

AtkinsRéalis



Progress Report No. 22

Wicklow County Council

11 June 2025

5219917DG0004

WICKLOW TO GREYSTONES GREENWAY

Notice

This document and its contents have been prepared and are intended solely as information for Wicklow County Council and use in relation to Progress Report

WS Atkins Ireland Limited assumes no responsibility to any other party in respect of or arising out of or in connection with this document and/or its contents. This document has 28 pages including the cover.

Document history

Document title: Progress Report No. 21

Document reference: 5219917DG0004

Revision	Purpose description	Originated	Checked	Reviewed	Authorised	Date
Rev 0.0	Progress Meeting 01					21/02/2023
Rev 1.0	Progress Meeting 02					03/04/2023
Rev 2.0	Progress Meeting 03					02/05/2023
Rev 3.0	Progress Meeting 04					06/06/2023
Rev 4.0	Progress Meeting 05					17/07/2023
Rev 5.0	Progress Meeting 06					23/08/2023
Rev 6.0	Progress Meeting 07					10/10/2023
Rev 7.0	Progress Meeting 08					13/11/2023
Rev 8.0	Progress Meeting 09					06/02/2024
Rev 9.0	Progress Meeting 10					05/03/2024
Rev 10.0	Progress Meeting 11					03/04/2024
Rev 11.0	Progress Meeting 12					28/05/2024
Rev 12.0	Progress Meeting 13					30/07/2024
Rev 13.0	Progress Meeting 14					02/08/2024
Rev 14.0	Progress Meeting 15					01/10/2024
Rev 15.0	Progress Meeting 16					02/12/2024
Rev 16.0	Progress Meeting 17					10/02/2025
Rev 17.0	Progress Meeting 18					11/03/2025
Rev 18.0	Progress Meeting 19					08/04/2025
Rev 19.0	Progress Meeting 20					13/05/2025
Rev 20.0	Progress Meeting 21					10/06/2025



Client signoff

Client	Wicklow County Council
Project	WICKLOW TO GREYSTONES GREENWAY
Job number	5219917

**Client
signature/date**



Contents

1.	Introduction.....	6
1.1	Commission Overview	6
1.2	Commission Stages and Parts.....	6
1.3	Previous Meeting Notes	6
1.4	Meeting Schedule	6
2.	Progress	8
2.1	Phase 2 – Options Selection.....	8
2.2	Phase 3 – Design and Environmental Evaluation.....	11
2.3	Phase 4 – Statutory Processes.....	11
2.4	Programme	12
2.5	Key Tasks for the Month Ahead.....	12
3.	Health & Safety	13
3.1	PSDP Appointment	13
3.2	Health and Safety Step Back	13
3.3	AF 1 Form	13
4.	Risk Management	14
4.1	Risk Register	14
5.	Financial	14
5.1	Appointment.....	14
5.2	Tender Fee.....	14
5.3	Change Orders.....	14
5.3.1	Early Warning – Possible Change Orders	15
5.4	Invoicing and Cash Flow	15
5.4.1	Invoices Issued	15
5.4.2	Next Invoice	15
6.	Delivery Management	16
6.1	Decision Register	16
6.2	Action Item List.....	18
6.3	Next Meeting via MS Teams	23
	Appendices	24
	Appendix A. Previous Meeting Notes.....	25
	Appendix B. Programme.....	26
	Appendix C. Risk Register.....	27



Tables

Table 1-1 - Meeting Schedule.....	6
Table 2-1 – Phase 2 Task Progress	8
Table 2-2 – Phase 3 Task Progress	11
Table 2-3 – Phase 4 Task Progress	11
Table 5-1 - Change Order Tracker	14
Table 5-2 – Invoice Tracking Table	15
Table 6-1 - Decision Register	16
Table 6-2 - Action Item Tracker Table	18

Figures

Figure 3-1 - Health & Safety Step Back Card	13
---	----



1. Introduction

1.1 Commission Overview

Wicklow County Council (WCC) have appointed AtkinsRéalis to provide engineering services to develop a greenway between Wicklow Town and Greystones in County Wicklow. This work encompasses Phases 2 through 4 of Transport Infrastructure Ireland's (TII's) *Project Management Guidelines* (PMGs).

1.2 Commission Stages and Parts

The commission is divided into three phases:

- Phase 2 – Options Selection
- Phase 3 – Design and Environmental Evaluation
- Phase 4 – Statutory Processes

The commission is currently progressing through **Phase 2 – Options Selection**.

1.3 Previous Meeting Notes

Previous meeting notes/actions will be issued after each meeting; however, they are also available upon request.

1.4 Meeting Schedule

The following table has been designed to assist in the planning and tracking of commission meetings.

Table 1-1 - Meeting Schedule

No.#	Meeting Title	Status	Time / Date
1.	Inception Meeting	Complete	20 January 2023 10:00
2.	Progress Meeting #1	Complete	22 February 2023 15:00
3.	Progress Meeting #2	Complete	4 th April 2023 15:00
4.	Progress Meeting #3	Complete	2 nd May 2023 15:00
5.	Progress Meeting #4	Complete	6 th June 2023 15:00
6.	Progress Meeting #5	Complete	20 th July 2023 11:00
7.	Progress Meeting #6	Complete	24 th August 2023 15:00
8.	Progress Meeting #7	Complete	10 th October 2023 15:00
9.	Progress Meeting #8	Complete	14 th November 2023 15:00
10.	Progress Meeting #9	Complete	6 th February 2024 15:00
11.	Progress Meeting #10	Complete	12 th March 2024 15:00
12.	Progress Meeting #11	Complete	3 rd April 2024 15:00



