

Grenfell Tower Memorial Commission Meeting
15 November 2021, in person

Attendees

Memorial Commission

Thelma Stober (meeting chair) Michael Lockwood

Community representatives

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

Secretariat

Grenfell Tower Memorial Commission secretariat, 4 individuals

Other

Stephanie Edwards, independent design adviser
DLUHC, 1 individual for item 3

Meeting purpose

The 30th meeting of the Memorial Commission to share reflections following the meeting with the Secretary of State for Levelling Up, Housing and Communities and agree next steps to recommence engagement after the Commission's pause.

Opening

- A one-minute silence was held at the start of the meeting.
- It was confirmed that the meeting was quorate.
- The Commission cleared the minutes from the 2 October meeting.

Agenda item 1 – Meeting updates

- Thelma and the Commission agreed that the [meeting](#) with the secretary of state was a positive first step in the Memorial Commission's relationship with him.
- Thelma said it was important that a letter from the community representatives to the secretary of state setting out everything they discussed is sent as soon

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

as possible and should then be published. The community representatives agreed that this was important to ensure transparency for their constituents.

- The secretariat agreed to support the Commission to keep momentum and to produce and send the letter as soon as possible. All agreed.
- Michael asked what the Commission would like to include in the letter, and also suggested the Commission consider what they need to receive in return in order to give the community confidence and resume their engagement.
- Thelma reminded the Commission of the importance of publishing the letter, so the community knows and sees what the community representatives know and have suggested. She reminded that the secretary of state had asked for direct, uncompromising feedback.

Actions:

- Secretariat to support Commission to prepare and issue letter to the Secretary of State.
- Secretariat to issue communications about the meeting with the secretary of state.
- Secretariat to publish October minutes on the Memorial Commission website – these can be found [here](#).

Agenda item 2 – stocktake and next steps

- The secretariat summarised the Commission's decisions and position over the past four months. The Commission asked the secretariat to start developing a plan in the background so that once community representatives approve restarting engagement, they have something to work to.
- The Commission discussed next steps for their engagement when it resumes and agreed that they would like to work towards a drop-in event at the beginning of December, providing they have had the response from the secretary of state.
- The Commission asked to see a fuller list of suggested engagement activities for the next meeting (this is contingent on engagement resuming).
- Stephanie Edwards (design adviser) set out some of the advice she can provide on the process for the Commission to reach a design brief. The Commission asked for Stephanie to continue to scope design briefs from other memorials and agreed with her advice on the current engagement gaps.

Action:

- Secretariat to continue work on preparing future engagement strategy and questions and provide advice on suggested engagement activities ready for the next meeting.
- Stephanie to provide examples of other memorial designs and design brief process.
- Preparation of comms for the drop-in event on 4 December at Al-Manaar and for online meetings to resume after that in December, contingent on the secretary of state responding to the Commission's letter.

Agenda item 3 – communications update

- The secretariat mentioned that the website timeline needed updating and that they were developing advice on more likely timelines, with the design adviser's review and based on RIBA best practice. Additional work will be done on this once the Commission resumes its engagement. The Commission agreed there was a need to put something on the website in the meantime to make clear that the current timeline is out of date following the recent pause in engagement activities.

Action:

- The website timeline needs to be updated to make clear that work is in progress.

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 December