

Neighbourhood Development Plan - Traffic Monitoring Study

Implementation Statement

Study Overview

The Neighbourhood Development Plan Steering Group on 4 August 2026 unanimously approved the proposal from the Transport & Access Sub Group to purchase appropriate camera recording equipment to record and monitor traffic movement within Bishop Monkton.

The purpose of the proposed study is to establish a reliable baseline of how traffic currently moves into, out of and through the village. This will provide locally collected evidence that can be used to understand present-day conditions and support future traffic modelling as part of the Neighbourhood Development Plan.

Locations have been chosen to provide the position to maximise the capture of data As a result the selected initial locations are at:

- Ivy Farm on the Boroughbridge Road to Roecliffe;
- Knaresborough Road towards Ripon using the existing VAS sign. As an alternative we have permission to use the land opposite;
- Hungate Crossroads, using private land, to monitor Moor Road supplements on Moor Road itself, as necessary; and
- Church Farm using the church land at the junction with St Johns Road where the road leaves Bishop Monkton towards Burton Leonard. The alternative is to use the post for the proposed VAS sign to capture traffic coming into and leaving the village.

Where necessary the landowners permission has been obtained, including the alternative location on Knaresborough Road towards Ripon. We also have alternative/additional facility offered on Moor Road, with permission obtained

The data collected will be as robust as possible so that if challenged it stands up to auditable scrutiny. Data from the current VAS sign at Harvest View, and that planned at Church Farm, will supplement the data available from the Monitoring Study. Cameras will be sited so as to minimise, where possible, inadvertent collection of data not related to vehicle traffic.

Roles and Responsibilities - Operation and Oversight

David Fearne has the competence and capability from his professional career to undertake both the monitoring and modelling and will thus be the operational lead.

Rod Hepple-Wilson, using his professional skillset, will provide oversight of the study on behalf of the Neighbourhood Development Plan Steering Group to which periodic reports will be submitted.

The Neighbourhood Development Plan Steering Group provide monthly reports to the Parish Council and reports on the Traffic Monitoring Study will be included, as necessary.

The data captured by the cameras will be encrypted at the highest level possible within the technology supplied with the cameras and also when stored using a cloud storage system under the control of the Parish Council. Data analysis will be carried out using an individual's Enterprise grade Google Cloud storage but this storage will just be used temporarily.

Access to the data will be restricted to David Fearne, Rod Hepple-Wilson and the Parish Council. Data will be housed on a system under the Parish Council's control and all people using it shall adhere to the Parish Council policies.

No personal data is intended to be captured and given that identifiable personal data may be inadvertently captured this will be removed. No tracking, speed monitoring nor enforcement activity will be undertaken.

The Parish Clerk, as Data Protection Officer, will receive periodic reports on the downloading of data, its storage and use on a periodic basis as agreed on 31 August 2026.

Resource Allocation

The necessary equipment has been purchased and been configured and is ready for deployment. All parties within the village have been contacted, and have been supportive and approved, including the siting of equipment, as necessary. The necessary signage to inform all of the existence of CCTV, its use and contact point for queries in accordance with the legislative and regulatory guidance received from the Information Commissioners Office has been prepared.

Legal matters

All legal matters have been considered and it has been confirmed that no licence is required to film or photograph traffic and vehicle registration numbers are considered public rather than private information. There is full awareness of the requirements of the Data Protection Act 2018 and the GDPR Regulations and other associated legislation and regulation. Direct contact has been made with the Information Commissioner's Office to verify that the action proposed complies with the relevant legislative and regulatory requirements.

This was confirmed with the Parish Clerk on 31 August 2026. The Parish did not have an appropriate policy in place and this was drafted and circulated on 31 August 2026. A communications plan was agreed (using the PC website, noticeboards and Facebook) to inform and reassure residents as to the purpose of the study and data collection / privacy policies. It was agreed that the cameras would not be put into service until feedback on this communication has been reviewed and if necessary dealt with. Policy approval; was formally given to the Bishop Monkton CCTV Policy on 16 September 2026.

Only anonymous or aggregated traffic information will be produced with no retention of unnecessary personal information, with a strict 60-day retention restriction, as detailed in the Bishop Monkton CCTV Policy. The cameras will not be used for general surveillance of residents or their properties.

Scope and Deliverables

The study activity is thus restricted to capturing traffic movement data to produce robust and auditable reports on traffic movement in the village. The data will then be capable of modelling to assess the impact on the village of the existing approved developments, proposed but not yet approved developments and those detailed in the 'call for sites' in the village as identified by North Yorkshire Council. The results of the Monitoring Study are intended to be summarised and published as authorised by the Neighbourhood Plan Steering Group on behalf of the Parish Council to achieve full transparency. This will be documented on an ongoing basis as the data is downloaded and assessed.

Tasks and Timeline:

The Study will commence as soon as possible and will run for an initial 4-week period. This will be extended as necessary and different or additional sites allocated as needed to support the needs of the Neighbourhood Development Plan and/or the Parish Council.

Approval to implement.

The Parish Council formally approved implementation and formally delegated approval on behalf of the Parish Council to Councillor Phil Goodier, in his capacity at Chair of the Neighbourhood Development Plan Steering Committee, once it has been judged that appropriate opportunity has been given to the village to comment (with a minimum consultation period of two weeks having been promised) and particularly note and react to any adverse comments received. The communication was completed on 30 August 2026.

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Deployment Statement

Reason for Study	To capture traffic movement within the village to support the creation of the Bishop Monkton Neighbourhood Plan and support the Parish Council in its efforts to control and manage development within the village for the benefit of the village.
Purpose	To measure traffic volumes within Bishop Monkton at specified locations
Where	The monitoring equipment will initially be sited on: • Boroughbridge Road towards Roecliffe; • Knaresborough Road towards Ripon; • Hungate Crossroads monitoring Moor Road and supplemented on Moor Road itself, as necessary • Knaresborough Road towards Burton Leonard.
When	The equipment will be deployed as soon as agreed by the Bishop Monkton Neighbourhood Development Plan Steering Group having been approved by the Bishop Monkton Parish Council.
Notice	Prior Notice has been given to the village via the Bishop Monkton Together Facebook Page and on the Parish Council website. Comment has been sought with positive supportive comments and nothing adverse.
Further information	Notices refer any enquiries to the Bishop Monkton Parish Clerk to respond on behalf of Bishop Monkton Parish Council
Period	Initially 1 month from deployment. All permissions received have agreed extended periods depending on the needs of the Study.
Controls	Strict controls on data collection, storage and modelling with access fully encrypted and limited.
Results	Summary Results will be published by the Bishop Monkton Neighbourhood Plan Steering Group on the Parish Council Website.