



Pedestrian and Cycle link from  
Ballinahown Village to Bord Na  
Mona lands  
at Ballinahown, Co. Westmeath

PROJECT EXECUTION PLAN

June 2025

# Table of Contents

1. Introduction .....	3
1.1. Project Details.....	3
1.2. Approving Authority .....	4
1.3. Sponsoring Agency .....	4
1.4. Project Manager .....	5
1.5. Planning, Design and Construction .....	6
2. Project Milestones and Deliverables .....	8
2.1. Milestones .....	8

# 1. Introduction

This Project Execution Plan (PEP) for the Pedestrian and Cycle link from Ballinahown Village to Bord Na Mona lands at Ballinahown, Co. Westmeath, outlines the management of the project and states the policies and procedures for Project delivery. This report's main purpose is to provide a framework for all those directly engaged during the design, procurement, implementation, and completion of the Project.

This project is to create a 1.3km walking and cycling linkage between Ballinahown Village to Bord Na Mona lands by the construction of a surfaced footpath/cycleway, together with the installation of associated signage and cycle parking facilities..

The proposed works comprise of the following:-

- Construction of a 3m wide paved pedestrian and cycleway
- Erection of new boundary fences and hedges.
- Construction of a pedestrian/cycleway bridges
- Signage (Mapboards, tourist information).
- Cycle parking facilities i.e benches, cycle stands etc.

This section of the PEP details key authorities, key Project roles, and their responsibilities for Project development and delivery.

## 1.1. Project Details

<b>Project Name</b>	Pedestrian and Cycle link from Ballinahown Village to Bord Na Mona lands at Ballinahown, Co. Westmeath
<b>Project Sponsor</b>	WCC or other funding TBC
<b>Project Client</b>	Westmeath County Council (WCC)
<b>Current Project Phase</b>	0
<b>Project Designers (Stages 1-4)</b>	<b>Transportation Section / Athlone Moate Municipal District</b>

Table 1. 1 Project Management Structure

Key roles within the Project Management process / structure are as follows:-

Approving Authority WCC/TBC

Sponsoring Agency TBC

WCC Senior Management

Planning and Design – Transportation Section WCC / Athlone Moate Municipal District

Construction – Athlone Moate Municipal District / Assigned Contractors / Sub Contractors

## 1.2. Approving Authority

The Scheme is to be funded by WCC own resources or on foot of successful Grant Applications.

## 1.3. Sponsoring Agency

Westmeath County Council are the Sponsoring Authority in line with the Public Spending Code. They have overall responsibility for the proper appraisal, planning and management (including current expenditure) to ensure the project proceeds along the lines approved by the Approving Authority. The Sponsoring Agency's functions include, but are not limited to, the following:

- Nominating and appointing a Project Manager;
- Managing the overall planning and delivery of the Project;
- Carrying out the duties of the Client as set out in Health and Safety At Work (Construction) Regulations, 2013, Appointing a competent Project Supervisor Design Process (PSDP) and a competent Project Supervisor Construction Stage (PSCS) when required;
- Obtaining approval from the Approving Authority for the Project proposals and for any changes to Scope;
- Acting as the Contracting Authority to procure the Contractors to construct the Project; and
- Assuming the role of Contracting Authority for Public Works Contracts.

## 1.4. Project Manager

Westmeath County Council will appoint a Project Manager. The PM is responsible for the execution of decisions taken by the Sponsoring Agency regarding delivery, quality and budget. The Project Managers duties include, but are not limited to, the following:

- Overall responsibility for the management, delivery and implementation of the Project;
- The Project Manager shall be responsible for ensuring that the requirements of the Capital Works Management Framework, and the Public Spending Code are adhered to.
- The Project Manager shall prepare the Project Execution Plan and ensure that it is updated before the completion of each stage and sub-stage.
- Managing the procurement and appointment of Technical Advisors, Service Providers and Contractors, as required;
- Liaising with the landowners in relation to the dedication agreements, as required;
- Liaising with and providing status reports to the Westmeath County Council Management Team ensuring the Project meets their needs; and
- Obtaining Sanctioning Authority approvals and other statutory approvals (Part 8) necessary to progress the Project.

## 1.5. Planning, Design and Construction

Westmeath County Council have completed the preliminary design of the project. See the Drawings Part VIII Sheets 1-3.

Following a review of the Preliminary Documentation available it was determined that a Planning Consent is required, this will be obtained through the statutory procedure (Part 8). The necessary documentation will be prepared in-house by the engineering staff in the Transportation Section of Westmeath County Council with specialist consultant input procured, as required.

The Municipal District of Athlone Moate (AMMD) will meet all statutory requirements in respect of Environmental Regulations and will attempt where feasible to include for ecological enhancement within the works design and to avoid or minimize all environmental impacts associated with the works. Specialist advice from a qualified Ecologist/ Environmentalist and an Appropriate Assessments Report in accordance with the EU Habitats Directive has been procured.

The AMMD will also procure sub-contractors/direct labour, provide contract supervision and oversee the handover of completed cycleway.

AMMD will undertake the role of PSDP for the Project and prepare the Preliminary Health and Safety Plan.

The Project Supervisor (Design Process) or PSDP's key role is to ensure co-ordination of the work of designers throughout the project with respect to health and safety matters of those involved or affected by the project during construction or maintenance. This will include collating relevant site information, reviewing survey information that has been commissioned and Identifying hazards arising from the design, technical, organisational, planning or time related aspects of the project and where possible, eliminate the hazards or reduce the risk in collaboration and co-operation with all the designers at the appropriate design team meetings and/or structured risk reviews.

The PSDP shall prepare a written Preliminary Safety & Health Plan for tender that will include any design assumptions, control measures or details of residual risks that need conveyed to the PSCS and dealt with proportionally in the construction stage safety and health plan.

Upon completion of the project, the PSDP shall prepare a Safety File reflecting the as built nature of the works, structural principles and record any residual risks to future construction, maintenance, cleaning, alteration or demolition. When ready, the Safety File will be retained Client.

In-house Professional Services		Status
Stage 1 Preliminary Design Process	Familiarisation, Site Visit Surveys – topographical, environment, archaeology etc. Site Investigation  Preliminary Design H&S Duties and PSDP	<b>Complete</b>
Stage 2 Statutory Process (Part 8)	Part 8 Report and drawings PSDP Duties continuing	<b>Ready for submission</b>
Stage 3 Detailed Design and Tender Documents	Detailed Design, drawings and specifications PSDP Duties Tender Documents for Construction	
Stage 4 Procurement of Contractor	Procurement Process Tender Assessment	
Stage 5 Construction & Handover	Site Supervision Employers Representative (ER) Handover	

## 2. Project Milestones and Deliverables

This section of the PEP details the various milestones and deliverables to be achieved by the project.

### 2.1. Milestones

2024

- Preliminary Design

2025

- Planning Consent (Part 8)

2026

- Funding Confirmation

- Detailed Design

- Procurement of Works Contractor

2026/2027

- Construction Commencement

- Construction Ongoing

2027

- Handover