

## **Guidelines considered in Planning**

Following methodology will be adopted for the preparation of development plan.

- Reconnaissance surveys/Visits
- Acquisition of High Resolution Satellite Imageries
- Geological and Seismic Studies
- Feasibility Studies and Initial Environmental Impact Assessment
- Development of Goals and Objectives
- Preparation of broad policy and strategy
- Finalization of scope of work
- Topographical Survey
- Secondary and Primary Data Collection
- Data Analysis based on GIS Applications & Formulation of maps using GIS
- Diagnostic Studies and Existing Land Use Plan and Building Inventory Plan
- Preparation of various options/development plan for the proposed town
- Review and Discussions
- Preparation of Final Development Plan and the supporting Documents
- Preparation of detailed layout plan
- Designing Implementation Framework
- Monitoring and Evaluation

### **Basic stages:**

- 1) Schedule or work program (The plan for planning)**
- 2) Formulation of vision, mission, goals & objectives**
- 3) Identification of scope of the problem**
- 4) Data collection analysis and forecasting based on existing conditions for landuse planning**

### **Data Collection**

- Collection of secondary data through published/unpublished documents
- Collection of primary data through:
  - Various planning surveys such as topographic survey and socio economic survey`
  - Through special studies such as

- Population studies
  - Urban economy
  - Transportation studies
  - Social studies and ecological
  - Environmental studies
  - Infrastructural/public/social facilities
  - Service studies
    - Microzonation studies
    - Legislative and institutional studies
  - Analysis of the identified problems
  - Synthesis of the analysis findings and conclusions
  - Redefining of goals and objectives
- 5) Plan formulation**
- Preparation of existing landuse map
  - Conceptual plans for various land uses showing amount, location and spatial allocation of various land uses including residential, commercial, industrial, recreational and community facilities/services etc.
  - Consultations with community representatives and other stakeholders
    - a. Constitution of special committee on specific problem
    - b. Seminars and workshops
    - c. Revision of plan preparation
- 6) Implementation**
- a. Scheduling of objectives including prioritization of projects and capital improvement programs
  - b. Enforcement through:
    - i. Existing planning laws, zoning and sub-division rules, regulations, housing building codes and urban renewal process
    - ii. Existing institutional setup or strengthening them and creation of new institutions if already exists
- Monitoring and evaluation
  - Periodic review

### **Developing a vision, strategic objectives and immediate priorities**

- The Vision should be a ***short written statement*** that should relate to the town as a whole rather than specific services.
- Overall objectives should relate to specific services and should include specific targets.

- Immediate priorities should be established in terms of both priority sectors and priority areas for action.
- To ensure that it is widely owned, the vision should be developed in a workshop attended by key stakeholders.
- Making time to prepare for the workshop will help to ensure that it runs smoothly and reaches useful conclusions.
- Early in the workshop, the team that prepared the Existing Situation Report should make a brief presentation of their findings. This should provide a basis for subsequent deliberations on the vision, objectives and priorities
- It will be important to follow up on the workshop by producing and disseminating the workshop proceedings, which should include the agreed vision, objectives and priorities.

### **Information collection and Analysis overview**

1. Information should be collected to provide an ***understanding of problems, issues and possibilities*** rather than for its own sake.
2. Where existing information is incomplete or unreliable, ***judgement*** will be required to decide whether it is sufficient for decision-making purposes or whether surveys will be required to fill information gaps.
3. Information may be spatial, quantitative, qualitative or definitive. It is important to recognize the ***most appropriate form of information*** for each purpose and collect it accordingly.
4. Where ***secondary information*** is available, use it for action planning after checking that it is both relevant and reasonably accurate.
5. A good map base is essential. If possible, use a map base developed from satellite imagery.
6. Maps and system plans should be reproducible. It will therefore be best if they are available in electronic form, but failing this should be recorded on good quality transparent film.
7. Qualitative information may be recorded either in an excel spreadsheet or a data-base. The latter is preferable in the long-term but use a spreadsheet if you do not have people with knowledge of how to use a data base.
8. Information is only useful once it has been analyzed. Analysis may be relatively simple, based on visual and simple numerical comparisons. More sophisticated analysis is possible if spatially linked information is available in electronic form

### **Collecting general information**

1. Information on the extent, physical characteristics and ***growth trends*** of built-up areas is a basic planning requirement. This information is best shown on a map with additional written explanations added as necessary.

