

D A G R A

Derrick & Atlas Gardens Residents' Association

Governance & Service Documents

Anchor & Hope Lane · Charlton SE7 · Charlton Riverside Conservation Area · Royal Borough of Greenwich

This Pack Contains

A	Constitution — Derrick & Atlas Gardens Residents' Association	<i>Pages 2–8</i>
B	Roles & Responsibilities — Committee Officers and Members	<i>Pages 9–14</i>
C	Community Website — User Terms of Service	<i>Pages 15–18</i>

March 2026 · Not-for-profit, run entirely by volunteers

DOCUMENT A

Constitution

Derrick & Atlas Gardens Residents' Association

This constitution sets out how the Association is organised and run. It has been adopted at a duly convened general meeting of residents and governs the activities of DAGRA — the Derrick & Atlas Gardens Residents' Association — representing all residents of Derrick Gardens and Atlas Gardens, Anchor & Hope Lane, Charlton SE7.

1. Name

The name of the group is the Derrick & Atlas Gardens Residents' Association, known as DAGRA ("the Association").

2. Area and Membership

2.1 The Association represents residents living in Derrick Gardens and Atlas Gardens, Anchor & Hope Lane, Charlton, London SE7, which forms part of the Charlton Riverside Conservation Area in the Royal Borough of Greenwich.

2.2 Membership is open to all residents aged 18 or over living in the area. The estate currently comprises 74 homes.

2.3 Each household may nominate one named voting member, or each adult resident may be a voting member. The Association will state its chosen approach clearly at adoption and in notices of meetings.

2.4 The Association will not discriminate on the grounds of race, colour, nationality, ethnic or national origins, gender, gender reassignment, sexuality, disability, age, religion or belief, pregnancy or maternity, or any other characteristic protected by law.

3. Aims

The aims of the Association are to:

- Represent and promote the interests of all residents in Derrick Gardens and Atlas Gardens.
- Preserve and enhance the special architectural and historic character of the Charlton Riverside Conservation Area, including the 1908 Edwardian estate built for workers of William Cory & Son.
- Work in partnership with the Royal Borough of Greenwich (as local authority and freeholder), Historic England, the Greater London Authority, local ward councillors, and other public bodies on matters affecting the area.
- Work alongside partner organisations including Charlton Together, the Charlton Central Residents' Association (CCRA), and The Charlton Society.
- Represent residents' interests in planning consultations, development proposals, and other matters affecting the area, including the Charlton Riverside Masterplan and any proposals on or near the V.I.P Industrial Estate.
- Inform and support residents to take part in planning processes, consultations, and local decision-making.
- Organise meetings, events, and activities that strengthen community bonds.
- Raise funds and, where appropriate, provide peer-support and advisory services to other community groups and residents' organisations, with any surplus used to further the Association's own aims.

4. Committee and Officers

4.1 The Association will be managed by a Committee of at least 4 and no more than 9 members, elected by members at the Annual General Meeting (AGM).

4.2 The Committee will include the following officer roles, elected by and from the membership at the AGM:

- Chair (required)
- Secretary (required)
- Treasurer (required)

4.3 Optional additional roles, if sufficient volunteers are available, may include: Vice-Chair, Conservation & Planning Lead, Events & Fundraising Lead, and general Committee members (up to the maximum of 9 in total).

4.4 All Committee members will serve for one year and may stand for re-election at each AGM. There is no maximum number of consecutive terms.

4.5 The Committee may fill vacancies that arise between AGMs on a temporary basis by co-opting willing residents, provided the maximum number of Committee members is not exceeded and any co-opted member stands for election at the next AGM.

4.6 A Committee member will be asked to step down if they move out of the area, or if they are absent from three or more consecutive Committee meetings without explanation.

5. Committee Meetings

5.1 The Committee will meet as often as necessary and at least four times per year.

5.2 A quorum for Committee meetings is half of the serving Committee members, including at least one officer.

5.3 Decisions will normally be reached by consensus. Where a vote is needed, a simple majority will decide. If votes are equal, the Chair will have a casting vote.

5.4 The Secretary will keep brief minutes of decisions, votes, and actions agreed at each Committee meeting.

5.5 Committee meetings may be held in person, online, or by a combination of both.

6. General Meetings and Annual General Meeting

6.1 The Committee will call an Annual General Meeting (AGM) once in each calendar year, within three months of the end of the financial year.

