

### 62 The Strand, Walmer, Deal, Kent, CT14 7DP

Tel: 01304 362363

Web site: www.walmercouncil.co.uk E-mail: clerk@walmercouncil.co.uk

Dated this 24th January 2024

To Councillors: Adrian Friend, Tony Grist, Louise Ludwig, Diana Richardson, Mark Simpson,

Local Residents: Marguerite Beard-Gould, David Thompson

You are hereby summoned to attend a meeting of the EVENTS COMMITTEE to take place on Tuesday 30<sup>th</sup> January 2024 at 5.30pm – No 8 The Strand, Walmer.

Roland Aldred Town Clerk

\*

### **AGENDA**

### 1. WELCOME AND APOLOGIES

### 2. DECLARATIONS OF INTEREST

To receive any declarations of interest from Members in respect of business to be transacted on the agenda.

Where a member has a new or registered Disclosable Pecuniary Interest (DPI) in a matter under consideration, they must disclose that they have an interest and, unless the Monitoring Officer has agreed in advance that the DPI is a 'Sensitive Interest', explain the nature of that interest at the meeting. The Member must withdraw from the meeting at the commencement of the consideration of any matter in which they have declared a DPI and must not participate in any discussion of, or vote taken on, the matter unless they have been granted a dispensation permitting them to do so. If during the consideration of any item a member becomes aware that they have a DPI in the matter, they should declare the interest immediately and, subject to any dispensations, withdraw from the meeting.

Where a member is declaring an 'Other Significant Interest' (OSI), they must also disclose the interest and explain the nature of the interest at the meeting. The Member must withdraw from the meeting at the commencement of the consideration of any matter in which they have declared

an OSI and must not participate in any discussion of, or vote taken on, the matter unless they have been granted a dispensation to do so or the meeting is one at which members of the public are permitted to speak for the purpose of making representations, answering questions, or giving evidence relating to the matter. In the latter case, the Member may only participate on the same basis as a member of the public and cannot participate in any discussion of, or vote taken on, the matter and must withdraw from the meeting in accordance with the Council's procedure rules.

### 3. OPENNESS & TRANSPARENCY.

To remind those present of the following: -

The right to record, film and to broadcast meetings of the council, committees and sub committees is established following the Local Government Audit and Accountability Act 2014. This into the rights of the press and public to attend such meetings. While those attending meetings are deemed to have consented to the filming, recording, or broadcasting of meetings, those exercising the rights to film, record and broadcast must respect the rights of other people attending under the Data Protection Act 1998. Any person or organisation choosing to film, record or broadcast meetings of the Council or a committee is responsible for any claims or other liability from them so doing.

### 4. MINUTES OF THE PREVIOUS MEETING

To approve the minutes of the meeting held on 5<sup>th</sup> December 2023.

Attach 1

### 5. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE ON THE AGENDA

### 6. CAROLS ON THE GREEN 16th DECEMBER 2023 EVENT REVIEW

i. To review feedback received from the event. Attach 2

ii. To discuss and/or agree ideas for Christmas 2024 event.

### 7. DEAL, KINGSDOWN AND WALMER REGATTA

Teddy Bear's Picnic – feedback from Full Council meeting 10<sup>th</sup> January 24. Attach 3
 To receive a report regarding 200<sup>th</sup> anniversary celebrations in 2026. Attach 3
 Downs Sailing Club Regatta (2026 NSSA Regatta). Attach 4

### 8. EVENT PLANNING FOR CHILDRENS FESTIVAL 2024

i. The Creation Station (Baypoint based) – craft sessions. Attach 5

ii. Food & Drink vendors verbal update by officer.

iii. Draft "working" Poster proposal. Attach 6

### 9. EVENT PLANNING FOR BROCANTE 2024

i. Discuss pitch sizes and options for 2024. Attach 7

ii. Agree external security requirements for event.

### 10. FUTURE EVENTS 2024

i. New 10' x 3' Banner designs for approval.
 ii. Information boards designs for approval.
 Attach 9

iii. Discussion future (new) event ideas.

### 11. DATE OF NEXT MEETING

Tuesday 26th March 2024 @ 5.30pm.



