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GAZETTE NOTICES

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CORRIGENDUM

IN Gazette Notice No. 9141 of 2015, *amend* the proprietor's name printed as "Wilter Ngumi Kibuika" to read "Walter Ngumi Kibuika".

IN Gazette Notice No. 9380 of 2015, Cause No. 675 of 2015, *amend* the petitioner's name printed as "Lawi Odondo Asewe" to read "Magret Ogenga Odondo".

GAZETTE NOTICE NO. 57

THE CONSTITUTION OF KENYA
THE JUDICIAL SERVICE COMMISSION ACT

(No. 1 of 2011)

APPOINTMENT

PURSUANT to Article 171 (2) (d) of the Constitution of Kenya, 2010, and section 15 (2) (a) and (b) of the Judicial Service Commission Act, 2011, I, Uhuru Kenyatta, President of the Republic of Kenya and Commander-in-Chief of Defence Forces, appoint—

EMILY OMINDE

to be a member of the Judicial Service Commission, with effect from 5th December, 2015.

Dated the 12th January, 2016.

UHURU KENYATTA,
President.

GAZETTE NOTICE NO. 58

THE KENYA MEDICAL TRAINING COLLEGE ACT

(Cap. 261)

APPOINTMENT

IN EXERCISE of the powers conferred by section 9 (1) (a) of the Kenya Medical Training College Act, I, Uhuru Kenyatta, President of the Republic of Kenya and Commander-in-Chief of Defence Forces, appoint—

PHILIP KALOKI (PROF.)

to be Chairperson of the Kenya Medical Training College Board of Management, for a period of three (3) years, with effect from 15th January, 2016.

Dated the 12th January, 2016.

UHURU KENYATTA,
President.

GAZETTE NOTICE NO. 59

THE KENYA MARITIME AUTHORITY ACT

(Cap. 370)

APPOINTMENT

IN EXERCISE of the powers conferred by section 6 (d) of the Kenya Maritime Authority Act, 2006, the Cabinet Secretary for Transport and Infrastructure appoints—

AGNES NDWIGA (MS.)

to be a Board member of the Kenya Maritime Authority, for a period of three (3) years, with effect from the 5th January, 2016.

Dated the 5th January, 2016.

JAMES MACHARIA,
Cabinet Secretary for Transport and Infrastructure.

GAZETTE NOTICE NO. 60

TASKFORCE ON MINOR TRAFFIC OFFENCES INSTANT FINES SYSTEM

APPOINTMENT

IT IS notified for the general information of the public that the Acting Cabinet Secretary for Transport and Infrastructure has appointed a Taskforce consisting of the following—

Peter Mulwa—(Chairperson)

Members:

Tom Abuga,
Apollo Mboya,
Joseph Mutai,
Stanley Cheruiyot,

Joint Secretaries

Martin Eshiwani,
Robert Ngugi,

- The terms of reference of the Taskforce shall be to—
 - propose appropriate reforms to the legal, policy and institutional framework for the development and operationalization of a minor traffic offences instant fines system;
 - consider and propose appropriate mechanisms for the payment of instant fines for minor traffic offences; and
 - undertake public participation for the proposed statutory instrument.
- The Taskforce shall regulate its own procedure.
- The Taskforce shall remain in office for a period of thirty days.
- The Taskforce shall submit a final report and make final recommendations to the Cabinet Secretary within thirty (30) days of its appointment.
- The Secretariat of the Taskforce shall be at Transcom House, Ngong Road, P.O. Box 52692-00200, Nairobi, and all communication shall be addressed to the Chairperson of the Taskforce.

Dated the 23rd November, 2015.

JAMES MACHARIA,
Ag. Cabinet Secretary for Transport and Infrastructure.

GAZETTE NOTICE NO. 61

THE CONSTITUTION OF KENYA
THE COUNTY GOVERNMENTS ACT

(No. 17 of 2012)

BARINGO COUNTY EXECUTIVE COMMITTEE

IN EXERCISE of the powers conferred by Article 179 (2) (b) of the Constitution as read with sections 30 (2) (d), (e) and 35 of the County Governments Act, 2013, I, Benjamin Chesire Cheboi, the Governor of Baringo County, appoint the persons named in the first column of the schedule, to be members of the Baringo County Executive Committee responsible for the matters specified in the second column of the Schedule.

Name of Member	Responsibilities
Emily Jebii Cherogony	CEC—Youth, Gender, Sports, Culture, Labour and Social Services
Lilian Jepchumba Sadalla	CEC—Education and ICT
Caroline Naikena Lentupuru	CEC—Agriculture, Livestock and Fisheries
Edwin Mariach Riamangura	CEC—Lands, Housing and Urban Development
Andrew Chepkok Kwonyike (Dr.)	CEC—Health Services
Luka Chemwetich Rotich	CEC—Transport and Infrastructure
Moses Atuko	CEC—Environment, Natural Resources and Mining

MR/8448948

BENJAMIN C. CHEBOI,
Governor, Baringo County.

GAZETTE NOTICE No. 62

THE COUNTY GOVERNMENTS ACT

(No. 17 of 2012)

EXTENSION OF TERM OF OFFICE FOR TASKFORCE MEMBERS OF
BARINGO PEACE AND SECURITY

IT IS notified for public information that the Governor, Baringo County Government, in exercise of the powers vested in him under section 30 (2) of the County Governments Act extends the term of Baringo County Peace Taskforce to serve with effect from 14th October, 2015, for a period of 30 working days and a reporting period within three months thereafter.

Name	Position
Gen. D. R. C. Daudi Tonje	Chairman
Wesley Chemjor	Member
Lt.-Col. (Rtd.) Josiah Kimosop	Member
Francis Lemangi	Member
Veronica Kipsang	Member
Kimosop Meja Kimunyan	Member
Rev. John Nambair	Member
Daniel Kamuren Tutoek (Dr.)	Member
Stellah Kereto	Member

Terms of Reference

Terms of reference for the Taskforce are:

- Carry out research and consultations on cause of cattle rustling and come up with comprehensive and practical recommendations on the matters of security.
- Establish historical background of cattle rustling in Baringo with a view to come up with reversal recommendation.
- Analyze social and economic activities to identify both short and long term strategies to deter cattle rustling related activities.
- Obtain information from stakeholder groups i.e. Sub-County Administrators, Ward Administrators, Chiefs, peace groups, political leaders, NGO'S etc. with a view to recommending effective resolution
- Propose short and long term strategies on restoration, reparation and settlement of losses to the aggrieved people

The Taskforce shall be reporting to the Deputy Governor and will submit the final report to the Governor.

Joint Secretariat to the Taskforce

Name	Position
Abdushakur Khatib Lendapana	Researc /Joint Secretary
Nelson K. Chemwei	Joint Co-ordinator
Dorah J. Sawe	Joint Secretary
County legal office representative	Legal Advisor

BENJAMIN C. CHEBOI,
Governor, Baringo County.

