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**LAND USE POLICY AND ADMINISTRATION PROJECT (LUPAP)**

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**TOBAGO**

**REVIEW OF EXISTING PLANNING RESOURCES**

**FUNCTIONS & CAPABILITIES**

By

**Lynette Atwell**

**&**

**Gerard Frontin**

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## ***TABLE OF CONTENTS***

Executive Summary .....	3
The Legislative and Administrative Framework .....	6
The Planning System in Tobago .....	6
The Tobago Regional Office .....	8
Major Problems .....	12
Development Planning .....	15
Development Control .....	16
Monitoring and Coordinating Committees .....	17
Enforcement .....	21
Imperatives for a Transition – Public Participation .....	22
Data Support .....	21
GIS .....	23
Conclusions .....	23
Appendix I – List of Referral Agencies	

## ***EXECUTIVE SUMMARY***

This report reviews the functions and capabilities of the Town and Country Planning Regional Office in Tobago. It indicates that all of the planning functions in Tobago – Socio/Economic and Physical Planning – are coordinated by the Department of Planning within the Division of Finance and Planning, which fall within the portfolio of the Chief Secretary.

It notes that there has been a recent thrust in development planning by the Department of Planning and the Policy Research and Development Institute (PRDI), but however indicates that there has been no integration of physical planning in the plans which have been prepared and indicates the need for the integration of all of the planning elements

## **THE TOBAGO REGIONAL OFFICE**

The Tobago Regional Office is a branch office of the Town and Country Planning Division, with its major function being the processing of applications. The office is serviced by five persons with three of them, a development control inspector and a clerk and typist based in Tobago. A senior land use planner visits Tobago twice a month for two days.

## **PROBLEMS PERCEIVED BY THE PUBLIC**

A number of concerns were expressed by several groups and individuals in Tobago. Some of the major ones are:

- Lack of plans and policies
- Lack of coordination of the plan approval process
- Lack of monitoring or enforcement
- Lack of trained staff in the Tobago Regional office
- Lack of public education about the requirements for town planning

## **DEVELOPMENT PLANNING**

The Tobago Regional Office does not carry out any development planning, it is suggested that if meaningful plans are to be prepared for Tobago these plans must be prepared in Tobago. In order for plans to be prepared in Tobago the agency responsible for planning in Tobago will need to provide information, supervision, guidance and monitoring of the planning process. This will require a new planning organization as well as a different level and of staffing.

## **DEVELOPMENT CONTROL**

The number of applications being processed in Tobago has increased with a growth of 42% from 1994 to 1997, however, the length of time for processing applications has been increasing. In 1995 48% of all applications were decided within one month, however by 1998 21% of all applications were decided within one month. The development control system is not functioning efficiently with the major problems being :

- The number of referral and approving agencies.
- The lack of professional and technical staff
- The lack of development plans and policies
- The lack of public involvement in the decision making process

## **PUBLIC PARTICIPATION**

The Community groups in Tobago have been exposed to some public consultation but do not feel that they are part of the development process. They have indicated that systems need to be put in place for their participation in the planning process.

## **DATA SUPPORT AND GIS**

The Tobago Regional office is not a repository for data and does not have any GIS capability. If any physical planning capability is to be developed in Tobago the requirements for these areas will have to be addressed .

The report concludes that there are a number of planning problems to be addressed in Tobago, and that these can be dealt with by the development of a stronger planning capability in Tobago

1. **THE LEGISLATIVE AND ADMINISTRATIVE FRAMEWORK**

The Tobago Regional Office of the Town and Country Planning Division was established under the Planning Act No 35 of 1960 to administer physical planning in Tobago. With the coming into being of the THA Act the Tobago House of Assembly has been charged with the responsibility for Town and Country Planning. The Government of the Republic of Trinidad and Tobago is also seeking to introduce legislation – the Planning and Development of Land (PADL) Bill – which contemplates devolution of responsibilities for development planning and development control functions to local authorities. It is therefore expedient for the THA to develop proposals for a system of planning and development control which is appropriate to the needs of Tobago.