### WALMER TOWN COUNCIL

62 The Strand, Walmer, Deal, Kent, CT14 7DY

Tel: 01304 362363

Web site: www.walmercouncil.co.uk E-mail: clerk@walmercouncil.co.uk

### DRAFT Minutes of the Events Committee held on Tuesday 5<sup>th</sup> December 2023 at No. 8 The Strand, Walmer at 5.30pm

Present: Mrs Marguerite Beard-Gould; Cllr Tony Grist; Cllr Louise Ludwig, Cllr Diana Richardson and Cllr Adrian Friend.

Officers Present: Lynne Simmons - Administration officer.

### 354. WELCOME AND APOLOGIES

Mr Thompson offered apologies due to other commitments. Cllr Simpson offered apologies due to family reasons.

### 355. DECLARATIONS OF INTEREST

No interests were declared.

### 356. OPENNESS AND TRANSPARENCY

The Chairman reminded those present of the terms of openness and transparency.

### 357. MINUTES OF THE PREVIOUS MEETING

Members considered the minutes of the meeting held on 21st November 2023.

**RESOLVED** – That the minutes be taken as a true and accurate record.

Proposed by: Cllr Friend Seconded by: Cllr Ludwig

### 358. MATTERS ARISING NOT COVERED ELSEWHERE ON THE AGENDA

None.

### 359. UPDATE ON CAROLS ON THE GREEN EVENT PLANNING

Members received a verbal report from The Chair.
 All arrangements are in place with a final rehearsal planned on Thursday evening. The script will also be finalised later this week.

The Chair also shared with members that John Trickey (Deal, Walmer & Kingsdown Regatta) had asked the clerk if the Deal Carnival Court could attend the Carols event.

After discussing this request the following proposal was made.

Members would like to thank Deal Regatta for their very kind offer. As the Carols on the Green is planned to be "carols by torchlight" and the Deal Christmas Carnival Parade has already taken place this year, the members would like to decline the offer of the float /Santa but would welcome any member of the Carnival Court to attend.

**RESOLVED.** All members agreed this proposal.

Proposed by: Cllr Richardson Seconded by: Mrs Beard-Gould

 Members discussed the confirmed staffing for the Carols on The Green event, which is sufficient to support the event.
 NOTED.

### 360. EVENT PLANNING FOR 2024.

i. Members discussed events for 2024.

Cllr Grist highlighted the annual sailing club regatta which is due to take place in July 24. It was agreed to add this item as an agenda point to a future meeting. **NOTED.** 

The officer reported that we have now received the contracts from Applause Touring in readiness for the two acts who will be performing at the Children's Festival in 2024. It was highlighted that within terms & conditions there is a requirement for Walmer Town Council to do the following:

- To use the Applause logo and strapline on all printed publicity/websites "this is made possible by Applause Rural Touring".
- To credit Applause Rural Touring in any other publicity.
- To allow for the Company to display Applause publicity material near the performance.

Members agreed these conditions are reasonable. The officer was actioned to a) clarify publicity material which may be displayed at the festival and b) to ensure that the publicity arrangements stated above are reciprocal.

**RESOLVED.** All members agreed the contracts should be signed.

Proposed by: Cllr Friend Seconded by: Cllr Richardson

361. DATE OF NEXT MEETING				
	361.	DATE	OF MEYT	MEETING

Tuesday 30th January 2024 @ 5.30pm

The meeting closed at 18.02pm

Signed	Date
- 8	



### **CAROLS ON THE GREEN 2023: FEEDBACK AND REVIEW**

Summary Stats:
7 survey forms issued
5 responses received

### 1. Please list below feedback you received from members of the public who attended the event:

Positive, appreciative of choice of paper or QR code songsheets; interested in musicians group (So I wish I'd known name of White Cliffs Wind symphonic orchestra beforehand).

It was too long it went way over the hour, it was too cold to stay I just wanted to sing I didn't want to hear all the lectures. There were too many carols and why did we sing all the verses?

The first soloist was not my thing- I didn't like it. Why was it so religious!

I would have liked to see the choir and the orchestra My grandson loved seeing the princesses and father Xmas There could have been stalls selling other food.

I didn't seek feedback on the event at the time.

Very good from all but one.

Enjoyed performances by the children. Medley of carols would be better at the end. More options for hot food and drink. Interest shown in who the band were. Very cold for the musicians (from a spectator who knew band members).

### 2. Please list below feedback you received from participants & performers at the event:

Positive; I was very happy to be involved and to help out.