No.#	Meeting Title	Status	Time / Date
13.	Progress Meeting #12	Complete	28 th May 2024 15:00
14.	Progress Meeting #13	Complete	16 th July 2024 12:00
15.	Progress Meeting #14	Scheduled (August Meeting Brought Forward due to AL)	30 th July 2024 15:00
16.	Progress Meeting September	Cancelled (Due to meeting with IR on ECRIPP)	3 rd September 2024 15:00
17.	Progress Meeting #15	Complete	1 st October 2024 15:00
18.	Progress Meeting #16	Complete	5 th November 2024 15:00
19.	Progress Meeting #17	Complete	3 rd December 2024 15:00
20.	Progress Meeting January	Cancelled (in lieu of Site Walkover Planning Meeting)	14 th January 2025 15:00
21.	Progress Meeting #18	Complete	11 th February 2025 15:00
22.	Progress Meeting #19	Complete	11 th March 2025 15:00
23.	Progress Meeting #20	Complete	8 th April 2025 15:00
24.	Progress Meeting #21	Complete	13 th May 2025 15:00
25.	Progress Meeting #22	Scheduled	11th June 2025 15:00
26.	Progress Meeting #23	Scheduled	8 th July 2025 15:00
27.	Progress Meeting #24	Scheduled	12 th August 2025 15:00
28.	Progress Meeting #25	Scheduled	9 th September 2025 15:00
29.	Progress Meeting #26	Scheduled	14 th October 2025 15:00
30.	Progress Meeting #27	Scheduled	11 th November 2025 15:00
31.	Progress Meeting #28	Scheduled	9 th December 2025 15:00



2. Progress

2.1 Phase 2 – Options Selection

The table below outlines the key tasks completed to achieve this milestone.

Table 2-1 – Phase 2 Task Progress

Task	Status
Project Execution Plan (PEP)	Complete
Communications & Stakeholder Engagement Plan	Complete
Strategic Assessment Report (SAR)	Complete
Constraints Report	Complete
Public Consultation #2 Materials (TII Proposed Options Consultation)	Complete
Public Consultation #2 Report	Complete
Option Selection Report (Stage 1 Route Corridor Assessment Report)	Complete
Option Selection Report (Stage 2 Route Corridor Assessment Report)	Commenced
Road Safety Audit and Quality Audit for the Preferred Option	Commenced
Project Appraisal Balance Sheet (PABS)	Commenced
Landowner Maps	Complete
Public Consultation #3 Materials (TII Preferred Option Consultation)	Not Started
Public Consultation #3 Report	Not Started
Preliminary Business Case (Option Appraisal Report)	Commenced
Phase 2 Gateway Review Statement	Not Started

Surveys

- Winter Watering Bird Surveys for 2023 / 2024 complete.
- Breeding bird surveys for 2023 / 2024 complete.
- Winter Watering Bird Surveys for 2024 / 2025 complete.
- Breeding bird surveys will run until late June 2025.
- All other environmental surveys including, but not limited to otter surveys, habitat surveys, etc are on hold until Preferred Route is confirmed.



ECRIPP

- IR meeting on ECRIPP undertaken on 30th August 2023. Further IR/ECRIPP meeting undertaken on the 8th February 2024 to provide project update and potential integration going forward.
- Workshop with IR on ECRIPP undertaken on 30th August 2024. AR presented interaction with ECRIPP based on current understanding – Presented technical note to support along with maps identifying areas where the greenway may be suitable.
- ECRIPP Public Consultation presented updated locations where works will now take place. Review indicates this is not dissimilar to information given during workshop with IR.
- No update on ECRIPP since 2024 – online information remains unchanged.

Option Selection

- Route options for Coastal Corridor have been discussed with WCC. In addition, steer given by WCC to produce a route that decouples itself from the ECRIPP project is to be developed. Based on further discussion and agreement of route options from the October 2024 Progress Meeting, AR have developed a number of draft route options. Maps have been prepared along with an assessment methodology and these have been issued as of the 5th November 2024. Confirmation of the route options provided by WCC on the 9th December.
- The route was initially broken down into 4 sections:
 - Section A – Greystones – 2 route segments identified.
 - Section B – Greystones to Kilcoole Station – 4 route segments identified.
 - Section C – Kilcoole Station to Six Mile Point – 3 route segments identified.
 - Section D – Six Mile Point to Wicklow – 4 route segments identified.
- Section D due to length and logistics reviewed on site and through further desktop review and discussion is now broken in half. Details on this is provided at the end of this section.
- AR/WCC are undertaking site visits.
 - Section B site visit on 19th March – complete.
 - Section C site visit on 20th of March – complete.
 - Section D site visit (northern end) on 4th of April – complete.
 - Section D site visit (southern end) on 29th of April – complete.

The above site visits have been important to undertake to obtain access to the inland route, or the majority of it, to make on-site observations as to its current alignment with regards to gradients and localised constraints. That will confirm the route for packaging up all the routes for assessment. There are a number of disciplines that will be undertaking their reviews and assessments. As such aim is to issue the routes for assessment as a full package rather than in piecemeal packages. This will make the process more efficient and streamlined and will avoid redundant and duplicate work.

- WCC have sent letters to landowners and prepared authorisations for access. Advanced follow up calls have been undertaken with numerous land owners to confirm dates and times for access etc.
- Inland routes being slightly amended based on observations during site visit e.g. unsuitable ground conditions to the north of Kilcoole Station, removal, addition of potential water crossing structures, more closely aligned to field boundaries.
- Inland route south of Kiloughter main slightly amended based on observations during site visit.
- Other significant observations include the amenity value of an inland route – views of mountains, ‘see and do’ (heritage and history in Kilcoole)
- Environmental Team and Sub-Consultants have been co-ordinated with and have commence assessment, and in some cases have issued drafts of their assessments – i.e. agronomy and archaeology teams have issued drafts.
- Option Selection Report for Stage 2 is being progressed. Stage 1 Report to act as a base and background context and policy sections being updated.
- AR have drafted MCA assessment criteria in line with TII guidance.



