

Members are requested to:

- NOTE this report
- CONSIDER the proposal
- RECEIVE a verbal report from Councillor Allsop
- If agreed, to APPROVE funding

The address for LMPC for most contacts is currently Deborah Bourne's home address in RWB. This needs to be changed.

In the Council meeting of 29th April, it was agreed that the Council would apply for a postal address for Jubilee Club House (minute 050/21). Wiltshire Council provided the necessary confirmation that JCH does exist but Royal Mail have strict rules about allocating postcodes:

Business:

Royal Mail have the following criteria which needs to be met before they will issue a postcode for a business property:

- * A building has to be a bone fide business address that has clear signage displaying the business name.
- * The building should be occupied during business hours and the delivery point should be secure and easily accessible for the delivery of mail.
- * A letterbox on an uninhabited building, fence or gate does NOT meet the criteria to be added to the Postcode Address File (PAF)

We meet the first criteria but not the other two, we are therefore not able to apply for a full postal address.

There are three options:

1. Use the Jubilee Club House as the address for all correspondence anyway. This is not a proper PAF registered Royal Mail address but mail addressed there using the Meadow Springs postcode has historically been delivered there. If we chose this option we need to invest in a larger, more robust external letterbox or have one built into the building possibly direct into the office wall. If we do receive much mail there, there could be complaints from the delivery person and it's a long walk up the drive when the gate is locked.
2. Setup a PO Box number and have the mail delivered to a residential address. This gives us flexibility to direct the mail to a non-specific address and change quickly if required. The problem with this option is that the delivery address must be from the same delivery office. Delivery office for Lydiard Millicent is RWB. Assuming we then direct the mail to the Clerk, this restricts the address for the Clerk to be within the RWB delivery zone. Mail should be delivered direct to the Clerk, not Councillors. Cost of a PO Box number is £30.50 per month, £165 for 6 months or £300 for 12 months.
3. Setup a redirection service. This service is ideal for the immediate problem and any mail addressed to Tennyson Road can be re-routed to either JCH or somewhere else. One option is to change the LMPC official address to JCH but use the redirection service permanently to redirect the mail to the Clerk or other. Cost of Business redirection is £216 for 3 months, £321 for 6 months and £519 for 12 months.

Proposal is to set up a redirection service for 6 months to have mail from Tennyson Road redirected to a different address. Cost of this £321.

We then need to consider the options for longer term.

Councillor Allsop
September 2021

