

Grenfell Tower Memorial Commission Meeting
13 December 2021

Attendees

Memorial Commission

Michael Lockwood (meeting chair) Thelma Stober

Community representatives

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

Apologies:

Hanan Wahabi
Nabil Choucair
Mohammed Rasoul
Susan Al-Safadi

Secretariat

Grenfell Tower Memorial Commission secretariat, 4 individuals

Other

Stephanie Edwards, independent design adviser
DLUHC for items 4 and 5
DLUHC representative, Suzanne Kochanowski

Meeting Purpose

The 31st meeting of the Memorial Commission to discuss progress to date and the Memorial Commission's aims for the next few months.

Opening

- Michael opened by recognising that this has been an exceptionally difficult period due to the ongoing Inquiry, the Memorial Commission's pause following media coverage speculating on decisions on the Tower, and the upcoming four-and-a-half-year anniversary.
- A one-minute silence was held at the start of the meeting in memory of those who lost their lives in the fire.
- It was confirmed that the meeting was quorate.

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

Agenda item 1 – for information items

- Minutes from the 15 November meeting were cleared with no comments.

Action:

- Secretariat to publish the 15 November minutes on the GTMC website.

Agenda item 2 – reflections

- Michael opened by asking the Memorial Commission for reflections on their work over the past few months. Thelma was clear that the community representatives have made progress in several areas and by coming together to support each other, they have strengthened the Commission.
- The community representatives reflected on the importance of all communications following their meetings with ministers and government being transparent, especially to help guard against any future changes in ministers or government.
- A community representative asked if there is a way that the community can be given more information about ongoing works on the Grenfell Tower site. Michael made clear that whilst this was not a responsibility of the Memorial Commission, we would formally ask that this request was passed on to the relevant teams in DLUHC.

Agenda item 3 – update from design adviser

- Stephanie reminded the Memorial Commission of her role and that she is here to give support on the process to reach a design brief.
- Stephanie gave an update on how she is planning to support the Memorial Commission, including by setting up a design working group so that the community representatives can work closely with her on this next important stage. Stephanie updated that she has been working on a list of design briefs from other memorials, to show how design briefs translate into physical memorials. The design brief for the Grenfell Tower Memorial will of course be different, but there is shared learning from previous memorials that may be helpful. This will enable the design working group to work on some of the thoughts and ideas gathered so far and help them have further discussions with the community. A community representative also gave some further suggestions of memorials for design briefs.
- Stephanie suggested that she would be happy to work with the Memorial Commission to increase understanding of the different types of design process and how they work. This will then help the community representatives to better explain the process in their conversations with families and the community. The community representatives agreed with this.
- Stephanie reminded the Memorial Commission again that she is here to advise them on whatever they need and will answer any questions via email or face to face.
- A community representative said the aims of the design working group is not to come out with final ideas, but to get an understanding of the design process, so they can then participate in wider workshops with the community.

They suggested it would be good for the community to bring their own ideas in whatever form they want, such as a picture, an object, or something else tangible, or something else that is important to them. Stephanie agreed with this.

Action:

- Stephanie to share general design process diagram for January meeting.
- Secretariat to follow up with representatives for names for the design working group.

Agenda item 4 – key decisions to set up for new year

- The secretariat set out that the original aim was for an interim report to be published in December. Following the decision in September to pause engagement, the Commission has not been able to increase the views it has heard sufficiently to produce a report. The Commission agreed that between March and April next year (2022) was a more realistic time to share the interim report but reflected that it was important to not rush this process; it is more important that the interim report accurately reflects the views they have heard to date.
- The secretariat suggested discussing a refreshed communications and engagement plan in January. The Memorial Commission agreed that engagement should be supported with communications products, and there should be a focus on playing back progress and what has been heard to date so that the families and community are reassured that their views have been captured.
- The secretariat said that future community meetings will likely be a mix of online and in-person events owing to the ongoing and emerging Covid situation. In January, the Memorial Commission will be able to consider an engagement plan that covers both styles of engagement to ensure momentum is maintained but adhering to the latest social distancing and other guidance as needed.
- DLUHC spoke about the Memorial Commission's request for some conservation advice to help guide the Memorial Commission's consideration of what elements from the site they might like to reuse as part of the future memorial.
- DLUHC reminded the Commission that earlier in the year an advert was published on their website asking for experts to come forward, and some initial conversations have taken place with a range of academics and museums.
- The community representatives agreed to have initial conversations with an academic (who has a background in heritage and architecture and with museums) to better understand what support they will need in this area. The community representative all agreed that they would benefit from having local people involved and that we should source a pool of experts involving Grenfell local communities and organisations. A community representative added that local museums, local artists, and conservationists have been part

of the journey so far, and it will create a local sense of ownership to continue working with experts within the community.

Action

- The secretariat to prepare the scope for an interim report for the January meeting.
- Engagement plan to go to the Commission for the January meeting.
- Communications and engagement working group to restart from January.
- The secretariat to prepare a playback letter for the Commission to update on what it has been hearing.
- The secretariat to set up meetings with academic and museum contacts regarding conservation advice and to identify options for sourcing local conservation experts, including those who have already contacted the Commission.
- An outline workplan of decisions for the Commission to be prepared based on new timings.

Agenda item 5 – communications update

- DLUHC comms team set out how they could support restarting engagement in the new year. The community representatives agreed that it was important to continue to have conversations with the community, play back what we have heard to date and ensure that there are more opportunities for views to be shared.
- The community representatives finalised their communications plan for the four-and-a-half-year anniversary, including social media activity.

Agenda item 6 – community arts projects

- The secretariat highlighted the increased community awareness and engagement with the Memorial Commission due to support from local artists. This includes the support around producing their four-year anniversary [video](#) and in providing arts activities at engagement events.
- The Memorial Commission agreed it would like to express gratitude for this support and asked to write letters of thanks.
- The Secretariat shared some further offers of support and artwork donations from local artists to the Memorial Commission. The community representatives expressed their thanks for these offers and donations. All agreed that it would be helpful to discuss with the families and community how art could have a role in the future memorial and suggested that this be included in the engagement plan for January onwards.
- The secretariat suggested that the Memorial Commission could invite more local artists to share their views.

Action:

- The secretariat to write thank you letters to those artists who have provided support to the Commission.

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- The Commission agreed to meet and invite more local artists to become involved in their work.

AOB

- The secretariat suggested that all working groups resume operation in January 2022. The Memorial Commission agreed with this and confirmed that they would contact the secretariat to agree which working groups they would like to join.
- The secretariat shared the Memorial Commission 2022 meeting calendar.

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

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:

13 January