- Stage F Part 1 Road Safety Audit is being coordinated with internal independent Road Safety Audit Team.
- PABS sheet and other documentation are being progressed as far as appropriate, Can only be fully closed out once route options assessment is completed.
- Preliminary Business Case being progressed.
- Based on site visits, it was deemed that it would be prudent to split Section D into two Sections, now D and E and so that the inland route north and south of Kiloughter Lane can be assessed separately. This is due to the differences in feasibility of the route and constraints observed during site visits 3 and 4. The revised sections are as follows: route has been broken down into 4 sections:
 - Section A – Greystones – 2 route segments identified.
 - Section B – Greystones to Kilcoole Station – 4 route options identified.
 - Section C – Kilcoole Station to Six Mile Point – 3 route options identified.
 - Section D – Six Mile Point to Kiloughter Lane – 4 route options identified.
 - Section E – Kiloughter Lane to Wicklow Town – 5 route options identified.
- Options Selection Report largely drafted based on revised sections outlined above – awaiting finalisation of landscape and visual impact assessment.
- New *Wicklow Town – Rathnew Local Area Plan 2025–2031* was adopted on 12th May. Comes into effect on 23rd June. When document is available will be included in updated policy review.

Landowner Consultation

- No individual PLO appointed to AR knowledge. POC to act as PLO in interim.
- Letters issued to landowners for site visits to supplement Stage 2 Route options Review and Assessment on the 28th February.
- AR undertook extensive landowner engagement between site visit 2 and site visit 3. Responses from landowners engaged with between Six Mile Point and Kiloughter have been generally positive.
- WCC undertook engagement with landowners between Kiloughter Lane and Wicklow Town on the inland route between site visits 3 and 4.

Public Consultation

- Initial findings summary issued on 28/05/2024.
- Public Consultation #2 Summary Report to be issued.
- WCC to publish public consultation summary report on WCC website. WCC to provide clarity on approach.
- Public Consultation #3 to be arranged in due course.

Stakeholder Consultation

- OPW responsible for a section of the coast. Any interaction with OPW can be done through WCC environmental section.
- Wicklow Town Team – POC (WCC) is liaising with them – potential face-to-face meeting.
- TII suggests that we need to discuss routes with MARA to determine if any works are within the high-water mark. AR have obtained a shapefile from Tailte Éireann to confirm location of HWM.
- WCC / AR to continue engaging one-to-one with stakeholders as necessary. Further meetings to be organised once option selection process is substantially progressed.

PAG Documents and Risk Workshop

- Risk workshop is to be deferred to Phase 3.
- Live risk register in line with TII requirements to be produced in lieu of risk workshop.
- Preliminary Business Case has been commenced with initial document set up and review of reports produced for other greenway schemes and review of new MOVE database.



2.2 Phase 3 – Design and Environmental Evaluation

The table below outlines the key tasks completed to achieve this milestone.

Table 2-2 – Phase 3 Task Progress

Task	Status
Updated Project Execution Plan (PEP)	Not Started
Topographical Surveys	Not Started
Ecological Surveys	Not Started
Geotechnical Investigations	Not Started
Tree Survey	Not Started
Preliminary Design Drawings	Not Started
Road Safety Audit and Quality Audit	Not Started
Preliminary Design Report	Not Started
Environmental Impact Assessment (EIA) Screening Report	Not Started
Appropriate Assessment (AA) Screening Report	Not Started
Natura Impact Statement (NIS)	Not Started
Land Acquisition Materials	Not Started
Detailed Business Case (Project Appraisal Report)	Not Started
Phase 3 Gateway Review Statement	Not Started

2.3 Phase 4 – Statutory Processes

The table below outlines the key tasks completed to achieve this milestone.

Table 2-3 – Phase 4 Task Progress

Task	Status
Updated Project Execution Plan (PEP)	Not Started
An Bord Pleanála Application	Not Started
Planner's Statement	Not Started



Task	Status
Oral Hearing	Not Started
Phase 4 Gateway Review Statement	Not Started

2.4 Programme

An updated programme is contained in the appendices of this progress report.

2.5 Key Tasks for the Month Ahead

- Finish Stage 2 MCA for all disciplines – landscape and visual assessments to be finalised.
- Issue draft reports.
- TII risk register to be maintained.
- Commission counts – WCC have confirmed no environmental concerns regarding counters. Would like to set up call with NOMAD or potentially undertake visit in order to confirm feasibility of installation processes at various locations.

Nomad have confirmed they are happy to have a call once WCC confirm precise locations and they can go through different installation options.



3. Health & Safety

3.1 PSDP Appointment

PSDP appointment is confirmed.

3.2 Health and Safety Step Back

No safety items to raise.

AtkinsRéalis are using the Safety Step Back system for risk assessment.

- A site visit was undertaken on Friday 20 January 2023. A site-specific risk assessment was prepared for this site visit. No safety issues to note from site visit.

Supervisors Name: _____ **Signature:** _____

Employer: _____ **Project / Site:** _____

Date and Time: _____ **Location:** _____

Job Description: _____ **Safe Work Permit (SWP) Required?** Yes No

1 Look and see the Hazards
Below is a list of common hazards to help trigger you to potential ones you may encounter while doing your job.

- Vehicles**
 - Interaction with pedestrians or other equipment
 - Poor visibility and/or road conditions
 - Poor vehicle condition (seatbelts, tires, leaks, etc.)
 - Driver distractions exist (cell phone, food, fatigue, etc.)
- De-Energization**
 - Overhead/underground power lines/utilities involved
 - Strong magnetic fields/induction
 - Systems under pressure or not isolated
 - Not at Zero Energy State
- Confined Space**
 - Confined space not identified and/or no watch person
 - Inadequate gas testing
 - Inadequate rescue equipment/plan
 - Lack of proper access/egress
- Equipment Safeguarding**
 - Exposed rotating parts
 - Improper guards
 - Interlock bypassed/poor condition
 - Pinch points or crushing
- Environment**
 - Spill possibility
 - Improper waste disposal
 - Wastewater not controlled
 - Work near/over water, wetland, wildlife habitat
 - Housekeeping in work area
- Hazardous Materials**
 - Extensive accumulation of dust/mist/fumes
 - Inadequate information (labels/SDS)
 - Improper storage/containment/handling of chemicals
 - Sources of ignition nearby
- Working at Heights**
 - No proper anchor point
 - Improper use of elevated work platforms or ladders
 - Lack of guards/barricades/ toe boards
 - Falling objects possible
- Excavations**
 - Buried utilities
 - Insufficient protection (sloping/shoring)
 - Spoil piles/equipment stored too close to the edge
 - Unstable soil conditions could exist
- Lifting Operations**
 - Lack of exclusion zones
 - Lift plans not available
 - Overloading/reaching required
 - Excessive wind
- Occupational Health and Hygiene**
 - Awkward work position
 - Lifting, twisting, and/or repetitive movements
 - Potential for slips, trips and falls
 - Excessive noise/dust
 - Knife safety reviewed

