:00 – 19:30										
Mon - Sat	08:00 – 21:00														
Sun	09:00 – 19:30														
Distance	Within 250 metres away from the current branch, along level terrain.														
Products & Services	The same wide range of products and services will still be available.														
Serving positions	<p style="text-align: center;">There will be four serving positions.</p> <p style="text-align: center;">These will be a mixture of one screened and two open plan, and a Post Office serving point for use at the retail counter, which is available during shop opening hours offering selected services.</p>														
Accessibility	<p>Access and facilities</p> <p>The new premises will have a wide door and level access at the entrance.</p> <p>Internally, there will be a hearing loop, a low level writing desk, a low level serving counter and space for a wheelchair.</p> <p>Parking</p> <p>Time restricted roadside parking is available on the road opposite the new premises and along South Parade with dedicated marked disabled bays. Parking is also available at Five Arches Pay & Display Car Park, within 100 metres.</p>														
Retail	Convenience store														
Date of move	13:00 on Friday 3 July 2020														

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 closure¹/ 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 representatives², the Consumer Advocacy Bodies and selected charities³, 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 branch⁴
- 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-week⁵ 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
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¹We will provide an update to locally elected representatives if the status of the temporarily closed branch has not changed after 12 months.

² 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.

³ 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.

⁴ 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.

⁵ 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.