

Membership from May 25

Councillor Borda
 Councillor Harvey
 Councillor Hulbert
 Councillor Jarvis
 Councillor Kavanagh
 Councillor McHugh (Chair)
 Councillor Winter (Vice)

Members = 7

Quorum = 3



Newmarket

TOWN COUNCIL

The Memorial Hall, High Street, Newmarket Suffolk CB8 8JP

You are hereby summoned to attend a meeting of the
LEISURE SERVICES COMMITTEE

to be held at

Memorial Hall, High Street, Newmarket, CB8 8JP

on **Monday 1st June 2026 at 7.15pm**

**or following on from the Development and Planning
 Committee meeting, whichever is the later time**

A G E N D A

The meeting is held in public and the public are encouraged to attend and participate. Just occasionally matters such as contractual or staffing matters do have to be held in the confidential part of the meeting. This is a public arena, therefore anything you say including your name if given, may be published by the press, social media and in Council committee minutes.

Members of the public and press may not orally report or comment about a meeting as it takes place if present at a meeting of the Council, but otherwise may:

- a. film, photograph or make an audio recording of the meeting;
- b. use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later;
- c. Report or comment on the proceedings in writing, during or after a meeting or orally after the meeting.

The Council will where possible facilitate such recording unless it is being disruptive. It will also take steps to ensure that children, the vulnerable and members of the public who object to being filmed are protected without undermining the broader purpose of the meeting

- 1) **Election of Chair** – to elect a Chairperson for the Leisure Services Committee for the Municipal Year 2026/2027
- 2) **Election of Vice Chair** – to elect a Vice Chairperson for the Leisure Services Committee for the Municipal Year 2026/2027
- 3) **Chair to read** the fire safety notice and announce that this meeting is being recorded and to ask whether anyone else intends to record the meeting
- 4) **Apologies** - To receive and accept apologies for absence
- 5) **Declaration of interests**
 - a) Councillors are invited to raise any declarations of interest concerning items on the agenda
 - b) To consider any requests for dispensation
- 6) **Minutes of the previous meeting held 7th April 2026**
 - a) To consider and adopt the minutes as a true record of the proceedings
 - b) To consider any matters arising
- 7) **Public participation** – an invitation to members of the public to make representations to Councillors.
 Resolutions can only be made on items on the agenda
Rules of public participation: no person may speak for no longer than 3 minutes in total. The maximum time permitted for this item is 15 minutes. This is the only opportunity during the meeting, for members of the public to address Councillors.
- 8) **Presentation** – to receive a presentation from Marketplace Arts on their proposed 2027 illumination installation
- 9) **Accounts** – To receive and note the accounts for Leisure Services for the previous month
- 10) **Working Group Reports for LS** – to receive any reports from the NTC Working Groups that report directly to the Leisure Services Committee
- 11) **Events updates by the Events Manager**
 - i) **Food Fest Update**
 - ii) **2026/27 Event Planning**
- 12) **Accessible Door** – to consider a quote to alter the entrance doors to comply with the Disability Discrimination Act
- 13) **MH Reception Flooring** – to consider a quote to replace the flooring in the Memorial Hall reception foyer
- 14) **Illumination installation proposal** - To consider 'Light up the Town Newmarket 2027' proposal from Marketplace Arts
- 15) **Correspondence**

To: Chairman and Members of Community Services Committee, Other Council Members, The Press

16) Date of next meeting Monday 3rd August 2026

Signed: *CE Whitaker* Cathy Whitaker, Town Clerk

Date: 26th May 2026

To: Chairman and Members of Community Services Committee, Other Council Members, The Press



Newmarket

TOWN COUNCIL

Minutes of a Meeting of the Leisure Services Committee **Held on Monday 7th April 2026 at 7:15pm**

Attendance:

Councillor J McHugh (Chair)
 Councillor J Borda
 Councillor J Harvey
 Councillor P Hulbert

Councillor S Kavanagh

Also Present: C Whitaker – Town Clerk, C O'Reilly – Events Manager, one member of the Press, one member of the public

L/26/04/1 Chair to Read the Fire Safety Notice and Announce that Proceedings May be Filmed or Recorded

The Chair opened the meeting, announced that the fire safety notice was not required and confirmed that the meeting is not being recorded.

L/26/04/2 Apologies for Absence

Apologies were noted for Councillors Jarvis and Winter.

L/26/04/3 Declaration of Member's Interests and to Remind Councillors of the Need to Keep up to Date Their Register of Member's Interests and to Consider Any Requests Received for Members Dispensation

None noted. There were no requests for dispensation.

L/26/04/4 To Receive and Confirm for Accuracy the Minutes of the Leisure Services Committee Meeting Held on Monday 2nd February 2026 and Any Matters Arising

Members received the minutes of the Leisure Services Committee meeting held on 2nd February 2026 and Cllr McHugh made a proposal, seconded by Cllr Borda. A vote was taken which was unanimous and the following was agreed:

L/26/04/4.01 Resolved

That the minutes of the Leisure Services Committee meeting held on 2nd February 2026 be adopted and signed as a true record by the Chair of the Leisure Services Committee.

L/26/04/5 Public Open Session

No members of the public wished to speak.

L/26/04/6 To Receive the Accounts

The draft accounts for March 2026 were received and noted.

L/26/04/7 Working Group Reports for LS

There were no reports.

L/26/04/8 Events Update

The Events Manager gave an update on the Earth Day Event on 25th April 2026.

Book number 20 2025 -2026

Minutes of Leisure Services Committee held on Monday 7th April 2026

Current planned events:**April** – Newmarket Earth Day**June** – Maisons Lafitte Twinning visit to Newmarket - Friday evening drinks reception and canapes at Town Hall. Saturday vineyard tour and wine tasting, then Apex show. Sunday Ely, afternoon tea and Sunday Supper at Heath Court Hotel.**June** - Lexington Singers visiting Newmarket - Friday 26th June - joint concert with Newmarket Community Choir –Afternoon buffet reception at Masonic Lodge. Concert at Memorial Hall.**July/August** - Summer Entertainment 23rd and 30th July 2026, 6th, 13th, 20th and 27th August 2026 – Memorial Gardens and Memorial Hall**September** – Grenadier Guards – Saturday 12th September 2026 - conferment of Freedom of the Town – High Street Parade to Tattersalls**October** - Halloween event in half term 2026**November** – Remembrance Service – Sunday 8th November 2026 – Service at the War Memorial followed by a High Street Parade to Tattersalls for a Service.**December** – Christmas 2026 event(s)**L/26/04/9****International Event 2027**

A possible event for September 2027 was discussed – an international day to celebrate the unity and diversity of Newmarket. This would possibly merge with the previously discussed Food Festival. Cllr McHugh made a proposal seconded by Cllr Harvey. A vote was taken which was unanimous and the following was agreed:

L/26/04/9.01 Recommendation

The Committee support the proposal in principle for an International Day event in 2027. The Events Manager to reach out to the relevant sections of the community and bring back to the June agenda for a firm decision.