2 Assess the Risk

	Yes	No
1. Have we looked and identified all hazards?	<input type="radio"/>	<input type="radio"/>
2. Are we trained and competent to conduct this task?	<input type="radio"/>	<input type="radio"/>
3. Can we do the job as planned in the JHA and/or safe work permit?	<input type="radio"/>	<input type="radio"/>
4. Are the resources (equipment, tools, PPE, and personnel) available?	<input type="radio"/>	<input type="radio"/>
5. Have we identified all the hazards since we last did the task?	<input type="radio"/>	<input type="radio"/>
6. Are other persons and the environment protected from our activities in the area?	<input type="radio"/>	<input type="radio"/>
7. Do we know what to do in case of an emergency?	<input type="radio"/>	<input type="radio"/>
8. Do we have safe access and egress to and from the work area?	<input type="radio"/>	<input type="radio"/>
9. Can we do this job without putting ourselves, others or the environment at risk?	<input type="radio"/>	<input type="radio"/>
10. Is our work area clean and tidy?	<input type="radio"/>	<input type="radio"/>

PERFECT 0 DAYS
If you answered NO to any of these questions, consult your immediate supervisor for assistance.

6831.4.2-EN-Rev.7

Figure 3-1 - Health & Safety Step Back Card

3.3 AF 1 Form

WCC have submit the AF1 Form for this scheme. Form provided by WCC to AtkinsRéalis for records on the 24th February 2023.



4. Risk Management

4.1 Risk Register

A Risk Register has been included in Appendix C.

Risk register to be updated in line with TII requirements accordingly.

5. Financial

5.1 Appointment

AtkinsRéalís have been formally appointed for the Wicklow to Greystones Greenway. Wicklow County Council has provided the PO number. This is **400290956**. This is to be used to facilitate invoicing throughout the project duration.

5.2 Tender Fee

The tender commission fee for the Wicklow to Greystones Greenway (excluding VAT) is €544,936.06.

5.3 Change Orders

The need for the supplementary work packages can arise as the commission develops for items which could not reasonably have been foreseen at the outset by either the Authority of the Consultant.

Table 5-1 - Change Order Tracker

Ref.	Description	Nett Sum	Status
1	As per the project brief, the appointment of an Agronomist was the responsibility of WCC. However, it was agreed that AtkinsRéalís would appoint the consultant directly.	████████	Approved
2	As per the project brief, the procurement of Bat survey was the responsibility of WCC. However, it was agreed that AtkinsRéalís would appoint the consultant directly.	████████	Approved
3	As per the project brief, the procurement of Bird surveys was the responsibility of WCC. However, it was agreed that AtkinsRéalís would appoint the consultant directly.	████████	Approved
4	As per the project brief, the procurement of Habitat and Botanical surveys was the responsibility of WCC. However, it was agreed that AtkinsRéalís would appoint the consultant directly.	████████	Approved
5	As per the project brief, the procurement of Otter survey was the responsibility of WCC. However, it was agreed that AtkinsRéalís would appoint the consultant directly.	████████	Approved
6	Public Consultation - Additional Items (Subject to Approval of CO)	████████	Approved
7	ECRIPP Consultation and Site Visits (Subject to Approval of CO)	████████	Approved



8	Additional PM and Meetings (Subject to Approval of CO)	████████	Approved
9	Winter / Breeding Bird Surveys 2024 / 2025 (Subject to Approval of CO)	████████	Approved
Total		████████	Approved

5.3.1 Early Warning – Possible Change Orders

- The inclusion of a secondary route corridor for development and assessment of a route option within will require additional work. AtkinsRéalis to review and prepare change order.
- Potential additional route development and site visits may be required on foot of discussions with ECRIPP. AtkinsRéalis to review and prepare change order.

5.4 Invoicing and Cash Flow

5.4.1 Invoices Issued

Invoices have been issued to WCC as below:

Table 5-2 – Invoice Tracking Table

No.	Date Issued	Date Due	Nett Value	Status
23-25324	21/03/2023	20/04/2023	████████	Paid
13000489	28/07/2023	26/08/2023	████████	Paid
13001142	09/11/2023	09/12/2023	████████	Paid
13001765	23/02/2024	23/03/2024	████████	Paid
13002054	25/04/2024	25/05/2024	████████	Paid
13002539	29/07/2024	28/08/2024	████████	Paid
13003305	29/11/2024	29/12/2024	████████	Paid
13004167	23/05/2025	22/06/2025	████████	Paid

5.4.2 Next Invoice

The next invoice is anticipated to be submitted in July 2025.



6. Delivery Management

6.1 Decision Register

The following table records key decisions made to date.