All planning functions in Tobago are now coordinated by the Department Of Planning within the Division of Finance and Planning and major steps have been made in the setting up of systems for carrying out comprehensive planning in Tobago. Much of the emphasis at this time, however, is on socio-economic planning. Although all of the planning agencies fall within the portfolio of the Chief Secretary with the absence of any activity in the area of forward planning in the Town and Country Planning Division's Tobago Regional Office, the town planning function does not form part of the recent planning thrust in Tobago. The only activity that is undertaken by the Tobago Regional Office is the coordination of major applications for land development.

2. **THE PLANNING SYSTEM IN TOBAGO**

The planning system in Tobago is now evolving and a series of plans have been prepared by the Policy Research and Development Institute (PRDI) and the Division of Finance and Planning in the Office of the Chief Secretary. Four major reports have been prepared; they are:

- The Tobago Development Plan: The Process of Development Planning in Tobago.
- The Medium Term Policy framework of Tobago 1998 – 2000

- The Tobago Strategic Plan
- The Tobago Development Plan: The Integrated Plan for the Development of the People of Tobago in the 21<sup>st</sup> Century Development Institute.

The following are brief summaries of the intent of these plans:

**The Tobago Development Plan – the Process of Development Planning in Tobago**

This plan is intended to provide guidance for the process of transforming Tobago into a viable economy and society in the Caribbean and the wider world. It indicates that the proposed Tobago Development Plan will provide a framework for analyses of activities, empirical evidence, policies and strategies that Tobago can follow in order to compete successfully and raise the standard of living of Tobagonians to an acceptable level. The model that emerges from this report seeks to establish the widest public participation in administrative techniques, the institutional interactions and the information domains. This approach is to be built on two fundamental principles active government and community empowerment.

The model also proposes the establishment of four planning districts and proposes that District Planners be appointed for each district. These measures are consistent with the intent of the PADL although the role of physical planning is not articulated in the document.

**The Medium Term Policy Framework of Tobago 1998 – 2000** – sets out economic management policies, the PSIP and production activities for a three-year period 1998 – 2000. A detailed matrix outlining policy areas and objectives, with proposed strategies and measures with target dates for activities also forms part of this document.

**The Tobago Strategic Plan** – sets out longer-term perspectives for the economic, industrial, social and environmental policy for the Tobago

Development Plan. It also argues the case for institutional upgrading of the THA. It proposes revision of the THA Act to allow for adequate financial autonomy to allow for the implementation of the chosen strategy.

**The Tobago Development Plan** – This plan is an integrated plan for the development of the people of Tobago in the 21<sup>st</sup> century. It articulates a strategy for long term economic and social development of Tobago based on wide consultation both interdepartmental and public. It outlines economic and sectoral approaches and proposes the formation of a Tobago Planning Committee which will seek representation from the following sectors:

- Production sectors, including the mass media
- The regional communities and villages of Tobago
- Other non governmental Organizations and Community based organizations
- Branches of government in Tobago
- Branches of Government in Trinidad

The integration of physical planning into the overall planning system has not been clearly articulated in any of the plans. The integration of all the planning processes is only implied. No clear indications for a permanent relationship for the every day workings of any planning relationships have been stated. This is understandable given that the planning functions is only just emerging in Tobago and that the Tobago Regional Office in particular, does not carry out any forward planning function, but rather deals with the processing of applications. Given that the planning systems in Tobago are now evolving it is important that every effort should be made to integrate all of the planning systems, particularly the spatial dimension as this is normally the element which is considered last in development terms and this leads to delays in implementation of projects as invariably the physical framework for accommodating social and economic infrastructural needs has not been put in place. What needs to be addressed at this time is how all of the planning elements can be made to act in concert, so that there is a wider understanding of



the concept of development and that all planning actions are coordinated in order to ensure that project implementation encompasses the entire range of activities necessary to carry out expeditious development, and as a result achieve the proposed planning goals, objectives and policies for Tobago.

