

**FIRST (1<sup>ST</sup>) QUARTER REPORT OF THE PHYSICAL PLANNING DEPARTMENT OF  
THE KPONE KATAMANSO MUNICIPAL ASSEMBLY  
FOR THE PERIOD JANUARY 2026 TO MARCH 2026**

## CHAPTER ONE

### INTRODUCTION AND BACKGROUND

#### 1.1 Introduction

The National Development Plan Commission Act 480 and the Local Government Act 936 require MMDAs to initiate and create Medium Term Development Plans (MTDPs) that take into account the needs and aspirations of the populace within the parameters of the National Development Policy Agenda and to prepare quarterly and annual progress reports.

#### 1.2 Brief background

The physical Planning Department which is one of the decentralized departments under the Kpone Katamanso Municipal Assembly is responsible for promoting the orderly development of human settlements. This is done by the preparation, amendment, and management of the requisite human settlement plans (Spatial Development Framework, Structure Plan, and Local Plans). As the secretariat to the Municipal Assembly, the department facilitates the issuance of development and building permits to prospective developers. The department also assesses the zoning status of lands and proposals for re-zoning/change of use.

The department has over the period been implementing majorly the development dimension and policy framework in the street address and property address project, development control, and local plan preparation as part of the Assembly's effort to enhance the process of property identification and orderly settlement development for effective revenue mobilization.

From January through to March 2026, the degree of development projects and programs' implementation was examined in this report. The review also considered achievements, difficulties, and conclusions as well as the performance and development of the work done and the way forward.

#### 1.3 Problem Statement

This section presents a brief overview of the problem under four thematic areas namely; development control, encroachment, litigation, and the issue of inadequate schemes. Efforts to ensure order and conformity in the built environment through development control. Also, encroachment by developers has affected planning decisions negatively. Furthermore, litigation is currently ravaging the planning area and needs adequate interventions by the Assembly. In addition, the inadequate planning schemes at the disposal of the department is a hindering factor in ensuring the proper administration of Spatial planning interventions in the Municipality.

#### 1.4 Objectives

- To enforce the planning schemes, standards, and zoning regulations
- To strengthen stakeholder engagements throughout the year
- To ensure efficient revenue mobilization for the Assembly
- To ensure convenience and adherence to the turn-around time for processing of permits

## CHAPTER TWO

### PROGRESS REPORT ON DEVELOPMENT PROJECTS – FIRST (1<sup>ST</sup>) QUARTER 2026

Table 2.1 showing the project register

PROJECT DESCRIPTION	DEVELOPMENT DIMENSION OF POLICY FRAMEWORK	AMOUNT INVOLVED (SUM GHC)	SOURCE OF FUNDING	DATE STARTED	EXPECTED DATE OF COMPLETION	EXPENDITURE TO DATE	OUTSTANDING BALANCE	IMPLEMENTATION STATUS (%)	TOTAL BENEFICIARIES	REMARKS
Held five (5) Technical-Sub Committee Joint Meetings	Development Control	46,975.00	IGF	January 2026	March 2026	0.00	46,975.00	100%	Municipality	135 applications were presented for vetting and decision
Held 2 no. Spatial Planning Committee Meeting	Development Control	20,750.00	IGF	January 2026	March 2026	0.00	20,750.00	100%	Municipality	135 applications were presented for decision

Source:PPD

## 2.0 Development Control

The Physical Planning Department oversees developments in the municipality as one of its responsibilities. The department is required to grant development permits to applicants under the National Building Regulations (1996, LI 1630) as a means or strategy of managing developments in the municipality.

The department holds Technical Sub Committee meetings to review building plans, evaluate them, and give recommendations to the Spatial Planning Committee for decision.

### 2.1 Technical-Sub Committee Joint Inspections

The department organized five (5) Technical Subcommittee meetings/joint inspections in the 1<sup>st</sup> quarter of 2026. Table 2.1 shows details of the various meetings held.

**Table 2.2 Technical-Sub-Committee; summary of applications**

<b>Date</b>	<b>Total Applications Vetted</b>	<b>Total Recommended</b>	<b>Total Queried/Deferred/Refused</b>
3 <sup>rd</sup> February,2026	22	21	1
4 <sup>th</sup> February, 2026			
18 <sup>th</sup> February, 2026	17	16	1
19 <sup>th</sup> February, 2026	20	20	0
25 <sup>th</sup> February, 2025	76	76	0
<b>Total</b>	<b>135</b>	<b>133</b>	<b>2</b>

Q Source: PPD



Figure 2.1 Joint Inspection by Technical Sub Committee, 2026



Figure 2.2 Joint Inspection by Technical Sub Committee, 2026



Figure 2.3 Joint Inspection by Technical Sub Committee, 2026

**2.2 Spatial Planning Committee Meeting**

The department held two (2) Spatial Planning Committee meeting in the 1<sup>st</sup> quarter of 2026. Table 2.2 below shows details of the meetings held.

**Table 2.3 Spatial Planning Committee; summary of applications for the quarter**

Date	Total Applications Submitted for Approval	Total Approved	Total Queried	Total Revenue (GHC) for the quarter
29 <sup>th</sup> January, 2026	78	77	1	GHC 3,784,92.76
26 <sup>th</sup> February, 2026	57	51	1	
Total	135	133	2	

**Source: PPD**

## **CHAPTER THREE**

### **CONCLUSION AND WAY FORWARD**

#### **3.1 Challenges**

- PPD has no vehicle to undertake official duties
- Inadequate Local Plans (Planning Schemes)
- Delay in the release of funds to undertake activities

#### **3.2 Way forward**

- Organize Sub-Technical inspections/meetings
- Organize Spatial Planning Committee meeting
- Prepare/Update Local Plans (Planning Schemes)
- Undertake Street Naming and Property Addressing.
- Other assignments that may arise.

#### **3.3 Conclusion**

The Physical Planning Department is determined to ensure development control which has long been an instrument for ensuring order and conformity in the built environment of the municipality and therefore must be given the necessary attention and resources. The quarter under review has projected the various development dimensions and policy framework in ensuring the responsibilities of the department are executed. However, the challenges have hindered the operations of activities. Considering these factors, the recommendations will strategically help the department in its operation in achieving its objectives as mandated, going forward.