None- I wasn't in a role to do that.

I did give Peter positive praise for his son's performance & he seemed to be doing well serving hot drinks.

I didn't speak to any of the participants etc

School children absolutely loved it especially being centre stage also commented on how well Seth Cooper and Band performed several comments of thanks to Walmer Town Council for organising event.

N/A

### 3. What aspects of the event did you most like?

Singing familiar carols; and Jake St Ange's initiative to make Christmas a tad more international, Stille Nacht, heilige nacht. Humble prayer showing understanding from Warden house children.

It was free, dry and great to see a large gathering coming together to sing. I loved Peter's son's performance

The Orchestra were very good. The school children sung well.

Peter's son was very good and energy levels went up with his performance.

All

Atmosphere was good and everyone seemed to be enjoying the experience. Useful to have some tables for those who needed to sit down. Music, Pete's son and choir were good. Sound quality and use of app as alternative to paper copies.

### 4. What aspects of the event did you think could be improved?

Rev Seth a tad too high church for my taste. Dron-ey carol by solo-ist at start, less engaging for families IMHO.

Raise the platform so people can see. Shorten the carols.

Keep to an hour- the crowd thinned out considerably before the end.

It felt more like a church organised and religious service- this is not what everyone expects or wants.

It went on for too long - a lot of people started leaving before the end. Too many verses to most of the carols. The script was not necessary as it should have been a carol singing event.

There should have been a stage or use of bandstand as Orchestra and kids couldn't be seen - appreciate that there are technical problems.

Consideration should be given to having a group (could be quite small) who set the pace for the Carols.

Didn't hear many people actually singing.

Big screen with words to the carols

More room for school pupils.

The event was too long - most people left when the children had finished performing. Unless you were at the front or on the bank you could not see anything. Long queue throughout for refreshments. Some people did not manage to have carols due to phone issues. Needed a programme to be able to follow. Did not need all the verses in the longer carols. Another coffee/refreshment option?

### 5. What would you like to see for a future Walmer Town Council Christmas event?

Same musicians; a primary school choir (Warden House or from Walmer?), same length of session; dry weather!; inclusion of acknowledgement that Walmer & UK is an ecumenical / multi-faith society and Christmas is season of peace & goodwill to all mankind.

Group singing is good for the soul, but not a religious service, I would go to church if I wanted that.

After hearing some Deal Town councillors sing at the Charter day ceremony at St George's- why don't we encourage them to get on stage and help lead the singing- or get them in the audience?

Try to get Walmer pupils- was this a repeat of the service at St Mary's?

Will pass to events committee.

Same as was well attended.

Although this was branded as WTC it was a repeat of a performance at St Mary's and should have been advertised as such. I would probably have preferred something more lighthearted with a mixture of festive songs and popular carols. Perhaps a variety of performers, more marquee space to accommodate the singers and musicians. Maybe linking with St Saviours to have a more Church option for those who want it. Alternatively, having a large, enclosed marquee with a couple of areas for performers plus seating, crafts, refreshments, patio heaters, grotto, activities for children etc. (Toilets).

### 6. Please share any other feedback or points for consideration at a future Events Committee meeting.

Same musicians; a primary school choir (Warden House or from Walmer?), same length of session; dry weather! Inclusion of acknowledgement that Walmer & UK is an ecumenical / multi-faith society and Christmas is season of peace & goodwill to all mankind.

How much involvement did the Events committee have in planning the specifics? Look forward to discussing it at the next meeting.

Will pass to events committee.

Not much need for paper copies.

Those who attend events are generally very positive about them and want them to continue or for there to be more. Would it be possible to combine the efforts of Deal and Walmer churches to put on Christmas events which would appeal to a broad range of people, of all faiths and none? WTC could upport/coordinate/facilitate? It's important to offer something a bit different but which also has broad appeal. Maybe reinforcing the community message of family/friends/neighbours?



Item: Teddy Bears Picnic 2024 & Deal Walmer & Kingsdown Regatta - Carnival 2026

Date: 12<sup>th</sup> December 2023

Meeting: Events Meeting 30th January 2024

From: Lynne Simmons

A meeting was held with John and Rosie Trickey from the Deal Carnival Association at 62 The Strand on 12<sup>th</sup> December 23. Roland Aldred and Lynne Simmons were both present.

