Potton Town Council Grass Cutting Specifications And Location Maps

Purpose of document

Why

This introductory document aims to explain the legend and specifications behind the series of site location maps it accompanies and that form Appendix 3.

It also sets out some generic guidances on the types and terminology of mowing specified.

Along with the accompanying maps, it is an aid to guide Contractors and Town Councillors as to the location and relevant specifications for cutting each area of grass within the town of Potton.

Ha of grass: 89.5; Number of grass plots: 346

Introduction to Site Maps

Number of site maps

There are 94 Maps covering all grass areas within the town (see Appendix 3). These have all been alphanumerically coded to identify the location and plot as well as colour coded to identify the specification of cut height. Each also has further detail on the frequency of cut and where necessary other relevant information.

Alphanumeric coding of site maps

Each map has as its title, the name of the street or site. Each area of grass on the maps subsequently alphanumerically coded with letters denoting usually the first two letter of the street or site name, followed by a number. For example: Aldgate Close has 5 areas of grass to be mown. These are labelled sequentially as AL1 too AL5.

They have been coded as such to assist identifying any issues that may arise. This will be a two-way process of either client to contractor or contractor to client. Such scenarios could be an area that has not been cut or where and area cannot be cut because of an instruction or other issue.

Introduction to specifications

There are five principle grass height specifications identified by a different colour. They are 'Amenity', 'Short 1' and 'Short 2', 'Intermediate 'and 'Long'.

'Amenity' areas are to be cut weekly. 'Short Grass' plots are specified to be cut every two weeks. Elsewhere, 'Intermediate Grass' is cut at either four to six, or six to eight week intervals. Long grass plots are cut every six weeks or annually.

There are two colours indicating 'Long Grass'. One is applicable only to the contract, further indicated with the letter 'C'. The other additionally 'Long Grass', indicated by the letter 'P' is applicable only to Potton Town Council. Table 1 lists all grass specification heights and sites where applicable.

At St Mary's Church and Henry Smith Park, multiple specifications apply to different areas of the site. Details of which are contained within Appendix 1 and the relevant site location maps that comprise Appendix 3.

At those sites and additionally at King Street-Gamlingay Road Triangle, flowering usually takes precedent to sward length. Plots, identified on site maps will be mown regularly except for a period in late spring and summer 'as advised' by representatives of Potton Town Council (see below and Appendix 1).

The supplementary table in Appendix 1 lists sites, number of plots and areas at each, along with height colour code and a detailed specification. These will correspond to the accompanying site location maps.

Colour codes and heights of grass

The following table identifies the colour, grass length and lists the sites or areas to which they are applicable.

Table 1: Grass heights and sites applicable

Colour	Туре	Min-Max height	Site locations
30.0ha Cut weekly	Amenity	25-40mm	Henry Smith Park, Mill Lane Recreation Ground, Sandy Road Cemetery
c30.0ha Cut 2wks	Short 1	50-100mm	Aldgate Close, Allotments, Baker Avenue, Bellevue Close, Biggleswade Road, Braybrooks Drive, Brook End, Brookfields, Byards Green, Catherines Close, Carters Lane, Chapman Close, Downside Gardens, Garden Fields, Henry Smith, Horslow Street, Jacobs Close, Jennings Close, Judith Gardens, King Street, Manor Way, Mill Lane Play Area, Royston Street, Sandy Road, part Sandy Road Cemetery, Shannon Place, Sheepwalk Close, Sheffield Close, Spencer Close, St Mary's Church, The Manor, The Paddocks, Sycamore Close, The Ridgeway, Torrington Close, Wingfield Drive,
17.5ha Cut 2wks	Short 2	75-125mm	Bury Hill, part Carters Lane, Everton Road, Festival Road, Gamlingay Road, Hatley Road, Mill Lane, Myers Road, Newtown, St Mary's Church, Sutton Road, Sutton Mill Road, Willow Road,
c7.0ha Cut 4- 6wks	Intermediate	100-250mm	Everton Road, Bury Hill, Gamlingay Road, Henry Smith, St Mary's Church, Sutton Road, Sycamore Close, Wrestlingworth Road
c4.0ha Cut 6- 8wks	Long (C)	100-450mm	Gamlingay Road, Hatley Road, Sutton Road,
2.1ha	Long (P)	100-450mm	part Carters Lane, part Henry Smith

Variations of mowing

Each specification makes provision for no cutting during dry conditions. This will be advised in advance by a representative of Potton Town Council.