2. Develop an outline **land-use map**. Focus initially on the broad picture and try to identify predominant land uses in each area rather than the land use of every plot. Later, a more detailed GIS-based land use map can be developed.
3. Demographic information can be obtained from **census reports and records**. Where possible, try to collect and analyse information for units smaller than the town as a whole, perhaps for individual union councils or even for enumeration areas.
4. Estimates of likely population growth in rapidly growing fringe areas should be based on assessment of the physical layout and potential additional development rather than projections based on census data.
5. **Information on administrative structure** should be collected, together with that on posts filled and unfilled. These should be shown on a simple organizational chart.
6. Information should also be collected on recently completed, ongoing and proposed plans and programmes, and any relevant schemes implemented by the District, Provincial Government departments and NGOs.
7. Existing **katchi abadis** should be identified and efforts should be made to distinguish between areas of relative wealth and poverty, using proxy indicators such as average plot size, construction materials and so on.
8. If possible, the **variation in demand** between areas for services such as water supply should be assessed.
9. Assess the **legal status** of community built facilities so that appropriate action can be taken to integrate infrastructure management systems.
10. Physical factors to be considered when planning for infrastructure services include topography, ground and groundwater conditions and the location of major roads

### **Information on roads and access**

- Determining the **road hierarchy** is an essential prerequisite to information collection and analysis.
- When developing the **road inventory**, focus first on the more important through roads.
- Before starting the survey proper, take time to ensure that all surveyors are using roughly the **same criteria** to judge road condition.
- When assessing street lighting, focus first on **main through roads**.
- Look for evidence of higher incidence of lamp failure in certain areas so that the causes can be investigated.
- Pay special attention to the arrangements for **road maintenance**. Is there a maintenance budget and is it being spent?
- Start analysis by assessing the adequacy of the existing main road network to cater for existing and future development. Identify any clearly inadequate

lengths of road, in terms of both their right of way and their condition and assess what can be done to improve/complement them.

- **Use available information to develop quantitative indicators of road conditions**, in particular the lengths/proportions of higher category roads that are in good, fair and bad condition. Take a similar approach to developing quantitative indicators for street lighting.
- Consider **integrated approaches** to service improvement in residential areas, combining efforts to provide paving with provision of new/improved water, drainage and street lighting services.
- Consider the possibility of contracting out some street and street lighting maintenance activities but make sure that there are adequate arrangements to supervise contractors.

### **Information on water supply**

- Use your **understanding of the service hierarchy** to identify where problems occur and use this to prioritize investment proposals.
- Wherever possible, measure the **actual** delivery of pumps, tubewells and water treatment processes.
- Identify any **obvious leakage problems** so that proposals to deal with them can be included in the plan.
- Assess systems for recording **registered connections** and bill payments to determine whether they are reliable, comprehensive and accurate.
- Bear in mind that poor water quality at the tap is often caused by contamination in the distribution system when considering options to bring about water quality improvements.

### **Information on Sanitation, Sewerage and Drainage**

- When mapping sewerage and drainage facilities, focus on the **routes** of collector drains and sewers and the limits of the drainage areas served by those drains and sewers. It will not normally be necessary to plot every single drain or sewer at this stage.
- Observation can tell you a lot about **existing sanitation arrangements** and discussions with individuals and groups of community members can provide an idea of their attitudes to sanitation.
- Always take account of **what happens to wastewater**. Is it discharged to a watercourse or used to irrigate agricultural land. If the latter, the responses of farmers will need to be taken into account when developing improvement strategies.
- Do not ignore any stakeholder involved in aspects of drainage and sewerage, from householders through to the PHED and LGRDD.
- Identify areas where either open drains are discharging wastewater to collector sewers or local sewers are discharging wastewater to open collector

drains. In both cases, there may be *scope for action* to provide the facilities (on-site in the first instance and off-site in the second) that are currently missing.

- Where parts of a town are seweraged, determine whether any explicit provision has been made for maintaining them. (The more common situation is likely to be that it is assumed that drain cleaning staff can also maintain sewers but they may have neither the training nor the equipment.
- When assessing drainage problems always try to identify the causes of those problems rather than being content to note symptoms.

### **Information on solid waste management**

- If possible, *per-capita waste generation* should be measured in the field. If this is not possible, use a figure of 0.4kg per person for smaller towns and 0.5kg per person for larger towns.
- Domestic solid waste in Punjab typically contains around **30%** compostable material and may contain up to **50%** inorganic fines and stones after lifting from bins and local collection points. Composting will normally only be a viable option for wastes from markets, hotels and the like which have higher organic content.
- While official solid waste collection systems are based on collection from communal dustbins, informal systems based on house to house collection do operate in some areas.
- Try to assess *existing capacity* based on the number of operational vehicles, their capacity and the number of trips that they make each day. Be realistic when considering the latter as actual performance may be less than optimum. Include an allowance for downtime for repair and maintenance.
- While investigating waste disposal arrangements, it will be important to determine what happens in practice as well as what happens in theory. Identify any unofficial disposal of waste, including dumping on roadsides and sales to farmers.
- When assessing institutional arrangements, determine who if anyone is in a position to make informed strategic decisions on issues such as when to
- Purchase land for a new waste disposal site.