The proposals as outlined in the policy statement, the Strategic Plan and the Tobago Development Plan, are easily adjustable and the Town Planning component can be integrated in these plans. What is important however is that the town planning system be treated as part of the overall planning system and not as an add on when lands have to be allocated for uses to achieve overall developmental goals and objectives. If all of the planning components are looked at together from the inception of all planning processes it will be easier to arrive at some accommodation which will be acceptable to all affected parties, with respect to how lands are to be used to achieve both long and short-term goals, as land is one of the major resources required to accommodate long and short term economic, social and infrastructural needs.

### 3. **THE TOBAGO REGIONAL OFFICE**

From its inception, the Tobago Regional Office has been a branch office of the Town and Country Planning Division with all technical and professional staff forming part of the staff of the Town and Country Planning Division. All of the plans formulating exercises as well as the major applications are dealt with in Trinidad. This has resulted in the Tobago Regional Office being merely a plan receiving and processing office with all major decisions being made in Trinidad.

With the decline in the quantity of technical staff in the Town and Country Planning Division in Port of Spain over the years, the problems in dealing with matters in Tobago have been further exacerbated. Technical staff is not readily available to service the needs of Tobago and the island continues to be serviced as an outpost of Trinidad. A change in the planning regime would provide the opportunity to enhance the skills in the Regional Office as well as include

stakeholders in decisions about land use policies and patterns of land development in the island.

### 3.1 Staff Resources – Town and Country Planning Tobago Office

The following table indicates the existing staff in the Tobago Regional Office.

**Table 1**

Existing Staff in the Tobago Regional Office

Personnel	Number	Agency	Type of Post	Comments
Town Planner II	1	Town and Country Planning Department	Professional Post	Visits Tobago twice a month for two (2)
Development Control Inspector II	1	Town and Country Planning Department	Senior Technical Post	Based in Tobago
Draughtsman I	1	Town and Country Planning Department	Technical Post	Visits Tobago periodically based upon requests
Clerk	1	THA	Clerical	Based in Tobago
Typist	1	THA	Clerical	Based in Tobago

Of the above staff, the Development Control Inspector, the clerk and the typist are based in Tobago. The Town Planner II, a Senior Land Use Planner, is based in Trinidad and visits Tobago twice a month for two days at a time. The Draughtsman works in Tobago from time to time based upon requests from the Tobago office. The Senior Land Use Planner, the Development Control Inspector and the Draughtsman are staff of the Town and Country Planning Division and are therefore accountable to that agency. The clerical staff is provided by the THA. The implications of this are that no professional or technical capability has been developed in physical planning in Tobago, and if the Tobago House of Assembly is to assume responsibility for the physical planning function there will be the immediate need to provide additional professional and technical staff.

Further to the above the THA only has financial responsibility for the provision of office space (which is inadequate) and for the salaries of the clerk and the typist. Any increase in staff at the technical or professional levels will therefore mean increased expenditure for the THA.

### 3.2 Supporting Agencies

A number of agencies provide support for the planning function in Tobago. The table below lists the major ones and the roles which they play in the planning process:

**Table II**

Tobago Regional office – Relationship with Other Agencies in Assessment of Applications

Agency	Relationship	Basis of Relationship
The Division of Agriculture Lands and Marketing (Natural Resources Ministry)	<ul style="list-style-type: none"> <li>• Matters are referred to this agency for advice</li> <li>• This agency is represented on the Tobago Coordination Committee</li> </ul>	Advisory
The Planning Department of the Division of Finance and Planning	<ul style="list-style-type: none"> <li>• This department is represented on the Monitoring Committee. The Head of this department chairs the committee.</li> <li>• This department is represented on the Tobago Coordination Committee.</li> </ul>	Advisory
Trinidad and Tobago Fire Services	<ul style="list-style-type: none"> <li>• This department reviews applications for commercial and industrial buildings and other large-scale projects including subdivision of lands.</li> <li>• This agency is represented on the Tobago Coordination Committee which reviews planning applications in Tobago.</li> </ul>	Advisory
The Department of Tourism	<ul style="list-style-type: none"> <li>• This Department is represented on the Tobago Coordination Committee which reviews planning applications in Tobago.</li> <li>• This department is guided by the land use policies of the Town and Country Planning Division</li> </ul>	Advisory