Cessation of mowing will also be where flowering is being encouraged. This will be at St Mary's Church and King Street-Gamlingay Road Triangle and parts of Henry Smith. Details are contained within Appendix 1 and relevant accompanying site location maps.

Some plots - identified in Appendix 1 and site maps in Appendix 3 will only require occasional cutting.

For an annotated example of a site location map, see Appendix 2

Strimming furniture and trees

Follow-up strimming is required for all furniture. This includes signs, benches, fencing and walls. When strimming around trees, do not to strim within 30cm of the base of the tree to avoid damage to the bark.

Cleaning up

All arisings to be cleaned from paths, service covers, play equipment and gravestones

Requests for additional works

From time to time the Town Council may formally request, through its office, a quote for additional works to grass areas.

Protocol for antisocial behaviour

If employees encounter harassment or anti-social behaviour from members of the community, they are to report this immediately to the Clerk with full details of what has taken place.

Appendix 1: Plot addresses, areas, and specifications

Site Address (Code)	Plots	Area m sq	Spec 1: Height Min-Max (mm)	Spec 2	Additional Notes
Aldgate Close (AL) (1 map)	5	405	50-100	 Cut every 2wks. No cuts may be advised in dry conditions. Strim around furniture and trees. Do not cut within 30cm from base of trees. 	
Allotment Gardens (AG) (1 map)	9	1606	50-100	 Cut every 2wks. No cuts may be advised in dry conditions. Strim around furniture and trees. Do not cut within 30cm from base of trees. 	
Baker Avenue (BA) (2 Maps a, b)	3	240	50-100	 Cut every 2wks. No cuts may be advised in dry conditions. Strim around furniture and trees. Do not cut within 30cm from base of trees. 	
Bellevue Close (BE) (1 map in Newtown c)	1	100	50-100	 Cut every 2wks. No cuts may be advised in dry conditions. Strim around furniture and trees. Do not cut within 30cm from base of trees. 	
Biggleswade Road (BI) (3 Maps a-c)	10	668	50-100	 Cut every 2wks. No cuts may be advised in dry conditions. Strim around furniture and trees. Do not cut within 30cm from base of trees. 	
Braybrook Drive (BB) (1 map)	2	49	50-100	 Cut every 2wks. No cuts may be advised in dry conditions. Strim around furniture and trees. Do not cut within 30cm from base of trees. 	
Brook End (BR) (1 map)	4	216	50-100	 Cut every 2wks. No cuts may be advised in dry conditions. Strim around furniture and trees. Do not cut within 30cm from base of trees. 	