Table 6-1 - Decision Register

No.	Decision Record	Date
1	All assumptions outlined in AtkinsRéalis' tender have been accepted. These have been included in the contract. A copy of these can be provided upon request.	14/02/2023
2	A plenary group, similar to that established for the previous feasibility study project, is to be established for this project.	14/02/2023
3	Progress meetings are to be held monthly and TII are to attend these monthly progress meetings.	14/02/2023
4	Direct discussions are to be held regularly with the WCC team liaising with the OPW and Irish Rail on the Coastal Erosion Study.	14/02/2023
5	AtkinsRéalis to procure Agronomist directly	27/03/2023
6	It is agreed that AtkinsRéalis & WCC will meet the Irish Rail and NPWS prior to first Plenary group meeting	27/03/2023
7	As per the recent DEPR circulation has outlined that a Strategic Assessment Report (SAR) is no longer required a Phase 0 but is to be incorporated into the Business Case at Phase 2. It was noted in March progress meeting that AtkinsRéalis have substantially completed the SAR. As such it is agreed that the SAR should be issued.	04/04/2023
8	It is acknowledged that an independent agronomist will need to be appointed. WCC to arrange in due course.	04/04/2023
9	Note: ██████████ is taking over ██████████ role as Deputy PM for AtkinsRéalis	02/05/2023
10	Online Public Consultation material will likely include, FAQ Flyer, Online Questionnaire Form (questions to be agreed with WCC), Project Brochure, all TBC. The public consultation will be hosted on the Wicklow CoCo Greenway page (WCC website).	02/05/2023
11	It is acknowledged that Technical Steering Group Meeting is to be held in June (WCC, TII, IR, NPWS, AtkinsRéalis and Jacobs-IR Consultants) if possible, depending on date for the independent meeting with NPWS.	02/05/2023
12	The submissions are to be grouped by theme to enable efficient submissions responses.	02/05/2023
13	Meeting with NPWS was held on 13 th June. Minutes being prepared by AtkinsRéalis and to be issued separately.	06/06/2023
14	Following the meeting with NPWS it was noted that there may be additional risk items to be added to the Risk Register.	06/06/2023
15	AtkinsRéalis is liaising with Jacobs regarding existing environmental surveys. AtkinsRéalis noted is not anticipating these surveys will significantly reduce the scope of surveys that need to be undertaken as part of the Greenway Project.	06/06/2023



No.	Decision Record	Date
16	John Bowes (JB) noted that a briefing to all local electives would be appropriate prior to the public consultation going live, this can be undertaken online via Microsoft Teams.	06/06/2023
17	JB suggested, in order to provide clarity, that a glossary of terminology used during the development of the proposed greenway through the project phases should be provided.	06/06/2023
18	█ outlined that everybody agreed with JB comments about briefing local electives prior to the public consultation.	20/07/2023
19	AtkinsRéalis to ensure that a glossary of terminology will be incorporated into the public consultation material.	20/07/2023
20	█ noted with the need to discuss environmental surveys with Jacobs. To be raised with Irish Rail in the next week's meeting on 30 th August.	24/08/2023
21	It is noted that recent published guidelines for (CAF, PAG etc.) have been reviewed, and it has been determined that they will not have any impact on the Wicklow to Greystones Greenway Scheme. TII agreed.	24/08/2023
23	AtkinsRéalis has identified preliminary EPR options within the corridor for initial discussions. These options take into account Special Protection Areas (SPA), Special Areas of Conservation (SAC's), and land ownership considerations. It's important to note that these options are subject to potential modifications and can be further enhanced during later stages of the project.	24/08/2023
24	█ communicated to TQ that the Greystones Active Travel Scheme no longer proposes a link to Kilcoole. No further coordination is required between these two schemes	24/08/2023
25	█ suggested including IFA in the group meeting, CF indicated that the final list requires further discussion.	10/10/2023
26	Decision to bring two route corridors through to Stage 2 Options Assessment (i.e. up to 4 no. routes to be considered within the Coast Route corridor and only 1 no. option to be considered within the Field Boundary Option)	10/10/2023
27	Decision to go out to Public Consultation on the EPRC during April / May 2024.	19/02/2024
28	Decision to reach out to Irish Rail in order to undertake a workshop regarding interactions between the ECRIPP and Greenway in order to develop feasible coastal Route Options.	16/07/2024
29	WCC confirmed it is not a requirement to develop full-length routes along the field boundary corridor at this time, but it will be retained as a "fallback option." Route option development within it will only be necessary if coastal routes become entirely unfeasible.	31/07/2024
30	AtkinsRealis will move forward to develop mapping of the route options focused on the coast with options utilising field boundaries where necessary to avoid interaction with ECRIPP and impact on environmental constraints.	01/10/2024
31	WCC approved routes options put forward as of the 9 th December 2025. AR to confirm inland route option through on site observations in terms of localised gradients and constraints.	09/12/2024
32	Risk workshop deferred to Phase 3. Live risk register, in line with TII requirements to be used instead.	11/02/2025
33	Dates of the inland route walkover were confirmed to be the 19 th and 20 th of March.	11/03/2025



No.	Decision Record	Date
34	The Risk Register will be updated in accordance with TII's PMGs.	11/03/2025
35	The TII Strategic Assessment Team are to be consulted on the MCA Assessment Criteria.	11/03/2025
36	AR to commission counts – WCC to confirm positions and touch base with internal environmental team.	05/06/2025

6.2 Action Item List

The below action list includes all action items from the previous two meetings and any other items that are still ongoing. Please refer to previous progress reports for older action items that are closed.

