



Dear Customer

Windmill Drive Post Office - Hosted Outreach Services

We have restored the Post Office services to the communities in Horam, Broad Oak, Nutley, Chelwood Gate and Danehill, from week commencing Monday 17 October 2022.

Following the closure of the above Post Office services, we have continued to work to identify a solution to restore services to the communities.

We are therefore pleased to inform you that the Postmaster at Windmill Drive Post Office will offer the Outreach Post Office Service to the locations as detailed below:

Horam Post Office, Horam Centre, 3 Bank Buildings, High Street, Horam, Heathfield, TN21 0EH.

Broad Oak Post Office, Trinity Methodist Church, Udimore Road, Broad Oak, Rye, TN31 6DG.

Nutley Post Office, Nutley War Memorial Hall, High Street, Nutley, Uckfield, TN22 3NE.

Chelwood Gate Post Office, Chelwood Gate Village Hall, Beaconsfield Road, Chelwood Gate, Haywards Heath, RH17 7LF.

Danehill Post Office, Danehill & Chelwood Gate Social Club, Lewes Road, Danehill, Haywards Heath, RH17 7HR.

We will continue to review and monitor services on an on-going basis, and should customer usage increase significantly, consideration would be given to adjusting service times accordingly.

Details of the Post Office services are provided at the end of this letter and posters will now be displayed locally to let customers know.

I know that the local community will join me in welcoming this good news and hope that you and our customers will continue to use this service. If you are a local representative, please feel free to share this information with those in your organisation who you feel would have an active interest in this particular matter.

If you have any questions about the new service, please contact the National Consultation Team, as detailed below. Please note that your comments will not be kept confidential unless you expressly ask us to do so by clearly marking them "In Confidence".

We're carrying out this notification in line with our Principles of Community Engagement. An extract relating to Notification is available at the end of this letter.

Thank you for your support in restoring a Post Office service.

Yours faithfully

Emily Clive

Emily Clive
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.

During the Coronavirus pandemic some branches may need to make changes to their opening hours.

The latest available branch information can be found on our website
www.postoffice.co.uk/branch-finder

Details of the Outreach Post Office Services:

Horam Post Office	Services
Horam Centre	A range of Post Office products and services will continue to be available.
3 Bank Buildings	
High Street	
Horam	Access
Heathfield	The Horam Centre has a wide door and access is via steps with handrails at the entrance.
TN21 0EH	Internally there will be a hearing loop.

Opening times

Monday	09:00 – 12:00
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Getting there

This Outreach Post Office is located at the same previous location within the Horam Centre, on the High Street in Horam.

Roadside parking is available outside the Horam Centre and nearby.

Broad Oak Post Office	Services
Trinity Methodist Church	A range of Post Office products and services will continue to be available.
Udimore Road	
Broad Oak	
Rye	Access
TN31 6DG	The Trinity Methodist Church has wide doors and a low step at the entrance. Access ramps are available for both the front and the side entrance.
	Internally there will be a hearing loop and space for a wheelchair.
Opening times	
Tuesday	14:00 – 16:00

Getting there

This Outreach Post Office is located at the same previous location within the Trinity Methodist Church, on Udimore Road in Broad Oak.

Roadside parking is available outside the Trinity Methodist Church and nearby.

Details of the Outreach Post Office Services:

Nutley Post Office

Nutley War Memorial Hall
High Street
Nutley
Uckfield
TN22 3NE

Services

A range of Post Office products and services will continue to be available.

Access

The Nutley War Memorial Hall has a wide door and access is level at the entrance, from the car park.

Internally there will be a hearing loop and space for a wheelchair.

Opening times

Friday	09:00 – 11:00
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Getting there

This Outreach Post Office is located at the same previous location within the Nutley War Memorial Hall, on the High Street in Nutley.

There is dedicated car park located outside the Nutley War Memorial Hall with a designated disabled parking bay. Further roadside parking is available nearby.

Chelwood Gate Post Office

Chelwood Gate Village Hall
Beaconsfield Road
Chelwood Gate
Haywards Heath
RH17 7LF

Services

A range of Post Office products and services will continue to be available.

Access

Chelwood Gate Village Hall has a wide door and access is via steps with handrails at the entrance.

Internally there will be a hearing loop.

Opening times

Friday	11:30 – 13:00
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Getting there

This Outreach Post Office is located at the same previous location within the Chelwood Gate Village Hall, on Beaconsfield Road in Chelwood Gate.

There is dedicated car park located outside the Chelwood Gate Village Hall.

Danehill Post Office

Danehill & Chelwood Gate Social Club
Lewes Road
Danehill
Haywards Heath
RH17 7HR

Services

A range of Post Office products and services will continue to be available.

Access

The Danehill & Chelwood Gate Social Club has a wide door and access is via steps with a handrail at the entrance.

Internally there will be a hearing loop.

Opening times

Friday	13:30 – 15:00
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Getting there

This Outreach Post Office is located at the same previous location within the Danehill & Chelwood Gate Social Club, on Lewes Road in Danehill.

There is dedicated car park located outside the Danehill & Chelwood Gate Social Club.

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 **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.

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

¹ We will provide an update to locally elected representatives if the status of the temporarily closed branch has not changed after 12 months.

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.

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.