MR/8448948

GAZETTE NOTICE No. 63

THE LAND REGISTRATION ACT

(No. 3 of 2012)

ISSUE OF A PROVISIONAL CERTIFICATE

WHEREAS African Petals Limited, a limited liability company, of P.O. Box 46817, Nairobi in the Republic of Kenya, is registered as proprietor lessee of all that piece of land known as L.R. No. 10426/9, situate north of Athi River Township in Machakos District, by virtue of a grant registered as I.R.N. 43883/1, and whereas sufficient evidence has been adduced to show that the said grant has been lost, notice is given that after the expiration of sixty (60) days from the date hereof, I shall issue a provisional certificate of title provided that no objection has been received within that period.

Dated the 15th January, 2016.

L.L. LUBULELLAH,
Registrar of Titles, Nairobi.

MR/8448749

GAZETTE NOTICE No. 64

THE LAND REGISTRATION ACT

(No. 3 of 2012)

ISSUE OF A PROVISIONAL CERTIFICATE

WHEREAS Ndungu Kariuki, of P.O. Box 12821-20100, Nakuru in the Republic of Kenya, is registered as proprietor lessee of all that piece of land known as L.R. No. 12250/62, situate in Nakuru Municipality in Nakuru District, by virtue of a certificate of title registered as I.R. 34148/1, and whereas sufficient evidence has been adduced to show that the said certificate of title has been lost, notice is given that after the expiration of sixty (60) days from the date hereof, I shall issue a provisional certificate of title provided that no objection has been received within that period.

Dated the 15th January, 2016.

J. W. KAMUYU,
Registrar of Titles, Nairobi.

MR/8448989

GAZETTE NOTICE No. 65

THE LAND REGISTRATION ACT

(No. 3 of 2012)

ISSUE OF A PROVISIONAL CERTIFICATE

WHEREAS Monicah Ndua Kiama, of P.O. Box 57215-00200, Nairobi in the Republic of Kenya, is registered as proprietor lessee of all that piece of land known as L.R. No. 4730/226, situate in Nakuru Municipality in Nakuru District, by virtue of a certificate of title registered as I.R. 87953/1, and whereas sufficient evidence has been adduced to show that the said certificate of title has been lost, notice is given that after the expiration of sixty (60) days from the date hereof, I shall issue a provisional certificate of title provided that no objection has been received within that period.

Dated the 15th January, 2016.

B. F. ATIENO,
Registrar of Titles, Nairobi.

MR/8448989

GAZETTE NOTICE No. 66

THE LAND REGISTRATION ACT

(No. 3 of 2012)

ISSUE OF A PROVISIONAL CERTIFICATE

WHEREAS Michael Ochieng Diang'a, of P.O. Box 133, Mtwapa in the Republic of Kenya, is registered as a proprietor in freehold interest of all that piece of land containing 0.0216 hectare or thereabouts, registered as C.R. 56705, known as L.R. 6073/III/MN, situate north of Mtwapa Creek in Kilifi District, and whereas sufficient evidence has been adduced to show that the said certificate of title has been lost, notice is given that after the expiration of sixty (60) days from the date hereof, I shall issue a provisional certificate of title provided that no objection has been received within that period.

Dated the 15th November, 2015.

J. G. WANJOHI,
Registrar of Titles, Mombasa District.

MR/8448787

GAZETTE NOTICE No. 67

THE LAND REGISTRATION ACT

(No. 3 of 2012)

ISSUE OF A PROVISIONAL CERTIFICATE

WHEREAS Saida Swaleh Ahmed, of P.O. Box 87079, Mombasa in the Republic of Kenya, is registered as a proprietor in freehold interest of all that piece of land containing 0.0281 hectare or thereabouts, registered as C.R. 23355, known as L.R. 4407/II/MN, situate in Mombasa Municipality in Mombasa District, and whereas sufficient evidence has been adduced to show that the said certificate of title has been lost, notice is given that after the expiration of sixty (60) days from the date hereof, I shall issue a provisional certificate of title provided that no objection has been received within that period.

Dated the 15th November, 2015.

J. G. WANJOHI,
Registrar of Titles, Mombasa District.

MR/8448787

GAZETTE NOTICE NO. XXXX

THE CIVIL AVIATION ACT

(No. 21 of 2013)

THE KENYA CIVIL AVIATION AUTHORITY

DECISIONS OF THE KENYA CIVIL AVIATION AUTHORITY ON APPLICATIONS FOR AIR SERVICE LICENCES

PURSUANT to the provisions of the Civil Aviation Act (No.21 of 2013) and the Licensing of Air Services Regulations, 2009 (Regulation 28), notice is given that the Kenya Civil Aviation Authority has made decisions on applications for air service licences whose particulars were previously published in the Kenya Gazette Notice No.8570 of 13th November, 2015.

The Decisions are specified in the third column and the particulars of the applications are in the second column for each applicant named in the first column of the schedule below.

