

**Grenfell Tower Memorial Commission (GTMC) Meeting**  
18 January 2024

**Attendees**

**Memorial Commission**

Thelma Stober  
Lord Paul Boateng (Chair)

**Community Representatives**

(Bereaved representatives)	(Survivor representatives)	(Lancaster West representatives)
Hanan Wahabi		Susan Al Safadi Andrea Newton

**Apologies:**

Nabil Choucair  
Adel Chaoui  
Abraham Abebe  
Mohammed Rasoul  
Sandra Ruiz  
Hassan Hassan  
Hanan Cherbika

**Secretariat**

Grenfell Tower Memorial Commission Secretariat: 4 individuals

**Other**

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

**Meeting purpose**

The fifty fourth meeting of the Memorial Commission, to discuss the draft design brief and a forward look at next steps.

**Opening**

- A one-minute silence was held at the start of the meeting.
- Lord Paul Boateng opened the meeting, welcoming all in attendance.
- It was confirmed that the meeting was not quorate.
- No conflicts of interests were declared.
- The Secretariat presented the minutes from the December 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 the discussion on the second draft of the design brief and asked all Community Representatives to share their views and provide feedback.
- The Community Representatives discussed key areas of the design brief including terminology within the report, the importance of maintaining visibility and height for the memorial, and the diversity of those who lost their lives in the fire.
- The Community Representatives stated again how 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. However, in order to progress with the design brief, design teams will be asked to provide different approaches.
- Stephanie Edwards and Peter Neal updated the Commission on their recent meetings with local stakeholders including KAA, KLC and faith leaders.
- The Commission were informed that the procurement of the design manager will conclude this month and a further update will be provided.

**ACTION:** Design advisers to circulate the design brief for the Community Representatives to read through in full.

**ACTION:** Design advisers to add reference to the community resident room, which was located behind the nursery on the ground floor within the design brief.

#### **Agenda item 2: Next steps.**

- The co-chairs emphasised that if a budget is not agreed, this could delay the launch of the design brief in spring.
- The co-chairs are meeting with the Department for Levelling Up, Housing and Communities and will use this meeting to challenge the Government on the need for a budget and gain updates on how they are progressing with the recommendations from the report.
- Both the co-chairs will update the community reps on the meeting with the department at the next GTMC meeting and if a budget has been agreed

#### **AOB:**

- Secretariat highlighted bringing forward the March GTMC meeting forward, before the start of Ramadan.
- Secretariat highlighted the team are starting the plans for upcoming Iftar events in March.

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

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

**Next meeting**

**Thursday 22<sup>nd</sup> February 2024**