L/26/04/10**Correspondence**

None noted.

L/26/04/11**Date of Next Meeting**Tuesday 1st June 2026 at the Memorial Hall.

Meeting closed at 7:38pm.

Signed _____

Date _____

Summary of Recommendations

Recommendation	Recommendation Wording
<u>L/26/04/4.01 Resolved</u>	That the minutes of the Leisure Services Committee meeting held on 2nd February 2026 be adopted and signed as a true record by the Chair of the Leisure Services Committee.
<u>L/26/04/9.01 Recommendation</u>	The Committee support the proposal in principle for an International Day event in 2027. The Events Manager to reach out to the relevant sections of the community and bring back to the June agenda for a firm decision.

Book number 21 2025 -2026

Minutes of Leisure Services Committee held on Monday 7th April 2026

Item 9

28/05/2026

Newmarket Town Council Current Year 26/27

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Detailed Income & Expenditure by Budget Heading 28/05/2026

Month No: 2

Committee Report LS DRAFT as at 28/05/26

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Leisure Services								
120 Memorial Hall								
1001 Hall Hire Standard Rate	0	3,040	20,000	16,960			15.2%	
1181 Grant Received WSC	0	1,000	0	(1,000)			0.0%	
Memorial Hall :- Income	0	4,040	20,000	15,960			20.2%	0
4011 Rates	0	7,546	9,360	1,814		1,814	80.6%	
4012 Water Rates	11	11	4,500	4,489		4,489	0.2%	
4014 Electricity	735	1,570	8,000	6,430		6,430	19.6%	
4015 Gas	390	1,670	7,500	5,830		5,830	22.3%	
4016 Cleaning	16	107	3,500	3,393		3,393	3.1%	
4017 Fire Precautions	0	0	500	500		500	0.0%	
4036 R&M - Buildings	821	16,971	70,000	53,029		53,029	24.2%	
4038 Furniture/Fixtures/Fittings	0	13	3,000	2,987		2,987	0.4%	
4040 Trade Refuse Collections	0	2,182	2,500	318		318	87.3%	
4044 Public Toilet Cleansing	4	4	400	396		396	1.1%	
4078 Refreshment Costs-Venues	14	30	2,000	1,970		1,970	1.5%	
4080 PWLB Loan Charges (CAP + INT)	0	0	89,864	89,864		89,864	0.0%	
4095 Assets Purchased	342	657	0	(657)		(657)	0.0%	
Memorial Hall :- Indirect Expenditure	2,332	30,763	201,124	170,361	0	170,361	15.3%	0
Net Income over Expenditure	(2,332)	(26,723)	(181,124)	(154,401)				
301 Arts								
1043 Income - Tea Dance	0	0	1,000	1,000			0.0%	
Arts :- Income	0	0	1,000	1,000			0.0%	0
4440 Costs - Childrens' Events	0	37	15,000	14,963		14,963	0.2%	
4443 Costs - Tea Dance	(119)	(19)	2,000	2,019		2,019	(0.9%)	
Arts :- Indirect Expenditure	(119)	18	17,000	16,982	0	16,982	0.1%	0
Net Income over Expenditure	119	(18)	(16,000)	(15,982)				
302 Winter Event								
4453 Cost - Winter Event	0	0	10,000	10,000		10,000	0.0%	
Winter Event :- Indirect Expenditure	0	0	10,000	10,000	0	10,000	0.0%	0
Net Expenditure	0	0	(10,000)	(10,000)				

Continued over page

Detailed Income & Expenditure by Budget Heading 28/05/2026

Month No: 2

Committee Report LS DRAFT as at 28/05/26

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
303 Entertainments								
4179 Events/Entertainment General	29	1,571	5,000	3,429		3,429	31.4%	
Entertainments :- Indirect Expenditure	29	1,571	5,000	3,429	0	3,429	31.4%	0
Net Expenditure	(29)	(1,571)	(5,000)	(3,429)				
304 Tourism								
4311 Christmas Tree	0	0	1,000	1,000		1,000	0.0%	
4318 Town Tourism	0	0	4,000	4,000		4,000	0.0%	
Tourism :- Indirect Expenditure	0	0	5,000	5,000	0	5,000	0.0%	0
Net Expenditure	0	0	(5,000)	(5,000)				
305 Carnival								
4312 Newmarket Carnival	0	0	10,000	10,000		10,000	0.0%	
Carnival :- Indirect Expenditure	0	0	10,000	10,000	0	10,000	0.0%	0
Net Expenditure	0	0	(10,000)	(10,000)				
306 Memorial Gardens								
4012 Water Rates	212	212	2,500	2,288		2,288	8.5%	
4016 Cleaning	0	196	3,000	2,805		2,805	6.5%	
4037 R&M - Grounds	0	407	5,000	4,593		4,593	8.1%	
4041 R&M - play-equipment	251	251	5,000	4,749		4,749	5.0%	
4046 Opening/Closing Costs	695	1,172	6,500	5,328		5,328	18.0%	
4112 Water Feature	0	2,632	5,000	2,368		2,368	52.6%	
Memorial Gardens :- Indirect Expenditure	1,158	4,869	27,000	22,131	0	22,131	18.0%	0
Net Expenditure	(1,158)	(4,869)	(27,000)	(22,131)				
307 Twinning								
4189 MLF twinning expenses	1,875	1,875	10,000	8,125		8,125	18.8%	
Twinning :- Direct Expenditure	1,875	1,875	10,000	8,125	0	8,125	18.8%	0
4181 LEXLINK twinning expenses	2,088	2,088	10,000	7,912		7,912	20.9%	
Twinning :- Indirect Expenditure	2,088	2,088	10,000	7,912	0	7,912	20.9%	0
Net Expenditure	(3,963)	(3,963)	(20,000)	(16,037)				
310 The Severals Sports Facilities								
1002 Sports Hire Income	0	578	7,000	6,423			8.3%	
The Severals Sports Facilities :- Income	0	578	7,000	6,423			8.2%	0

