

Grenfell Tower Memorial Commission Meeting

Wednesday 1 June 2022

Attendees

Memorial Commission

Thelma Stober (meeting chair)

Michael Lockwood

Community representatives

(Bereaved representatives) (Survivor representatives¹) (Lancaster West representatives)
Sandra Ruiz Susan Al Safadi
Hassan Hassan Andrea Newton

Apologies

Abraham Abebe
Adel Chaoui
Hanan Cherbika
Nabil Choucair
Mohammed Rasoul
Hanan Wahabi

Secretariat

Grenfell Tower Memorial Commission secretariat: 4 individuals

Other

Department for Levelling Up, Housing and Communities (DLUHC): 3 individuals: 1 individual for item 3
Suzanne Kochanowski, DLUHC
Alastair Paton, DLUHC
Bishop James Jones
Ken Sutton, Bishop James Jones' secretariat
Stephanie Edwards, independent design adviser

Meeting purpose

The 37th meeting of the Memorial Commission to discuss and follow up from launch of the Memorial Commission interim report, discuss the translations and audio versions of the report, including the new engagement proforma. Confirm plans for the fifth anniversary.

Opening

- A one-minute silence was held at the start of the meeting.

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

- Thelma opened the meeting welcoming all to the meeting and each attendee introduced themselves.
- Suzanne is leaving DLUHC and introduced Alastair Paton as her replacement, who will now be the point of contact for the Memorial Commission.
- Bishop James Jones introduced himself and his colleague Ken Sutton
- It was confirmed that the meeting was not quorate.

Item 1: for information items

- The minutes for April and May were cleared, subject to any views from other community representatives not in attendance
- Risk register and action log: it was noted that many of the actions and risks have been met due to the launch of the report.

Item 2: Grenfell Tower Memorial Commission interim report

- The secretariat updated the group following the launch of the interim report and discussed lessons learned in preparation for the final report. Overall, the report was received positively in the media, many journalists focused on the garden, but also mentioned other forms for a memorial.

The immediate next steps

- Translations of the report can be accessed on the Memorial Commission's website.
- Hard copies of translated copies of the report will be available by next week (w/c 6 June).

Thelma mentioned that the Memorial Commission community representatives can let their groups know that translated versions are available via WhatsApp and other social media.

Action: the secretariat will notify the community representatives when the translated versions of the report are ready for them to share with groups/contacts. The team will also update via social media.

- The audio version of the report is in progress. Morley College and Portobello Radio have been in touch and are keen to support. The secretariat asked if community representatives would like to be involved in reading the report for the audio version. Susan, Andrea and Sandra (if this works for timings) would like to be involved. We could also look at other members of the community eg faith leaders and community groups.
- A community representative mentioned that following the communications working group meeting, to ensure the audio version is ready, we could use the representatives in the first instance and then have other people from the

community involved eg vox pops of key members of the community at a later stage.

Action: the secretariat to start planning the audio version of the report and set-up with Morley College and Portobello Radio.

Decisions on immediate engagement

- The secretariat shared a new engagement proforma to capture feedback following the report. This includes a section on conservation and reaction/ views following the launch of the report, including ownership.
- It was discussed that it would be helpful to include examples of different types of memorials, clear sections for questions and themes with content eg including images. This will support the community representatives in their conversations and in completing the form. The secretariat should look into information sessions for the reps to support this engagement.

Action: the secretariat to review the questions on the proforma and make some changes to support conversations and engagement with the Memorial Commission.

The secretariat discussed learning for the final report. This included:

- Select a writer as soon as possible and start the process for writer options.
- Prepare for media – a suggestion to pre-record and agree availability with the representatives earlier.
- Michael mentioned the importance of capturing the journey to show where the Memorial Commission has come since the beginning and some of the key moments to share with media.
- The community representatives stated that the staggered release of the interim report was done well and should be used next time.
- All agreed, for timings it would be useful to have all the translations and audio versions ready with the launch of the final report.
- To explore working more closely with an architect company to support with the writing and raising awareness of the final report.
- Thelma mentioned next steps and how to ensure we have engaged and given the opportunity for bereaved families to share their views. Michael congratulated the group on where they have got so far, the engagement via online meetings and in-person drop-in events.
- It was mentioned that lawyers could be approached to help reach bereaved and hear their views – this could be explored further.
- Bishop James Jones spoke of the dynamics of grief that lead to division, and the need to understand and reach out to those to help conversations when people are ready.

