

<b>Committee</b>	<b>COUNCIL MEETING</b>
<b>Date</b>	<b>10<sup>th</sup> June 2019</b>
<b>Agenda Item</b>	<b>12</b>

## Town Map

### Local Authority publishing

At the Council meeting in July 2018 it was agreed that HTC would request that Local Authority Publishing update the town map/guide at a cost of £495 subsidised by advertising from local companies.

Towards the end of 2018, the Town Clerk contacted Local Authority Publishing to enquire about progress. She was told that they had appointed a new member of staff to seek out the advertising as it was proving difficult to obtain. Nothing was heard for months. When the Town Clerk managed to make contact in April 2019, she was told that it was not feasible to get the advertising.

### Images by hand

In the meantime the Town Clerk had been contacted by a different more local company, *Images by hand* based in Diss, Norfolk. They can do an A3 sized Town map for £950, with a grid reference for looking up roads and useful information on the back, though this does not include printing.

### GBmaps

Another company GBmaps, has been researched. They offer a very good package

*A street level map on one side, with index to road names and showing points of interest. On the reverse would be useful information supplied by the Town Clerk and a part of the reverse would make up the front cover of the publication once it was folded.*

*The design of the map will cost £165.*

*The organisation and design of the reverses) including the cover design will cost £95.*

*The above will include proofing until you are happy with the designs.*

*For A3 glossy double sided prints, folded in whatever way we/you decide is best the costs are as follows:*

*2000 off £165 (delivered)*

*5000 off £320 (delivered)*

*The total for this if 2000 copies are printed would be £425.*

The Town Clerk would suggest a 2000 print run as road names need to be added every time there is a new development, and it will be possible to reprint with minor changes

**Recommendation:** that HTC agrees to purchase the design and printing of the new Town map from GBmaps for £425.



Sarah Greatorex Town Clerk