Detailed Income & Expenditure by Budget Heading 28/05/2026

Month No: 2

Committee Report LS DRAFT as at 28/05/26

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4011 Rates	0	2,567	2,740	173		173	93.7%	
4012 Water Rates	0	270	1,500	1,230		1,230	18.0%	
4014 Electricity	0	0	2,500	2,500		2,500	0.0%	
4015 Gas	55	274	2,500	2,226		2,226	11.0%	
4016 Cleaning	0	0	500	500		500	0.0%	
4017 Fire Precautions	0	0	600	600		600	0.0%	
4036 R&M - Buildings	0	3,553	15,000	11,447		11,447	23.7%	
4037 R&M - Grounds	0	0	8,000	8,000		8,000	0.0%	
4038 Furniture/Fixtures/Fittings	0	0	1,000	1,000		1,000	0.0%	
4040 Trade Refuse Collections	0	814	880	66		66	92.5%	
4041 R&M - play-equipment	0	0	1,000	1,000		1,000	0.0%	
4044 Public Toilet Cleansing	4	4	150	146		146	2.9%	
The Seversals Sports Facilities :- Indirect Expenditure	60	7,483	36,370	28,887	0	28,887	20.6%	0
Net Income over Expenditure	(60)	(6,905)	(29,370)	(22,465)				
Leisure Services :- Income	0	4,618	28,000	23,383			16.5%	
Expenditure	7,422	48,666	331,494	282,828	0	282,828	14.7%	
Movement to/(from) Gen Reserve	(7,422)	(44,048)	(303,494)	(259,446)				
Grand Totals:- Income	0	4,618	28,000	23,383			16.5%	
Expenditure	7,422	48,666	331,494	282,828	0	282,828	14.7%	
Net Income over Expenditure	(7,422)	(44,048)	(303,494)	(259,446)				
Movement to/(from) Gen Reserve	(7,422)	(44,048)	(303,494)	(259,446)				

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Report to	Leisure Services Committee
Subject	Events update for 2026
Purpose	Information
Classification	Unrestricted
Meeting date	1st June 2026
Item number	11
Written By	Charlotte O'Reilly – EVENTS MANAGER

Summary: This report gives summary information regarding events 2026/27 planned so far.

Newmarket Earth Day 2026

Very successful event that was well attended and came in under budget at £5490

MLF Twinning 2026

When: Friday 19th- Monday 22nd June 2026

Summary Details: Maisons Lafitte visit Newmarket.

Friday evening drinks reception and canapes at Town Hall. Saturday vineyard tour and wine tasting, then Apex show. Sunday Ely, afternoon tea and Sunday Supper at Heathcourt Hotel.

Budget: £10,000

Lexlink Twinning 2026

When: Friday 26th June.

Summary Details: Lexington Singers visiting Newmarket – joint concert with Newmarket Community Choir – Afternoon buffet reception at Heathcourt Hotel. Concert at Memorial Hall
Budget: joint with Kuoni Agent. Estimated cost £2000

Summer Entertainment 2026 x 6 dates

When: July 23rd, 30th, August 6th, 13th, 20th and 27th

Where: Memorial Gardens and Memorial Hall

Summary Details: Some new roaming and theatre performances booked for 2026. New inflatable company from Bury St Eds following Thrillseekers going out of business

Times: 12-3pm

Budget: £15,000

Grenadier Guards 2026 – Freedom of the Town

When: Saturday 12th September 2026

Where: High Street/ Tattersalls

Times: TBC

Summary Details: Road Closure, Parade to Tattersalls, Scroll, Concert. 1st phase of ticket released. Sales going well. Grenadiers to visit Newmarket post Trooping of Colour to discuss finer logistics

Remembrance Sunday 2026

When: Sunday 8th November 2026

Where: War Memorial/ Tattersalls

Times: 1.30- 4pm

Budget: £2,500

Christmas 2026 4-6th December – Memorial Hall

When: Friday 4th- Sunday 6th December 2026

Where: Memorial Hall

<i>Times:</i>	<i>TBC</i>
<i>Summary Details:</i>	<i>Series of events in Gardens and Hall including story time, walkabout polar bear and rides/stalls.</i>
<i>Budget:</i>	<i>£10,000</i>

Events for 2027

Following meeting with Tracey Harding of Discover Newmarket the food festival isn't in a position to be resurrected. We have discussed collaborating/sponsoring Sausage Fest for 2027 which is very Newmarket Centric and links to success of the market square. Going forward this will be a September event so we won't plan to run a food focused event in September to avoid clashes. Spring 2027 Event: Wellbeing theme/ W International focus.



Report to	Leisure Services Committee
Subject	Automatic Access
Purpose	Information/Decision
Classification	Unrestricted
Meeting date	Monday 1st June 2026
Item number	12
Written By	Naomi Alecock DEPUTY TOWN CLERK

Summary: Our current entrance to the Memorial Hall does not comply with the Disability Act (DDA) and does not allow for less abled people to enter the building unaccompanied.

1.	Introduction
a.	It was originally thought that we just needed to change the outer wooden doors to open using an automated button, however after obtaining advice from specialists we are aware that we have a wider problem with the current system causing pinch points which could cause harm to those accessing the building. The safety and security of this entrance is not as it should be and needs to be addressed. Due to this not meeting H&S legislation and fire regulations, the Town Clerk authorised, under their delegated authority, an alteration to the outer wooden doors so that they open outwards in the same direction as the tormax doors to improve accessibility and ensuring compliance.
2.	Context
a.	This still does not meet the DDA standards
b.	The building remains inaccessible for those less mobile or in a wheelchair
3.	Proposal/Options
a.	To replace the tormax door system
b.	To automate the wooden doors to work with the inner door allowing a better and improved access to the building
4.	Financial/Resource Implications
a.	Record - £8060.00
b.	DUK Doors - £3,450.00
c.	Avanti Doors - £4,079.40
5.	Next Steps/Recommendations
a.	To approve the works to the tormax door and wooden door to ensure compliance with the DDA.
b.	To appoint a contractor to undertake these works.
	<u>Recommendation</u>

We have approached a number of local companies for quotes. One attended and we never received a quote, one attended and has since gone into liquidation and therefore were unable to fulfil their commitment of a quote, one company is unable to work with a door entry system like ours, one does not cover this area.

In addition to these companies, we have received three quotes, however two of these were priced based on photos of the doors sent to them by the Deputy Town Clerk and a site visit was not undertaken.

One attended and carried out a site visit (option a); this company has also carried out work at a local business and comes recommended.

Despite option a being more costly, my recommendation would be to appoint these as a contractor for the proposed works as they have undertaken a site visit and there is more accuracy in their quote and there is less risk of further charges being incurred as the project progresses. Problems were only identified during a site visit with both companies that did attend; it is unfortunate that we were unable to obtain a quote from the other company that attended due to them now being in liquidation.

Estimate for Newmarket Town Council

**Your global partner
for entrance solutions**

Estimate

Naomi Alecock
Newmarket Town Council
King Edward VII Memorial Hall
Suffolk
CB8 8JP

DTC@newmarket.gov.uk

29/01/2026

Estimate ref: **MW/Q2601-375-0**

King Edward VII Memorial Hall, High Street, Newmarket, Suffolk CB8 8JP

We thank you for your recent enquiry and we have pleasure in submitting our proposals for the provision of the automatic door requirements, including the following:

- Schedule of Rates
- Project Notes
- Scope-of-works
- General Notes
- Terms and Conditions

The proposal, prepared by Michael Whalen, is based on the details supplied in response to your pricing enquiry. We believe our proposal addresses all relevant aspects comprehensively. Should you require any clarification or possess additional information that might influence the project, please feel free to reach out to your account manager (contact details provided below).