Site Address (Code)	Plots	Area m sq	Spec 1: Height Min-Max (mm)	Spec 2	Additional Notes
Brookfields (BF) (4 Maps a-d)	13	511	50-100	 Cut every 2wks. No cuts may be advised in dry conditions. Strim around furniture and trees. Do not cut within 30cm from base of trees. 	
Bury Hill (BH) (1 map)	2	956	75-125	 Cut every 2wks. No cuts may be advised in dry conditions. Strim around furniture and trees. Do not cut within 30cm from base of trees. 	
	2	354	100-250	 Cut every 6-8wks No cuts may be advised in dry conditions. Strim around furniture and trees. Do not cut within 30cm from base of trees. 	CBC to cut hedge (PTC to advise)
Byards Green (BY) (1 map)	11	64	50-100	 Cut every 2wks. No cuts may be advised in dry conditions. Strim around furniture and trees. Do not cut within 30cm from base of trees. 	
Carters Lane (CL) (1 map)	3	147	50-100	 Cut every 2wks. No cuts may be advised in dry conditions. Strim around furniture and trees. Do not cut within 30cm from base of trees. 	
	1	28	100-450	Do not cut - Community Garden plots	In time will expand area
Catherines Close (CA) (1 map)	2	104	50-100	 Cut every 2wks. No cuts may be advised in dry conditions. Strim around furniture and trees. Do not cut within 30cm from base of trees. 	
Chapman Close (CH) (2 Maps a-b)	4	609	50-100	 Cut every 2wks. No cuts may be advised in dry conditions. Strim around furniture and trees. Do not cut within 30cm from base of trees. 	

Site Address (Code)	Plots	Area m sq	Spec 1: Height Min-Max (mm)	Spec 2	Additional Notes
Downside Gardens (DO) (1 map)	5	214	50-100	 Cut every 2wks. No cuts may be advised in dry conditions. Strim around furniture and trees. Do not cut within 30cm from base of trees. 	
Everton Road (EV) (8 Maps a-h)	22	3262	75-125	 Cut every 2wks. No cuts may be advised in dry conditions. Strim around furniture and trees. Do not cut within 30cm from base of trees. 	
	7	259	100-250	 Cut every 4-6wks No cuts may be advised in dry conditions. Strim around furniture and trees. Do not cut within 30cm from base of trees. 	
	1	118	100-450	CBC to manage (PTC to notify) Cut back hard in February	Traffic control required
Festival Road (FE) (3 Maps a-c)	8	2053	75-125	 Cut every 2wks. No cuts may be advised in dry conditions. Strim around furniture and trees. Do not cut within 30cm from base of trees. 	
Gamlingay Road (GA) (3 Maps a-c)	10	1388	75-125	 Cut every 2wks. No cuts may be advised in dry conditions. Strim around furniture and trees. Do not cut within 30cm from base of trees. 	
	2	872	100-250	 Cut every 6-8wks No cuts may be advised in dry conditions. Strim around furniture and trees. Do not cut within 30cm from base of trees. 	
	1	308	100-450	CBC to manage (PTC to notify) Cut back hard in February	Traffic control required

Site Address (Code)	Plots	Area m sq	Spec 1: Height Min-Max (mm)	Spec 2	Additional Notes
Garden Fields (GF) (1 map)	4	182	50-100	 Cut every 2wks. No cuts may be advised in dry conditions. Strim around furniture and trees. Do not cut within 30cm from base of trees. 	
Hatley Road (HA) (Maps a-b)	2	83	75-125	 Cut every 2wks. No cuts may be advised in dry conditions. Strim around furniture and trees. Do not cut within 30cm from base of trees. 	
	1	1104	100-450	Nature Reserve - Cut & Collect annually: Late Aug to mid Sept	Traffic control required Roadside Nature Reserve
	1	56	100-450	CBC to manage (PTC to notify) Cut back hard in February	Traffic control required
Henry Smith (HS) (4 maps a-d)	1	9630	25-40	 Cut every week. No cuts may be advised in dry conditions. Strim around furniture and trees. Do not cut within 30cm from base of trees. 	
	8	9419	50-100	 Cut every 2wks. No cuts may be advised in dry conditions. Strim around furniture and trees. Do not cut within 30cm from base of trees. 	HSf = mow paths beneath trees 1.5 - 2m wide Mow strips either side of footpath 1.2 - 1.5m wide
	8	3007	100-250	 Cut & Collect every 4-6wks <u>See Additional Notes</u> No cuts may be advised in dry conditions. Strim around furniture and trees. Do not cut within 30cm from base of trees. 	 Flowering takes precedent to sward length Do not cut bulbs until leaves die back
	1	1876	100-450	PTC to manage as advised: Carrot Wash/Potton Brook every 2wks	Frequency will reduce