6.2 At least 14 clear days' notice of the AGM will be given to all members, stating the date, time, location (or online arrangements), and the main business to be conducted. Notice will be given by email and, where practicable, by flyer to all households.

6.3 The business of the AGM will include:

- Chair's report on the year's activities and key issues.
- Treasurer's report and presentation of the annual income and expenditure accounts.
- Election (or re-election) of officers and other Committee members.
- Any other business submitted in advance or accepted by the Chair at the meeting.

6.4 A quorum for the AGM and other general meetings is 10 members, or 10 per cent of the membership, whichever is the higher figure.

6.5 The Association may hold additional general meetings during the year as the Committee decides is necessary.

6.6 A Special General Meeting may be called by the Committee, or at the written request of at least 10 members or 15 per cent of households (whichever is higher), on a stated matter of concern. At least 7 clear days' notice will be given.

7. Elections

7.1 All officer and Committee positions are open for election at each AGM.

7.2 Nominations may be submitted to the Secretary in advance or proposed and seconded at the AGM, with the consent of the nominee. All nominees must be members of the Association.

7.3 If there are more candidates than places, the election will be decided by a vote of members present — by show of hands or, if requested, by written ballot.

7.4 Each household representative (or each individual member, as defined in section 2) has one vote.

8. Finance

- 8.1 All money raised by or on behalf of the Association will be used to further its aims. No money or assets will be distributed to members.
- 8.2 The Association will hold a community bank account in its own name. At least two unrelated signatories will be required for all payments. Signatories must be Committee members.
- 8.3 The Treasurer will keep clear and accurate records of all income and expenditure and will retain receipts for all spending.
- 8.4 The financial year will run from 1 April to 31 March each year (or such other period as the Committee may determine and state clearly in the accounts).
- 8.5 The Treasurer will present a simple income and expenditure statement, with a short written report, to the AGM each year.
- 8.6 The Association may receive grants from the Royal Borough of Greenwich and other local authorities, donations, business sponsorship, and fees for services, including advisory and peer-support services offered to other community groups, provided such income is used to further the Association's aims.
- 8.7 No officer or Committee member will be paid for their role. Reasonable out-of-pocket expenses, with receipts, may be reimbursed by the Treasurer with prior Committee approval.

9. Advisory and Peer-Support Services

- 9.1 The Association may provide training, peer-mentoring, and advisory services to other residents' groups, community organisations, and estates, drawing on its experience of planning campaigns, consultation processes, and community organising.
- 9.2 In providing such services the Association will make clear in writing that it is sharing experience and practical guidance as a residents' group. It is not providing regulated legal, financial, or professional planning consultancy, and clients remain responsible for their own decisions and for seeking independent professional advice where required.
- 9.3 Any fees charged for such services will be proportionate to preparation and delivery time and will be paid into the Association's bank account, to be used for community benefit in line with this constitution.
- 9.4 The Committee will approve any new advisory service engagement and will report on such activity briefly at the AGM.

10. Conduct, Equality, and Data

- 10.1 The Association and its members will treat all residents and others with respect, dignity, and fairness.
- 10.2 The Association will conduct itself in a non-party-political manner and will not affiliate to or publicly support any political party.
- 10.3 The Association will handle members' personal data lawfully and securely, and only for purposes necessary to its operation, in compliance with the UK General Data Protection Regulation and the Data Protection Act 2018.

11. Amendments to this Constitution

- 11.1 This constitution may only be amended at an AGM or Special General Meeting, by a two-thirds majority of members present and voting.
- 11.2 Proposed amendments must be set out clearly and circulated to all members with the notice of the meeting.

12. Dissolution

- 12.1 The Association may be dissolved by a two-thirds majority vote at a Special General Meeting called for that purpose, with at least 14 days' notice.
- 12.2 If the Association is dissolved, any remaining funds and assets, after settling all debts and liabilities, will be given to a local charity or community organisation with similar aims, as agreed at the dissolving meeting. They will not be distributed to individual members.