<i>Name and Address of Applicant</i>	<i>Type of Service applied for</i>	<i>Decisions</i>
East African Safari Air Express Limited, P.O. Box 27763-00506, Nairobi	Variation of current licence to include Isiolo in the domestic scheduled air services using aircraft C208, BE1900, B200 and DHC8 based at JKIA, Wilson Airport, Moi International Airport, Kisumu Airport and Malindi Airport.	Variation of Licence granted for the period of validity of current licence.
Safarilink Aviation Limited, P.O. Box 5616-00506, Nairobi	Variation of current licence to include in the domestic scheduled air services the route: Nairobi to/from Lamu/Malindi/ Ukunda/ Eldoret/ Mombasa/ Kisumu using aircraft DHC8 based at JKIA.	Variation of Licence granted for the period of validity of current licence.
Mombasa Air Safari Limited, P.O. Box 93961-80115, Mombasa	(a) Non-scheduled air services for passengers and freight within/ out of/into Kenya to/from Africa/Middle East/Asia/Indian Ocean Islands. (b) Aerial work services within Kenya (c) Domestic Scheduled air services on the routes: (i) Mombasa to/from Samburu/ Wilson. (ii) Mombasa/Ukunda to/from Wilson-Ukunda-Mombasa/Samburu-Ukunda-Mombasa. (iii) Mombasa/Malindi to/from Wilson-Malindi-Mombasa/Samburu-Malindi-Mombasa. (iv) Mombasa/Lamu/Wilson/Lamu/Mombasa. (v) Mombasa/Mara/Wilson/Mombasa. (vi) Nairobi to/from Mara/Amboseli/ Lamu/Malindi/ Mombasa/Ukunda/Samburu. (vii) Mombasa to/from Mara/Kisumu. (viii) Nairobi to/from Mara/Kisumu. (ix) Mombasa/Amboseli/Wilson/Amboseli/Mombasa. Using aircraft L410, C208 and DC3 based at Moi International Airport and Wilson Airport.	Licence granted for three (3) years with effect from 26th November, 2015.
Trident Aviation (K) Limited, P.O. Box 60222-00100, Nairobi	Non-scheduled air services for passengers and freight within/out of/into Kenya to/from Eastern and Central Africa using aircraft DHC5, HS748 and C208 based at JKIA, Wilson airport and Lokichoggio airport.	Licence granted for three (3) years with effect from 3rd November, 2015.
Twinstar Aviation Limited, P.O. Box 77409-00611, Nairobi	Non-scheduled air services for passengers within/out of/into Kenya to/from East and Central Africa using aircraft C208 based at Wilson Airport.	Licence granted for one (1) year with effect from 17th December, 2015.
Aero-link Flight Centre Limited, P.O. Box 76051-00508, Nairobi	Flying instructions within Kenya using aircraft PA28 and PA23 based at Wilson Airport.	Licence granted for three (3) years with effect from 14th October, 2015.
Fanjet Express Limited, P.O. Box 4993-00506, Nairobi	(a) Non-scheduled air services for passengers/cargo/mail within/ out of/into Kenya and points within Africa, Middle East and Europe. (b) Domestic scheduled air services on the routes: (i) Wilson/Mombasa/Wilson (ii) Wilson/Masai Mara/Wilson (iii) Mombasa/Masai Mara/Mombasa Using aircraft FK50, C208B, CRJ100, CRJ200, B1900, and DO228 based at Wilson Airport, Moi International Airport and J.K.I.A.	Licence granted for three (3) years with effect from 17th December, 2015.
Bushair Safaris Limited, P.O. Box 5646-00100, Nairobi	(a) Non-scheduled air services for passengers and cargo within/out of/into Kenya to /from East and Central Africa using aircraft C206, C210, BE58, BE55, BE20, C208 and S208 based at Wilson Airport. (b) Aerial Work services within East and Central Africa using aircraft C206, C210 and C208 based at Wilson	Licence granted for one (1) year with effect from 17th December, 2015.

<i>Name and Address of Applicant</i>	<i>Type of Service applied for</i>	<i>Decisions</i>
	Airport.	
Scenic Air Safaris P.O. Box 9653, Mombasa	(a) Non-scheduled air services for passengers and freight within/out of/into Kenya to/from East Africa. (b) Domestic scheduled air services on the route Wilson to/from Mombasa/Vipingo/ Malindi/ Lamu/Nanyuki/Turkana/Garissa/Amboseli/Masai Mara Using aircraft C208 based at Wilson and Moi International Airport.	Licence granted for three (3) years with effect from 3rd November, 2015.
Ribway Cargo Airlines Limited P.O. Box 1040-00100, Nairobi	Non-scheduled air services for cargo within/out of/into Kenya to/from rest of Africa/Middle East/Asia/Europe using aircraft DC8 and FK50 based at JKIA.	Licence granted for one (1) year with effect from 17th December, 2015.
ALS Contracts Limited, P. O. Box 41937-00100, Nairobi	Non-scheduled air services for passengers and freight within/out of/into Kenya to/from the rest of Africa using aircraft B1900, EMB145, DHC8 and C208 based at JKIA and Wilson Airport.	Licence granted for one (1) year with effect from 17th December, 2015.
Buff Air Services Limited, P.O. Box 429-00517, Nairobi	(a) Non-scheduled air services for passengers and cargo within/out of/into Kenya to /from points in Africa and Middle East based at JKIA and Wilson Airport. (b) Domestic Scheduled air services on the routes: (i) Nairobi/Malindi/Lamu/Nairobi (ii) Nairobi/Wajir/Mandera/Nairobi (iii) Nairobi/Eldoret/Lodwar/Nairobi (iv) Nairobi/Marsabit/Moyale/Nairobi (v) Nairobi/Garissa/Daadab/Nairobi (vi) Nairobi to/from Mombasa/ Kisumu/ Bungoma/ Isiolo/Migori/Homa Bay/Lokichar/Lokichoggio (vii) Nairobi to/from Moyale/Garissa/ Kakuma/Mandera/Marsabit (viii) Nairobi to/from Masai Mara/ Nanyuki/Samburu/Amboseli/Ukunda/Lewa Downs/Lamu/Vipingo/Lodwar/Kitale/Meru/ Kakamega/Malindi Using aircraft FK50 and DHC8 based at JKIA and Wilson Airport.	Licence granted for one (1) year with effect from 17th December, 2015.

Dated the 15th January, 2016.

PTG/3417/15-16

GILBERT M. KIBE,
Director-General.

GAZETTE NOTICE NO. 141

PROFICIENCY EXAMINATION FOR CLERICAL OFFICERS EXAMINATION

RESULTS AUGUST, 2015

Corrigenda

IN Gazette Notice No. 133 of 2015, the following four (4) candidates were inadvertently left out and the results are as indicated below:

PASSES

<i>Index No.</i>	<i>Name</i>	<i>P/No.</i>	<i>Option</i>
PR/00006664	Musaani Phoebe Mwikati	2010114916	Records Management
PR/00007536	Miriti Judy Kanario	2012012202	Records Management
PR/00008128	Kusienya Edwin karanja-	2012034610	Supply Services

REFERRALS

PR/00004347	Raymond Abaghanda	1997020821	R2, R 7C
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OPTION

The following candidate's option was wrongly indicated as Accounts instead of Records management;

PR/00000294	Mwaura Teresia Wanjira	2010007355	Records Management
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MR/8448968

LEAH M. MUNYAO,
for Director-General.

GAZETTE NOTICE NO. 142

THE NATIONAL LAND COMMISSION ACT

(No. 5 of 2012)

COUNTY SPATIAL PLANS

FOREWORD

The Commission takes note of the fundamental role of County Spatial Plans as premier plans that will set the development agenda for the Counties. The County Spatial Plans will be implemented through lower level plans which include; Sectoral Plans, County Integrated Development Plans and Integrated Urban Development Plans.

The County Governments Act, 2012 at section 110 (1) (a) stipulates that the County Spatial Plans shall give effect to the principles and objects of county planning and development contained in section 102 and 103 of the same Act. Further, section 110 (2) (c) (iv) of the Act requires that the County Spatial Plans should set out basic guidelines for a land use management system in the County taking into account any guidelines, regulations or laws as provided for under Article 67(2) (h) of the Constitution.

These guidelines have been prepared pursuant to the constitutional role of the Commission to monitor and oversee land use planning throughout the country and in response to section 110(2) (c) (iv) of the County Governments Act, 2012.