<b>Agency</b>	<b>Relationship</b>	<b>Basis of Relationship</b>
The Public Works Department	<ul style="list-style-type: none"> <li>• Matters are referred by the Town and Country Planning Division to this agency for advice</li> <li>• This agency is represented on the Tobago Coordination Committee</li> </ul>	Advisory
The Water and Sewerage Authority	<ul style="list-style-type: none"> <li>• Matters are referred by the Town and Country Division to this agency for approval and advice.</li> <li>• This agency is represented on the Tobago Coordination Committee</li> </ul>	Advisory
The Environment Agency	<ul style="list-style-type: none"> <li>• This agency is Consulted by Town and Country Planning Division</li> <li>• Reviews EIA's</li> </ul>	Advisory
The Public Health Department	<ul style="list-style-type: none"> <li>• Plans are referred to the Public Health Department for their approval.</li> <li>• This agency is represented on the Tobago Coordination Committee</li> </ul>	Statutory requirement
The Settlements Department	<ul style="list-style-type: none"> <li>• Matters are referred to this agency for advice</li> <li>• This agency is represented on the Tobago Coordination Committee</li> </ul>	Advisory

### 3.3 MAJOR PROBLEMS

The following were the major problems, which were perceived by individuals, groups and government agencies with respect to the policies and operations of the Tobago Regional Office.

#### **Policy and Plan Development**

- That there was a lack of plans and policies
- That policies appeared to be arbitrary
- The lack of transparency of existing policies
- That plans had not been prepared for key urban areas e.g. Scarborough, Plymouth, and other villages
- That no accommodation was made in policy development for allocation of lands for nuisances uses.

- That policies and plans are not developed with input from the public .
- That although there were existing plans these were out of date and needed to be reviewed.

### **The Processing of Applications**

- That there appeared to be a lack of overall coordination of the plan approval process’
- That there was a lack of monitoring of development
- That although a great deal of consultation took place in the assessment of applications some departments were left out of the process when applications were being considered.
- That there were delays in responses from agencies
- That plans were required to be sent to too many agencies
- That some departments did not have time frames for dealing with applications’
- That the public was not adequately consulted when applications were being considered by the department
- That the processing of applications takes too much time
- That there was a lack of flexibility in dealing with applications
- That there was a lack of guidelines to inform the public about the requirements for submitting appellations

### **Enforcement**

- That little or no enforcement took place in Tobago
- That the mechanisms in place for compliance were inadequate
- That the provision for fines were inadequate

### **Staffing**

- That there was a lack of trained staff in the Department
- That no building code was available to inform decision on building applications

### **Departmental Deficiencies**

- That the Town Planning Department does not act as a facilitator of development
- That there was a lack of GIS capability in the department

### **Information Provided by Developers**

- That in most cases the EIA's submitted by developers were not to the required standard.

### **Public Participation in the approval process**

- That there was little or no participation of the public in the plan approval process

### **Public Education**

- That there was little public education.

Many of the above problems are related to the provisions of the existing Town Planning Act, however, many are related to the status of the Tobago Planning Office as well as the lack of staff in the Town and Country Planning Division. They are also related to the role the planning agency is expected to play in Tobago, as well as the lack of staffing and resources in the town planning department. If the town planning department in Tobago is to be proactive and town planning is to be an effective developmental tool for directing, influencing and changing how development of Tobago is to be achieved then fundamental changes to its existing systems and an entirely different level of staffing will be required. There will also have to be clearly specified working relationships with all of the existing planning, land related and environmental agencies.

#### 4. **DEVELOPMENT PLANNING**

To date town planning has been identified with development control and not with development planning. There are valid reasons for this, the major one being that development control has been the main reason for the interaction of the public with the town planning department. Furthermore, given the level and quantity of staff based in the department, development control was the only activity that could be dealt with in Tobago.

