

**Grenfell Tower Memorial Commission (GTMC) Meeting
18 May 2023**

Attendees

Memorial Commission

Lord Paul Boateng (Chair)

Thelma Stober

Community Representatives

(Bereaved
representatives)

Adel Chaoui

Hanan Wahabi

(Survivor
representatives¹)

Mohammed Rasoul

(Lancaster West
representatives)

Susan Al Safadi

Andrea Newton

Apologies:

Abraham Abebe

Hassan Hassan

Nabil Choucair

Sandra Ruiz

Hanan Cherbika

Secretariat

Grenfell Tower Memorial Commission Secretariat: 5 individuals

Other

Stephanie Edwards, Independent Design Adviser

Mark Brown, final report writer

Meeting purpose

The forty seventh meeting of the Memorial Commission to provide an update on the design brief, the timeline to the final report and six-year anniversary plans.

Opening

- A one-minute silence was held at the start of the meeting.
- Lord Boateng opened the meeting, welcoming all in attendance.
- It was confirmed that the meeting was quorate.

Agenda item 1: Secretariat items

- The Commission cleared the minutes from the 27 April meeting
- Risk register and action log, the Secretariat updated the Commission on progress on outstanding actions.
- No conflicts of interests were declared.

Agenda item 2: design update

- The design adviser provided an update on the development of the design brief.

- The design submission process will be as accessible as possible and will include sections on the applicants' approach to engagement and their capabilities to design and deliver the memorial.
- The Community Representatives emphasised the importance of applicants demonstrating genuine social value in their applications, and it should be included in the terms & conditions as well as applicants showing how they can collaborate and work with diverse teams/ organisations.
- The Secretariat gave an update on the planned CCTV camera installation to capture data on how pedestrians and vehicles move around the area of the memorial site. This is to ensure the memorial does not disrupt the natural flow of people. Following concerns from the community about the dates being close to the anniversary, it was confirmed that the dates will now be changed to after the anniversary. There have also been some concerns about the privacy and effectiveness of capturing this data. The Secretariat will continue to work with the department to explore alternative methods to capture this information, as well as having conversations with members of the community who have concerns.
- The Community Representatives gave their views on RBKC attending the GTMC meeting for the design update section only. It was agreed that external people should only attend GTMC meetings by invitation and be ready to answer questions from the Commission.

ACTION: Officials to have further conversations with the members of the local community who have raised concerns regarding the pedestrian survey. Community Representatives were asked to feed back any further concerns they might hear from the community about this so these can be addressed.

ACTION: Design working group to determine when external people should be invited to meetings to discuss design elements of the memorial.

Agenda item 3: final report update

- The Secretariat discussed the timeline to the final report publication and the key dates and milestones over the next four months, including the preparations of the audio and translated versions of the report.
- It was agreed that an additional meeting will be held in July to read through the first draft of the final report. There was also discussion of holding another meeting w/c 31 July so there is an option to review and clear the final version of the report.
- The Commission Representatives discussed the importance of the launch plan and the Secretariat confirmed this would be discussed in detail at the GTMC July meeting.

ACTION: Secretariat to organise an additional meeting for Tuesday 11 July- to read through the first draft of the report.

ACTION: Secretariat to pencil in a meeting w/c 31st July to have the option to review and clear the final version of the report, if required.

Agenda item 4: sixth year anniversary plans

- The Secretariat provided an update for the sixth-year anniversary video, and contributions made by local artists.
- Secretariat will provide a press notice for the anniversary film and share at the GTMC June meeting (8 June)
- The Commission Representatives agreed on the wreath that will be laid and discussed which trees they would like planted at the memorial wall.

ACTION: Secretariat to provide options of the trees for the Commission to agree.

AOB

- The Secretariat provided an update on the upcoming engagement events on Saturday 20 May and Thursday 25 May.

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

Phone: 0303 444 4831

Email: GTMCSecretariat@levellingup.gov.uk

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

Next meeting

Thursday, 8 June