Action: secretariat to produce an engagement plan for the July meeting, including wider engagement for the Memorial Commission.

Item 3: five-year anniversary update

- The secretariat gave an update on the five-year anniversary film for the commission. Big Small TV have filmed some of the representatives and students from a local school for the film. The final version will be shared with the community representatives on 8 June for any comments to the secretariat by 10 June. The plan is for the video to be released on 13 June on the Memorial Commission's website and social media.
- Community representatives asked if we could have subtitles in the different languages for the video.

Action: secretariat to explore options with Big Small TV for subtitles to be included in the video.

- The secretariat covered activities from 11 June to 14 June. The Green4Grenfell arts and crafts day on 11 June is a Memorial Commission event ahead of the five-year anniversary. There will be local artists and the details have been shared with local schools. We will be leafleting the local area and using Twitter to raise awareness.
- A wreath has been ordered from the Memorial Commission. This will be delivered on 13 June and will include 72 white roses with the number 72 written with green flowers, the wording of the card to include text of the promise.
- There was further discussion around the wider activities on 14 June. This included the co-chair's plans for the day visiting local faith support services such as the Clement James Centre and Al-Manaar Muslim Cultural Heritage Centre, and charities such as Kids on the Green. They will also be attending the service at Westminster Abbey and laying a wreath at the Grenfell Tower site as part of the multi-faith service.
- Thelma was clear that, based on her personal experience, key anniversary dates are extremely difficult times when people want to be with those who went through the same tragedy. She was clear that the co-chairs will be extremely sensitive to the fact that families will want to commemorate in their own way.

Communications and social media

- It was agreed that the community representatives would like a press notice, similar to last year, highlighting the five-year anniversary video.
- The representatives would like to tweet a picture of the wreath, using the text of the promise with green hearts.

Action: secretariat to prepare a press notice to be shared with the community representatives and co-chairs for comments by 8 June.

Action: secretariat to invite Newsnight to the 11 June arts and crafts day.

- It was decided at the meeting that pine trees will be used for the memorial wall, and hydrangea trees to be ordered for the family viewing area.

- The community representatives asked if we could put QR codes on the planters of the trees, so the community can keep up to date with the Memorial Commission.

Action: DLUHC will explore options of the QR code on the planter and feed back to the commission.

Item 4: July agenda items

- It was agreed that online meetings in June and July will not go ahead to give the community space during the anniversary. However, the Memorial Commission will still have in-person drop-in events in June and July in the local community.
- The secretariat will prepare an engagement plan for the July meeting to cover engagement from September to December.
- Working groups should endeavour to have a meeting between June and July.

Action: secretariat to list local community engagement events in the community for representatives to attend for engagement. This will form part of the engagement plan.

Action: secretariat to arrange a drop-in event on 9 July.

Action: secretariat to arrange working group meeting between late June and July.

Manchester Glade of Light memorial trip

- It was confirmed that the Commission would like to visit the Glade of Light memorial in late July.

Action: secretariat to confirm dates for the end of July and feed back to the community representatives

Design framework

- The secretariat discussed details of the design framework and next steps. The secretariat will be inviting the DLUHC design lead to the July meeting to discuss next steps and priorities.
- The representatives would like architect Peter Neal to be a member of the operational working group. There was brief discussion of Peter joining the design working group. This will be confirmed at a later stage.

Item 5: communications update

- This was not covered, however, the secretariat gave a brief overview of the communications around the report launch (see item 2).

AOB:

Feedback from the Chelsea Flower Show

- Photos from the show were shared at the meeting, showing aspects of peacefulness, water features and remembrance.

Tim Downie

- To deliver a live reading of the book, 'The Knight and the Princess' for the Memorial Commission. The secretariat will update the group with details, once arranged.

Grenfell documentary filming

- An overview of the Wyn Baptiste documentary of Grenfell and the coverage this has had around the community was discussed. He is keen to work with the Commission to film engagement around the memorial. All agreed to invite Wyn to engagement events, the first one being the arts and crafts day on 11 June.

July meeting

Action: secretariat to arrange some further dates for the Commission meeting in July and share with the group for availability.

Bishop James Jones closed the meeting with a prayer

Meeting end.

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

Phone: [0303 444 4831](tel:03034444831)

Email: GTMCsecretariat@levellingup.gov.uk

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

Next meeting:

July – TBC

August – no meetings

September – Wednesday 7 September (TBC)