We appreciate the opportunity to be of assistance and eagerly anticipate the prospect of offering ongoing support. In the upcoming days, our account manager will contact you to further explore our proposal and address any queries you may have.

Assuring you of our best attention at all times.

Kind regards,

Charlie Webb

Account Manager

Email: charlie.webb@recorduk.co.uk

Tel: 07766 993814

Michael Whalen

Estimator

Email: michael.whalen@recorduk.co.uk

Tel: 01698 377440



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Schedule Of Rates		3
Project Specific Notes		4
Scope of Works		5
Scope Notes		6
Additional Notes		7
Additional Charges		9
Limited Warranty		10
Planned Maintenance		11
Terms & Conditions		12

Schedule Of Rates

TOTAL PRICE: £8,060.00 NETT

(Subject to VAT at applicable rate)

ITEM	REFERENCE	DESCRIPTION	QTY	PRICE
1	External	1nr DFA pair swing operators	1	£5,430.00
2	Internal	1nr DFA single swing operator	1	£2,630.00

Project Specific Notes

1. **Site attendance:** All works to be carried out over a single uninterrupted period, during normal working hours (Mon-Fri 8am-5pm).
2. **Provisional Lead-Time:** Our standard lead-time is approx. xx weeks from final approvals. While ongoing external factors may cause short-notice disruptions, we are committed to improving lead-times. Please contact your Account Manager to check if we can meet your schedule.
3. **Price Validity:** Our costs are fixed for 30 days from the estimate date. Due to market fluctuations, we cannot extend this rate beyond the noted period.
4. Doors to be changed to outward opening (by others)
5. Push pad externally will activate both outer and inner doors & vice versa with the internal push pad on the internal door.

Scope of Works

Item 1: DFA127 CDe Pair

Pair of transom-fixed DFA127 operators:

- Push arms (outward opening)
- 1 Wireless push pad for ingress (wall mounted) c/w receiver
- Flatscan top-rail safety sensors c/w external rain-cover
- Digital function switch (BDE-D)
- Standard infill-cover
- Satin Stainless Steel cover
- 1 PPC Mount plate
- 2 Finger guards
- 2 PPC flat bar barriers with glass inserts, powder coated RAL 9006

[Discover our DFA127 product](#)

Item 2: DFA127 CDe Single

Single transom-fixed DFA127 operator:

- Push arm (outward opening)
- 1 Wireless push pad for egress (wall mounted) c/w receiver
- Flatscan top-rail safety sensors
- Digital function switch (BDE-D)
- Satin Stainless Steel cover
- 1 Standard mini maglock (non monitored) c/w Z&L brackets

[Discover our DFA127 product](#)

Scope Notes

Item 1-2: DFA127 CDe

1. Door leaves are supplied and installed by others.
2. All doors must have anti-finger trap guards or equivalent. Pricing is from £155.00 nett.
3. The automatic swing operator must be mounted to a secure, structural anchor point. The transom should be 125mm deep, made of a 5mm thick aluminium plate, bespoke header section, brick, concrete, or 22mm thick plywood, securely braced. The client must ensure the head fix can withstand stresses and strains. A reinforced boxed section should run from outer mullion across the transom to outer mullion, fixed to the vertical mullions and transom, providing a structural fixing for our operator(s).
4. The top rail inside the door must be approx. 100mm deep to accommodate an arm and a top-rail safety sensor. These sensors protect the door leaf width. After a full Hazard Analysis and Risk Assessment, this specification may need amending for full-width protection and regulatory compliance, potentially incurring additional costs.
5. In medium to high wind conditions, powered pedestrian swing doors may stall, fail to open, or not close due to a 150N static entrapment force limit (BS EN 16005). We recommend reducing door sizes where possible, as larger doors are more affected by wind and pressure, and torque cannot be increased to counteract these forces.
6. The door opens outwards for escape. During a fire alarm, it reverts to manual, allowing exit by pushing the door outwards, complying with regulations. If automatic opening is needed during a fire alarm, operators can link to the building's emergency power supply. If not possible, we can provide a UPS unit, with cabling and housing supplied by others. Pricing is from £426.00 nett.
7. BS EN 16005:2023+A1:2024 requires barriers to direct pedestrian traffic and prevent entry into unsafe zones. Barriers should be 900-1000mm high, with solid infills, covering the door's width, and fixed to solid foundations. A full Hazard Analysis and Risk Assessment must confirm the installation's safety. Pricing is from £310.00 nett.
8. If side safety barriers are implemented, a sufficient foundation must be provided by others. Barriers should be mounted into concrete pads or a suitable material to ensure a secure fit and withstand 740 N/m on the top edge. Mounting into sand, tarmac, block, or crazy paving is insufficient.
9. The DFA swing operator cannot be set to manual. To comply, manual opening forces must be $\leq 30\text{N}$ and 22.5N . Configuring as automatic allows the door to close with up to 150N static entrapment force, ensuring full safety and accessibility for less-abled persons.
10. We recommend a minimum walkthrough height of 1980mm for all powered doors.

Additional Notes

- Payment terms: 30 days from invoice date (subject to credit approval).
- Our proposal is subject to technical review and/or site survey.
- All installations by Record UK comply with **BS EN 16005:2023+A1:2024** (safety in use for power-operated pedestrian doors).
- An initial risk assessment and hazard analysis per Annex I of the Machinery Directive (2006/42/EC) has been conducted. Additional items may be needed post-site survey for full compliance.
- **BS EN 16005:2023+A1:2024** requires barriers/guards to direct pedestrian traffic and prevent entry into non-safe zones. A full Hazard Analysis and Risk Assessment must be conducted to ensure the final installation is safe.
- The approach sensor activation distances should be a minimum of 1000mm (1500mm for emergency escape doors). Activation distance depends on door width and opening speed to ensure timely opening.
- This estimate is not a feasibility recommendation. A Structural Engineer review may be needed for compliance with design standards and/or performance specifications. Detailed structural calculations are not included. Costs and specifications depend on approval by the Certifying Engineer (SER Scheme in Scotland) and/or the Project Engineer.
- If our proposal is accepted, the works must be completed within 6 months from the agreement date. After this period, rates may be subject to a 10% increase.
- If the installation start date is delayed, materials will be delivered to site for secure storage and an invoice for the equipment will be issued. If on-site storage is not available, off-site storage can be arranged, with rates starting from £50 per week, per entrance, after the initial two-week period. All materials will be vested and invoiced accordingly, with labour costs invoiced upon project completion.
- Our proposal is based on the specifications and notes in this estimate, representing our best interpretation of the available information. Before accepting, the client must ensure our proposal aligns with the project's requirements and meets their satisfaction.
- In accordance with current legislation, clients are reminded of their duties for managing a project, which include making the following arrangements:
 - Appropriate appointment of other dutyholders.
 - Allocation of sufficient time and resources.
 - Preparation and provision of relevant information to other dutyholders.
 - Execution of duties by the principal designer and principal contractor (where applicable).
 - Provision of welfare facilities.

