

Grenfell Tower Memorial Commission Meeting

Thursday 8 September 2022

Attendees

Memorial Commission

Thelma Stober (meeting chair)

Michael Lockwood

Community representatives

(Bereaved representatives)

Sandra Ruiz

Hassan Hassan

Adel Chaoui

Hanan Wahabi

Nabil Choucair

(Survivor representatives¹)

Abraham Abebe

Hanan Cherbika

Mohammed Rasoul

(Lancaster West representatives)

Susan Al Safadi

Andrea Newton

Secretariat

Grenfell Tower Memorial Commission secretariat: 4 individuals

Other

Alastair Paton, Department for Levelling Up, Housing and Communities (DLUHC)

DLUHC: 2 individuals – 1 individual for item 3

Bishop James Jones

Ken Sutton, Bishop James Jones' secretariat

Stephanie Edwards, independent design adviser

Meeting purpose

The 38th meeting of the Memorial Commission to discuss the design strategy and working towards a design brief. To start conversations on next stages of the Commission's engagement and agree a forward look of upcoming Commission meetings' content to December.

Opening

- A one-minute silence was held at the start of the meeting.
- Thelma opened the meeting welcoming all to the meeting, noting this was the first meeting since June.
- It was confirmed that the meeting was quorate.
- Declaration of interest, one of the community representatives confirmed that they had applied for an unpaid role with a new sustainable energy company, the representative will be sitting on the board of residents to ensure the voices and views of local residents are heard throughout the process. All agreed that

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

this did not create a conflict of interest and thanked the community representative for raising this. All agreed that helpful to keep the role under review to ensure no future conflict of interest emerged.

Item 1: for information items

- The minutes from the meeting in June were cleared with no comments.
- Risk register and action log: it was noted that many of the actions had been closed, however, risks had not changed.
- Engaging with bereaved families, and the continuing importance of this, was discussed at the meeting. All community representatives agreed that engaging with and input from the bereaved families is key to this process. Over the next few months, community representatives will be keen to provide focused engagement to reach out to bereaved families as the Memorial Commission starts conversations on how the memorial will be owned and managed, as well holding further conversations on how elements from the Tower could be used in a future memorial. Both will be discussed further at the next Commission meeting on 29 September, and with the community in the coming weeks and months.

Item 2: design update

Stephanie presented her design strategy slides and provided a verbal recap of the decisions made over the summer. This focused on having a two-stage competition model and the importance of providing an honorarium, to ensure smaller businesses and individuals can apply. Stephanie highlighted the huge amount of artistic expression and talent in the local community, and the importance of bringing them along on this journey. Stephanie raised different models of engagement and what may work best for the community to ensure they are involved in the process.

Conversations then moved on to how decisions are made and how data is weighted to ensure the bereaved voice is not overshadowed. Stephanie explained how the design brief would include a list of specific details (based on the views of the families, former residents and local community, which will be in the final report) that the memorial will need to include, and the two-stage process. This ensures the commission is involved throughout and can ask for changes/comment on the work.

Item 3: communications update

DLUHC updated the Memorial Commission on the status of recording the audio of the Commission's interim report and explained that it is currently being edited by Morley College with a plan to be published by October. Portobello Radio has offered to play the whole report on the radio and would like to know if the commission would agree to this.

DLUHC's communications lead updated that the team is currently working on a draft communications schedule ahead of the communications and engagement working

group next week to support the Memorial Commission over the next few months. This will include hard copy letters, new leaflets (which were shared at the meeting), and postcards, ensuring everything is accessible in different languages. This will be shared at the Commission meeting in October for views from the community representatives.

ACTION: the Memorial Commission to confirm if they would like the audio report to be played on radio and confirm if any community representatives would like to be interviewed by Portobello Radio to further raise the profile of this work.

ACTION: DLUHC to provide a draft communications plan to share with the Memorial Commission at the meeting in October.

Item 4: Memorial Commission engagement

The secretariat discussed the current engagement platforms that the Memorial Commission use and additional steps they could take.

Edits to the Memorial Commission's current engagement form (used to gain feedback from the community) were discussed and the secretariat asked the Commission if they had any feedback. Thelma suggested edits for Q7 and Q12

ACTION: the secretariat to amend Q7, from 'Explain what was in the report' to 'Summarise what we have heard from the community so far' and change the wording in Q12 from 'managed' to 'look after'.

Online engagement was discussed, and the secretariat asked the community representatives if they want to continue this in its current form. It was agreed that the online meetings will be stopped, kept under review, and reinstated if, for example, we have a bad winter. The community representatives stated that the priority needs to be engaging with bereaved families, and those bereaved families that the Memorial Commission have not yet engaged with. This could include inviting them to an online meeting, organising a phone call with the community representatives or creating booked appointments at the Commission's monthly community drop-in events.

ACTION: the secretariat to provide a plan to engage with bereaved families and ensure a personalised letter is sent to them, outlining that the Memorial Commission wishes to engage with them if they are ready to. The secretariat to prioritise this work and keep the community representatives updated.

Attending pre-arranged community events was also discussed, and it was highlighted that resources need to be directed to engaging with the bereaved families instead. It was agreed that the secretariat will go to certain community events to spread awareness of the Memorial Commission and provide a further presence in the community. However, community representatives will focus on bereaved family engagement.

A draft hard copy letter was shared with the Commission for their views. The plan is for the letter to be sent to bereaved, survivors and residents and include a copy of the questionnaire with a pre-paid envelope. The team also discussed the possibility of including the questionnaire online.

ACTION: the secretariat is currently looking into sending out letters with a questionnaire and pre-paid envelope, and will provide an update to community representatives with timelines of when this will be sent.

ACTION: the Memorial Commission to view the draft letter to be sent to bereaved families, survivors and relatives and send any comments to the secretariat. The secretariat to then share a plan with timelines of when the letter will be sent.

AOB

Update on the new secretary of state – the secretariat informed the Memorial Commission that the new secretary of state is Simon Clarke. It was highlighted that, because of the death of Her Majesty Queen Elizabeth II, there will be delays with government correspondence and introductory meetings/correspondence with the new secretary of state.

9/11 seedling – Eleanor to email this via correspondence.

Manchester visit – the secretariat asked if any other community representatives wanted to attend the Manchester visit and further details will be sent via email.

BigSMALL TV – the secretariat asked if the Memorial Commission would be happy with BigSMALL TV documenting their work once a month to provide a visual catalogue of the work they are doing, and confirming that they will be attending the Manchester trip.

Memorial Commission drop-in event: the September drop-in event is planned for Saturday 17 September at Hope Gardens. Please note that following this discussion, as a mark of respect following the death of Her Majesty Queen Elizabeth II, it was decided to postpone this drop-in event. The next drop-in event will be on Saturday 8 October at Hope Gardens.

The meeting ended with a minute's silence for Her Majesty Queen Elizabeth II.

End of meeting.

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](http://www.grenfelltowermemorial.co.uk/via_contact) buttons in the 'About us' section.

Next meeting

Thursday 29 September