

Grenfell Tower Memorial Commission Meeting

6 May 2021

Attendees

Memorial Commission

Thelma Stober (meeting chair) Michael Lockwood

Community representatives

(Bereaved Representatives)	(Survivor Representatives ¹)	(Lancaster West Representatives)
Hanan Wahabi	Abraham Abebe	
Sandra Ruiz	Hanan Cherbika	Susan Al Safadi
Nabil Choucair	Mohammad Rasoul	Andrea Newton

Apologies:

Adel Chaoui
Hassan Hassan

Secretariat

Grenfell Tower Memorial Commission Secretariat, 4 individuals

Other

Stephanie Edwards, Memorial Commission design adviser

Kaizen, 3 individuals: for the engagement update item only

MHCLG, 4 individuals: two individuals for item 2, one individual for items 4 and 5

Public authority representatives, 2 individuals: MHCLG representative (Suzanne Kochanowski), and the site management representative.

Meeting purpose

The twenty-fifth meeting of the Memorial Commission to discuss the aims and scope of the Commission's interim report, to discuss the approach to communications and engagement, and to receive an update from MHCLG and Kaizen on engagement.

Opening

- A one-minute silence was held at the start of the meeting.
- Thelma opened the meeting by reflecting on the recent inquiry hearings and acknowledging the difficulty for the bereaved, survivors and local community.
- It was confirmed that the meeting was quorate.
- No conflicts of interests were declared.

Agenda Item 1 – for information items

- The Commission were content to clear the 31 March minutes. The minutes for the bereaved, survivors, local residents and local community meetings are to be cleared by correspondence.

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

- Thelma asked if all were happy to accept the updates on actions, risks and work plan.

Action: The minutes for the bereaved, survivors, local residents and local community meetings to be sent out and cleared.

Agenda Item 2 – report aims and scope

- MHCLG explained that this item has been included now to allow the Commission to share their early thoughts on what they may wish to include in their report and to allow sufficient time to speak to families and the community as part of engagement conversations. Thelma was clear that the Memorial Commission report is just one stage in the process. So far, the Commission has been working on the basis that their report will include how the site should be used, any design criteria for a future memorial and preferred options for how it should be owned and sustainably managed for the long term. This is in line with the Commission's [Terms of Reference](#). The report will set the vision for the design phase.
- A community representative asked if community representatives would be able to challenge the results of the design competition if they thought it was inappropriate.
- The secretariat responded that the Commission would determine the contents of the design brief to set the vision for a design. Bereaved families have a veto, and nothing will be built there that they are not comfortable with; this is something that the Commission has made clear right from the start.
- Stephanie said her role as designer adviser is to work with the Commission, families and the community to help them make sure that the design brief and design criteria are specific to their needs and vision.
- The Commission thanked MHCLG for their work on this and agreed that these were a good starting point for discussions to agree what should be in the report with the families and community.

Agenda item 3 – engagement approach

- The secretariat outlined how the Commission approaches its work with the bereaved families to ensure they remain at the heart of any decision. The Commission has worked with the broad definition of bereaved as all those who have lost a family member, to ensure inclusivity and to take account of the individual make up of each family. The Commission agreed that it was important to keep the views of the bereaved families at the heart of all that they do and committed to working with them on a 1:1 basis to understand their views.
- A community representative felt that the Commission should not group the next of kin and closely bereaved together as next of kin should take priority. They added that all views from bereaved would be welcome and the Commission should work hard to encourage them to share these.
- The secretariat also outlined a proposal for the Commission to take more responsibility for engagement with bereaved and former residents. The secretariat suggested Kaizen could continue to be available for supporting bereaved and former residents if they wish to speak to an organisation which is separate to the Commission. The Secretariat stressed to the Commission that

their increased role would be a big responsibility for the community representatives and comes with risks.

- A number of community representatives said they would be happy to take on the role of more engagement with bereaved and former residents. The community representative said they all have different relationships with bereaved families and former residents. The community representative asked whether the design adviser, Stephanie, would be able to assist or advise the Commission on this. Stephanie explained she had done engagement before in different areas and asked for agreement from community representatives to speak to them on a one-to-one basis to consider strategies on how the Commission can hear from more families specifically about the ideas gathering.
- Another community representative suggested bereaved families and former residents are given the option to speak with the community representative of their choice, if they have a preference. They said it was important to make initial contact with as many people as possible to ensure everyone's views are heard.
- A community representative said it is important for all conversations to be logged and be available, to allow them to have a more personalised approach to individuals, particularly for those individuals who are most vulnerable.
- The Commission had reached an agreement that all community representatives will lead proactive engagement with bereaved and survivor families. Michael suggested that they should work with the secretariat to agree how to make the initial contact with families, starting with the bereaved. The community representatives should use the initial contact to offer the individual/family the opportunity to speak with themselves, another community representative, the co-chairs, or Kaizen. Thelma added that this is a responsibility that must be shared fairly. A community representative reiterated that these conversations must be respectful.
- A community representative suggested a room is made available for them to use for their conversations with the bereaved. The secretariat agreed to look into this as an option and report back to the Commission.