Site Address (Code)	Plots	Area m sq	Spec 1: Height Min-Max (mm)	Spec 2	Additional Notes
Horslow Street (HO) (1 Map)	2	74	50-100	 Cut every 2wks. No cuts may be advised in dry conditions. Strim around furniture and trees. Do not cut within 30cm from base of trees. 	
Jacobs Close (JA) (1 Map)	1	34	50-100	 Cut every 2wks. No cuts may be advised in dry conditions. Strim around furniture and trees. Do not cut within 30cm from base of trees. 	
Jennings Close (JE) (1 Map)	8	62	50-100	 Cut every 2wks. No cuts may be advised in dry conditions. Strim around furniture and trees. Do not cut within 30cm from base of trees. 	
Judith Gardens (JU) (1 Map)	8	809	50-100	 Cut every 2wks. No cuts may be advised in dry conditions. Strim around furniture and trees. Do not cut within 30cm from base of trees. 	
King Street (KI) (3 Maps a-c)	7	362	50-100	 Cut every 2wks. No cuts may be advised in dry conditions. Strim around furniture and trees. Do not cut within 30cm from base of trees. 	
King Street Triangle (KI_TR) (1 Map)	1	766	75-125	 Cut 2m mow strip around perimeter every 2wks Cut main body every 2wks See Additional Notes No cuts may be advised in dry conditions. Strim around furniture and trees. Do not cut within 30cm from base of trees. 	Cut every 2wks until c late May as advised Then No cuts for c 8-12wks until advised Then cut & collect. Then resume cutting every 2wks Flowering takes precedent to sward length Do not cut bulbs until leaves die back
Manor Way (MA) (1 Map)	3	102	50-100	 Cut every 2wks. No cuts may be advised in dry conditions. Strim around furniture and trees. Do not cut within 30cm from base of trees. 	

Site Address (Code)	Plots	Area m sq	Spec 1: Height Min-Max (mm)	Spec 2	Additional Notes
Mill Lane (ML) (Maps a-b)	4	177	75-125	 Cut every 2wks. No cuts may be advised in dry conditions. Strim around furniture and trees. Do not cut within 30cm from base of trees. 	
Mill Lane Recreation (MLR) Mill Lane Play Area (MLP) (1 map)	1	20000	25-40	 Cut every week. No cuts may be advised in dry conditions. Strim around furniture and trees. Do not cut within 30cm from base of trees. 	
	1	1000	50-100	 Cut every 2wks. No cuts may be advised in dry conditions. Strim around furniture and trees. Do not cut within 30cm from base of trees. 	
	1	14	75-125	 Cut every 2wks. No cuts may be advised in dry conditions. Strim around furniture and trees. Do not cut within 30cm from base of trees. 	
Myers Road (MY) (3 Maps a-c)	9	1365	75-125	 Cut every 2wks. No cuts may be advised in dry conditions. Strim around furniture and trees. Do not cut within 30cm from base of trees. 	
	1	32	100-250	 Cut every 4-6wks. No cuts may be advised in dry conditions. Strim around furniture and trees. Do not cut within 30cm from base of trees. 	
	1	135	100-450	 Cut every 4-6wks. No cuts may be advised in dry conditions. Strim around furniture and trees. Do not cut within 30cm from base of trees. 	