Site Attendances

Attendance	MC	RUK
Unloading to works / storage area	✓	
Suitable hard access and free of obstruction for delivery vehicles	✓	
Safe secure storage area/ container	✓	
Site security of stored materials	✓	
Provision of skips	✓	
Removal of debris occurring from works to skips		✓
Provision of forklift including driver	✓	
Hoisting/ craneage	✓	
Drilling of structure for fixing materials		✓
Cutting of holes to accommodate bolts, floor boxes, conduits etc.	✓	
Provision of hand tools		✓
Generator/ power supply	✓	
Task lighting		✓
General lighting	✓	
*13A plug socket within 1mtr of auto door system (*electrical supply must be available prior to our works commencing on site)	✓	
**Connection to Fire-Alarm panel	✓	
Connection to BMS (Building Management System)	✓	
Wiring / Containment / Cable-runs	✓	
Manifestation to glass (*apart from mandatory auto door signage)	✓	
Mastic pointing to industrial standards (if applicable)		✓
Sealing door system to building structure	✓	
Tape protection to framework		✓
Any other protection	✓	
Final site clean down (including glass where applicable)	✓	
Removal of protection	✓	
Provision of datum levels and grid lines for works	✓	
Static (Structural) calculations incl. door construction	✓	
Scaffold (in any format)	✓	
Hoardings	✓	
General site welfare facilities (i.e. canteen area / toilets)	✓	

All the above attendances are only applicable if related to the scope-of-works

*** 13A Plug Socket:** A 13A plug socket must be within 1 metre of the automatic door system installation for testing and commissioning. It should be on the same side as the operator, at high level, clearly marked "Automatic Door," preferably to the left of the header unit.

**** Fire-Alarm Connection:** We strongly recommend the fire-alarm engineer be present during the commissioning of the automatic doors. If the fire-alarm connection is not completed at installation time, Record UK Ltd.'s doors will remain open and unpowered. Return visits for connection and/or commissioning will incur additional charges.

Additional Charges

All costs shown below are applicable to UK mainland and Northern Ireland only. Additional costs may apply outside of this geography.

Cancellation Costs

Should an Order or Letter of Intent be received and subsequently cancelled then the following charges may apply;

- Prior to drawing approval, a fee of up to £1,500 plus VAT applies.
- Once drawings are approved, the project may incur costs for design, material procurement, manufacturing and transport.
- A restocking charge of £650 plus VAT applies to projects not requiring design and drawing approval.
- Clients are responsible for all static calculations of the entire system, including door construction. Our proposal does not include detailed structural calculations.

Abortive Visit Costs

The below schedule details the charges that will apply should a job be aborted up to 48 hours prior to our mobilisation;

Up to 48 hours from confirmed installation date	£395.00 per person
Day of confirmed installation (Mon-Fri / Normal Hours)	£495.00 per person
Day of confirmed installation (Mon-Fri / OoH)	£645.00 per person
Day of confirmed installation (Weekend)	£795.00 per person

Should a job be aborted within these time frames, then it should be noted that a further visit cannot be guaranteed within 20 working days, although every effort will be made to do so

Additional Revisit Costs

The below schedule details the charges that will apply should we need an additional site visit or are required to return to site to commission an installation through no fault of record UK;

Additional Site Visit			
Mon-Fri: Normal working hours	£495.00 + VAT per person		
Outside of Normal working hours (evening / weekend)	£POA		
Completion of Installation			
	1-2 Operators	3-5 Operators	6+ Operators
Mon-Fri: Normal working hours	£495.00 + VAT	£995.00 + VAT	£POA
Outside Normal working hours (evening / weekend)	£POA	£POA	£POA

Limited Warranty

This product comes with a 12-month warranty. Mechanical and electrical components are covered for 12 months.

During the initial 12 months post-commissioning, your equipment is protected by Record UK's standard New Installation 12-month Limited Warranty Cover. This includes labour, parts and materials that are required to be replaced following product failure but excludes misuse, abuse, vandalism, or 3rd party involvement.

You must register the Limited Warranty by completing the online form. [Warranty Registration for your Record Automatic Door \(recorduk.co.uk\)](https://recorduk.co.uk/warranty-registration).

Please note this warranty is subject to proper use of the product and servicing as per our recommendations set out by the Operations and Maintenance Manual.

To report a fault, please complete the online form: [Report a fault on your record automatic door \(recorduk.co.uk\)](https://recorduk.co.uk/report-fault).

If you already have a Service Contract with Record, we will reach out to you and discuss adding this install to your package.

Planned Maintenance

Preventive maintenance through our Service Care plans cuts overall costs by helping you avoid unplanned interruptions, emergency callouts, inspection failures and unnecessary energy loss. Service plans protect and extend the lifetime of your investment and ensure the proper and safe operation of your automatic door systems.

To download our Brochure, please scan our QR Code.

To discuss our Service Care Plans, please email servicesales@recorduk.co.uk or call 01698 376411.



	 Standard Care	 Proactive Care	 Full Care
Meets BS EN 16005 or BS 7036 Automatic Door Standards	✓	✓	✓
24/7 Service Desk	✓	✓	✓
PPM and Safety Test During Record UK Normal Working Hours	✓	✓	✓
Electronic Visit Report	✓	✓	✓
Health and Safety Advice	✓	✓	✓
Lifecycle Advice	✓	✓	✓
Standard Response ¹	✓	✓	✓
Enhanced Response ²	X	X	Upgrade Option
Callout and Repair Fee ³	Chargeable	Normal Working Hours Included	24/7 Included
Additional Working Hours	Chargeable	Normal Working Hours Included	24/7 Included
Materials ⁴	Chargeable -5% Discount on Stocked Parts	Chargeable -10% Discount on Stocked Parts	Component Parts
Misuse Damage	Chargeable	Chargeable	Chargeable
Recommended Term	1 Year	2 Years	3 Years
Specific Exclusions	Beyond Economic Repair (BER), Ram Raids / Significant Criminal Damage, Acts of God and Misuse & Abuse	Beyond Economic Repair (BER), Ram Raids / Significant Criminal Damage, Acts of God and Misuse & Abuse	Beyond Economic Repair (BER), Ram Raids / Significant Criminal Damage, Acts of God and Misuse & Abuse

1. Standard Response – same day for critical emergencies and security issues / 3 days for essential repairs / 7 days for non-essential repairs.
2. Enhanced Response is eight working hours.
3. Callout and repair fee includes travel to site and the first hour on site. Additional hours are charged as used.
4. Excludes complete replacement of door, frames, and major components.
5. Full care package dependant on product type, age and condition.

