

Grenfell Tower Memorial Commission Meeting
03 February 2022

Attendees

Memorial Commission

Michael Lockwood

Thelma Stober (meeting chair)

Community representatives

(Bereaved representatives)	(Survivor representatives ¹)	(Lancaster West representatives)
Hanan Wahabi	Mohammed Rasoul	Susan Al-Safadi
Adel Chaoui	Hanan Cherbika	Andrea Newton
Sandra Ruiz		
Hassan Hassan		

Apologies:

Nabil Choucair

Abraham Abebe

Secretariat

Grenfell Tower Memorial Commission secretariat – 4 individuals

Other

Stephanie Edwards, independent design adviser

DLUHC for Items 4 and 5

Public authority representatives: Department for Levelling Up, Housing and Communities (DLUHC) representative (Suzanne Kochanowski) and a Grenfell Tower site management representative

Meeting purpose

The thirty-third meeting of the Memorial Commission to agree a writer for the interim report, agree engagement dates and share questions for upcoming engagement.

Opening

- A one-minute silence was held at the start of the meeting.
- It was confirmed that the meeting was quorate.

Agenda item 1 – for information items

- Minutes from 13 January meeting were cleared with no comments.
- Michael discussed the Memorial Commission's key actions for decision. The Commission decided that:
 - The site map should be published as part of the interim report and begin to test this in online meetings with families before that.
 - Rather than write a letter to public authorities (GLA, RBKC, TfL) about sensitive developments in the local area, the Commission agreed to meet

¹ For the purposes of the Memorial Commission, this refers to former residents of Grenfell Tower and Grenfell Walk.

public authorities to discuss the importance of this and then set out the Commission's views in the interim report.

- Finally, the Commission agreed to meet a group of conservation experts, including the London museums, to discuss advice on options for reusing materials from the site and Tower as part of the final memorial.

Action:

- The secretariat to publish the 13 January minutes on the GTMC website.
- The secretariat to arrange a public authority meeting.
- The secretariat to arrange a meeting with a group of conservation experts and community representatives.

Agenda item 2: agreeing a writer for the interim report

- The secretariat set out timings for delivering the interim report. The Memorial Commission agreed that it was happy with these timings and content to work to early May, after Ramadan.
- The secretariat discussed options for writers for the interim report. The Memorial Commission asked why there was only one recommended option, and the secretariat set out everyone they had contacted and that this was the recommended option that best met the Commission's requests and who was available to begin work immediately.
- The Memorial Commission said they would like to meet the writer as part of the selection process. The Memorial Commission agreed that other options simultaneously could be explored and have these ready for when they have met the writer so they can agree if they want to continue with her, or explore other options instead. The Commission asked the secretariat to continue exploring other options as well.
- The Memorial Commission agreed that it would be helpful to work with artists in the local community on illustrations for their report.
- The secretariat discussed options for the community representatives to write sections or provide personal quotes. The community representatives agreed that the secretariat should share some quotes or suggestions once the writer was on board.
- There were discussions around potential report designs using examples provided. The representatives liked the use of quotes pulled out and enlarged. A community representative suggested including a visual and accessible summary at the front, with more details at the back.
- There was discussion of ways of working, and the Commission agreed that the whole Commission should be involved in reviewing the report. They agreed to hold an additional Commission meeting towards the end of March.

Action:

- The secretariat to arrange a meeting with the writer and suggest questions to ask at the meeting, at the same time as continuing to research further options.
- The secretariat to schedule a meeting for all the Commission to review the interim report at the end of March.

Agenda item 3: detail of engagement around interim report

- Thelma opened the item by asking about the drop-in that took place at the Al-Manaar Muslim Cultural Heritage Centre on 29 January. The community representatives reported that it had been a very successful event, and the secretariat confirmed that the Commission had over 30 engagement conversations. The Commission expressed their gratitude to the Al-Manaar for their support and hospitality.
- The Commission discussed the new series of themed meetings that they are holding to focus on specific conversation topics. They asked for dedicated meetings for bereaved families and former residents to ensure there was a more private space for these conversations to take place. A community representative said they wanted to change the word 'themed' to 'focused'.
- The Commission agreed that its next drop-in should go ahead at Kensington Leisure Centre on 12 February.
- The Commission discussed the launch plan for their interim report. The secretariat suggested that it is helpful to have formal engagement planned as well as other, more informal ways for people to engage, so that the community can decide how they want to interact with the Commission. The Commission agreed that it would be helpful to launch the report in stages (bereaved families and former residents, then Lancaster West residents and local residents, and then the wider public and the media). They also asked for local stakeholders to be sighted on the report before it is published.
- The Memorial Commission agreed that the publication of the report takes place after the end of Ramadan to ensure maximum availability for engagement. They agreed to hold an earlier iftar with bereaved families during the last week of Ramadan to discuss the report.
- Finally, the secretariat asked what local engagement the Commission would like to have ahead of publication of the report. The Commission agreed that it would be helpful to have meetings with local community groups over the coming months, as well as with public authorities and political figures from across parties.

Action:

- The secretariat to plan additional focused meetings to allow for separate conversations for bereaved families and former residents. The first of these will be on 9 March.
- Community representatives to support at an increased number of community engagement events and online meetings.
- The secretariat to develop a launch plan and engagement plan for the interim report, including organising an iftar with bereaved families to discuss the interim report at the end of April.

Agenda item 4: new engagement questions

- The secretariat set out that, following the Commission's decision at the January meeting, a new set of questions had been added to their engagement forms. These questions are based on the gaps to a design brief identified by

the GTMC's design adviser, Stephanie Edwards. These include a question on how the memorial should or shouldn't be used, as well as questions on future ownership and wider memorialisation.

- The secretariat also explained that these were just initial, broad questions on these topics, and that more detailed questions would be added for the Commission's engagement following its interim report.
- The Commission agreed that it would be helpful to publish the areas it still needed to ask questions on in its interim report, for transparency and to encourage further engagement.
- The secretariat explained that a question hadn't been included on reusing materials from the site and Tower because the Commission might want to wait until it has advice on conservation from an expert(s) before asking these questions. The secretariat also suggested that this area needed to be approached carefully for mental health reasons given the sensitivities.
- The Commission recognised these concerns but asked that a broad question on whether it is appropriate to incorporate materials from the site and tower into the memorial was added to their engagement form now. They agreed that some people may only engage once, and this was a crucial question for the community and part of their remit as a commission. A community representative said that this could also be the focus of individual discussions with bereaved families, and others agreed.
- The community representatives also had some suggested changes to the wording and format of the engagement form.

Action:

- The secretariat to prepare more detailed questions for inclusion in the Commission's interim report.
- The secretariat to add a broad question on reusing materials from the site and Tower.
- The secretariat to make formatting changes to the engagement form.
- Community representatives to begin using this new engagement form from the drop-in on 12 February.

Agenda item 5 – communications update

- The co-chairs shared the latest draft of the letter from the Memorial Commission to bereaved families, former residents and the local community. The Commission suggested some changes and agreed they were content with the letter.

Action:

- The secretariat to make changes and prepare for the letter to be sent.

You can contact the Memorial Commission directly using the details below:

Phone: [0303 444 4831](tel:03034444831)

[Type here]

Email: GTMCSecretariat@levellingup.gov.uk

Website: www.grenfelltowermemorial.co.uk/ via [contact](#) buttons in the 'About Us' section.

Next meeting:

3 March 2022, online