At the meeting John Trickey explained that he is keen to re-build ties with Walmer Town Council and highlighted he would welcome the return of Walmer Town Council's involvement in the annual Teddy Bears Picnic. A separate report on this was presented to the Full Council meeting which took place on 10<sup>th</sup> January 24.

At the Full Council meeting it was agreed that Walmer Town Council will support the Teddy Bear's picnic for 2024; the Chairman will open the meeting and present awards. It is very likely that we will also be asked for support with volunteers to man the stalls at the picnic which is taking place on Saturday 20<sup>th</sup> July 2024.

Separate to this John also shared the provisional dates for the Regatta which is being planned for 2026. In 2026, the Regatta will celebrate its 200<sup>th</sup> anniversary and is also the 30<sup>th</sup> anniversary of the Royal Marines leaving Deal. It will also tie in with the National Schools Association Sailing Regatta which is being hosted by The Downs Sailing club. Walmer Town Council has been asked to consider if we wish to run our own event within the overall special Regatta celebration which is planned to be two weeks in duration.

The date which John has asked us to consider as a possibility for a Walmer Town Council organised event is Sunday  $2^{nd}$  August 26. They have requested an airshow from the Red Arrows for this day, but aside from this have no other plans for this day on the green.

Members to decide if Walmer Town Council wish to organise an event to take place within the Regatta 200<sup>th</sup> anniversary celebration.

### **DEAL 2026 PROVISIONAL**

### **DEAL CARNIVAL 200<sup>TH</sup> Anniversary**

### 30<sup>™</sup> Anniversary of Royal marines leaving Deal

MON 20TH / FRIDAY 24 <sup>TH</sup> JULY	<b>NATIONAL SCHOOL SAILING DOWNS</b>
WEDNESDAY 22ND JULY	ARRIVAL FORRESTS FUN FAIR
SAT 25 <sup>™</sup> JULY	TEDDY BEAR'S PICNIC 1.00PM TO 5.30PM
	PARTY ON THE GREEN7.00PM TO 9.30PM
	FIREWORKS 9.30PM
SUNDAY 26 <sup>TH</sup> JULY	10K RUN
	SEA SWIM
	RAFT RACE
	LORRY PULL
	CROYDON STEEL ORCHESTRA
MON 27 <sup>™</sup> JULY	
TUE 28 <sup>TH</sup> JULY	
WEDNESDAY 29TH JULY	BABY SHOW
	PARTY ON THE PROM
	FIREWORKS
THURSDAY 30 <sup>TH</sup> JULY	ARTISAN FAIR
	CARNIVAL
	QUEENS CARNIVAL DANCE
FRIDAY 31 <sup>st</sup> JULY	CARIBBEAN BEACH PARTY
SAT 1 <sup>ST</sup> AUGUST	MOTOR SHOW
SUN 2 <sup>nd</sup> AUGUST	RED ARROWS AIR SHOW
SAT. 8 <sup>th</sup> AUGUST	END OF CARNIVAL DISCO/FIREWORKS

NEW

ROYAL MARINES TO LEAD OUT CARNIVAL 30<sup>th</sup> JULY
RED ARROWS AIR SHOW SUN. 2ND AUGUST
DRUM HEAD SERVICE







### 2026 NSSA Regatta

The National Schools Sailing Association annual event hosted by Downs Sailing Club and Kent Schools Sailing Association

July 20th to 24th 2026

Five days racing on four race courses

200 boats, 250 competitors plus team supporters and parents

25 rescue boats plus 5 large support vessels

Camping and meals provided for team entrys

Volunteer run by Downs SC and KSSA Members with support from clubs in the region and local community

Previously held at Downs SC in 2014

www.downssailingclub.co.uk

www.kssa.co.uk

www.nssa.org.uk

### Contatcts

Simon Cory ( Commodore Downs SC ) commodore@downssallingclub.co.uk

Brian Mumford ( Vice Commodore Downs SC vicecommodore@downssallingclub.co.uk



Item: New Activity Proposal: The Creation Station (from Baypoint)

Date: 23<sup>rd</sup> January 2024

Meeting: Events Committee Meeting Tuesday 30th January 2024

From: Lynne Simmons

The officer took away an action at a previous Events committee meeting to research alternative craft activity options (a Little Gulls replacement) for the Childrens Festival 2024.