Terms & Conditions

1 APPLICABILITY AND VARIATION

1.1 These Record UK Ltd general terms and conditions (the 'Terms') apply to all proposals, quotations and contracts issued or entered into by Record UK Ltd.

1.2 No variation to these Terms shall be applicable unless explicitly agreed in writing by an authorized Record UK Ltd representative.

1.3 These Terms shall take precedence over any other terms and conditions, in particular those which are referred to in any of the customer's documents.

2 FORMATION OF CONTRACT

2.1 Unless explicitly stated otherwise, any proposal submitted by Record UK Ltd is valid for a period of 30 days from its date of issuance.

2.2 The contract will be formed only upon issuance of a written order acknowledgement by Record UK Ltd, or, if sooner, upon the execution of the order.

2.3 In the event of the client becoming insolvent, Record may, at any time by written notice to the client, terminate this contract with immediate effect. This termination will not affect any rights or remedies which Record may have in respect of payment of any outstanding invoices due to them by the client.

2.4 Our offer is based upon Record UK Ltd T&C's as noted in this document. If our proposal is successful we reserve the right to review your Subcontract and for our commercial department to negotiate agreed terms and conditions with you. We would advise that it is our policy not to accept any LAD's and we have also not included or made any allowance for a performance bond within our offer.

3 PRICING

3.1 Prices are valid for shipment of products or performance of services during the on-going calendar year. Record UK Ltd may apply a price indexation mechanism for shipment or performance in subsequent years.

3.2 Prices are based upon the cost for labour, materials and statutory obligations ruling at the date stated on the proposal. Accordingly, Record UK Ltd may increase its prices by giving written notice to the customer prior to the delivery of products or services to reflect any increase in Record UK Ltd's cost in performing the contract due to any factor beyond reasonable Record UK Ltd's control.

4 DELIVERY

4.1 Delivery dates are estimates only and Record UK Ltd shall not be liable for any damages attributable to any delay or failure to deliver. In the event delivery is delayed beyond the acknowledged delivery date for any reason and at any time, Record UK Ltd shall advise the customer thereof as soon as practicable and provide a new estimated delivery date.

4.2 If Record UK Ltd is unable to deliver the products to the customer for any reason attributable to the customer, the products may be deemed to have been delivered and Record UK Ltd may invoice and store the products until actual delivery and the customer will be liable for all related costs and expenses.

4.3 Offloading of Record UK Ltd products shall be at the responsibility of the customer unless otherwise agreed. If Record UK use and/or borrow lifting equipment this shall be free of charge and/or a contra charge shall not be applied.

5 PAYMENT

5.1 Unless agreed otherwise, payment shall be made in GBP upon receipt of Record UK Ltd's invoice, within agreed payment terms.

5.2 Record UK Ltd's acceptable payment methods are Electronic Bank Transfer or Card Payment. Cheque payments are not an acceptable form of payment and will be returned.

5.3 No payment shall be deemed to have been received until Record UK Ltd has received cleared funds.

5.4 The customer shall make all payments due without any deduction whether by way of set-off, counterclaim, discount, abatement or otherwise.

5.5 Record UK Ltd reserves the right to suspend warranty or further deliveries of products or performance of services under any contract with the customer in the event of late or non-payment.

5.6 Where amounts are not duly paid and without prejudice to any other right or remedy, Record UK Ltd reserves the right without formal notification to apply statutory interest, which is 8% plus the Bank of England base rate, for business to business transactions.

5.7 In the event of late or non-payment, Record UK Ltd reserves the right to transfer collection of debt to our third

party debt collection partner, where additional collection charges will be liable.

6 DEFERRAL AND CANCELLATION

6.1 Except with Record UK Ltd's prior written agreement, the Customer may not defer delivery or cancel, in whole or part, any contract. Such agreement shall be subject to the customer indemnifying Record UK Ltd in full against any loss (including loss of profit), costs, charges and other expenses incurred as a result of the deferral or cancellation.

6.2 Record UK Ltd reserves the right to defer the execution of or cancel the contract in the event of non- or late payment.

7 TRANSFER OF TITLE AND RISK

7.1 Ownership of the products shall not pass to the customer until Record UK Ltd has received in full all sums due to it in respect of the products.

7.2 While the ownership of the products remains with Record UK Ltd, it may, subject to the customer not having fulfilled its payment obligations, take repossession of the products.

7.3 Until ownership has passed pursuant to Article 7.1, the customer shall not, unless otherwise agreed in writing, transfer ownership to a third party nor charge or encumber the products in any way and maintain the products in satisfactory condition insured on Record UK Ltd's behalf for their full price.

8 WARRANTY

8.1 Subject to the conditions set forth herein, Record UK Ltd warrants that its Products are free from defects of material and workmanship

8.2 The following warranty periods apply:

a) Products: 12 months from date of installation by Record UK Ltd

b) Repaired or replacement products (or parts): the remainder of the warranty period pursuant to Article 8.2(a)

8.3 Record UK Ltd parts shall be warranted for 12 months from the date of installation to be free from defects of material and workmanship and Record UK Ltd shall, at its discretion replace or repair Parts shown to be defective provided the Parts were installed, operated and maintained in accordance with Record UK Ltd recommendations.

8.4 The warranty will not apply to:

a) In the event of normal wear and tear or corrosion;

b) Products, parts and services which are not installed, stored or used correctly in accordance with Record UK Ltd's instructions or which are damaged, misused, hacked or otherwise manipulated by customer or third party in an unauthorized manner;

c) Products, parts and services which are not maintained in accordance with Record UK Ltd's instructions;

d) Product, parts and services which are modified without Record UK Ltd's written approval or damaged by any act beyond Record UK Ltd's control.

8.5 Once complied with this Article, Record UK Ltd shall have no further liability for a breach of warranty in respect of such products or services

9 PERIOD OF WORK, SAFETY AND OTHER OPERATIONS

9.1 The quotation for services and installation works is based upon working during normal trading hours Monday through Friday with continuity unless alternative times and periods are stated in the quotation at additional costs.

9.2 Customer shall provide to Record UK Ltd free and safe access to all sites and systems at all times, failure of which will entitle Record UK Ltd to suspend and/or abort any further performance until such free and safe access is restored in addition to any other rights set forth in the Terms. Furthermore, customer shall provide at no cost light, heat, power, water and any other services necessary for Record UK Ltd's execution of the works.

9.3 If any repairs to finished work are necessary through damage caused by alterations by third parties, these shall be regarded as extra and charged to customer according to the work involved.