The process of preparing the guidelines was participatory involving the County Governments, the Planning Schools, Professional Associations, Sectoral Agencies and Non-State Actors. This provided a rich mix of expertise and experiences resulting in a well-balanced, researched and sound output. The Commission therefore recommends the guidelines as a basis for monitoring and overseeing preparation, approval, and implementation of County Spatial Plans in the country.

PROF. MUHAMMAD SWAZURI, O.G.W.
Chairman National Land Commission,

ACKNOWLEDGEMENT

These guidelines serve as a tool for the engagement between the County Governments and the National Land Commission with regard to monitoring and overseeing Land Use Planning and specifically provide direction on:

- The process of preparing, approving and implementing County Spatial Plans (CSP);
- The expected outputs of the CSP planning process;
- How effective public participation in the planning process can be achieved;
- The process of procuring planning services for preparing County Spatial Plans;
- The required institutional framework for preparing and implementing County Spatial Plans;
- The indicative resources required for preparing the CSP; and
- The possible sources of funding to prepare a County Spatial Plan.

The Commission wishes to commend the efforts by the Land Use Planning Directorate in initiating and successfully completing preparation of the guidelines. Special appreciation goes to:

Dr. Herbert Musoga, PhD (Urban and Regional Planning, UoN), MA (Planning), BA (Economics and Sociology), MAAK (TP), MKIP –Director Land Use Planning Directorate (Team Leader)

Mrs. Rose Kitur, MA(Planning), BA(Geography and Sociology), MKIP – Deputy Director Land Use Planning; Mr. Charles Konyango, MA(Planning), MKIP –Deputy Director Land Use Planning; Mr. Charles Kageka, MA (Planning), BA (Geography), MKIP – Secretary County Land Management Board, Nairobi County; Mr. Stephen Ngari, MA (Planning), MKIP - Secretary County Land Management Board, Meru County; Mr. Patrick Waweru, MA (Planning), BSc Engineering (Surveying and Photogrammetry), MKIP - Secretary County Land Management Board, Taita Taveta County; Mr. Josephat Wasua MA (Planning), BA (Sociology), MKIP - Secretary County Land Management Board, Laikipia County; Ms. Domitila Gati, MA (Project Planning), BA (Urban and Regional Planning, MKIP - Secretary County Land Management Board, Kisumu County; Mr. Nalyanya Wasike, MA (Planning), BA (Geography) MKIP – Lecturer, Masinde Muliro University of Science and Technology; Ms. Ebby Busaka, MA(Housing Devt), BA(Land Economics) – Land Economist and Housing Expert; Mr. Stephen Chune, MA (Planning), BA (Sociology and Geography, MKIP – Urban and Regional Planner, Ministry of Land, Housing and Urban Development; Mr. Daniel Mmbai, MA (Planning), MA (Geography), BA(Geography and Sociology), MKIP – County Director of Planning, Embu County; Ms. Naomi Kamau, MA (Urban and Regional Planning), BED; Mr. Adelbert Muriango – Land Use Planning Assistant and GIS Expert; NLC; Mr. Joseph Malonza – Land Use Planning Assistant and Cartographer, NLC; Mrs. Caroline Otieno –Secretary, NLC.

I also acknowledge with appreciation the support provided by ACT! and RECONCILE to enable the Commission to successfully complete the process of preparing these manuals and the participation of Ms Linda Etale of ACT! And Ken Otieno and Irene Mukalo of Reconcile. The Council of Governors played a central role in mobilizing the County Governments to participate and add value to the draft guidelines. Dr. Samuel Obiero,

(University of Nairobi, Department of Urban and Regional Planning), Planner Isaac Nyamweno (Jaramogi Oginga Odinga University), Prof. Aggrey Thuo (Maasai Mara University), Dr. Benjamin Mwasi (University of Eldoret), the Kenya Institute of Planners (Planner Charles Osengo and Planner Joakim Nyarangi) and the Town and County Planners Association of Kenya (Eng. Planner Omwenga Mairura) provided invaluable professional and academic contribution; NEMA (Dr. Kennedy Ondimu); Kenya Maritime Authority; State Departments of Agriculture, Devolution and Planning.

The guidelines on County Spatial Planning are a first step in a series of guidelines to be rolled out by the Commission on County Planning. The Commission is committed to ensure that land use planning is given priority to provide the desired framework for land management and national development. The guidelines offer a platform for subsequent collaboration between the County Governments and the National Land Commission with respect to land use planning and land management.

AZIZ TOM CHAVANGI,
Secretary/CEO, National Land Commission.

PART I—INTRODUCTION

- Background
- Reference Frame

BACKGROUND

1.1 Purpose of the Guidelines

These guidelines provide a basis for engagement between the County Governments as planning authorities responsible for preparing, approving and implementing County Spatial Plans and the National Land Commission as a monitoring and oversight agency over land use planning.

The County Government Act, 2012 at section 110(1)(a) stipulates that the County Spatial Plans shall give effect to the principles and objects of county planning and development contained in section 102 and 103 of the same Act. Further, section 110 (2)(c)(iv) of the Act requires that the County Spatial Plans should set out basic guidelines for a land use management system in the County taking into account any guidelines, regulations or laws as provided for under Article 67(2) (h) of the Constitution.

The guidelines seek to guide and standardize the practice of preparing, and implementing County Spatial Plans in the country.

1.2 Specific Objectives of the Guidelines

The guidelines aim at achieving the following objectives:

- To provide a basis for monitoring and oversight of County Spatial Planning;
- To give direction on the process of preparing, approving, and implementing County Spatial Plans;
- To clarify on how effective public participation in the planning process can be achieved;
- To provide guidance on the process of procuring planning services for preparing County Spatial Plans;
- To Provide guidance on costing County Spatial Planning;
- To expound on the required institutional framework for preparing and implementing County Spatial Plans.

1.3 Process of Preparing the Guidelines

The following steps were followed in developing these guidelines:

- Review of literature: the Kenya Constitution 2010, Kenya Vision 2030, relevant legislation, policies and desk review of best practices; brainstorming sessions to interrogate current and past planning experiences and practices;
- Formulation of drafts and circulation for comments and value addition;
- Focused expert engagement;
- Stakeholder consultative forums with Counties, strategic partners and National Government agencies;
- Incorporation of stakeholder comments and development of final guidelines;
- Gazattement and publication.

1.4 Target Users

These guidelines target the following users: County Governments, National State Departments, National Land Commission, Development Partners, Planning Schools, Planning Institutions, Practicing Planners, investors, regulatory and arbitration agencies.