After an online and facebook search for a local crafts provider, it appears that local options are very limited. The closest organisation offering craft type activities for children are part of a nationwide provider called The Creation Station and are based at Baypoint.

I have contacted the team and have asked them to provide some options (and prices) to come along to the Childrens Festival and run some craft type drop-in sessions for us. These options are listed below:

"I have drafted a couple of pricing structures dependent on budget and the activity you would prefer us to provide.

So the higher costing activity would be kite decorating, these are full sized kites (35cmx 40cm) the families would be able to decorate these and then fly them afterwards (this would take the longest). This would be £760 for 150 kites.

The other activity we would like to offer you is the kite keyrings, mini kite suncatchers and ceramic kite decoration making, in which the families could have a choice in what they would like to make, they would sit and make them with us and then take their creation home. This would be: £500 for 200 activities.

Alternatively, we could do one of the above options such as the keyring making and some kite themed colouring in sheets and colouring equipment. This would be: £410 for 200 activities.

Obviously we can increase the amount of activities dependent on your budget too. If you have any questions, please let me know."

I am impressed with the prompt responses from the lady I have been in discussions with and the enthusiasm she has shown towards our event. I have not yet entered into any detailed conversation with regards to equipment which may be needed for them to put on the activity sessions or how much space they may need on the day.

Please note that due to the additional budget agreed for this event in 2024 there is circa £1k left to spend in the budget.

Members to decide if they wish to engage The Creation Station for the event and which is the preferred option.

Walmer Town Council's

with Kites on the beach

Children's Festival Saturday 29<sup>th</sup> Ju

Saturday 29th June 2024

12pm - 4pm

WALMER GREEN



Little Ones

Magical things

Excitement

Right on the Green

Kites to Fly Circus Skills

The Junk Orchestra

**Face Painting** 

Wheel 2 Wheel Display Team

Food





### Walmer Town Council Presents



In Association with Kent Kite Flyers

### Childrens Festival with Rites

**Featuring** 



Wheel2Wheel Display Team

**Applause Rural Touring** 



Circus skills, Face Painting and more!

WITH live music from Kellef Guf Shanfymen



Saturday 29<sup>th</sup> June 2024 12pm - 4pm Walmer Green





Item: Brocante 2024: Pitch Sizes and Layout Options

Date: 23<sup>rd</sup> January 2024

Meeting: Events Committee Meeting Tuesday 30th January 2024

From: Lynne Simmons

Walmer Green has now been measured and a copy of the spaces measured, along with the respective measurements, are attached to this report.

I have from this produced three options in terms of pitch sizes and layouts, for review to enable us to plan and sell pitches for this event in 2024.

Option 1 Keep same layout and pitch sizing as in 2023.

Option 2 Keep same width of pitches but almost double the depth of pitches.

This option will enable sellers to park a car and provide sufficient space for a small (3x3) gazebo etc. This is in response to feedback received in 2023.

The drawback to this option is that it reduces the number of pitches available on site overall.

Option 3 Reduce the width of pitches slightly and almost double the depth of pitches (from 2023 sizing).