Site Address (Code)	Plots	Area m sq	Spec 1: Height Min-Max (mm)	Spec 2	Additional Notes
Newtown (NE) (3 Maps a-c)	10	1128	75-125	 Cut every 2wks. No cuts may be advised in dry conditions. Strim around furniture and trees. Do not cut within 30cm from base of trees. 	
Royston Street (RO) (1 Map)	2	136	50-100	 Cut every 2wks. No cuts may be advised in dry conditions. Strim around furniture and trees. Do not cut within 30cm from base of trees. 	
	2	138	75-125	 Cut every 2wks. No cuts may be advised in dry conditions. Strim around furniture and trees. Do not cut within 30cm from base of trees. 	
Sandy Road (SA) (2 Maps a-b)	6	512	75-125	 Cut every 2wks. No cuts may be advised in dry conditions. Strim around furniture and trees. Do not cut within 30cm from base of trees. 	
Sandy Road Cemetery (SRC) (1 Map)	3	10000	25-40	Cut every week. No cuts may be advised in dry conditions. Strim around furniture and trees. Do not cut within 30cm from base of trees.	
	1	1578	50-100	 Cut every 2wks. No cuts may be advised in dry conditions. Strim around furniture and trees. Do not cut within 30cm from base of trees. 	
Shannon Place (SP) (1 Map)	1	11	50-100	 Cut every 2wks. No cuts may be advised in dry conditions. Strim around furniture and trees. Do not cut within 30cm from base of trees. 	

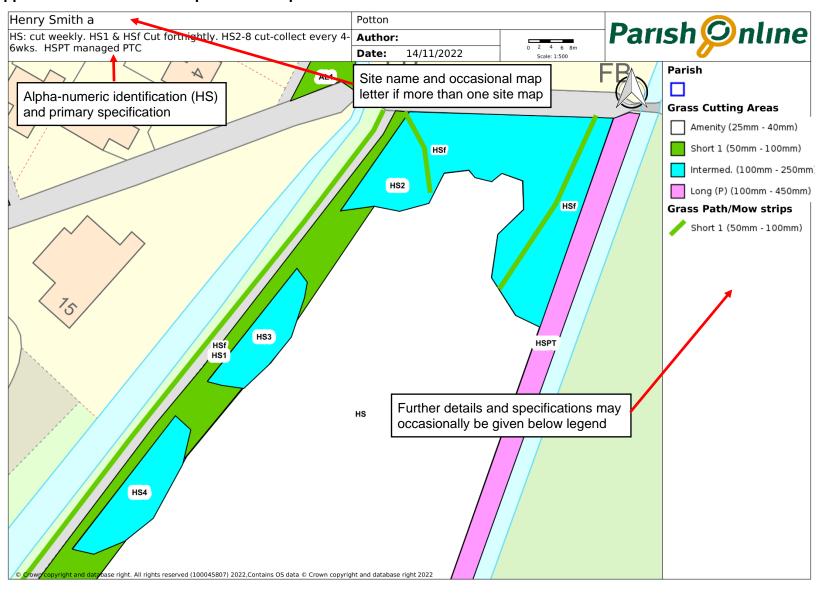
Site Address (Code)	Plots	Area m sq	Spec 1: Height Min-Max (mm)	Spec 2	Additional Notes
Sheepwalk Close (SW) (1 Map)	13	89	50-100	 Cut every 2wks. No cuts may be advised in dry conditions. Strim around furniture and trees. Do not cut within 30cm from base of trees. 	
Sheffield Close (SH) (3 Maps a-c)	7	434	50-100	 Cut every 2wks. No cuts may be advised in dry conditions. Strim around furniture and trees. Do not cut within 30cm from base of trees. 	
Spencer Close (SC) (1 Map)	3	333	50-100	 Cut every 2wks. No cuts may be advised in dry conditions. Strim around furniture and trees. Do not cut within 30cm from base of trees. 	
St Mary's Church (SMC) (1 Map)	3	180	50-100	 Cut every 2wks. No cuts may be advised in dry conditions. Strim around furniture and trees. Do not cut within 30cm from base of trees. 	
	9	3900	75-125	 Cut every 2wks. No cuts may be advised in dry conditions. Strim around furniture and trees. Do not cut within 30cm from base of trees. 	Flowering takes precedent to sward length Do not cut bulbs until leaves die back Applies: 3 seasons on then 3 off
	1	310	100-250	 Cut every 4-6wks. No cuts may be advised in dry conditions. Strim around furniture and trees. Do not cut within 30cm from base of trees. 	