Table 6-2 - Action Item Tracker Table

No.	Ref / Date	Action	Owner	Status
1	Inception Meeting 20/01/2023	Submit the AF1 Form.	WCC	Completed
2	Inception Meeting 20/01/2023	Appoint AtkinsRéalis as PSDP for the scheme.	WCC	Completed
3	Inception Meeting 20/01/2023	Send previously completed environmental surveys to AtkinsRéalis.	WCC	Completed
4	Inception Meeting 20/01/2023	Schedule an inception meeting for the Plenary Group (aka Technical Steering Group).	WCC	TBD
5	Inception Meeting 20/01/2023	Schedule monthly progress meetings for the scheme.	AR	Completed
6	Inception Meeting 20/01/2023	Establish a project SharePoint site for the scheme to facilitate data sharing between AtkinsRéalis and WCC.	AR	Completed
7	Inception Meeting 20/01/2023	Send available BlueSky data (aerial imagery, terrain data and tree survey) to AtkinsRéalis.	WCC	Completed
1	Progress Meeting 1 22/03/2023	It was confirmed that the monthly progress meetings will be held on the first Tuesday of each month at 3:00 p.m. starting on 4 April 2023. AtkinsRéalis to adjust the calendar invitation for these meetings.	AR	Completed



No.	Ref / Date	Action	Owner	Status
2	Progress Meeting 1 22/03/2023	█ to work with █ to progress the data transfer for the constraints report.	AR & WCC	Completed
3	Progress Meeting 1 22/03/2023	WCC to submit AF1 form for this scheme and to submit a copy of submission receipt to AtkinsRéalis	WCC	Completed
4	Progress Meeting 1 22/03/2023	AtkinsRéalis to draft a general project description to be used in the initial invitation to Plenary Group members.	AR	TBD
5	Progress Meeting 1 22/03/2023	AtkinsRéalis & WCC to meet with Irish Rail and NPWS before Plenary Group meeting (aka Technical Steering Group Meeting).	AR & WCC	IR meeting Completed. NPWS Meeting Completed.
6	Progress Meeting 1 22/03/2023	WCC to provide comments on draft vision statement and draft goals and objectives for the scheme prior to next progress meeting.	WCC	Completed
7	Progress Meeting 1 22/03/2023	WCC to share the proposed comms plan with TII and revert to AtkinsRéalis with comments prior to the next Progress Meeting.	WCC	Completed
8	Progress Meeting 1 22/03/2023	WCC to provide AtkinsRéalis with information for the Greystones to Kilcoole Active Travel Scheme. AtkinsRéalis will reach out to make introductions shortly.	AR & WCC	Completed
9	Progress Meeting 2 04/04/2023	AtkinsRéalis to issue SAR to WCC shortly.	AR	Completed
10	Progress Meeting 2 04/04/2023	AtkinsRéalis to submit request for PRAI Data.	AR	Completed
11	Progress Meeting 2 04/04/2023	AtkinsRéalis to issue general project description to WCC.	AR	TBD
12	Progress Meeting 2 04/04/2023	AtkinsRéalis to update the project objectives to reflect the five” S” criteria.	AR	Completed
13	Progress Meeting 2 04/04/2023	AtkinsRéalis to update TII Gateways in Communications Plan.	AR	Completed
14	Progress Meeting 2 04/04/2023	An independent agronomist will be required. WCC to arrange in due course.	WCC / AR	Completed



No.	Ref / Date	Action	Owner	Status
15	Progress Meeting 3 02/05/2023	AtkinsRéalis to with WCC regarding procurement of a Project Agronomist.	AR	Completed
16	Progress Meeting 3 02/05/2023	Stage 1 MCA criteria development is being progressed. Criteria and Route corridors assessment has commenced and to be shared prior to the next progress meeting.	AR	Completed
17	Progress Meeting 3 02/05/2023	WCC to confirm who will be joining the Technical Steering Group meeting.	WCC	TBD
18	Progress Meeting 3 02/05/2023	AtkinsRéalis to liaise with NPWS (Wesley AtkinsRéalis) to arrange a meeting.	AR	Completed
19	Progress Meeting 4 06/06/2023	Following the meeting with NPWS, it was noted by ■ that there may be additional risk items to be added to the Risk Register. CF to update accordingly.	AR	Completed
20	Progress Meeting 4 06/06/2023	■ has emailed ■ regarding the Kilcoole Active Travel Scheme but has not received a response. ■ to reach out to him.	WCC	Completed
21	Progress Meeting 4 06/06/2023	■ to share MCA methodology with WCC.	AR	Completed
22	Progress Meeting 4 06/06/2023	AtkinsRéalis to send general project description.	AR	TBD
23	Progress Meeting 4 06/06/2023	PRAI maps are being prepared and will be shared with WCC.	AR	Completed
24	Progress Meeting 4 06/06/2023	CF to forward Fingal Coastal Consultation material links to ■ and JB as a reference.	AR	Completed
25	Progress Meeting 5 20/07/2023	■ followed up with ■ regarding the Greystones to Kilcoole Active Travel Scheme. The scheme is part of the Pathfinder project and focused in Greystones. ■ to get confirmation on the progress of the scheme	WCC	Completed
26	Progress Meeting 5 20/07/2023	Meeting with IR to discuss ECRIPP and Wicklow to Greystones project to be scheduled. WCC to follow up with IR regarding availability (July 26th at 12 noon).	WCC	Completed



No.	Ref / Date	Action	Owner	Status
27	Progress Meeting 5 20/07/2023	█ suggested an online workshop to review the constraints report and public consultation material. Thursday next week (27th July) in the afternoon was agreed. AtkinsRéalis to schedule and send invitations.	AR	Completed
28	Progress Meeting 5 20/07/2023	AtkinsRéalis to share minutes from the meeting with NPWS. AtkinsRéalis to updated risk register to include risks noted at NPWS Meeting.	AR	Completed
29	Progress Meeting 5 20/07/2023	AtkinsRéalis is liaising with Jacobs regarding existing environmental surveys. AtkinsRéalis has followed up with Jacobs asking for a few slots that suit Jacobs. Currently waiting for Jacobs's response.	AR	Completed
30	Progress Meeting 6 23/08/2023	█ to update the programme to align with up-to-date changes.	AR	Completed
31	Progress Meeting 6 23/08/2023	The EPR options shapefiles are to be provided to Irish Rail ahead of the scheduled meeting on August 30th. Furthermore, any materials or files generated as a result of the discussion, including comments and feedback, from Irish Rail should be shared with WCC.	AR	Completed
32	Progress Meeting 6 23/08/2023	Change orders from agronomist and other environmental specialists have been submitted to WCC/TII and should be advanced at the earliest convenience.	WCC	Completed
33	Progress Meeting 7 10/10/2023	To arrange a steering group meeting after finalising the EPR routes.	AR	TBD
34	Progress Meeting 8 14/11/2023	Arrange 2024 meeting schedule.	AR	Completed
35	Progress Meeting 8 14/11/2023	Update programme	AR	Completed
36	Progress Meeting 8 14/11/2023	Arrange IR/ECRIPP Meeting	AR	Completed
37	Progress Meeting 9 06/02/2024	Request optioneering information from ECRIPP	AR	Completed
38	Progress Meeting 9 06/02/2024	Prepare slides and agenda for February ECRIPP Meeting	AR	Completed



