

Grenfell Tower Memorial Commission Meeting

31 March 2021

Attendees

Memorial Commission

Michael Lockwood (meeting chair) Thelma Stober

Community representatives

(Bereaved representatives)	(Survivor representatives ¹)	(Lancaster West representatives)
Sandra Ruiz	Abraham Abebe	Susan Al Safadi
	Hanan Cherbika	Andrea Newton

Apologies:

Mohammed Rasoul
Hanan Wahabi
Nabil Choucair
Hassan Hassan
Adel Chaoui

Secretariat

Grenfell Tower Memorial Commission Secretariat, 4 individuals

Other

Kaizen, 3 individuals (for the engagement Update item only)
MHCLG, 3 individuals (1 individual each for items 2, 3 and 4)
Suzanne Kochanowski, MHCLG
Stephanie Edwards, Memorial Commission design adviser

Meeting purpose

The twenty-fourth meeting 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.
- It was confirmed that the meeting was **not** quorate.
- It was decided that discussions on decision items would be deferred until a quorate meeting.

Agenda item 1 – for information items

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

- For information items were shared with the Commission in advance of the meeting. No action is required from the Commission.
- Michael highlighted that the Commission have received 4 sets of minutes for them to review and approve. These were approved and have now been published online [here](#).

Agenda Item 2 – ownership and maintenance

- Michael invited Community Representatives to comment on engaging the community on ownership of the future memorial, but it was decided further discussion or decision on this item would be deferred until a quorate meeting.
- A community representative expressed that she found the approach taken on the Manchester Arena memorial (ownership detailed in the report as belonging to multiple different bodies including a public authority body and a charity) very interesting, and expressed she'd be interested to know more about the details of their day to day running.

Action: MHCLG to investigate the running of the Manchester Arena memorial in more detail.

Agenda item 3 – report aims and scope

- Thelma reiterated that the expected date of the interim report was for the end of 2021 and that the aim of the report was to set out a vision for a future memorial that should be included in the design brief. She also expressed that this timeline and content could change based on the work of the Commission at that stage and that the Commission should determine the level of detail in the report. It was agreed any decision or further discussion on this would be deferred until a quorate meeting.
- Stephanie Edwards, newly appointed as the Memorial Commission design adviser, introduced herself to the Commission and explained her role to help support and advise the Memorial Commission with the interim report and eventual design brief.
- Michael invited Stephanie to share her previous relevant experience with the Commission. She explained she was a design expert for the Design Council, on multiple design review panels in London, an alumni for the Stephen Lawrence Trust and is currently also working on a framework to help ensure community projects focus on community needs. She shared her views on the Holocaust Memorial and museum in Berlin which managed to represent itself as a place to remember and promote understanding, but also as a subtle but unavoidable reminder of what should never be allowed to happen again. Stephanie expressed she was keen to quickly get up to speed with the work of the Commission.
- The Community Representatives thanked Stephanie for sharing her thoughts and Michael expressed he is looking forward to Stephanie's future work with the Commission.

Agenda item 4 – communications and engagement update

- Thelma updated that the co-chairs met with Callum Wilson, director of Grenfell partnerships at RBKC in March. The co-chairs shared some of the challenges the Commission is facing in reaching people and were interested to hear about the engagement methods used by the dedicated service. Callum explained the importance of individual, relationship-based engagement, and that he has found email better than letters.
- Thelma updated that the co-chairs met with Grenfell Walk Residents' Association and their lawyers, where the co-chairs updated on the Commission's progress, and explained the challenges the Commission is facing in terms of engagement. The co-chairs explained to Grenfell Walk Residents' Association that the Commission does not have involvement with decisions around Grenfell Walk or the Tower. A community representative said that Grenfell Walk Residents' Association are in the process of gathering feedback on Grenfell Walk from the residents, following Thelma's advice.
- Thelma updated that the co-chairs met Grenfell United in March where they updated them on the Commission's progress since they last met. Grenfell United shared concerns around the lack of clarity on decision-making on the Tower and the memorial, and the use of a single organisation to do this. The co-chairs explained to Grenfell United that this issue had been raised with MHCLG who have agreed the two conversations will be separated.
- Thelma updated that co-chairs also met with Our Power Hub, a community-based organisation established by bereaved families, who use art and music to address trauma. They discussed the importance of making sure all bereaved families and survivors were engaged with, and the details of the Commission's online events were shared for Our Power Hub for their members.
- Michael said the online community event for bereaved families was well attended and attendees felt comfortable with sharing their advice and thoughts. Minutes can be found [here](#). A bereaved representative said they had been contacted following this event and spoke to an attendee on a one-to-one basis.
- A Lancaster West representative reported that they had attended a meeting of the Lancaster West Residents' Association (LWRA) and that it had gone well. The representative noted that there were questions for the secretariat following the meeting. Thelma expressed the importance of the actions and questions following the meeting being responded to quickly.
- MHCLG updated the Commission on a letter that is expected to be issued in new Memorial Commission envelopes shortly. Thelma asked if a version of the letter could be supplied to community representatives to share with their networks via WhatsApp. MHCLG agreed to share a version with community representatives. MHCLG said they would also be sharing the letter via email.
- MHCLG said that the Twitter account @GrenfellTowerMC has a growing number of followers and engagement has increased as a result of increased activity on the account. There has been a request for clarity on which public authorities the Commission is working with. MHCLG have suggested including a news article on the Commission's website which can be linked to on Twitter.