Action: Secretariat to take onboard comments and speak to individual community representatives about the Commission's definition of bereaved.

Action: Secretariat to arrange one-to-one meetings with each of the community representatives to discuss support required for their engagement.

Action: Secretariat to look at a space to be made available to Community Representatives to host conversations with the bereaved.

Agenda Item 4 – comms and engagement update

- Michael updated that the co-chairs had a very positive meeting with eight headteachers from local schools in April. Michael said the headteachers were keen for young people to be involved in the Commission's work. Michael added that the co-chairs will have more detailed conversations with schools in the future. The Commission has since been working with schools to support them to commemorate the four-year anniversary.
- Michael shared that the online community event for bereaved and former residents in April was positive. The key message to come out of this meeting was

for the memorial to reflect the uniqueness of the community. Michael added that the bereaved and former residents spoke about including the names of those who lost their lives as a key part of any future memorial. A community representative said that a number of themes and ideas, such as including names in the memorial, have come through strongly at community events as well as in individual one-to-one meetings.

- The secretariat said they had met with a community representative and had both been looking at the Lancaster West estate for open spaces to hold events. The secretariat added that while in the community, they received feedback from a local resident who suggested the idea of having 72 trees at the memorial with plaques and/or a digital link for people to read more about each individual.
- MHCLG updated the Commission on recent communications and engagement activity which included: issuing the newsletter, increased activity on Twitter, and the Commission's feature in the North Kensington News.
- MHCLG updated the Commission on key points raised at the communications and engagement working group. The working group spoke about the possibility of hosting monthly outdoor drop-in sessions to help the Commission build relationships with the community. The working group also discussed building an image bank to use for the Memorial Commission's social media platforms. MHCLG explained it would be important to have enough social media content to use following the anniversary.
- A community representative said they had a hard copy of the Commission's timeline and said this version was a brilliant visual aid.
- Kaizen updated that their focus had been on continuing engagement with Lancaster West residents as well as direct youth outreach. Kaizen have continued door-knocking throughout the Lancaster West estate, leaving cards when they had not been able to reach somebody. Kaizen said they have had nearly 400 conversations with residents of the Lancaster West estate.
- A community representative asked how Kaizen had been conducting engagement through the pandemic. Kaizen explained they have been using clear Covid protocols and would be happy to share their policy on this. Kaizen added that their team have been maintaining social distancing and wear masks.

Agenda Item 5 – working group updates

- MHCLG updated on progress with the Commission's plans to commemorate the fourth anniversary. MHCLG met with the production team who are producing a video to be shared on the anniversary. MHCLG added that Constantine Gras, a local artist is assisting the working group with the look and feel of the video.
- MHCLG reminded the Commission the filming will be completed by 23 May to ensure there is enough time for the editing process. The Commission will see a draft version of the video for approval before it is made public.
- The secretariat updated that the children and young people working group had introductory meetings with Kaizen and CNWL. This working group will meet again in a week's time (w/c 10 May).

AOB

- The Secretariat explained they had recently received communication from a member of the community requesting separate opportunities for engagement for people living 500m from the Tower. The community representatives and co-chairs were clear that residents are an important group for the Commission's work, and that those living near the Tower are encouraged to join the [online meetings for residents](#). The Secretariat agreed to continue to work with the local community on this important issue and bring options back to the Commission.
- The secretariat reminded the Commission that online community events are limited in June. The secretariat asked whether the Commission would like the single proposed event to be for the bereaved, bereaved and survivors, or an open door for the whole community. A community representative asked whether it would be possible to have an in-person event that is open to the whole community, in addition to June's online community event. The secretariat confirmed this could be arranged.
- The secretariat asked the Commission if they would like to begin thinking about visits to other memorials in the UK. Three community representatives agreed.
Action: Secretariat to bring back options for June's online community event for decision at the next Commission meeting.

End of meeting

Questions from the community this month

Q: How will the future memorial be funded?

A: A question was raised at the North Kensington meeting on how the future memorial would be financed. The co-chairs were clear that the community did not need to be concerned about funding for a future memorial. The government has committed to support the work of the Commission.

Q: When will the Commission be holding in-person community events?

A: The Commission will be holding its first in-person community drop-in on 5 June from 11am to 3pm. This will be held at Bay 20 Community Centre (71 St Marks Rd, London W10 6JG), and will be a chance for bereaved, survivors and residents to meet the community representatives, ask questions about the Memorial Commission process, and share their views about the future memorial.

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

Phone: 0303 444 4831

Email: GTMCSecretariat@communities.gov.uk

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

Alternatively, you can contact our engagement organisation, Kaizen:

Phone: 020 7082 5508

Email: grenfellmemorial@kaizen.org.uk

Letter to: Kaizen, 22a Cliff Villas, London NW1 9AT