

**Grenfell Tower Memorial Commission (GTMC) Meeting**  
07 December 2023

**Attendees**

**Memorial Commission**

Thelma Stober (Chair)

**Community Representatives**

(Bereaved representatives)	(Survivor representatives)	(Lancaster West representatives)
Hassan Hassan	Hanan Cherbika	Susan Al Safadi
Hanan Wahabi		Andrea Newton
Adel Chaoui		
Sandra Ruiz		

**Apologies:**

Lord Paul Boateng  
Nabil Choucair  
Abraham Abebe  
Mohammed Rasoul

**Secretariat**

Grenfell Tower Memorial Commission Secretariat: 4 individuals

**Other**

Stephanie Edwards, Independent Design Adviser  
Peter Neal, Independent Landscape Design Adviser

**Meeting purpose**

The fifty third meeting of the Memorial Commission, to discuss the draft design brief and design team selection process and confirm the appointment of the Community Archivist role.

**Opening**

- A one-minute silence was held at the start of the meeting.
- Thelma Stober opened the meeting, welcoming all in attendance.
- It was confirmed that the meeting was quorate.
- No conflicts of interests were declared.
- The Secretariat presented the minutes from the November meeting for approval, along with an update on the risk register and action log.

### **Agenda item 1: Design Brief**

- Stephanie Edwards and Peter Neal opened up the discussion on the first draft of the design brief and asked all Community Representatives to share their views and provide feedback.
- The Community Representatives stated the importance of getting the tone of the design brief correct and the importance of mirroring language from the GTMC report.
- The Community Representatives stated it was important that the design brief made clear that the GTMC are not making the decision on the future of Grenfell Tower and that this is a government decision.
- There was a discussion on how the design brief could include the importance of height and how it can be incorporated into the final design brief.

**ACTION:** procurement of the design competition manager to be added to the risk register.

### **Agenda item 2: Community Archivist.**

- Secretariat updated the Commission on the recruitment process for the Community Archivist and will update the Commission on the timelines for onboarding and when the person will start the role.

### **AOB**

- Thelma thanked the Commission for all their work this year and the milestones they achieved. Thelma wished everyone a peaceful and restful festive period.

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

### **Next meeting**

**Thursday 18<sup>th</sup> January 2024**