Development planning at all levels is key to the performance of any planning department. Without plans there can be no effective development control and there will be no effective development programme or vision for the direction for growth and development. This, however, is also where the planning process has invariably run into problems, as there are a number of requirements to be met if development plans are to be prepared. In order for meaningful plans to be prepared a number of key requirements have to be met at a number of different levels. The plan formulation process must be supported by clearly prescribed criteria, which should be agreed before the start of plan preparation. The existing planning legislation was deficient in this respect although the proposed legislation makes provision for regulations for plan preparation activity there must be a complete understanding of the process by all the concerned parties before the actual plan preparation process. This implies a great deal of preparatory work and negotiation of agreements prior to the preparation of any plans.

In order for plans at any level to be prepared there must therefore be clear directions for their preparation, and the method of preparation must be agreed with and be prepared in collaboration with all of the communities they are required to serve (both public and private). If meaningful plans are to be prepared it will be necessary for these plans, which are to guide and foster development in Tobago, to be prepared in Tobago. This will require fundamental changes to the planning office in Tobago. It is not essential for the

office to prepare all of the plans themselves, as the actual plan preparation could be contracted out, however the agency responsible for planning in Tobago will be required to provide information, supervision, guidance and monitoring of the process. This will mean that there will be implications for the type of planning office as well as the level and quality of staffing required for the Tobago office.

## 5. **DEVELOPMENT CONTROL**

### Processing of Applications

The number of applications being processed in Tobago has been increasing with an increase of 42% from 1994 to 1997. However, there was a drop in 1998 when the figure was 58.5% just above the figure for 1996. The percentage of applications approved during any one year remained fairly steady during the period (1994-98), within the vicinity of sixty-three percent (63%). The average number of refusals during the same period was relatively high (24%). This means that one in every four applicants was likely to have a potential source of conflict or dissatisfaction with TCPD. When this is added to the 9% whose drawings are returned to them for one reason or another and the 3% who award a decision.

From 1994 to 1998 the percentage of applications approved during any one year remained within the vicinity of 63 percent, with refusals averaging 24%. The length of time for processing of applications for Tobago had been growing with 48% of all applications being processed within one month in 1995, and 21% of all applications being processed with one month by 1998. Table 1 shows percentage decline in processing of applications from 1995 – 1998 by four week periods.



**Table III - Percentage of Tobago applications decided within specific periods**

<b>Year</b>	<b>1995</b>	<b>1996</b>	<b>1997</b>	<b>1998</b>
4 Weeks	48%	38%	22%	21%
6 Weeks	68%	63%	57%	48%
8 Weeks	80%	76%	77%	66%
10 Weeks	88%	85%	89%	76%
12 Weeks	92%	90%	92%	84%
In excess of 12 weeks	96%	98%	99%	95%

**Source Town and Country Planning Division, Port of Spain**

### 5.1 MONITORING AND COORDINATING COMMITTEES

Four committees have been established to assess, monitor, coordinate and discuss development applications these are:

- (1) The Tobago Coordinating Committee
- (2) The Monitoring Committee
- (3) Committee for Simple Applications
- (4) Environmental Impact Assessment Review Team

#### **The Tobago Coordinating Committee**

The Chief Secretary chairs this Committee. It consists of a number of persons representing varied Tobago interests. They include:

- The Secretaries for Agriculture and Tourism
- The Public Health Inspector
- The Directors of Planning, Settlements, Town and Country Planning Division and Tourism
- The Technical Advisor to the Chief Secretary
- The Division of Works, Transportation and Infrastructure
- The Valuation Division
- The Port Authority

- Representatives from T&TEC, WASA, TSTT, Fire Services and Police Services
- Representatives from the departments of Marine Resources and Fisheries
- The National Petroleum Company

It should be noted that this committee does not deal specifically with applications for planning permission, but it meets once monthly for discussion on development issues relevant to Tobago. These are the day-to-day on going development matters that are taking place in Tobago.

### **Monitoring Committee**

This Committee monitors large scale and complex development activities or projects in Tobago. The various representatives from the different agencies meet, visit sites, and some keep a staff present on the site of development projects, to facilitate on going monitoring of activities. The Director of Planning chairs this committee.

