



**COUNTY GOVERNMENT OF NAKURU**  
DEPARTMENT OF LAND, PHYSICAL PLANNING HOUSING &  
URBAN DEVELOPMENT



**ATTENDANCE SHEET**

**MEETING:** MEETING TO DELIBERATE ON TRANSFER OF FUNCTIONS TO URBAN  
BOARDS

**DATE:** 10<sup>TH</sup> JULY, 2023

S/NO	NAME	DESIGNATION	CONTACT	SIGNATURE
1	Gilau Thabang	Manager City Planning	072405527	
2	KAMAU KURIA	CO - URBAN	0722509242	
3	Koelet Chant	CO - PSD	072091108	
4	Kennedy Mungu	Co- Environment	0720665056	
5	Chantony Chantony	CO LANDS & PHYSICAL PLANNING	0722271936	
6	Josine Nyake Nyero	Physical Planner - Urban Dev.	072232362	
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File



**COUNTY GOVERNMENT OF NAKURU**  
**DEPARTMENT OF LANDS, PHYSICAL PLANNING, HOUSING &**  
**URBAN DEVELOPMENT**



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P.O. Box 2870 – 20100  
NAKURU

**REF:** NKU/LPPHUD/GEN.1/ VOL. I/121

**DATE:** 11<sup>th</sup> July, 2023


County Executive Committee Member  
Lands, Physical Planning, Housing and Urban Development  
**NAKURU**

**RE: FUNCTIONS TO BE DELEGATED TO NAKURU CITY, NAIVASHA  
MUNICIPALITY AND GILGIL MUNICIPALITY BOARDS**

Reference is made to the above subject.

To facilitate delegation of functions to our urban area boards, we convened a meeting with concerned Chief Officers to review the specific activities to be delegated. Attached herewith, find the functions and a consensus of specific activities to be undertaken by the respective urban boards.

Kindly review and ~~advise on the next course of~~ action.

  
KAMAU KURIA  
Chief Officer

**Housing and Urban Development**



**CC:** County Secretary & Head of Public Service

CECM – Environment and water

CECM – Public Service, Devolution, Citizen Engagement, Disaster  
Management & Humanitarian

CECM - Infrastructure

Chief Officer – Lands & Physical Planning

Chief Officer - Environment, Energy, Climate Change & Natural Resources

Chief Officer – Roads & Public Transport

Chief Officer – Public service

City Manager - Nakuru

Municipal Manager – Naivasha



**COUNTY GOVERNMENT OF NAKURU**  
**DEPARTMENT OF LANDS, PHYSICAL PLANNING, HOUSING AND URBAN DEVELOPMENT**

**FUNCTIONS TO BE DELEGATED FOR NAKURU CITY, NAIVASHA MUNICIPALITY AND GILGIL**

**MUNICIPALITY BOARDS**

	<b>FUNCTION</b>		<b>ACTIVITIES</b>	<b>COMMENTS</b>
1	Development Control	Development Surveillance and compliance	<ul style="list-style-type: none"> <li>✓ Implementation of approved urban area development plans</li> <li>✓ Monitoring of developments within the urban area</li> <li>✓ Preparation of development control surveillance reports</li> </ul>	
		Outdoor advertisement	<ul style="list-style-type: none"> <li>✓ Implementation of the Outdoor advertisement Act</li> <li>✓ Implementation of County outdoor advertisement policies</li> <li>✓ Maintaining a register of outdoor advertisements</li> <li>✓ Implementation of an urban area outdoor advertisement master plan</li> <li>✓ Enforcing outdoor advertisement notices</li> <li>✓ Preparation of outdoor advertisement reports</li> </ul>	
2	Solid waste management	Cleansing	<ul style="list-style-type: none"> <li>✓ Carrying out of research on urban cleansing</li> <li>✓ Preparation of an urban area cleansing plan</li> <li>✓ Public awareness on cleansing</li> </ul>	

COUNTY GOVERNMENT OF NAKURU  
 CHIEF OFFICER

11/11/2023

		<ul style="list-style-type: none"> <li>✓ Street and public spaces cleansing</li> <li>✓ Collection and transfer of waste</li> <li>✓ Engagement of organized communities, groups, organizations and entities in cleansing</li> <li>✓ Initiation of waste reduction strategies</li> <li>✓ Preparation of cleansing reports</li> </ul>	
	Oversight and Enforcement of service providers on municipal solid waste collections	<ul style="list-style-type: none"> <li>✓ Supervision of cleansing service providers</li> <li>✓ Enforcement of waste management laws and policies</li> <li>✓ Management of waste disposal sites and transfer stations</li> </ul>	
	Management of Public Open Spaces (POS) including parks, gardens, squares, boulevards, streets and footpaths and children playgrounds, within the city and municipal boundaries	<ul style="list-style-type: none"> <li>✓ Mapping of parks and open spaces</li> <li>✓ Implementation of parks and open spaces policies</li> <li>✓ Development of parks and public open spaces</li> <li>✓ Beautification and greening of streets, parks and public spaces</li> <li>✓ Preparation public spaces reports</li> </ul>	



3	On-street parking	delineation of parking spaces and improving infrastructure of the parking spaces	<ul style="list-style-type: none"> <li>✓ Implementation of street parking policy</li> <li>✓ Mapping of parking spaces</li> <li>✓ Development and maintenance of parking spaces</li> <li>✓ Preparation and submission of street parking reports</li> </ul>	
		Oversight and enforcement of the service providers on parking services, within the city and municipal boundaries,	<ul style="list-style-type: none"> <li>✓ Enforcement for compliance of street parking laws</li> </ul>	