9.4 Building operations or works by third parties is to be finished before installations of Record UK Ltd commence and such structures to which Record UK Ltd's Products are fitted shall be suitable for that purpose.

10 FORCE MAJEURE

10.1 Record UK Ltd reserves the right to defer the delivery date or to cancel the contract in whole or in part, if it is prevented from or delayed in the carrying on of its business due to circumstances beyond its reasonable control,

including (without limitation) acts of God, accidents, compliance with any law, regulation or other government order (whether or not valid), war or national emergency, riots, fire, industrial action, shortages of labour, restraints or delays affecting carriers or inability or delay in obtaining supplies of adequate or suitable materials. If the force majeure event continues for a continuous period in excess of 6 months, either party shall be entitled to terminate the contract

11 LIMITATION OF LIABILITY

11.1 Unless otherwise provided for by mandatory provision of applicable law, Record UK Ltd's total liability for direct damages, if and when established, shall be limited to the price of such products and/or services. Record UK Ltd shall not in any case be liable to the customer for any consequential damage or indirect damage whatsoever, including but not limited to loss of profit, special, punitive or exemplary damages.

11.2 Brochure, data sheets, drawings and any other product literature are issued by Record UK Ltd for information purposes only and can be updated or amended from time to time. Any typographical, clerical or other error, mistake or omission in these documents or in offers, order acknowledgements, drawings, specifications, invoices or other documents shall be subject to correction without any liability on the part of Record UK Ltd.

11.3 Record UK Ltd shall not be responsible for any consequence arising of or resulting from the use of incomplete or incorrect information communicated by the customer to Record UK Ltd and costs incurred by Record UK Ltd as a result of such inaccuracy and/or incompleteness of information will be charged to the customer.

12 INTELLECTUAL AND INDUSTRIAL PROPERTY RIGHTS

12.1 The customer acknowledges that it will acquire no intellectual or industrial property rights in any patent, trademark, trade name, drawings or any other related right owned, used or developed by Record UK Ltd prior to or during the execution of the contract.

12.2 The customer agrees not to do or permit to be done anything which might in any way adversely affect the validity or value of Record UK Ltd's intellectual or industrial property rights or the goodwill therein.

12.3 Notwithstanding the foregoing, when Record UK Ltd develops specific software or source code for a customer, this customer is, conditional upon payment of the agreed royalties, granted a non-transferable, non-exclusive right of usage for the lifetime of the concerned Record UK Ltd security system on the agreed project site.

13 ADDITIONAL TRAVELLING

13.1 If fares and travelling beyond the amount of Record UK Ltd's normal allowances are incurred owing to an additional visit or visits being rendered necessary from lost journeys or non-continuity through no fault of Record UK Ltd, the excess amount shall be charged to the customer.

14 MISCELLANEOUS

14.1 The customer shall not be entitled to assign the contract or any part of it without the prior written consent of Record UK Ltd. Record UK Ltd may assign the contract or any part of it to any person, firm or company.

14.2 If any provision of these Terms is or shall become wholly or partly void, it shall to the extent of such voidness be deemed severable and the remaining provisions of these Terms and the remainder of such provision shall continue in full force and effect. To the void provision shall be substituted a valid provision which comes as close as possible to the economic purpose of the void provision.

15 NOTICES

15.1 All notices required or to be permitted to be given by either party in accordance with these terms and conditions shall be in writing and forwarded by First Class Recorded Delivery mail addressed to the other party at its Registered Office or principal place of business as designed herein

16 LAW AND JURISDICTION

16.1 The contract shall be governed by the Laws of Scotland and both parties hereby agree to submit the non-exclusive jurisdiction of the Scottish courts.



QUOTATION

Address: DUK AUTOMATIC DOOR
SPECIALISTS LTD, Unit 13 Fenton
Industrial estate , Drewsbury Road,
Stoke-on-trent, Staffordshire, ST4
2TE

Telephone: 07919 117778

Email: matt@dukdoors.co.uk

VAT Number: 359 7743 42

Company No.: 12909233

Customer Details

Memorial Hall
Memorial Hall
Newmarket
Suffolk, England
CB8 8JP

Site Details

Memorial Hall - Memorial Hall
Memorial Hall
Newmarket
Suffolk, England
CB8 8JP

Quotation Details

Quotation: #QUO03277

Date: 23/10/2025

Prepared by: Matthew Lovatt

Order Number:

Upgraded Job Number:

Description

Scope of Works

Site: Memorial Hall
Enquiry: Installation of Automatic Access System to Outer Door

Existing Setup:

The inner door is already automated with a Tormax system and will remain as is.

The outer door is a manual wooden push/pull door currently providing main access to the hall.

Proposed Works:

Supply and install a Record DFA127 automatic swing door operator to automate the existing outer wooden door.

Provide and fit a powder-coated filler plate to suit the new operator and existing door frame.

Install appropriate activation devices (push pads) for entry and exit operation.

Fit on-door safety sensors in full compliance with EN16005 standards.

Include battery backup and DPS/program switch for operational control.

Fully test, commission, and certify the installation upon completion.

Notes:

No integration with the inner Tormax system is required.

Works to be carried out by DUK Doors engineers.

All materials and equipment to be supplied to match existing aesthetics and finish.

Item	Description	Qty	Notes
1	Record DFA127 Automatic Swing Door Operator	1	Low-energy operator, EN16005 compliant
2	Powder-Coated Filler Plate	1	To suit existing wooden door frame and match finish
3	On-Door Safety Sensor (Monitored)	1	Ensures safety compliance during operation
4	Stainless Steel Push-to-Open Pad	2	Internal and external activation pads
5	DPS / Program Switch	1	For operational mode selection (Auto / Hold Open / Off)
6	Aluminium Finger Guard	1	1900mm length, fitted to hinge side for user safety
7	Electrical Cabling & Containment	As required	For safe power and control wiring
8	Signage Pack	1	Includes "Automatic Door" and "Push to Open" stickers
9	Fixings & Consumables	As required	Screws, plugs, sealant, fittings for installation

Description	Quantity	Sell	Discount	VAT	Total (Ex VAT)
Single swing automation package with labour	1.00	£3,450.00	£0.00	20.00%	£3,450.00

Sub Total:	£3,450.00
Discounted Amount:	£0.00
Total Excluding VAT:	£3,450.00
VAT Amount:	£690.00
Total Including VAT:	£4,140.00
Global Amount Discounted:	£0.00
Grand Total:	£4,140.00



Avanti Doors LTD
Unit 19, East Coast Business Park
King's Lynn
Norfolk
PE34 3LW
Tel: +44-1553615608
Email: service@avantidoors.co.uk
Web: www.avantidoors.co.uk
Company Reg: 12643548
VAT No: GB364394181

Quote - QU-3375

Date: 12/11/2025

Customer Ref: Front Door AUTOMATION

Newmarket Town Council

Newmarket Town Council
Newmarket Town Council
King Edward VII Memorial Hall
High Street
Newmarket
Suffolk

CB8 8JP

Site / Delivery Address

King Edward VII Memorial Hall
King Edward VII Memorial Hall
King Edward VII Memorial Hall
High Street
Newmarket
Suffolk

CB8 8JP

Description: Front Entrance Automation

Supply of 2 engineers to attend site outside normal working hours.