ADOPTION

Adopted at a general meeting of residents held on: _____

Chair signature: _____ Date: _____

Secretary signature: _____ Date: _____

DOCUMENT B

Roles & Responsibilities

Committee Officers and Members

DAGRA is run entirely by volunteers from Derrick Gardens and Atlas Gardens. This document describes each role, its responsibilities, and the typical time commitment involved. All roles are elected at the AGM and serve a one-year term with no maximum on re-election.

DAGRA currently comprises 74 homes in the Charlton Riverside Conservation Area. The association works alongside Charlton Together, the Charlton Central Residents' Association (CCRA), and The Charlton Society on wider planning and neighbourhood matters.

Required Roles — Core Officers

The following three roles are required. The association cannot function without them, and most funders and the Royal Borough of Greenwich as freeholder will expect all three to be in post.

Chair Required		
TIME COMMITMENT	TENURE	FOCUS
3–5 hours / month (more during campaigns or consultations)	One-year term, re-electable annually at the AGM	Leadership, external relations, campaigns

- Convene and chair all Committee meetings and the AGM, keeping discussion focused, ensuring all members can contribute, and bringing business to a conclusion.
- Act as the primary named contact for the Royal Borough of Greenwich (as freeholder, planning authority, and grant provider), Historic England, the Greater London Authority, ward councillors, and other statutory and public bodies.
- Act as the primary contact for Charlton Together, the Charlton Central Residents' Association (CCRA), The Charlton Society, and other partner community organisations.
- Review and sign off planning consultation responses, formal representations, and correspondence to developers, councillors, and officers.
- Lead any funding applications to the Royal Borough of Greenwich or local businesses, countersigning alongside the Treasurer.
- Ensure the Association operates in accordance with its constitution, remains non-party-political and inclusive, and that decisions reflect the views of the whole community.
- Provide a Chair's report on the year's activities at each AGM.
- Have a casting vote in the event of a tied committee or general meeting vote.

Secretary Required		
TIME COMMITMENT	TENURE	FOCUS
3–4 hours / month	One-year term, re-electable annually at the AGM	Administration, records, communications

- Maintain a current and accurate membership list, recording name, address, and contact details for each household, with appropriate consent for communication.
- Give proper notice of all meetings: at least 14 clear days' notice for the AGM, and at least 7 days' for Committee and general meetings, circulating agendas and any supporting papers in advance.

- Take clear and accurate minutes of all Committee meetings and the AGM, recording decisions, votes, actions, and responsible persons. Store minutes securely and make them available to members.
- Handle all formal correspondence with the Royal Borough of Greenwich, Historic England, developers, and other external bodies, keeping copies of all in and outgoing communications.
- Manage the Association's email account, community website, and any other communications channels (such as a residents' WhatsApp group), ensuring information is current and accurate. Note: DAGRA's Twitter/X and Facebook accounts have not been active since approximately 2021 and should not be treated as active channels.
- Support the Chair with grant applications and any formal submissions that require supporting documentation.

Treasurer Required		
TIME COMMITMENT	TENURE	FOCUS
2–3 hours / month; 4–6 hours around the financial year-end and AGM	One-year term, re-electable annually at the AGM	Finance, banking, accounts, grants
→ Set up and manage the Association's community bank account, ensuring at least two unrelated committee signatories are registered for all payments. → Keep simple, clear, and up-to-date records of all income and expenditure, retaining receipts and payment records for all transactions. → Maintain a separate record for each grant or sponsorship received, including the application, award conditions, spend breakdown, and any report submitted back to the funder. → Ensure that restricted grant funds are used only for the purposes for which they were awarded, in compliance with any conditions set by the Royal Borough of Greenwich or other funders. → Prepare a simple annual income and expenditure statement and a short written Treasurer's report, presented to members at each AGM. → Countersign funding applications alongside the Chair. → Advise the Committee on the Association's financial position and flag any concerns promptly. → DAGRA typically handles between £0 and £2,500 per year. No formal audit is required at this scale; a clear and honest income/expenditure statement is sufficient.		

Optional Roles

The following roles are not required for the Association to operate but are strongly recommended where sufficient willing volunteers exist. They may be held by elected Committee members in addition to any general Committee role.

