

Alison Alexander
Managing Director
Alison.Alexander@rbwm.gov.uk
01628 796322

TO: ALL BUSINESSES - REGARDING THE WEDDING ARRANGEMENTS AND
CARRIAGE PROCESSION OF PRINCE HARRY OF WALES AND MS. MEGHAN MARKLE

23 April 2018

Dear Sir / Madam,

Royal Wedding – 19 May 2018

The Royal Borough of Windsor and Maidenhead is delighted that Windsor is hosting the Royal Wedding of Prince Harry and Ms. Meghan Markle on Saturday 19 May 2018.

I am writing to you to give you advance notice of some of the arrangements being put in place for this event, to ensure you are able to make appropriate arrangements and reduce any inconvenience caused. Please see attached information as we currently know it, however, with events such as this it may be subject to some change.

The Royal Borough of Windsor and Maidenhead is working alongside partner organisations to ensure the wedding is a successful and happy event for the couple, their families, friends and guests, and for the residents of Windsor and those visiting our historic town on the day. We are also working hard to minimise the impact on our local communities, and to assure our residents that local priorities will not be overlooked in the build-up, during and after the wedding.

The wedding ceremony will take place at 12 noon in St George's Chapel, Windsor Castle. Following the wedding the couple will process through Windsor in a horse drawn carriage. The procession will start at 1pm and the carriage will travel along Castle Hill, High Street, Sheet Street, Kings Road, Albert Road, Long Walk and back into Windsor Castle via Cambridge Gate.

These celebrations have attracted interest from all over the world, and we anticipate tens of thousands of people to visit the town in the week running up to the wedding, and on the day itself, including many hundreds of local, national and international members of the media.

As you can imagine with an occasion of this scale, some of the details are still being finalised, but we will give you as much information prior to the event as possible.

I would like to make you aware now there will be a range of security measures in place, as well as an increased police presence ahead of, and during the day. Please be reassured and not alarmed by this. This is all part of Thames Valley Police's efforts to ensure the safe and smooth running of the celebrations. If you see something that doesn't look right, please speak to a police officer or community warden and they will look into your concerns.

Over the coming weeks, the Windsor and Maidenhead Neighbourhood Policing Team will be visiting businesses in the immediate area of the processional route and adjacent area to discuss some of these plans and provide further event information to enable you to make your own arrangements. In the meantime, please take the opportunity if you are not already a member, to sign up to Thames Valley Alert Business Watch to ensure that you receive free local policing and crime alerts. You can sign up at www.thamesvalleybusinessalert.co.uk

We will be sharing further information with you as it becomes available or you can visit our websites and follow our Twitter feeds for the latest updates – www.rbwm.gov.uk and www.windsor.gov.uk, @RBWM and @VisitWindsor. You can also find more information about the police and security operation at www.thamesvalley.police.uk or by following @ThamesVP on Twitter.

Please allow me to thank you in advance for your cooperation in making the wedding of Prince Harry and Ms. Meghan Markle a happy and joyous event for the couple, their families, friends and guests, as well as being an opportunity to showcase the best of Windsor to the world.

Yours sincerely

Alison Alexander
Managing Director

Information on the event as we currently know it:

- Crowd control barriers will be installed along the entire route to enable people to view the carriage procession in a safe environment. As a result, access to a number of properties will be restricted on the day, and there may be some disruption in the days leading up to the Saturday as well. Although the footpaths will remain open throughout the day, it is likely that the large numbers of people expected to line the route could make movement along footpaths difficult. We will have stewards on the streets during the event to help reduce congestion and ensure the safety of those watching the wedding and carriage procession.
- The barriers lining the processional route will be erected in some areas of the town as early as Friday 11 May 2018 to support the installation of media and other event infrastructure. However, access to properties will be well maintained.
- The full barrier installation will be complete by the evening of Wednesday 16 May 2018 as there will be a rehearsal of a number of elements for the wedding day during Thursday 17 May 2018. The barriers will then be partially taken down following the rehearsal and then re-established on the evening of Friday 18 May 2018 or sooner if large numbers of people arrive early to secure a position along the processional route.
- During the rehearsal on Thursday 17 May 2018 the processional route will be closed to all traffic. This will include delivery vehicles, buses and taxis. Please check the signage nearer the time for the exact extent of the closures and timings or refer to the council's website.
- There will be large screens erected on the Long Walk and in Alexandra Gardens to enable people visiting Windsor to watch the wedding service and carriage procession. There will also be welfare facilities provided including refreshment stalls, toilet facilities (including additional, temporary toilets) and first aid provision in these locations.
- A number of media stands will be constructed at a number of locations along the processional route during the weeks prior to the wedding.
- A public address system will also be installed along the processional routes and in other key locations in the town for information and crowd management purposes in the lead up to the event, during the event, and as the crowds disperse.
- For security and crowd safety reasons, the roads forming the processional route will be closed to all traffic from 10pm on Friday 18 May 2018, or sooner if large numbers of people arrive early to secure a position along the processional route. No traffic will be allowed onto the closed roads and this will include private vehicles, delivery vehicles, buses and taxis. The roads will re-open late Saturday afternoon when considered safe to do so. During the road closures vehicles may be able to leave the area but will not be able to return until the roads reopen late on Saturday afternoon. Please check the signage nearer the time for the exact extent of the closures and timings or refer to the council's website.
- Additional temporary Hostile Vehicle Mitigation measures will be erected along the processional route, and the installation of these measures will commence on Monday 14 May 2018. A number of short temporary road closures will be in place to enable these measures to be installed. Every effort will be made to allow vehicular access to properties during the installation of these measures. Further details will be communicated to businesses as soon as they have been finalised.
- While it is our intention to keep the roads open as long as possible, it may be necessary to close the roads in the immediate town centre earlier than 10pm on Friday 18 May 2018 for security/crowd safety reasons if a large number of people are present in the town centre. If the roads are closed earlier, arrangements will be made to allow for limited vehicular access to be maintained during this time. We will provide further details of what will be required of businesses in due to course.

- A number of car parks will have restrictions on their use during the run up to, and during the event – in particular, River Street, Romney Lock, Home Park and part of King Edward VII. Season ticket holders for the affected car parks can use their tickets in any other available council car parks.
- Due to the significant number of people that are due to visit Windsor on the day of the wedding ceremony, there will also be wider road closures in operation that will restrict vehicular traffic on the roads leading to the town centre. These roads will be closed once the town centre car parks are full and this could be as early as 6am on Saturday 19 May 2018. During the road closures vehicles may be able to leave the area but will not be able to return until the roads reopen late on Saturday afternoon. Please check the signage nearer the time for the exact extent of the closures and timings or refer to the council's website. Businesses should therefore give consideration to how their staff working in Windsor on the day will be able to access their workplace.
- The road closure times referred to above are still provisional at the moment and may be subject to change. Further information relating to times and extent of the road closures, parking suspensions and any further parking restrictions will be published on www.roadworks.org so please check the website for regular updates.