To supply and install a powder coated backing plate to facilitate the fixing points.

To remove one pair of faulty swing operators and then supply and fit 1no EN16005 Swing Double Complete Package, consisting of the following:

1 Pair of automatic swing operators with SSA std silver covers

Centre cover section

Drive arms

2no wireless push pads with receiver

4 no on door safety sensors

Wire, test and commission to EN16005 on completion. Test and leave all in good working order.

Waste disposal upon completion.

#	Product	Description	Qty
1	2 Engineers NWH	N/A	1
2	Aluminium Backing Plate	Powder Coated	3

#	Product	Description	Qty
3	Pair of Swing operators EN16005 - 2 x operators, 4 x On Door Safety Sensors, 3x Activation Sensors, Auto Door Sign, Keep Clear Sign	SW70S	1

Customer Notes: Subject to final site survey

13A Fused Spur required prior to works commencing

Terms: Our standard set of terms and conditions apply.

By accepting this quote you agree to our terms and conditions of payment upon completion of the works described.

Sub Total (exc. VAT) £4,079.40

Discount Total £0.00

VAT £815.88

Our payment terms are 30 days from months end of invoice date.

Total (inc. VAT) £4,895.28

We would like to thank you for the opportunity to quote for this - Avanti Doors LTD

Note: This quote is not a contract or a bill. It is our best guess at the total price to complete the work stated above, based upon our initial inspection. If prices change or additional parts and labour are required, we will inform you prior to proceeding with the work.

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Report to	Leisure Services Committee
Subject	Reception Flooring
Purpose	Information/Decision
Classification	Unrestricted
Meeting date	Monday 1st June 2026
Item number	13
Written By	Naomi Alecock DEPUTY TOWN CLERK

Summary: The flooring in the reception area is bowing and the hall doors are getting caught on the flooring

1.	Introduction
a.	The flooring has started to bow in places and prevents the fire doors from shutting properly. The reception area was recently redecorated and the floor could benefit from an upgrade to improve the appearance of the area and allow the doors to close as they should; removing a trip hazard.
2.	Context
a.	The flooring creates a trip hazard and stops the fire doors from shutting as they should
b.	The flooring is looking tired with old covid sticker marks and would benefit from being replaced to make this newly decorated area more presentable to those visiting the building
3.	Proposal/Options
a.	Uplift existing flooring, latex sub floor, supply and fit LVT vinyl tiles that are durable and easy to maintain
b.	
4.	Financial/Resource Implications
a.	DL Flooring - £2170.00
b.	P&B Flooring £1686.72
c.	Cut and Tuck £2,227.00
5.	Next Steps/Recommendations
a.	To approve 1 of the contractors to replace the reception flooring

D L Flooring Services

1 Churchill Avenue, Newmarket, Suffolk CB8 0BZ

Home – 01638 601728 Mobile – 07949 127 019

Email dlflooring.dl@gmail.com

www.dlflooringservices.co.uk

Estimate

Newmarket Town Council
King Edward VII
Memorial Hall
Newmarket

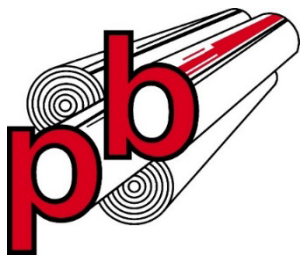
27/03/2026

To uplift existing flooring, latex sub floor, supply and fit LVT vinyl tiles
to reception area.

£2020.00

To remove all waste to skip.

£ 150.00



P&B FLOORING LTD.

Contract & Domestic Flooring
Peterhouse, 1 Hammond Close,
Exning Road, Newmarket,
Suffolk, CB8 0AZ

Tel: (01638) 663736

Fax: (01638) 560215

Name – Charlotte O'Reilly
Newmarket Town Council
The King Edward VII Memorial Hall
High Street
Newmarket
Suffolk
CB8 8JP
Email – EVENTS@NEWMARKET.GOV.UK

Date – 15TH May 2026

Ref – Newmarket Town Hall – entrance area

QUOTATION

To take up and dispose of the existing floor coverings from site. To then supply and install a single coat of latex screed n.e. 3m thickness, to provide a suitable surface for new floor coverings.

To then supply and install new Marlings LVT55 (Colour TBC), stuck down in suitable adhesive.

£1,686.72 + VAT

Please note that the quote is based on working normal working hours only.

Kind regards

Chris Harlock
Contracts Manager

Office - 01638 663736
Mobile – 07436143501
e-mail – chris.harlock@pandbflooring.co.uk

Many Thanks for your enquiry



Newmarket Town Council
The King Edward VII Memorial Hall
High Street
Newmarket
Suffolk
CB8 8JP

DATE 19th May 2026

Quotation: The King Edward VII Memorial Hall

Uplift & dispose 34m2 of existing fully bonded flooring in the Entrance Hall £ 187.00

Supply & apply 34m2 of Latex screed & Fit LVT in the Entrance Hall £2,040.00

LVT Burnished Concrete

Price includes all ancillaries

Sub Total £2,227.00

VAT @ 20 % £ 445.40

TOTAL £2,672.40

VAT No 144 3923 16

Cut & Tuck Flooring LTD : 12 Redberry Way, Redlodge, Bury St Edmunds, Suffolk, IP28 8XG



Report to	Leisure Services Committee
Subject	Light Up the Town 2027
Purpose	Information/Decision
Classification	Unrestricted
Meeting date	Monday 1st June 2026
Item number	14
Written By	Charlotte O'Reilly EVENTS MANAGER

Summary:	Light Up the Town Newmarket 2027
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1.	Introduction
a.	We have been approached by Marketplace Arts to collaborate on a project in Jan or Feb 2027 in Memorial Garden.
2.	Context
a.	Marketplace Arts would like to repeat success of Light up Town in Newmarket for 2027
b.	This event will form part of multiple days of light art, community workshops and public activities across Newmarket, Mildenhall and Brandon.
3.	Proposal/Options
a.	For us to offer use of Memorial Gardens and Hall to be lit for the event
4.	Financial/Resource Implications
a.	£2,000 sponsorship requested for the event
b.	The remainder of the event funding is provided by Arts Council Funding
5.	Next Steps/Recommendations
a.	To consider providing support for this collaboratively relationship between NTC and Marketplace Arts, who provide innovative art projects to be accessed for Free by Newmarket residents

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