

Lessons Learned Log – Public Realm Schemes.

To be used by the Project Manager to capture lessons learned, for the benefit of future projects. As a minimum it should be updated at the end of each project phase. Log information forms the basis for the Lessons Learnt Report produced at the end of the project. (A Lessons Learned Report may form part of the Closure Report).

Project: Example

Project Manager: Example

	Description	Recommendation
1)	The need for better controls over the Skanska contract to try and avoid replacement of columns before a public realm scheme is delivered.	This problem should reduce as Skanska have almost completed replacement works in the borough. Meetings should be held with Skanska at the earliest opportunity during the consultation phase of a project to establish whether there are any contractual implications relating to the scheme.
2)	Carefully consider added costs to the Skanska contract if additional non-standard lighting elements are proposed within a scheme (Y factor)	Hold discussions with Skanska at early stages to establish any additional cost to the contract term through the introduction of any non-standard lighting elements. How can these be reduced and confirm how long term costs will be met. In all events aim to use the Skanska palette of materials
3)	Need to consider the impact of planned works by utility companies before or after a public realm scheme is due to commence to avoid: <ul style="list-style-type: none"> • Potential effect on the programme • Works to the street during or after a public realm scheme that can damage new infrastructure 	Issue a s.58 notice to advise all Utility companies of the likely start of public realm works to ensure that they have an opportunity to carry out any works they deem necessary before public realm works commence. The notice can also prevent planned works to streets for up to 5 years.
4)	Emergency utility works (Example: Gas leaks) can result in streets having to be excavated during or after a new public realm scheme. Reinstatements have a 2 year defect period attached to them however utility reinstatement teams often carry out a poor job and can affect the defect liability for the public realm contractor.	Ensure that consultants have included within their commission a requirement to produce a 'Reinstatement Pack'. This can provide utility companies with clear guidance on what is required from them including: <ul style="list-style-type: none"> • Materials and where they can be sourced from • A specification that clearly states what 'build-up's are required for the street (details of the infrastructure for reinstatement) • Who the contractor is who delivered the scheme – utilities may wish to go direct to the competent contractor who undertook works on behalf of the

		Council.
5)	Ensuring that the Council keep a record of streets where more costly and attractive materials have been used	Ensure that the scheme is registered on the Council's Gazetteer schedule
6)	<p>It may be prudent to record better details of cost benefits as a result of a scheme for example:</p> <ul style="list-style-type: none"> • Cost savings through the number and value of repairs to a street before works commence measured against cost savings after works • Cost savings as a result of a reduction in claims from trips and falls and the savings to the Council of Insurance claims 	<p>Obtain costs of repairs over a period before works and collate difference 2 years afterwards to obtain revenue savings details</p> <p>Obtain details of trips and falls claims over a period before works and collate difference 2 years afterwards to obtain savings.</p>
7)	<p>Ensure that schemes consider the impact to market trader pitch positions. Any change to market areas that will either:</p> <ul style="list-style-type: none"> • Reduce the no. of pitches • Relocate of permanent pitches by more than 1 metre (without the consent of the trader) • Cause disruption or temporary relocation to the market • Result in changes to a Market License <p>Will require approval from the Licensing Committee to consider the impact and changes to a Market License can only occur on the 1 January each year.</p>	<p>Ensure that proper consultation takes place at an early stage and that any impact to market Traders is established as soon as possible to ensure that the programme considers the impact of any approvals required and the risks should approval not be given</p>
8)	<p>Ensure that schemes consider the impact to Street Forecourt Licenses.</p> <p>Any change to a forecourt license area that will either:</p> <ul style="list-style-type: none"> • Reduce the size • Result in a lost opportunity to retain a forecourt at all • Cause disruption or temporary relocation to the trader • Result in changes to a Forecourt License <p>May require approval from the Licensing Committee to consider the impact.</p>	<p>Ensure that proper consultation takes place at an early stage and that any impact to Forecourt Licensee's is established as soon as possible to ensure that the programme considers the impact of any approvals required and the risks should approval not be given.</p> <p>Note that Forecourt license carry a right to a 'double right of appeal' should the license holder contest a decision.</p> <p>Obtain Freehold information of any private forecourts prior to a scheme starting</p>
9)	Consider the impact of TFL Lane Rental charges	TFL apply considerable daily costs where any works to a junction with a TFL road impact on traffic movement for that

		<p>street. Liaise with TFL with this regard should a scheme meet a junction between a Lewisham and a TFL road. For TFL LIP funded schemes try to achieve dispensation for any such costs</p>
10)	<p>Need to make an allowance for the cost of additional materials when a scheme falls onto a boundary with a TFL road. TFL will request a percentage of materials to put into storage for any event where works are required to their street that need the same materials</p>	<p>Ensure that this additional cost for materials is factored into the overall scheme costs</p>
11)	<p>Assets within TFL Land Ownership Boundary</p>	<p>Where a street boundary line falls within TFL ownership the Council may need to enter into a s.8 order with TFL to list all assets (i.e. traffic lights) that the Council will maintain. In some instances it may be more prudent to apply to TFL for land adoption.</p>
12)	<p>Ensure detailed investigations and site surveys are carried out before projects get to site. This will avert costly and delayed schemes.</p>	