1.5 Outline of the Guidelines

This document is divided into six parts: Part 1 - the background that states the purpose, objectives, method of preparing the guidelines and the targeted users as well as the reference frame; Part 2 – explains the process of preparing the CSP and stipulates the expected deliverables and the format of presenting the CSP; Part 3 – provides guidance on public participation and enlightens on the appropriate institutional framework for preparing and implementing the CSP; Part 4 –gives direction on funding and procuring planning services; Part 5 – contains the appendices of detailed aspects of the guidelines.

2.0 REFERENCE FRAME

County Spatial Plans should be prepared taking cognizance of the : the Kenya Constitution 2010, Policy and legal contexts as well as county planning principles and contemporary best planning practices and concepts.

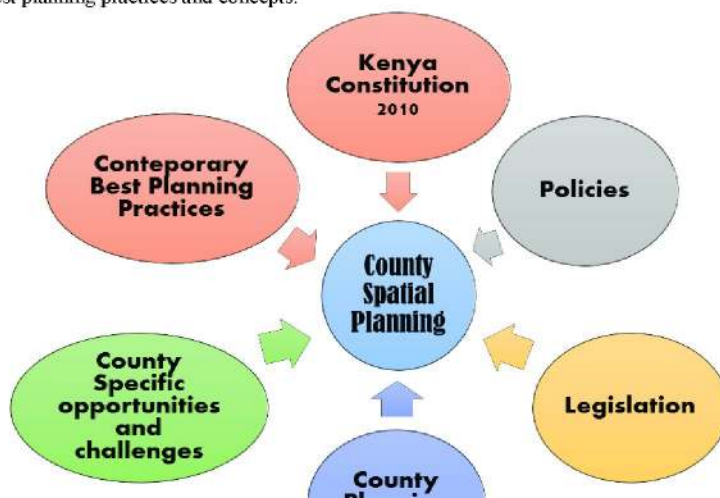


Figure 2. 1 - Reference Frame**2.1 Constitutional Context**

The county spatial plan is an instrument for realizing constitutional promises and expectations. These include:

- Environment, economic and social rights envisaged under Article 42 and 43 of the Constitution.
- Article 60 (1) stating that land in Kenya shall be held, used and managed in manner that is equitable, efficient, productive and sustainable.
- Article 66 (1) on regulation of land use and property in the interest of defense, public safety, order, morality, public health or land use planning.
- Article 67 (2) (h) which provides for monitoring and oversight over land use planning throughout the country.

2.2 Policy Context

The Sessional Paper Number 3 of 2009 on the National Land Policy provides direction on management and use of land and land based resources in the country. The policy identifies salient issues that should be addressed in land use planning including:

- Preparation of land use plans at national, regional and local levels on the basis of predetermined goals and integrating rural and urban development;
- Actualization of spatial frameworks for orderly management of human activities to ensure that such activities are carried out taking into account considerations such as the economy, safety, aesthetics, harmony in land use and environmental sustainability;
- Review of strategies for human settlement in relation to service centers, growth centers, transport and communication network, environmental conservation and rural development;
- Efficient and sustainable utilization and management of land and land based resources;
- Establishment of an appropriate framework for public participation in the development of land use and spatial plans; and
- Establishment of an effective framework for co-ordination of land use plans to ensure implementation of the planning proposals and regulations.

County Spatial Planning will also be informed by several other sectoral policies including; Kenya Vision 2030, Water Policy, Agriculture Policy, Multilateral Environmental Agreements. In addition International Treaties and Conventions should be taken into account.

2.3 Legal Context

The County Government Act 2012 is the main legislation which guides governance, planning and development of the counties. Section 104 of this Act requires that every county government prepares planning frameworks that should form the basis for appropriation of public funds. The planning frameworks shall be developed by the county executive committee and approved by the county assembly. It further requires the county planning framework to integrate economic, physical, social, environmental and spatial planning. Section 103 provides the objectives of county planning. Other legislations that will inform County Spatial Planning include: Urban Areas and Cities Act 2011, Environmental Management and Co-ordination Act, Wild Life And Conservation Policy, Intergovernmental Relations Act, 2012, Public Procurement Disposal Act, 2005, Public Finance Management Act, 2012.

2.4 Governance Context

Planning is a concurrent function. Article 186(1) and article 67(2) (h) of the constitution and the fourth schedule assign planning functions to both the national and county governments. The National Government is responsible for monitoring and oversight of land use planning throughout the country, general principles of land planning and the co-ordination of planning by the counties. The County governments are responsible for county planning and development.

The Constitution of Kenya 2010 guides the two levels of government to relate on the basis of consultation and cooperation. Article 189 of the constitution requires the two levels of government to perform their functions while respecting the functional and institutional integrity of government at the other level of government and in liaison for the purpose of exchanging information, coordinating policies and enhancing capacity. Further, the constitution requires the two levels of government to assist, support and consult and as appropriate implement legislations of the other level of government. The process of preparing county spatial plans should be guided by this framework.

2.5 County Planning Principles

Section 102 of County Governments Act stipulates the principles of county planning and development facilitation which include:

- Integration of national values in all processes and concepts;
- Protection of the right to self-fulfillment within the county communities and with responsibility to future generations;
- Protection and integration of rights and interest of minorities and marginalized groups and communities;
- Protection and development of natural resources in a manner that aligns national and county governments policies;
- Alignment of county financial and institutional resources to agreed policy objectives and programs;
- Engendering effective resource mobilization for sustainable development;
- Promotion of the pursuit of equity in resource allocation within the county;
- Provision of a platform for unifying planning, budgeting, financing, programme implementation and performance review; and
- Serve as a basis for engagement between county government and the citizenry, other stakeholders and interest groups.

2.6 Contemporary Best Practices

County spatial planning should take cognizance of contemporary best practices, concepts and aspirations including: natural capital assessment, sustainable development goals, sustainable human settlements and cities.

2.6.1 Natural Capital Assessment

This is an analysis of the direct and indirect benefits that the environment provides to the nation's economy and people's health and happiness - focusing on the links between ecosystems, the services they provide, and their contribution to economic progress and human wellbeing and prosperity.

It is premised on the fact that land and land resources play a fundamental role in delivering the economic growth targets of many emerging economies and have close links to issues such as job creation, poverty alleviation, and food security. Although land is a valuable asset that produces social, environmental, and economic benefits, of the three, economic benefits are the most readily recognized. Social and environmental impacts are important - but are often unpriced and undervalued. The rapid expansion of agricultural and industrial production onto high value ecosystems in many developing countries testifies to this undervaluation.