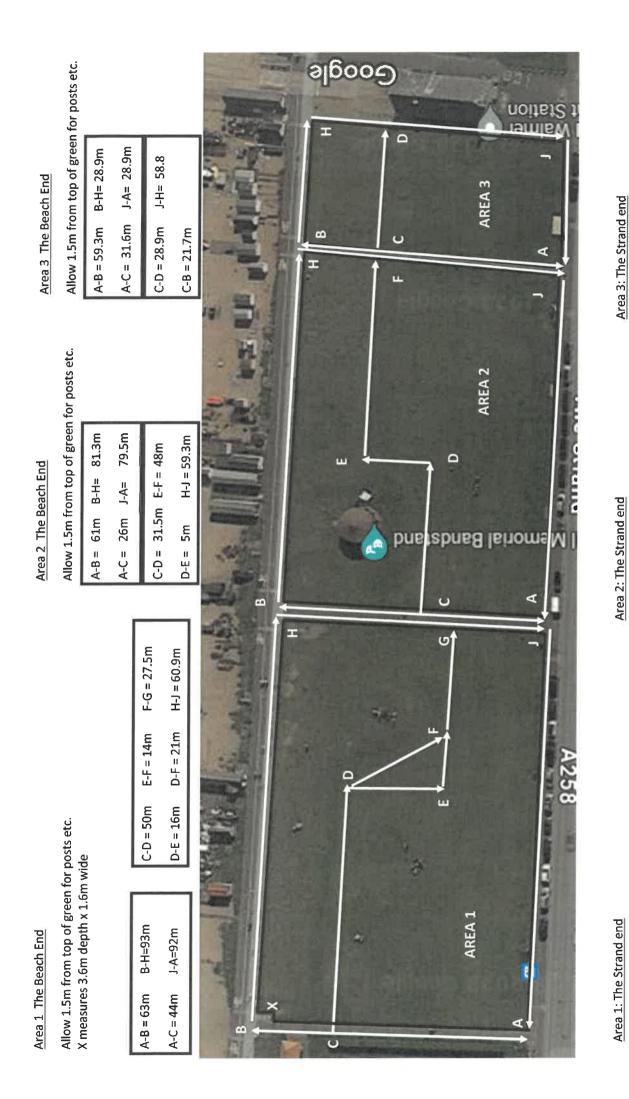
The benefit to this approach is that it addresses the feedback raised in 2023 but keeps the overall number of pitches to a similar number as in 2023.

### Points to note:

In both options 2 and 3 the emergency vehicle access / space between rows has been reduced to 4m (from 5.5m in 2023). There remains sufficient space for vehicular access with pedestrians taken into account, but this does mean that sellers will not be permitted to encroach into the adjoining aisles. This, however, should not be a problem given the revised depths of the pitches.

Consideration also needs to be given to the number of pitches sold. If we are to sell the maximum number of pitches, it is important to recognise there would be no space for flexibility/moving sellers around.

Members to decide which is their preferred option for 2024.



WALMER GREEN MEASUREMENTS JAN 2024

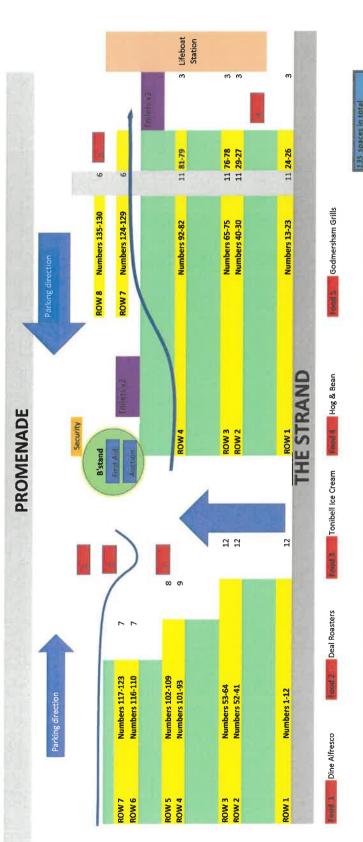
Allow 3m from front of grass

Allow 2m from front of grass

Allow 2m from front of grass for bus stop etc

Allow 3m from edge

### BROCANTE LAYOUT 2023: PITCH SIZE 7M WIDTH X 3.66M DEPTH



Not to leave until

18ft or 5.5 m between rows for service/Emergency vehicles EACH PITCH IS SAME DEPTH 3.66m

135 spaces in total
30 x doubles
85 x singles

115 PITCHES SOLD EQUATES TO 145 SINGLE PITCHES

Parking vehicles will start in the order on this map please Some vehicles have different door opening side - so need to accommodate this

Double 14m x 3.66m

PIT(Single 7m x 3.66m

Tasks
Directing vehicles onto green from the road
Registering incoming vehicles
Directing vehicles to pitches