A community representative asked MHCLG to share this content with community representatives.

- MHCLG shared that the Commission's newsletter was sent out and Susan's blog was published on 30 April.
- Kaizen updated that work in the community and on the Lancaster West Estate has continued. Kaizen have had positive meetings with Lancaster West Residents' Association on how to collaborate with members of the Residents Association joining Kaizen on outreach. Kaizen have been looking at options for having a regular slot at locations around the Lancaster West Estate with LWRA, for residents to attend.
- Kaizen advised the Commission to begin thinking about ways to articulate what it is hearing from the community. Kaizen have built on the themes that have emerged, which helped form the word cloud, to develop a draft 'vision statement'. Michael said this vision statement will continue to be tested and asked whether this would influence a future design brief.
- Kaizen agreed that the vision statement needed to be tested with the Commission and community and will continue to be a living document. A community representative said that they felt this was moving too quickly and asked for clarification on Kaizen's role in the design brief. Kaizen explained that they would not be involved in the design brief and reiterated that a vision statement is used to help inform a design brief for all memorials. Part of Kaizen's task is to support the development of a common vision for a memorial for the Commission to draw on.
- Kaizen asked whether the Commission would like to see the word 'justice' featured in the vision statement. Thelma said that this is an important word and one that has been raised in meetings with the community.

Action: The secretariat to respond to actions and questions from Lancaster West Residents' Association meeting, once received from the community representative.

Action: MHCLG to share a version of the letter with community representatives which can be shared via WhatsApp.

Action: MHCLG to prepare and publish a news article detailing which public authorities the Commission works with on the Commission's website and share this with community representatives.

Action: Kaizen to add word 'justice' to the draft vision statement.

Agenda Item 5 – working group updates

- No updates on working groups were provided as the meeting was not quorate. An update on the four-year anniversary working group will be sent via correspondence for decision.

AOB

- Michael and Thelma suggested that community representatives should take on a more direct role in engaging with bereaved and survivors to ensure that

engagement is more bespoke and intimate. Michael explained this would increase the community representatives' responsibilities. Thelma added that the conversations between community representatives and the bereaved and survivor groups would need to be structured and would require the commitment of all community representatives. This meeting was not quorate, and this conversation would be brought back to the next Memorial Commission meeting for agreement.

- Michael explained that Kaizen could still provide support, particularly providing capacity for engagement in the local community and for anyone wishing to speak to an independent organisation. Michael added that community representatives can, and should still, be available to individuals in these areas should they wish to have conversations directly with the Memorial Commission.
- A community representative and Thelma requested that the secretariat include a question in the online form for community representative engagement to record whether the individual is from the bereaved, former resident, Lancaster West or local community cohorts. This will enable the Commission to analyse the words and ideas that have come from different groups.

Action: The secretariat to include additional question on the online form for community representatives to record if they are engaging with bereaved, survivor or Lancaster West residents.

Questions and answers

What engagement options are available for those living near the Grenfell Tower site, but not on the Lancaster West Estate?

The Commission knows that those living near the Tower will be the future custodians of the memorial and wants to hear their views now so that the memorial design is something they recognise and value. Anyone living in the local area can sign up to the newsletter or for push notifications on the website, attend one of the monthly [online community meetings](#), [contact](#) the Commission directly, and [speak to Kaizen](#) to give their views. The Memorial Commission is also hoping to do events in person soon, and really wants to hear from you!

Who are the public authorities on the Commission?

The Grenfell Tower Memorial Commission's community representatives and co-chairs are supported by relevant, ex-officio, public authority representatives and experts who attend meetings by invitation only. They are not members of the Memorial Commission and do not have voting or decision-making rights.

The public authority representatives are:

- the council (the Royal Borough of Kensington and Chelsea), as planning authority: Sue Harris

- the Greater London Authority: Ayesha Hameed (previously Jeanette Bain-Burnett)
- the Ministry of Housing, Communities and Local Government (MHCLG), as current legal guardian of the Grenfell Tower site: Suzanne Kochanowski
- Central and North West London NHS Foundation Trust: Robyn Doran

You can contact the Memorial Commission using the details below:

Phone: 0303 444 4831

Email: GTMCSecretariat@communities.gov.uk

Website: 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