2.6.2 Sustainable Development Goals

Sustainable development goals seek to build on millennium development goals and complete those that were not achieved. They are universal Goals which balance three dimensions of economic, social and environmental development. They are targeted at stimulating global action for the next 15 years. Some of the sustainable development goals (SDG) that have a direct bearing on the objects of the County Spatial plans include the following:

- (a) *Sustainable Development Goal 1:* by 2030, if not earlier, all the world's people will have access to safe and sustainable water and sanitation, adequate nutrition, primary health services, and basic infrastructure, including electricity, roads, and connectivity to the global information network.
- (b) *Sustainable Development Goal 2:* from 2015 to 2030, all nations will adopt economic strategies that increasingly build on sustainable best-practice technologies, appropriate market incentives, and individual responsibility. The world will move together towards low-carbon energy systems, sustainable food systems, sustainable urban areas (including resilience in the face of growing hazards), and stabilization of the world's population through the voluntary fertility choices of families supported by health services and education.

The third broad SDG is social inclusion, the commitment to future economic and technological progress under conditions of fairness and equitable access to public services, and with the government counter acting social discrimination on the basis of gender, ethnic origin, religion, and race.

- (c) *Sustainable Development Goal 3:* every country will promote the wellbeing and capabilities of all their citizens, enabling all citizens to reach their potential, irrespective of class, gender, ethnic origin, religion, or race. Every country will monitor the wellbeing of its citizenry with improved measurements and reporting of life satisfaction. Special attention will be given to early childhood, youth, and elderly people, addressing the vulnerabilities and needs of each age cohort.
- (d) *Sustainable Development Goal 4:* governments at all levels will cooperate to promote sustainable development worldwide. This target includes a commitment to the rule of law, human rights, transparency, participation, inclusion, and sound economic institutions that support the private, public, and civil-society sectors in a productive and balanced manner. Power is held in trust to the people, not as a privilege of the state.

2.6.3 Sustainable Human Settlements

"Promoting sustainable human settlements development" is the subject of Chapter 7 of Agenda 21, which calls for 1) providing adequate shelter for all; 2) improving human settlements management; 3) promoting sustainable land-use planning and management; 4) promoting the integrated provision of environmental infrastructure: water, sanitation, drainage and solid waste management; 5) promoting sustainable energy and transport systems in human settlements; 6) promoting human settlements planning and management in disaster-prone areas; 7) promoting sustainable construction industry activities; and 8) promoting human resource development and capacity-building for human settlements development.

2.6.4 Sustainable Urban Areas and Cities

Cities are hubs for ideas, commerce, culture, science, productivity, social development and much more. Cities can promote economically, socially and environmentally sustainable societies if we adopt a holistic approach to urban development that ensure universal access to basic services, housing and mobility. Urban planning, transport systems, water, sanitation, waste management, disaster risk reduction, access to information, education and capacity-building are all relevant issues to be addressed.

2.6.5 Human Settlement Objective

The overall human settlement objective is to improve the social, economic and environmental quality of human settlements and the living and working environments of all people, in particular the urban and rural poor. Such improvement should be based on technical cooperation activities, partnerships among the public, private and community sectors and participation in the decision making process from community groups and special interest groups such as women, indigenous people, the elderly and the disabled. These approaches should form the core principles of national settlement strategies.

PART II—THE PLANNING PROCESS

- Process
- Deliverables
- Format

3.0 Planning Process

3.1 Introduction

This section provides guidance on the steps in preparing a County Spatial Plan (CSP). The steps are sequential but could overlap at some stages. The steps are as follows:



Figure 3.1 0 Guiding Steps in preparing a County Spatial Plan

The steps in figure 3.1 are elaborated below in terms of activities, actors, and timelines.

3.2 Step 1: Pre-planning

This is the initial step that entails the definition of the scope of work, formulation of the Terms of Reference (TORs) and development of resource mobilization strategies. This is the stage at which planning for the planning process is done. The activities to be undertaken include:



Figure 3.2 - Pre-planning Stage

3.2.1 Scoping

This is gathering and analyzing information that the planning team will use to plan for the planning process. It involves conceptualizing the whole planning process. It is done through a rapid appraisal or scan of the county development issues. It entails important aspects, including:

- Identification of fundamental issues, stakeholders, opportunities for participation, needs for conflict resolution and needs for data and analysis;
- Drafting of preliminary work plan for the process;
- Drafting of preliminary design for stakeholder participation.

3.2.2 Needs Assessment

This is a systematic process for determining and addressing planning needs, or gap between current situation and desired future/situation. It can be an appropriate tool to clarify problems and identify interventions. It is done through initial investigations which include literature review, engaging stakeholders, transect survey and observations.

3.2.3 Reconnaissance Survey

Reconnaissance survey represents a type of field survey that is often used to gather initial information regarding the planning area. It aids in rapid appraisal of the area, identifying planning needs and is a precursor to preparation of inception report. This involves undertaking transect survey in order to appreciate planning issues.

3.2.4 Determination of Data Needs

Data needs are a checklist of data required in preparation of CSP. It is prepared based on the thematic issues/areas, stakeholders' concerns and objectives. This leads to identification of data sources and methods/ techniques, and preparation of data collection tools.

3.2.5 Issuing Notice of Intention to Plan

Notice of intention to plan is a statutory requirement that aid public sensitization and involvement in the planning process. This is the first notice which is intended to inform the public about the commencement of preparation of the County Spatial Plan. It is in a prescribed form and publicized in print media of wide coverage, in official and national languages (English and Kiswahili).

It outlines the type, scope, the plan objectives, timeframe and the expected output.

3.2.6 Identifying Stakeholders

Identifying stakeholders is determining and documenting those who will participate as the affected or influence the process or the outcome. This is done through mapping and analysis of those who may be affected or may influence the process or outcome of the plan. The outputs include a stakeholder register containing project stakeholder information, classification and spatial distribution; and a stakeholder management strategy which defines the approach to increase stakeholder support and reduce negative impact.

3.3 Step 2: Visioning and Setting of Objectives-

3.3.1 Visioning

Visioning is the process of describing and illustrating the desired future to make it more vivid, real and compelling so as to serve as an impetus for the present actions. It is meant to help the stakeholders have a glimpse of the desired future state of the county ("an artist impression of the desired county to live, work, invest and play").

The stakeholders are guided by the consultant/planning team to come up with a shared vision. The facilitation is in the manner of providing the profile of the planning area, identifying issues, and undertaking SWOT analysis.

3.3.2 Objectives

Objectives are the means of realizing the shared vision. They are derived from the vision and based on thematic areas. They are short statements that describe the action that should be undertaken to realize the vision. They should be SMART as much as possible. They must be understood by all stakeholders and be easy to explain. They provide a standard for measuring the extent to which the intentions of preparing a plan have been attained.

3.4 Step 3: Research and Mapping

3.4.1 Research

This step is a deliberate, structured study to determine, describe and explain the current situation/conditions of the county. It starts with identifying the type of data (primary and secondary, spatial and non-spatial), preparing data checklist, identifying sources of data, and choosing the appropriate method/ techniques of collecting and storing the data. The data collection methods and tools include oral interviews, observation, focused group discussions, GPS, satellite imagery, photography, socio-economic surveys, consultative forum and stakeholders' forum.