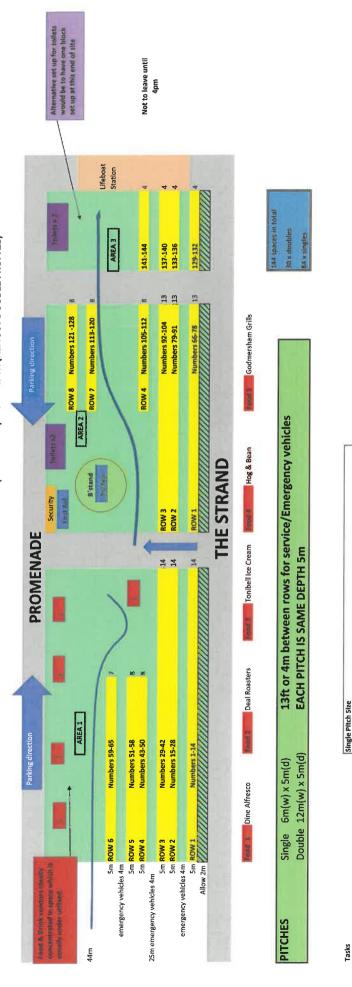
Single Pitch Size		
23ftw x 12ftd	feet	23
7mw x 3.66d	metres	23 Same as 23
7mw x 5md	metres	24 Same width but almost double depth
6mw x 5md	metres	24 Slightly narrower in width but almost double depth
Double Pitch Size	au	
46ftw x 12ftd feet	feet	23
14mw x 3.66md metres	metres	23 Same as 23
14mw x 5md	metres	24 Same width but almost double depth
12mw x 5md	metres	24 Slightly narrower in width but almost double depth

5.5m between rows for service/emergency vehicles

### Alternative set up for toilets would be to have one block set up at this end of site Not to leave until 4pm Lifeboat Station AREA 3 id x doubles BROCANTE LAYOUT OPTION 1 2024: PITCH SIZE 7M WIDTH (SAME AS 23) X 5M DEPTH (ALMOST DOUBLE FROM 23) 114-116 117-119 ## Godmersham Grills ROW 8 Numbers 102-107 ROW 7 Numbers 96-101 Numbers 79-89 Numbers 68-78 ROW 4 Numbers 90-95 Numbers 57-67 AREA 2 13ft or 4m between rows for service/Emergency vehicles Hog & Bean THE STRAND B'stand Security ROW 3 ROW 2 ROW 1 **PROMENADE** mod 3 Tonibell Ice Cream **EACH PITCH IS SAME DEPTH 5m** 22 22 5m ROW 1 Numbers 1-12 ond 2 Deal Roasters AREA 1 Numbers 44-50 Numbers 37-43 Numbers 51-56 Numbers 25-36 Numbers 13-24 Double 14m(w) x 5m(d) Single 7m(w) x 5m(d) pod 1 Dine Alfresco 5m ROW 3 5m ROW 5 5m ROW 6 5m ROW 4 5m ROW 2 emergency vehicles 4m 5m ROW 1 emergency vehicles 4m 28m emergency vehicles 4m PITCHES

23
23 Same as 23
24 Same width but almost double depth
24 Slightly narrower in width but almost double depth 23
24 Same as 23
24 Same width but almost double depth
24 Slightly narrower in width but almost double depth Allow 4m between rows for service/emergency vehicles Aisles MUST be kept clear due to slight reduction in width of aisles Single Pitch Size 23w x 12d feet 7mw x 3.6i metres 46ftw x 12<sup>-</sup> feet 14mw x 3.1 metres 14mw x 5n metres 7mw x 5mi metres 6mw x 5mi metres Double Pitch Size Directing vehicles onto green from the road Registering incoming vehicles Directing vehicles to pitches

# BROCANTE LAYOUT OPTION 2 2024: PITCH SIZE 6M WIDTH (NARROWER) X 5M DEPTH (ALMOST DOUBLE FROM 23)



Tasks Directing vehicles onto green from the road Registering incoming vehicles Direction vehicles to airchee

73W X 1.2d Teet	23
7mw x 3.66d metres	23 Same as 23
7mw x 5md metres	24 Same width but almost double depth
6mw x 5md metres	24 Slightly narrower in width but almost double depth
Double Pitch Size	
46ftw x 12ftc feet	23
14mw x 3.66 metres	23 Same as 23
14mw x 5md metres	24 Same width but almost double depth
12mw x 5md metres	24 Slightly narrower in width but almost double depth









## **BANK HOLIDAY MONDAY 26th AUGUST 2024** 8AM - 4PM

DWN COUNCI

WALMER GREEN, WALMER, CT14 7DL WWW.WALMERCOUNCIL.CO.UK / 01304 363363



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### **ENTRANCES OPP. THE CEDARS SURGERY** PUBLIC TOILETS CAN BE FOUND ON **MARINE ROAD**,