Vice-Chair Optional		
TIME COMMITMENT	TENURE	FOCUS
1–2 hours / month	One-year term, re-electable annually	Deputise for Chair; lead on specific projects
→ Deputise for the Chair at meetings and in external communications when the Chair is unavailable. → Take on lead responsibility for a specific workstream as agreed with the Committee — for example, traffic and parking issues, the community green spaces, or a specific planning matter. → Support the Chair in managing relationships with the Royal Borough of Greenwich and other key external contacts.		

Conservation & Planning Lead Optional
--

TIME COMMITMENT	TENURE	FOCUS
2–4 hours / month (higher during active consultation periods)	One-year term, re-electable annually	Planning watch, conservation area, representations
→ Monitor the Royal Borough of Greenwich planning portal for new applications affecting Derrick Gardens, Atlas Gardens, the V.I.P Industrial Estate, and the wider Charlton Riverside area. → Monitor developments relating to the Charlton Riverside Masterplan SPD (2017) and any emerging updates to planning policy affecting the area. → Prepare or co-ordinate draft consultation responses and formal representations for Committee review, including objections or comments on development proposals. → Maintain a relationship with the RBG Conservation Officer and Planning Department, attending pre-application and consultation meetings where appropriate. → Keep Committee and residents informed of planning and conservation area matters through the community website and meetings. → Liaise with Charlton Together and the Charlton Central Residents' Association (CCRA) on shared planning concerns, including any matters relating to the proposed GLi data centre at the V.I.P Industrial Estate.		

Events & Fundraising Lead Optional		
TIME COMMITMENT	TENURE	FOCUS
2–4 hours / month	One-year term, re-electable annually	Community events, local business relationships
→ Organise community events including residents' meetings, clean-up days, seasonal events, and any heritage or social activities for the estate. → Develop and maintain relationships with local businesses on Anchor & Hope Lane and in the wider Charlton area with a view to small sponsorship or in-kind support. → Manage any fundraising activities, ensuring that income is passed promptly to the Treasurer with clear descriptions of its purpose. → Co-ordinate volunteer participation for estate and community activities.		

Committee Collective Responsibilities

All Committee members, regardless of their specific role, share the following responsibilities:

- Act in the best interests of all residents of Derrick Gardens and Atlas Gardens, not just those who are active members.
- Attend Committee meetings regularly and come prepared.
- Participate in agreeing the Association's annual priorities at the start of each year.
- Represent residents' views to the Royal Borough of Greenwich, developers, and other external bodies in a constructive, evidence-based, and non-party-political manner.
- Ensure decisions about use of funds reflect the Association's constitution and members' agreed priorities.
- Treat all residents and external contacts with respect and dignity.
- Handle any personal data they encounter in the course of their role lawfully and securely, and not for any purpose other than Association business.
- Declare any conflict of interest on any matter under discussion and, where appropriate, withdraw from the decision.

NOTE ON TIME COMMITMENTS

The estimates above are based on the Association operating normally. Time commitments rise significantly during active planning consultations, campaign periods, or major grant applications. During the Rockwell campaign (2016–2020) and at times of active GLi/data centre consultation, officers — particularly the Chair and Conservation & Planning Lead — may give considerably more time. Volunteers are encouraged to discuss capacity openly at Committee meetings so workload can be shared fairly.

DOCUMENT C

Community Website

Terms of Service for Users and Contributors

These terms apply to the DAGRA community website (the "Website") and to anyone who uses it, posts on the notice board, or submits content to it. The Website is operated by the Derrick & Atlas Gardens Residents' Association (DAGRA), a not-for-profit residents' association run by volunteers, representing residents of Derrick Gardens and Atlas Gardens, Anchor & Hope Lane, Charlton SE7.

1. Who the Website is For

The Website is a community resource for residents of Derrick Gardens and Atlas Gardens and for anyone with a genuine connection to the neighbourhood — including former residents, local businesses, and community organisations. It exists to share news, notices, events, and articles relevant to the community and the wider Charlton Riverside area.