3.4.2 Mapping

Spatial data may be obtained from satellite imagery, aerial photography, ground surveys, and existing maps. It entails picking geographical data and features and updating of the same digitally. The outputs may include an array of GIS-based maps depicting layers such as; cadastral, land uses, topography, resources, and human settlement.

3.5 Step 4: Situation Analysis

This is the critical examination of the current situation/conditions of the county. The situation analysis entails data processing, analysis and interpretation.

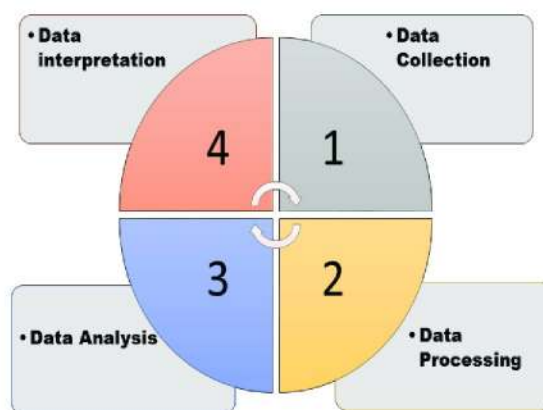


Figure 3.3 - Aspects of Situation Analysis

3.5.1 Data Processing

Data processing involves cleaning, categorizing and coding of data. It also involves data verification to assess the data adequacy, relevance, and format. Further, it involves data cross-checking against the data checklist and the objectives of the plan.

3.5.2 Data Analysis

This entails manipulation of data to extract useful information, depicting the current situation or conditions and projecting the future requirements.

Analysis can be in two forms; statistical and spatial analysis. Spatial analysis is the process of examining the location attributes and relationships of features in spatial data. It is done through overlay and other analytical techniques.

Data analysis applies both qualitative (descriptive, photography, etc.) and quantitative techniques (correlation regression, T-test, chi-square, etc.).

3.5.3 Data Interpretation

Data interpretation is the process of deriving meaning from the analyzed data against the set objectives. Interpretation entails determining relationships, identifying shortfalls, determining trends and patterns leading to development of a current spatial portrait of the county.

3.6 Step 5: Developing Scenarios

Developing scenarios is presentation of possible future development options based on identified challenges and potentials. It is an illustration of the plausible future states.

3.7 Step 6: Formulating the Plan Proposals

Formulating the plan proposals consists of the following:

- (a) Developing strategies, policies and measures to: address the challenges, and harness opportunities in order to achieve the stated plan objectives and vision of the county.
- (b) Representing proposals (strategies, policies and measures) on maps and text describing the desired spatial structure.

(c) Compiling and packaging Draft Spatial Plan.

3.8 Step 7: Packaging, Presenting and Publishing Draft County Spatial Plan

The final outputs of the CSP process are; a report containing a written statement and a set of thematic maps and portrait of the desired spatial structure.

3.8.1 Packaging

Packaging entails the design and presentation of the CSP in a format that enhances clarity, readability, appeal and understanding of the content of both the graphics and written statement while ensuring that plan presentation standards are adhered to.

3.8.2 Presentation

The draft CSP should be presented to the stakeholders for validation. The views and comments received may be considered in finalizing the CSP.

3.8.3 Publishing

The public should be notified of the completion of the plan through a public notice published in print media in a prescribed format in at least two local dailies (in official and national languages) with wide circulation and in Kenya Gazette. The Notice should include:

- call for submission of comments and views on the Draft CSP;
- specification of the place where the plan can be viewed;
- where to submit the comments;
- Period allocated for submission of views and comments.

3.9 Step 8: Approving the County Spatial Plan

The Consultant shall submit the final plan to the County Executive Committee Member responsible for land use planning through the County Director responsible for Land Use Planning who recommends. The CECM will forward the plan to the County Assembly for approval through the County Executive Committee. The County Assembly will consider the plan for approval in line with assembly procedures.

The Clerk to the County Assembly will present the approved plan together with the Hansard to the Governor who shall sign on behalf of the County Government and gazette the approved CSP in both Kenya gazette and County Gazette.

3.10 Step 9: Launching the approved County Spatial Plan

The Approved CSP shall be launched by the County Governor.

3.10.1 Dissemination of the Approved County Spatial Plan

The county government will ensure wide circulation of the approved plan to, among others: the sub counties, Urban Management Boards, County Land Management Board, national state departments and development agencies, state agencies, development partners, civil society, research institutions, service providers, investors, financial institutions among others.

3.11 Step 10: Monitoring and Oversight

A copy of the approved plan shall be submitted to the National Land Commission to facilitate monitoring and oversight pursuant article 67 (2) (a) & (h) of the Constitution. The plan will form the basis for engagement between the NLC and the County Government and shall be applied with respect to management of public land, regulation of land use and development, and monitoring and oversight of land use planning (Annex 3.3).

4.0: deliverables and format of presentation

4.1: Deliverables

The CSP has several outputs/deliverables which are presented in a specific format. The deliverables are:

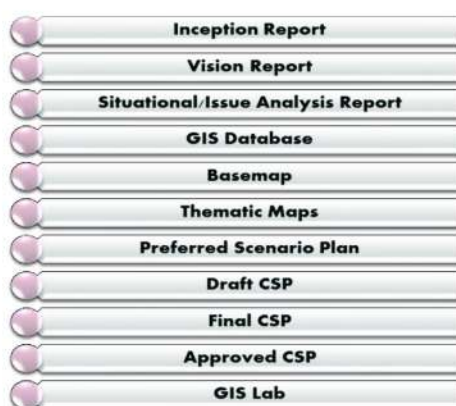


Figure 4. 1 - Deliverables of the County Spatial Planning Process

4.2 Format of Deliverables

Each of the deliverables will be presented in a specific format as described below:

4.2.1 Inception Report

The initial report prepared by the planning team/ consultant to demonstrate the understanding and interpretation of the TORs/assignment. It has the following components:

- Background
- Purpose
- Terms of Reference(TORs)

- Objectives
- Methodology
- Scope
- Work plan
- Budget

4.3: Vision Report

Vision report is a description of the shared vision prepared by the planning team/consultant after consultations with stakeholders. It includes a written statement and illustrations and diagrams. It should be concise and captivating. The report should also outline objectives that are precise statements of intent addressing planning issues.

4.4 Situation Analysis Report

This is a report of the appraisal of the planning area and contains a summary of the planning issues that include opportunities, potentials and challenges. The issues are derived from stakeholder engagements, field surveys and investigations, review of existing policies, development programmes and other emerging developments. The issues are clustered according to thematic areas and should give a snap shot of the planning area.

