



Meeting Minutes

Project Name	Violet Avenue
Date & Time	14/03/2018 – 11am
Location	Ruislip Police Station
In attendance	CB – Chris Boyle, RP – Robert Palin
Subject	Secured By Design criteria for Violet Avenue
Minutes Author	CB – Chris Boyle

Agenda Item	Action
1.0	Main items discussed:
1.1	CB ran through drawings and explained key areas for consideration.
1.2	RP stated that all ground floor windows & doors to be PAS 24 standard.
1.3	RP stated that all flat entrance doors to be PAS 24 standard.
1.4	RP enquired what the letterbox system would be. CB stated that it would be a 'through the wall' system at the main entrance. RP stated that this was the best option.
1.5	RP queried the height of the boundary fence. CB stated that it would be 1.8m. RP stated that it would be beneficial to add another 30cm of trellis on top of this.
1.6	RP enquired into bike storage. CB stated that this would be external with a SBD approved product. RP stated that it should ideally be covered for residential projects with robust doors. Both parties agreed that a possible option would be to install a specific bike storage product (that provides enclosure for the bikes) and surround it in brickwork.
1.7	RP stated that the main entrance door should be self closing.
1.8	RP stated that an audio-visual intercom should be installed on the main entrance door.

2.0	Conclusions
2.1	Overall, RP was of the opinion that the scheme was generally in line with SBD criteria and that achieving official SBD certification should not be an issue.
2.2	CB to make the relevant amendments to the drawings prior to submitting the full planning application.
2.3	CB to ensure that all other points listed above are incorporated into the technical design (subject to planning approval).