No.	Ref / Date	Action	Owner	Status
39	Progress Meeting 9 06/02/2024	Prepare draft PC material	AR	Completed
40	Progress Meeting 9 06/02/2024	Confirm dates for newspaper advert, landowner / stakeholder / elected members letters, councillor meeting, public display period and information events.	AR / WCC	Completed
41	Progress Meeting 10 12/03/2024	Agree language on ECRIPP reference in Greenway material with IR.	WCC	Completed
42	Progress Meeting 10 12/03/2024	Finalise PC Material	AR	Completed
43	Progress Meeting 10 12/03/2024	Prepare Councillor Presentation Slides	AR	Completed
44	Progress Meeting 13 16/07/2024	Schedule workshop with IR re ECRIPP	AR	Completed
45	Progress Meeting 13 16/07/2024	Agreement required on number of options to be developed in each corridor.	AR	Completed
46	Progress Meeting 13 16/07/2024	Develop Route Options – coastal Route Options dependent on outcome of ECRIPP workshop and ecologist (AR) review.	AR	Completed
47	Progress Meeting 13 16/07/2024	Risk workshop to be undertaken once Route Options have been identified	AR	TBD
48	Progress Meeting 14 31/07/2024	Once route options are identified and initial assessments undertaken it would be beneficial to have further consultation with IR and NPWS	AR/WCC	TBD
49	Progress Meeting 14 31/07/2024	Potential that the coastal route could be inside the high-water mark. AR to obtain a shapefile from MARA (Maritime Area Regulatory Authority) to confirm location of HWM. HWM Shapefile obtained from Tailte Eireann.	AR	Completed
50	Progress Meeting 15 01/10/2024	AR to develop mapping of the route options, a route option description technical note and a programme.	AR	Completed
51	Progress Meeting 16 05/11/2024	AR to organise site visits	AR/WCC	Completed
52	Progress Meeting 16 05/11/2024	AR to commence Multi-Criteria Analysis once agreement on route options/segments is reached.	AR	In Progress
53	Progress Meeting 17 02/12/2024	AR to develop list of landowners and draft letter for issue to WCC	AR	Completed



No.	Ref / Date	Action	Owner	Status
55	Progress Meeting 18 11/02/2025	WCC to issue letters to landowners.	WCC	Completed
56	Progress Meeting 18 11/02/2025	WCC to issue authorisation letters to AR.	WCC	Completed
57	Progress Meeting 18 11/02/2025	AR to progress with preliminary business case	AR	In Progress
58	Progress Meeting 18 11/02/2025	AR to co-ordinate Stage F RSA and to co-ordinate with Environmental Team and relevant Sub-Consultants.	AR	In Progress
59	Progress Meeting 18 11/02/2025	AR to update Risk register in line with TII Requirements.	AR	In Progress
60	Progress Meeting 18 11/02/2025	AR to make slight updates to landowners access letters and maps.	AR	Completed
61	Progress Meeting 19 11/03/2025	AR to produce site specific risk assessment and share with WCC.	AR	Completed
62	Progress Meeting 19 11/03/2025	Undertake site visits.	AR / WCC	Completed
63	Progress Meeting 19 11/03/2025	Consult with TII on MCA.	AR	In Progress
64	Progress Meeting 20 11/03/2025	Continue progressing site visits	AR / WCC	Completed
65	Progress Meeting 21 08/04/2025	Continue progressing MCA and Options Selection Report.	AR	In Progress
66	Progress Meeting 21 08/04/2025	Arrange temporary pedestrian account data.	AR / WCC	In Progress
67	Progress Meeting 22 14/05/2025	Share routes and MCA Templates with WCC and TII.	AR	In Progress

6.3 Next Meeting via MS Teams

Next meeting scheduled for 8th July 2025 at 15:00.



APPENDICES

Appendix A. Previous Meeting Notes



MEETING NOTES

Wicklow to Greystones Greenway

SUBJECT	MEETING PLACE	DATE AND TIME	MINUTES BY
Progress Meeting no. 21	Microsoft Teams	14/05/2025	██████████
	MEETING NO	PRESENT	REPRESENTING
	5219917MINUTES0080	Patrick O'Connor Micheál Penston Peter McCarthy Killian Kinsella John Bowes Winston Douglas Michael Gaughan ██████████	WCC WCC WCC WCC WCC TII TII AR AR

Item	Description and Action	Responsible
1.	████ shared progress report. Asked if dates of upcoming meetings will clash with holidays and suggested moving them if necessary.	Noted
2.	Breeding bird surveys have started and will run until late June 2025. No other surveys are being progressed at this time.	Noted
3.	Options selection: We have undertaken 4 site visits to date. █████ noted that we have gotten to know the lay of the land in those locations.	Noted
4.	Section D has been divided into two sections now - D and E. Differing levels of feasibility from north to south. Flooding evident along the southern section of the route. Gradients may be an issue in Section E. Smaller land holdings and land parcels, more individual fields. Less evident route south of Kiloughter Lane.	Noted
5.	████ is satisfied with what has been seen on site and desktop-based assessments. Happy with Route E inland route (E1). Best route that can be developed through there given information to date. Noted it will struggle compared to north of Kiloughter Lane due to various issues.	WCC
6.	████ gave an overview of updated routes and a brief overview of MCA to date.	Noted
7.	████ opened the floor for comments; none received	Noted
8.	Noted that confirm Section D/E a cause of delay to the programme.	Noted

NEXT MEETING	11th June 2025		
DISTRIBUTION	All Present		
DATE ISSUED	10th June 2025	FILE REF	5219917MINUTES0080

NOTE TO RECIPIENTS:

These meeting notes record AtkinsRéalis understanding of the meeting and intended actions arising therefrom. Your agreement that the notes form a true record of the discussion will be assumed unless adverse comments are received in writing within five days of receipt.

