

Parish Council Liaison Meeting

26 June 2019

Notes on Operation London Bridge – Death of the Queen/Senior member of the Royal Family

There are two key aspects – Announcement of Death and Coronation of new King

Civic protocols

- Formal announcements which will come from the Royal household and through the County Council (they are the key source of info including timings and plans for the formal proclamation at the Guildhall in Cambridge).
- For Parishes with a flagpole -There is a protocol on flag lowering and raising during the period of mourning.

For the Sovereign-

- a. Day of death (D-day) – flag at half mast
- b. D+1 (Proclamation day) – at 11:00 flags are raised to full mast and flown until 13:00 on D+2. Flags then returned to half mast until 08:00 on the day following the state funeral.

Other senior members of the Royal Family –

- a. Flags at half mast continuously until 08:00 on the day following the funeral.

Parish Council's need to consider any planned events (fetes, carnivals, celebrations) or PC councillors attendance at events – consider if it is appropriate during the national period of mourning. PC's may wish to cancel meetings particular if schedule for the day of the funeral or coronation.

Parish Council's may want to agree who will attend any local church services as the PC representative.

Black armbands for men, mourning rosettes for women, black ties. Badges of office have to be covered with a black velvet pouch. TIP - You may want to get some in stock.

Practical matters

- Books of condolence – You might want to have a book of condolence or direct people to ones held in Cambridge City or Cambourne. Loose leaf in case a page has to be removed (offensive remark/spoilt). Identify a suitable location for the book of condolence and a table (you will need a black table cloth). You will need a framed photograph of the Royal. Provide suitable pens/blotting paper. Again, you may want to get some in stock.
- In the case of the sovereign – any photos of the Queen will need to be draped with black veiling.

- Designated area for flower laying - think about whether you do something like this as a parish/village. If people in your parish want to lay flowers at a focal spot (church or a village memorial) – you might want to think about this and what you will do to sensitively manage the flower/wreath laying and the removal of dead flowers. You will need to keep any cards and messages.
- We expect local churches will hold services. Think about the groups that will want to attend – Schools, Brownies, Scouts, WI etc
- You may want to think about how your residents might want to bring their memories together – some villages might want to have a display of resident memories of the royal who has passed away – photos, stories – it can be good to link up with local schools, care homes

Coronation of new King

- Things to consider - street parties, celebrations, events, national holiday
 - a. Road Closure
 - b. Emergency access
 - c. Litter clearance
 - d. Safety

Who is considered a senior Royal

H.M. The Queen
 H.R.H. The Duke of Edinburgh
 H.R.H. The Prince of Wales
 H.R.H. The Duchess of Cornwall
 H.R.H. The Duke of Cambridge
 H.R.H. The Duchess of Cambridge
 H.R.H. Prince George of Cambridge
 H.R.H. Princess Charlotte of Cambridge
 H.R.H. Prince Louis of Cambridge
 H.R.H. Prince Henry (Harry) of Wales and Duke of Sussex
 H.R.H. The Duchess of Sussex
 H.R.H. The Duke of York
 H.R.H. The Earl of Wessex
 H.R.H. The Princess Royal
 H.R.H. The Countess of Wessex