2. The Notice Board

The notice board is open for residents and community members to post notices, ask questions, and share information relevant to the neighbourhood. Posts and comments are moderated before publication. By submitting a post or comment you agree to the following:

- Posts must be relevant to the community — they should relate to Derrick Gardens, Atlas Gardens, Anchor & Hope Lane, or the wider Charlton Riverside area.
- Posts must be respectful and civil. Personal attacks, abuse, or harassment of individuals will not be published.
- Posts must not contain unlawful content, including defamatory statements, content that infringes copyright, or material that incites discrimination or hatred.
- Posts must not be used to promote commercial products or services without prior agreement with the DAGRA Committee.
- Posts must be made in good faith — submissions that are misleading, malicious, or intended to cause harm to individuals or the community will be refused.
- DAGRA reserves the right to decline to publish any post or comment, to edit posts for length or clarity (with the poster's consent where possible), and to remove posts that breach these terms at any time.
- Anonymous posts may be accepted at DAGRA's discretion, but all posters must provide a verifiable name and address to the moderators (this will not be published without your consent).

3. Moderation

All posts and comments are reviewed by DAGRA's moderation team before publication. Moderation is carried out on a voluntary basis. DAGRA aims to review submissions within three to five working days but cannot guarantee a specific response time. Decisions on publication are at the discretion of the moderating Committee members.

If your post is declined or removed, you may contact DAGRA to ask why. Moderation decisions may be reviewed by the full Committee if you believe a decision was made in error.

4. Events and Calendar

Events listed on the Website are community events relevant to residents of Derrick Gardens, Atlas Gardens, and the Charlton Riverside area. Listing does not imply endorsement by DAGRA. Event organisers are responsible for the accuracy of information they submit.

5. Articles

Articles published on the Website represent the views of their authors. Articles about DAGRA's positions and campaigns have been approved by the Committee. DAGRA does not accept unsolicited commercial articles or advertorial content.

6. Newsletter and Email Updates

Residents and others may sign up to receive occasional email updates from DAGRA. By signing up you consent to receiving these emails. We use double opt-in to confirm your subscription. You can unsubscribe at any time by clicking the unsubscribe link in any email we send. We do not share your email address with any third party.

Newsletters are sent using a third-party email service (currently Brevo). Your email address is stored securely in DAGRA's subscriber database. See section 8 (Data & Privacy) below.

7. Contact Form

Messages sent via the contact form go directly to the DAGRA Committee. We aim to reply within a few working days. We do not share your contact details with any third party. Messages are kept in confidence within the Committee unless you agree otherwise or unless we are required by law to disclose them.

8. Data & Privacy

- DAGRA collects only the personal data it needs to operate the Website — your name, address (if you post to the notice board), and email address (if you sign up for updates or contact us).
- We process this data on the basis of your consent, or where it is necessary to fulfil our legitimate interests as a community association.
- We do not sell, share, or pass your data to third parties, except to the email delivery service we use for newsletters (Brevo), which processes data securely in accordance with its own privacy policy.
- You have the right to request access to the data we hold about you, to have it corrected or deleted, and to withdraw consent at any time. Contact us via the Website to do so.
- DAGRA complies with the UK General Data Protection Regulation and the Data Protection Act 2018.

9. Intellectual Property

Content published on the Website — including articles, photographs, and other materials — remains the property of its original author or creator. By submitting content to the Website, you grant DAGRA a non-exclusive licence to publish and display it on the Website and in newsletters. You confirm that you own or have the right to submit any content you provide.

DAGRA respects the intellectual property of others. If you believe any content on the Website infringes your rights, please contact us and we will review the matter promptly.

10. Liability and Availability

The Website is provided as a community service by volunteers, on an "as available" basis. DAGRA cannot guarantee uninterrupted availability and is not liable for any loss arising from the Website being unavailable.

DAGRA does not accept liability for the content of posts or comments submitted by users, or for the accuracy of information submitted by event organisers or other contributors. We moderate in good faith but cannot verify all content.

11. Changes to These Terms

DAGRA may update these terms from time to time. Any significant changes will be notified to registered users by email and posted on the Website. Continued use of the Website after notice of a change constitutes acceptance of the updated terms.

12. Contact

Any questions about the Website or these terms should be directed to the DAGRA Committee via the contact form on the Website. We aim to reply within a few working days.

VERSION AND STATUS

Document C 4-26.1— Community Website Terms of Service

Approved by the DAGRA Committee: __March 2026__

Published on the Website: __Saturday 4th April 2026__

Next review date: __AGM May 2026__