MEETING NOTES

Item	Description and Action	Responsible
9.	■ – Key tasks for the month ahead: closing out MCA and drafting of reports. Commission counts from Nomad. Invoice to come with breakdown as usual.	AR
10.	■ asked if WCC could confirm if they were happy with routes - needed for decision register. Asked if WCC can confirm that we are finished with site visits.	WCC
11.	Early/mid next month for drafts is the aim and end of June for report to TII.	AR
12.	JB mentioned a refusal for Blessington Greenway in December. Heightened concerns about routes through SACs since Blessington decision. Not beyond the realms of possibility that the MCA might favour routes through SACs. In other cases, we are not necessarily following MCA where there's overriding concerns. ■ stated that MCA is just a tool - decision making will be in the narrative that follows on from that.	Noted
13.	POD asked if it would be better to talk to NPWS until after the MCA happens. ■ advised it would be better to go to them after MCA is closed out.	Noted
14.	Share routes and MCA template with Wicklow and TII. We will also share with sub-consultants and different disciplines and get those MCAs closed out. We will take a view about confirming delivery of initial draft then.	AR

END

Appendix B. Programme



Appendix C. Risk Register



Wicklow to Greystones Greenway Schemes Risk Register

Risk Identification				Qualitative Analysis			Risk Response				
Risk ID No	Status	Risk First Identified Date	Location/Scheme	Risk Description "there is a risk that..."	Risk Consequence "would lead to..."	Likelihood	Impact	Risk Level	Risk Owner	Strategy	Planned Action
1		07/02/2023	Wicklow to Greystones Greenway	The major part of the study area includes environmentally sensitive habitats including SPAs and SACs.	This may require the scheme to complete an EIAR. This may elongate the programme.	High	Medium	Very High	WCC	Accept	The scheme is being developed assuming it eventually requires an EIAR. This includes sizing the study area to capture several alternative route corridors, aligning the programme to include seasonally specific habitat surveys, and incorporating the findings of the original Feasibility Study.
2		07/02/2023	Wicklow to Greystones Greenway	Route options may not be developed enough to allow for habitat surveys to be completed within the specific seasonal window resulting in the scheme having to wait for the next season before completing the required surveys.	Could impact on programme of the Scheme.	Medium Low	High	Low	Atkins	Accept	The current programme has been developed to allow for seasonal surveys to be undertaken in 2024. Atkins will monitor the programme and inform the team of any slippage which may impact the ability for the scheme to undertake the surveys.
4		07/02/2023	Wicklow to Greystones Greenway	Some route options may require land take and therefore require additional, direct landowner engagement.	Depending on the number of impacted landowners, the engagement process may require additional resources and/or extend the programme.	Medium Low	High	Low	WCC	Mitigate	WCC to appoint a PLO to conduct any required direct landowner engagement. The current communications strategy and programme incorporate an assumed landowner engagement process of up to 19 landowners.
7		07/02/2023	Wicklow to Greystones Greenway	There is separate active travel scheme examining a route between Greystones, Kilcoole Village and Kilcoole Station which may provide an alternative route option for the greenway. However, there is a risk that the two schemes are not well coordinated or that one scheme advances ahead of the other.	A lack of coordination between the schemes may result in missed opportunities or abortive work.	Medium Low	Medium	Low	WCC	Mitigate	WCC will actively monitor and coordinate the two schemes. Coordination meetings between the two schemes will be held on an as-needed basis.
8		07/02/2023	Wicklow to Greystones Greenway	As the project progresses, the existing railway line needs to be protected. Measures must be put in place to prevent impacts on this.	Impacts to the railway line may require additional coordination with Irish Rail. This would expand the scope of the original brief and likely extend the programme.	Medium Low	Medium	Low	WCC	Avoid	The scheme will be developed in a manner that avoids impacts to the railway line. Furthermore, Irish Rail will be included as a member of the Plenary Group to allow for regular communications and coordination.
9		07/02/2023	Wicklow to Greystones Greenway	The ongoing coastal erosion study may make recommendations along the coastline between Wicklow Town and Greystones which precludes or impacts the placement of the greenway.	This could impact the development, evaluation, and ultimate selection of route options. Depending on when the coastal erosion study information is known, this may require rework or updates the greenway scheme.	Medium Low	High	Low	WCC	Avoid	The scheme will be developed based on the recommendations identified in the Preferred Option of the Coastal Erosion Study. Additionally, representatives from the coastal erosion study will be included as part of the Plenary Group to ensure continued coordination and early insights.
10		16/08/2023	Wicklow to Greystones Greenway	There are significant environmental and ecological constraints to be overcome for any route proposed along the coast due to the adjacent SAC / SPA and Annex I habitats.	Should a route along the coast be progressed to planning there is risk that mitigation to overcome the environmental and ecological constraints are not sufficient / acceptable, leading to a refusal.	Medium Low	Medium	Low	Atkins	Avoid	Along sections where the coastal corridor emerges as the preferred corridor during the Stage 1 Options Assessment, the assessment will look to see if there is merit in progressing a secondary corridor for assessment of routes during the Stage 2 Options Assessment. This would assist in considering an alternative option where environmental / ecological impacts are considered a risk along the coast.

AtkinsRéalis



WS Atkins Ireland Limited
150-155 Airside Business Park
Swords
Co. Dublin
K67 K5W4

<contact info>

© WS Atkins Ireland Limited except where stated
otherwise