### **Committee for dealing with Simple Applications**

This Committee deals with the simple applications submitted to Town and Country Planning Division. Membership includes representatives from Town and Country Planning Division, Health, WASA, Fire Services. It is chaired by the Development Control Inspector II of the Town and Country Planning Division. This committee does not function formally at present. This is due to the poor attendance of the representatives from the agencies other than Town and Country Planning Division, however, informal contact is maintained by the Town and Country Planning Division with these agencies when simple applications are being considered.

### **The Environmental Impact Assessment (EIA) Review Team**

This team reviews the Environmental Impact Assessments (EIAs) that have been submitted by developers to the Town and Country Planning Division. It

consists of every agency in Tobago which has a development function, together with the EMA and the Institute of Marine Affairs (IMA), from Trinidad. At present there are twenty-one (21) persons on the team, and the entire team reviews these EIAs, relating to large scale projects. The team meets with developers and conducts site visits.

- 5.2 All of the above mentioned committees meet on an ad hoc basis, and although this process can aid in the understanding of the requirements for development and exchange of information among agencies, it does not address the fundamental requirements for the processing of applications. These measures indicate that there is recognition of the need for coordination of development as well as an appreciation of the requirements for dealing with applications. These requirements will have to be expressed through structured working relationships within an established framework if the system for dealing with applications is to function efficiently.

It is apparent that the existing system for dealing with development applications in Tobago is not working as it should, this does not only apply to Tobago but in fact to the entire system in Trinidad and Tobago. There are a number of reasons for this. These are that the existing systems both legislative and administrative were never comprehensively reviewed from the inception of town planning in Trinidad and Tobago. Further, to this the town planning office in Tobago was a branch office of the Town Planning department, which served both Trinidad and Tobago. As a result there was never the necessity for the Tobago office to expand or grow as it served primarily as an office for the processing of applications with major planning functions being carried out in Trinidad. As a result the level and quantity of staff in Tobago were never upgraded. Further to this the plans prepared for Tobago were broad based policy plans with no widespread circulation to the public at large and no local area or detailed plans were prepared. While policies were prepared there was no public knowledge of those policies as a result there was no understanding by the public of the policies

or the reason for their preparation. Further, there was no continual updating of the policies and plans and most of them became dated.

The Town and Country Planning Division had serious problems with loss of staff and allocation of resources, and as these grew so did the allocation of resources to Tobago. There was some recognition of the special needs for Tobago as far back as the eighties when a special post of Planner for Tobago was created. Although the post was created no funds were made available and the post remained in Trinidad with a planner being responsible for Tobago matters paying periodic visits, with the Tobago office being managed by a Development Control Inspector. While minor applications were dealt with in Tobago, in many instances large applications were referred to Trinidad for evaluation as the professional and research staff were located there.

While there were some attempts at informing the public about plan activities what did occur was too sporadic and could not reach all of the communities in Tobago. There was no follow up on some plan exercises and the public interpreted this as a lack of meaningful consultation with them.

One of the major concerns expressed by a number of persons in dealing with development control is the lack of flexibility in dealing with applications. This, however, can be a two edged sword as there are two major issues which must be adhered in dealing with flexibility; these are: who has the authority to be flexible and how much flexibility is to be allowed without violation policy.

Undoubtedly flexibility can be build into the system through the process of plan development and plan review, however, the rules must be clear and the responsibility for allowing flexibility must be clearly enunciated.

The examination of the existing systems for development control as outlined previously indicates that there are a number of problems associated with the plan approval process. The major ones being:

- The system (too many referrals and approving agencies some of which are not bound by any statutory requirement). See Appendix II for list of referral agencies.
- Lack of development plans and policies which are required to inform decisions.
- Lack of professional and technical staff
- Lack of public involvement in the decision making process.
- Lack of confidence in the existing system

### 5.3 **ENFORCEMENT**

Very little enforcement activity has taken place in Tobago. While non-compliance with the existing Town Planning Act has not been as great in Tobago as it has been in Trinidad, in the past years there has been an increase in unauthorized development in Tobago. The growth in infringements of the Town Planning Act in Tobago is directly related to shortage of staff as well as the existing legislation.

