SITE survey. APP

SITE SURVEY REPORT

Site Traffic Management Plan

Prepared for	Avonbridge Homes Ltd
Date	28 Sep 2026
Site	Mill Meadow, Melksham
Prepared by	D. Okonjo

FORM

Site Traffic Management Plan

1. Record details and scope

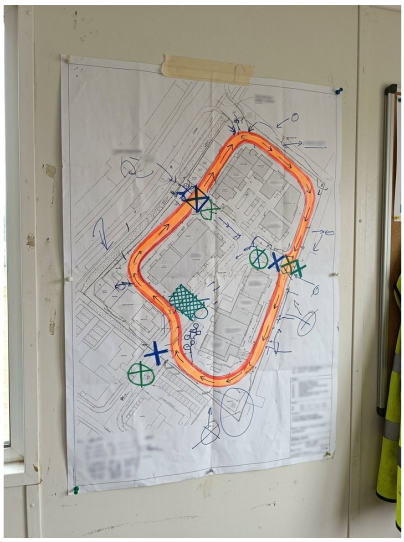
Project	Mill Meadow, Melksham: phase 2 site traffic management plan (completed example)
Site or premises address	Mill Meadow development, Bath Road, Melksham
Client or organisation	Avonbridge Homes Ltd
Record date	28 Sep 2026
Person completing the record	D. Okonjo

This records a workplace traffic plan. It is not a highway traffic management design or permission to work on a public road.

2. Vehicles and layout

Vehicle types, delivery times and pedestrian activity	Rigid and articulated deliveries of bricks and blocks, ready-mix trucks, a 9 tonne excavator and site dumpers. Deliveries 08:00 to 15:30. About 40 operatives on site, walking between the welfare cabins and plots 12 to 24.
Site plan reference and revision	MM-TMP-02 rev C

Annotated route plan photos



Ground conditions, heights, widths and load restrictions	Haul road is compacted stone, soft at the edges after rain. Entry gate 2 is 4.2 m wide. No height restrictions on the route.

3. Separation and movements

Pedestrian routes, barriers and controlled crossing points	Fenced footpath from the welfare cabins to the plots along the north boundary. Heras fencing separates the footpath from the haul road. One marked crossing point at plot 14, controlled by a banksman during deliveries.
Arrival instructions, booking and unloading areas	Deliveries booked a day ahead with the site manager. Drivers stop at gate 2, sign in and wait for the banksman. Unloading only in the marked laydown area by plot 12.
How reversing is avoided or controlled	One-way loop around the laydown area so most vehicles drive through. Reversing only into the laydown bay with a trained banksman.
Site speed limits, signs and enforcement	10 mph limit, signs at gate 2 and the loop. Breaches reported to the site manager.
Parking and emergency access arrangements	Staff park in the compound off Bath Road, not on site. Gate 1 kept clear for emergency vehicles.

4. Walk-through check

Routes suitable for the expected vehicles	Action needed
Action, limitation or reason not applicable	Standing water and soft ground on the haul road edge by plots 16 to 18 after heavy rain. Delivery vehicles kept to the stone centre until topped up.
Pedestrian segregation and crossings in place	Acceptable
Lighting and visibility adequate for planned movements	Acceptable
Signs, markings and driver instructions in place	Action needed
Action, limitation or reason not applicable	Crossing point sign at plot 14 has blown down. Replaced the same morning.
Acceptable	2
Action needed	2
Not checked	0

Photos of route conditions and problems found



5. Briefing and changes

Person coordinating traffic	D. Okonjo, site manager. Deputy: A. Lindqvist, assistant site manager
Drivers, contractors and staff briefed	Plan briefed at induction and at the Monday toolbox talk on 2026-09-28. Delivery drivers get the site rules sheet at gate 2.
Changes or temporary arrangements to review	Haul road will move west when plots 20 to 24 start in November. Review the plan before then.

6. Actions and review

Are further actions required?	Yes

Further action 1: Top up and grade the haul road edge by plots 16 to 18.

Action and evidence reference	Top up and grade the haul road edge by plots 16 to 18.
Person responsible	A. Lindqvist
Target date	2 Oct 2026
Action status	In progress

Further action 2: Replace the crossing sign at plot 14.

Action and evidence reference	Replace the crossing sign at plot 14.
Person responsible	D. Okonjo
Target date	28 Sep 2026
Action status	Completed

Completion evidence	New sign fixed to a weighted post, checked on the afternoon walk.
Outstanding limitations and information to pass on	Review the plan before the haul road moves west in November.
Record status	Ready for review
Reviewed by	M. Fairbairn, contracts manager
Date reviewed	30 Sep 2026
Author signature	

Signing records the information entered. It does not itself certify legal compliance, remove a limitation or authorise unsafe work.