

## **Grenfell Tower Memorial Commission (GTMC) Meeting 10 November 2022**

### **Attendees**

#### **Memorial Commission**

Michael Lockwood (Chair)

#### **Community Representatives**

(Bereaved  
representatives)

Hassan Hassan

Hanan Wahabi

Adel Chaoui

(Survivor  
representatives)

Abraham Abebe

(Lancaster West  
representatives)

Susan Al Safadi

Andrea Newton

#### **Apologies:**

Thelma Stober

Hanan Cherbika

Mohammed Rasoul

Nabil Choucair

Sandra Ruiz

#### **Secretariat**

Grenfell Tower Memorial Commission Secretariat: 3 individuals

#### **Other**

Department for Levelling Up, Housing and Communities (2 individuals for item 2, 3 and 4)

Bishop James Jones and Ken Sutton

Stephanie Edwards, Independent Design Adviser

#### **Meeting purpose**

The forty first meeting of the Memorial Commission to discuss the scope of the final report, an update on conservation and the memorial design gap analysis.

#### **Opening**

- A one-minute silence was held at the start of the meeting.
- Michael opened the meeting welcoming all to the meeting and highlighted that he understands that this has been a difficult week with the closing statements of the inquiry.
- It was confirmed that the meeting was quorate

#### **Agenda item 1: for information items**

- Risk register and action log: it was noted that many of the actions had been closed, however risks had not changed.
- The secretariat asked for any comments for the minutes from the 20 October meeting to be sent by 15 November to be cleared.
- No conflicts of interests were declared.

## **Agenda item 2: Memorial Commission communications 2022/23**

- DLUHC updated the Commission on the responses received to the recent letter to bereaved, survivors and residents and discussed the plan to promote the letter over the next few weeks and months.
- DLUHC went through the current communication platforms used by the Commission and asked the community representatives if there were any additional platforms, they would like to add to the communications plan for 2023 and if they were happy with its current style. Community representatives highlighted the importance of personalising any communications and using visuals.
- DLUHC agreed to discuss further with the community representatives at the next communications and engagement working group and bring the final plan back to the next Commission meeting.

## **Agenda item 3: conservation update**

- Michael provided a recap of the 29 September meeting and the discussions around conservation and asked if the community representatives would like to have an additional separate meeting focusing on conservation.
- **The community representatives highlighted the importance of engaging with families and the community on this subject and agreed a focussed session on this would be useful.**
- DLUHC provided an update on recent conversations with local community groups and the Bishopsgate Institute on their collections of spontaneous memorials from Grenfell.
- The secretariat provided a job description for a community archivist to work with local community groups, organisations and individuals in North Kensington to engage, understand, record and collect (where appropriate) spontaneous memorials and commemorative tributes to the Grenfell tragedy. The community representatives agreed the job description.

## **Action**

- The secretariat to arrange a separate online meeting on conservation in January.
- DLUHC to start the procurement process for a community archivist.
- DLUHC to continue to engage with the local community regarding spontaneous memorials.

## **Agenda item 4: memorial design**

- Stephanie gave an overview of the gap analysis and the progress that the Commission has made. Stephanie talked about the emerging design, brief considerations, the design products and references that have been received so far.
- Stephanie continued that a team or design should not be selected without the bereaved being able to veto/adapt/input.
- Stephanie spoke about jurors and highlighted the importance that they make the decisions and that a technical team would be formed from multidisciplinary experts to provide commentary.
- A community representative agreed to having jurors and said that a final decision needs to be presenting the shortlisted items to vote on, to show that there is a team agency to make the overall final decision.

- The secretariat agreed with the representative and said there should be a standalone Memorial Commission session on the design competition, jurors, bereaved veto and how the process works. This could be accommodated via the design working group meetings.
- For memorial access and factoring this into the design brief, a community representative suggested a visit to the area at busy times of the day would be beneficial. Stephanie agreed and said that is something that could be incorporated.

#### **Action**

- The secretariat will arrange with Stephanie and confirm details of a standalone Commission session on the design competition, jurors, bereaved veto and how the process works.

#### **Agenda item 5: final report**

- The secretariat presented timelines on early thoughts of what the final report could include and opened to all for wider discussions. The secretariat highlighted that the scope included what the interim report said the final report would cover. These are: ownership, conservation, working with the bereaved and coroners. The secretariat asked if the community representatives would consider case studies to expand further on how the Commission has been exploring these areas. The community representatives agreed.
- DLUHC gave an update on the writer of the final report. Amy Pollard, the Commission's interim report writer, is not available but has recommended two other possible writers who are being followed up. DLUHC said that they will ask Amy if she would like to be a critical friend when writing the report to provide feedback throughout.
- A community representative suggested that there should be a reference to the protections to be put in place around the longevity of the memorial site.

#### **Action**

- The secretariat to work with the Commission on case studies.

#### **AOB**

- The secretariat provided an update on contact with bereaved families and provided an update on planned community engagement for December.
- There is a Memorial Commission drop-in event on Saturday 12 November at the Henry Dickens Court Community Centre. The next drop-in event was discussed, and the community representatives reiterated the importance of engaging with the community.

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

**Phone:** 0303 444 4831

**Email:** [GTMCSecretariat@levellingup.gov.uk](mailto:GTMCSecretariat@levellingup.gov.uk)

**Website:** [www.grenfelltowermemorial.co.uk/contact](http://www.grenfelltowermemorial.co.uk/contact) (and contact the community representatives directly via the '[About us](#)' section)

**Next meeting**

Thursday 8 December, at the V&A.