The procedures in the Town Planning Department are adequate for the processing of applications as they relate to the Town Planning Department, however, many of the problems with respect to the processing of applications lie with the multiplicity of agencies which deal with applications. Some have statutory obligations, while some are advisory and all have their own agendas and timetables with no overall concern for the entire approval process. All applications are presently submitted to the Town Planning Department which undertakes the responsibility for ensuring that referrals are made and that the applications are then forwarded to the Public Health Department for approval as required under the Public Health Ordinance. The public perceives that the Town Planning Department is responsible for all activity with respect to their

applications and as a result the Town Planning Department is held responsible for the delays in processing the applications. One particular problem that was pointed out with reference to the delay in dealing with the applications was that there were delays in the signing of applications by a Senior Officer who was the accountable officer and was required to sign applications and was not always available to do so.

6. **IMPERATIVES FOR A TRANSITION PUBLIC PARTICIPATION**

Community groups interviewed (NGOs) have indicated their interest in being involved in the planning process but expressed the view that although they had been consulted from time to time, on various aspects of planning they did not feel that they were part of the process. They also indicated that no systems have been put in place for their participation in any aspect of the development process.

The community groups indicated that there was the expectation that there would be on going consultations with the communities based upon the development plans which had been prepared by the Planning Department and PRDI. What this implies is that the community groups have expectations which have not been fulfilled and that mechanisms for on-going public participation in the development of all levels of plans need to be put in place so that plans can reflect the needs of the communities.

Given the new thrust in Tobago for the involvement of the people in the planning process this is the most opportune time for the introduction of further elements of public participation in the planning process which will involve the people of Tobago in the planning process. This however, is not without its problems, as public participation can be very time consuming. However, with prescribed modes for public participation, plans will likely to be more robust and will be more acceptable to the community.

## **DATA SUPPORT**

Apart from the inputting of development control records, the Tobago Regional office is not a repository for planning data. This is because all of the forward planning functions are carried out in the Town Planning head of the Town and Country Planning Division. It is to be noted that although development control records are kept in Tobago, the processing and analysis of this information is done in Trinidad.

## **GIS**

The basis for all decision making is data and there is the need to develop a land database for Tobago. The Tobago Regional Office does not possess any GIS capability. If any serious capability in planning and overall management land is to be developed in Tobago then a comprehensive GIS capability must be developed. In fact such a system may provide the linkages needed between the land management services, physical and socio economic planning in Tobago

## **CONCLUSIONS**

There are a number of problems to be addressed in dealing with the planning systems in Tobago among these are:

- That the THA does not carry out any physical planning functions especially with respect to forward planning
- That none of the technical or professional skills to carry out physical planning functions are based in Tobago.
- That there is a lack of understanding of the physical planning function by the public
- That there is a lack of participation of the community in the physical planning process.

Some of these problems can only be dealt with if there is a stronger planning capability in Tobago. With its recent thrust in the development of socio-economic planning, which included extensive public participation, the introduction of various coordinating

mechanisms by the THA, its physical separation from Trinidad and its local government system, Tobago is well placed for the establishment of a planning authority which will carry out both planning and development control activities. This will however require the development of professional and technical capability, supporting equipment and resources all of which will require additional financial resources.



## APPENDIX I

### List of Referral Agencies

- (1) The Public Health Department
- (2) The Town and Country Planning Department
- (3) The Department of Tourism
- (4) The Planning Department
- (5) The Division of Works, Transportation and Infrastructure
- (6) The Valuation Division
- (7) The Fire Services
- (8) The National Petroleum Company
- (9) The Trinidad and Tobago Electricity Commission
- (10) The Water and Sewerage Authority
- (11) Telecommunication Services of Trinidad and Tobago
- (12) The Division of Agriculture, Lands and Marketing
- (13) The Department of Marine Resources and Fisheries
- (14) The Port Authority
- (15) The Settlements Department
- (16) Marine Resources and Fisheries Department