

Grenfell Tower Memorial Commission Meeting
13 January 2022

Attendees

Memorial Commission

Michael Lockwood (meeting chair) Thelma Stober

Community representatives

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

Apologies

Nabil Choucair
Hassan Hassan
Abraham Abebe
Andrea Newton

Secretariat

Grenfell Tower Memorial Commission secretariat, 4 individuals

Other

Stephanie Edwards, independent design adviser
Department for Levelling Up, Housing and Communities
(DLUHC) for items 3 and 5
Public authority representatives: DLUHC representative (Suzanne Kochanowski)

Meeting purpose

The thirty-second meeting of the Memorial Commission to discuss aims and scope of the Memorial Commission's interim report and to discuss the approach to communications and engagement to support this.

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 December meeting were cleared with no comments.
- Michael discussed the Memorial Commission's key risks and highlighted two new risks. The first of these was that the Commission needs to increase its efforts to reach out to individuals in the community who feel that they have not been heard. The second was that the Commission needs to ensure its report

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

meets the requirements of a future design brief so that the community's vision is reflected in the final design. No comments were raised, and all agreed with the new risks and the suggested actions.

Action

- Secretariat to publish the 13 December minutes on the Commission's website.

Agenda item 2 – update on Tower decisions

- Suzanne updated on the plans for further Tower engagement, including communications to residents on safety works on the tower, and plans for more community conversations with the secretary of state and officials.
- Suzanne also updated on plans to work with bereaved and survivors' families, as well as residents and community groups, to appoint an independent engineer. The community representatives found this update helpful whilst recognising that this was outside the scope of the Memorial Commission's work.
- Suzanne talked through DLUHC's proposed approach to future engagement on the Tower. The Commission suggested an open-ended period that is sensitive to the fifth anniversary. The Commission suggested that DLUHC has initial conversations about how it will engage, with no pressure to move to the next stage. The Commission also asked to keep different formats of events and engagement to meet different needs.
- Suzanne thanked the Commission for its feedback and was clear that DLUHC is happy to have a more detailed conversation with Memorial Commission representatives in their capacity as individual bereaved, survivors and local residents. Feedback is also being sought from other community groups.
- A representative asked Suzanne to pass on anything the department is hearing on preserving elements from the site as part of the memorial, as this will be something the Commission will include in its report. Suzanne agreed to pass on anything which has implications for the future memorial.
- Suzanne asked if the Commission would like to be included in DLUHCs conversations about the Tower to increase the Memorial Commission's reach. The community representatives were clear that they want conversations to remain as separate as possible at this stage to maintain the independence and integrity of the Commission.

Action

- DLUHC to continue to update the Commission on any public information regarding the future of the Tower.
- DLUHC to pass on any views it hears in relation to the Tower which have implications for the future memorial (with consent).

Agenda item 3 – planning for an interim report

- In line with the discussion at the last meeting in December, the Secretariat set out the next steps as the Commission works towards an interim report.

- The community representatives agreed that they should work towards publishing an interim report in spring.
- The Memorial Commission agreed the report should make clear that this is an interim report as it works towards a final report. The interim report should contain all the things the Commission has heard so far across each of the areas, even where this is limited or a small amount – and that it should also contain the questions the Commission is going to be asking next and make clear what areas need more work.
- The co-chairs suggested that the report would be a useful tool in checking the Commission has correctly heard what it has been told and will likely also encourage others to come forward with more thoughts they would like included in the final report.
- The community representatives agreed that there should be ‘no surprises’ in the interim report, and that they will aim to test all the contents with bereaved families, survivors, residents and local community groups as part of their ongoing engagement before it is published.
- There was a discussion about additional things to add to the report, for example quotes from some of the people who have already engaged (with consent) to allow people to identify that their comments have been heard, and visuals such as sketched ideas and accessible graphics.
- The secretariat reminded the Memorial Commission about the discussion at the December Commission meeting regarding the author for the interim report. The representatives agreed that it should be someone used to writing in a community style to ensure the report was as accessible as possible. They were also clear that there is already a lot of the information gathered and asked for some options for a report author to be shared with the Commission by correspondence ahead of the next meeting in February.

Action

- Report author to be agreed by correspondence before the February meeting.
- Memorial Commission to aim for the interim report to be published in April.
- Secretariat to begin to compile the contents agreed by the Memorial Commission.

Agenda item 4 – engagement strategy

- The Memorial Commission acknowledged that it has heard a wide range of ideas and thoughts through the online and face to face meetings it held last year. All recognised that the decision to pause in September had delayed the work to share these findings with the community. Now that engagement work has resumed, all agreed it was important for these to be shared publicly as soon as possible. The findings should be a main part of the conversations with attendees at the January engagement events and continue from there.
- The Commission also agreed that it would be helpful to run a variety of formats of events, including continuing online community meetings, specific themed events on areas such as ‘ownership’, resuming Saturday drop-ins,

and maintaining a presence at key community locations such as sports facilities, libraries, faith venues and schools.

- The Commission's design adviser set out the gaps in the Commission's engagement, and the further questions they need to ask the bereaved, former residents and the local community to include in their interim and final reports. The Commission agreed with these gaps and asked that these questions be added to its engagement forms. The Commission also asked for specific events on these gaps to be held over the coming months in the lead up to and after the interim report.
- The secretariat suggested the engagement event dates up to the interim report. The community representatives agreed with these dates and asked that the secretariat updates the website and begins to publicise these events.

Action:

- Secretariat to update the Memorial Commission's website with engagement dates.
- Secretariat to add engagement questions to the Memorial Commission's engagement form in time for the first in person event on 29 January.
- Secretariat to include themed engagement events in the coming months.

Agenda item 5 – communications update

- Michael shared some information on the recent engagement in the community including the Commission's activity at the 4.5-year anniversary in December. He updated on the Commission's wreath and reflected that he was moved to speak with some bereaved and survivor families at the start of the silent walk but that he did not join for the walk itself out of respect.
- A community representative updated that they had met with a community member and asked that they have business cards or leaflets to hand out at these instances.
- DLUHC summarised the Commission's recent social media activity and plans for meetings over the coming weeks. DLUHC also discussed plans for writing a letter to all families and residents to update on the Commission's progress and findings so far and set out plans for an interim report in April.
- Thelma said that the letter would need to be concise, translated into all the community languages, and sent out in hard copy and over email. A community representative asked for the letter to be as visual as possible.

Actions

- DLUHC to arrange for leaflets or business cards for community representatives.
- Based on this conversation, DLUHC to prepare and share a draft of the letter to families and residents with the Commission for review.

Agenda item 6 – update from design adviser

[Type here]

- Stephanie gave a brief update and suggested that working with a smaller group of community representatives to discuss the design process and requirements for a design brief could be beneficial. Several community representatives asked to be part of these meetings. Updates and decisions will continue to be discussed in the main Memorial Commission meetings.

Action

- Stephanie to meet with the smaller group of community representatives, and to report into the main commission meetings.

AOB

- The secretariat confirmed that the next engagement events would be on 24 January (online meeting for families) and 29 January (in person drop-in for the whole community). The next online meeting for the local community will be held on 9 February.
- The Commission agreed that it would like to meet in person at its next meeting on 3 February (Covid-19 regulations allowing).

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

Email: GTMCSecretariat@communities.gov.uk

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

Next meeting

3 February 2022