Site Address (Code)	Plots	Area m sq	Spec 1: Height Min-Max (mm)	Spec 2	Additional Notes
Sutton Road (SU) (6 Maps a-f)	3	287	100-250	 Cut every 4-6wks. No cuts may be advised in dry conditions. Strim around furniture and trees. Do not cut within 30cm from base of trees. 	
	3	462	75-125	 Cut every 2wks. No cuts may be advised in dry conditions. Strim around furniture and trees. Do not cut within 30cm from base of trees. 	
	13	2237	100-450	 Cut every 6-8wks. No cuts may be advised in dry conditions. Strim around furniture and trees. Do not cut within 30cm from base of trees. 	
Sutton Mill Road (SM) (3 Maps a-c)	6	389	75-125	 Cut every 2wks. No cuts may be advised in dry conditions. Strim around furniture and trees. Do not cut within 30cm from base of trees. 	
Sycamore Close (SY) (1 Map with The Paddocks)	2	679	50-100	 Cut every 2wks. No cuts may be advised in dry conditions. Strim around furniture and trees. Do not cut within 30cm from base of trees. 	
The Manor (TM) (1 Map)	2	70	50-100	 Cut every 2wks. No cuts may be advised in dry conditions. Strim around furniture and trees. Do not cut within 30cm from base of trees. 	

Site Address (Code)	Plots	Area m sq	Spec 1: Height Min-Max (mm)	Spec 2	Additional Notes
The Paddocks (PA) (1 Map)	5	22	50-100	 Cut every 2wks. No cuts may be advised in dry conditions. Strim around furniture and trees. Do not cut within 30cm from base of trees. 	
	2	145	100-250	 Cut every 4-6wks. No cuts may be advised in dry conditions. Strim around furniture and trees. Do not cut within 30cm from base of trees. 	
The Ridgeway (RI) (1 Map)	3	105	50-100	 Cut every 2wks. No cuts may be advised in dry conditions. Strim around furniture and trees. Do not cut within 30cm from base of trees. 	
Torrington Close (TO) (1 Map)	6	50	50-100	 Cut every 2wks. No cuts may be advised in dry conditions. Strim around furniture and trees. Do not cut within 30cm from base of trees. 	
Willow Road (WR) (Maps a-f)	13	949	75-125	 Cut every 2wks. No cuts may be advised in dry conditions. Strim around furniture and trees. Do not cut within 30cm from base of trees. 	
Wingfield Drive (WI) (Maps a-d)	35	443	50-100	 Cut every 2wks. No cuts may be advised in dry conditions. Strim around furniture and trees. Do not cut within 30cm from base of trees. 	
Wrestlingworth Road (WR) (1 Map)	2	1847	100-250	 Cut every 4-6wks. No cuts may be advised in dry conditions. Strim around furniture and trees. Do not cut within 30cm from base of trees. 	

Site Address (Code)	Plots	Area	Spec 1: Height	Spec 2	Additional Notes
		m sq	Min-Max (mm)		
Total plots:	358				
Total Area:		91254	89.5ha		
Total Amenity Grass:		29630	29.6ha		
Total Short 1:		29447	29.5ha		
Total Short 2:		17496	17.5ha		
Total Intermediate:		7113	7.1ha		
Total Long (C)ontractor:		3649	3.6ha		
Total Long (P)TC:		2161	2.1ha		

Appendix 2: Annotated example of site map



Appendix 3: Site Maps

The following pages comprise the 93 Site Maps covering all grass areas within the town. These have all been alphanumerically coded to identify the location and plot as well as colour coded to identify the specification of cut height. Each also has further detail on the frequency of cut and where necessary other relevant information.

These should be read in conjunction with the preceding appendices and introductory text with this document.