4.5 GIS Data Base

This is storage of geo-spatial data that is collected, processed and kept in a manner that can easily be retrieved, manipulated, updated and displayed in form of digital maps, illustrations and graphics.

4.6 Base Maps

These are maps depicting background reference information on which other thematic information is placed. Base maps have essential elements like topographic features, cadaster information, roads, rivers, contours, administrative boundaries and existing developments.

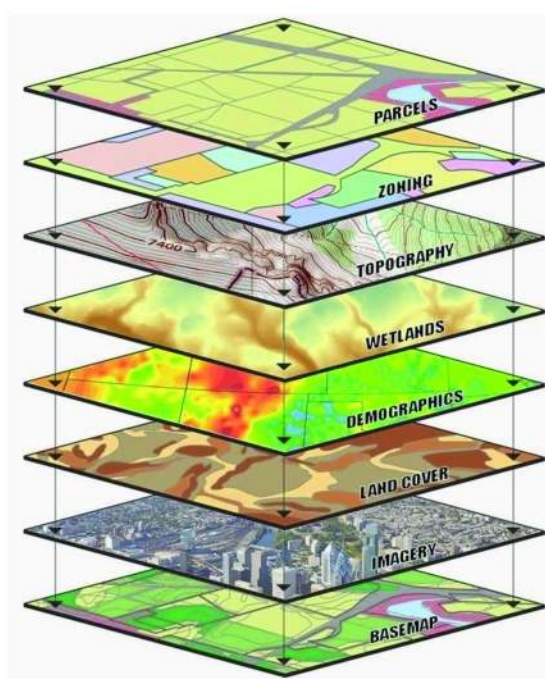
Sources of data for base map preparation may include:

- Topographical maps
- Satellite imagery
- Aerial photos
- Existing topographical maps
- Cadastral maps
- Ortho-photo maps
- Other existing thematic area maps

4.7 Thematic Maps

Thematic maps depict the spatial pattern of a particular theme in terms of geographical attributes. These themes relate to physical, social, political, cultural, economic, sociological, or any other aspects of the county, and can be illustrated in a number of maps in layers as described below:

- Physiographic Map – Layer 1 (Topography, soils, geology and rivers)
- Natural Resource – Layer 2 (habitat, parks, reserves, forests, wildlife & archaeological resources, water resources)
- Human Settlements – Layer 3 (urbanization, rural development patterns, population & demographic patterns)
- Transport and Communication – Layer 4 (transport - roads – with classifications, airports & airstrips, water ways, pipelines, power lines, ports & harbors, railways) (Communication – fiber optic, mobile communication networks)
- Local & Regional Economy – Layer 5 (land use patterns, commerce, industrialization, mining, service industry & institution, tourism)



Cadastral Layer

Land Use Patterns

Topography

Forestry and Marine

Population and Demographics

Agriculture, Forestry

Human Settlement

Figure 4. 2 - An Illustration of Thematic Maps

4.8 Preferred Scenario plan

This is the selected model of development arrived at after synthesis and integration of various possible scenarios.

4.9 Draft CSP

The draft CSP will comprise a written statement together with accompanying illustrations, diagrams and graphics. It also contains: a vision statement, objectives, situational analysis and synthesis, proposals and implementation strategy. The proposals are in the form of policies, strategies, actions, measures including a spatial structure depicting the vision of the county and prescribing land use zonation and land development standards.

The draft plan is presented in five parts which may include:

1. *Introduction and Planning Context*– these consist of: background of the plan, problem statement and justification of the plan, vision statement, objectives, scope, principles, methodology and an outline, the location(local, national, regional), constitutional, policy and legal context.
2. *Situation Analysis and Synthesis*– analysis is done along the following thematic areas:
 - Social Development- population and demographic characteristics, health, education, other social amenities and social cultural issues.
 - Land, Natural Resources and Environment- land availability, land tenure, physiographic features, land, water, wildlife, forests, minerals, fauna, flora, biodiversity, soil and geology
 - Economic Development- industry, commerce, mining, fishing, trade, financial services, transport, tourism, forest products, Agriculture and informal sector
 - Human Settlements and Urbanization- urban centers, urbanization trends, infrastructure and housing services, urban hierarchy and rural settlements,
 - Rural Development- Natural endowment, agriculture, pastoralism,
 - Transportation and Infrastructure- water supply and sanitation, coverage and distribution, road network and connectivity, energy, communication, air and water transport .
 - Governance- institutions, finance, public participation, security, public order, justice and fairness,
3. *Plan Proposals* - Plan proposals comprise strategies, policies, actions and a spatial structure which leads to the actualization of the desired future state.

The plan proposals should provide for:

- A spatial structure depicting the vision of the county and prescribing land use zonation and land development standards;
 - Land realignment, amalgamation, redevelopment, regeneration and infrastructure and service provision layout;
 - Linkages to national development proposals and those of the inter and intra county development;
 - A balanced system of human settlements and delineate the urban limits of the municipalities within the county and mechanisms of dealing with the rural urban interfaces;
 - Harmonized system of county communication, infrastructure and related services;
 - A framework for integrated urban and rural areas development for efficient economic and social activity;
 - A viable system of green and open spaces for a functioning eco-system;
 - Space for tree cover of at least ten per cent of the land area of county as required in Article 69 of the Constitution;
 - Reservations for public security and critical national infrastructure, utilities and services;
 - Protection of the historical and cultural heritage, artefacts and sites within the county;
 - Preconditions for integrating under-developed and marginalized areas to bring them to the level generally enjoyed by the rest of the county;
 - Guidelines for land use management system; control, regulate land use and land use changes through zoning schemes and performance standards;
 - A framework for public and private land development and infrastructure investment;
 - Areas where strategic intervention is required;
 - An implementation framework which indicates;
 - Programs and projects for the development of land
 - Areas for priority spending
 - Capital investment framework
 - A strategic assessment of the environmental impact of the spatial development framework including clarifications on the anticipated sustainable development outcomes of the spatial plan;
4. *Plan Implementation Framework* - this is an outline of programmes and projects to be undertaken. The outline will indicate the Sectors, Action areas, Actors, Budget and Timelines. This may be presented in a matrix.
 5. *Monitoring and Evaluation framework*- Monitoring and Evaluation is an internal mechanism to ensure implementation and realization of CSP proposals and projects. It may be presented as an outline of processes and procedures of tracking the implementation of the CSP. The purpose of which is to ensure timely corrections and plan review.
 6. *Annexes*- These are appendages of detailed information and include population statistics, key references, research tools, list of participants, schedules, maps, comments/suggestions and notices.

4.10 GIS Lab

An operational GIS Lab has the following components that combine to makes it possible to capture, digitize, retrieve, store, manipulate, disseminate and share.

A working GIS integrates six key components:



Figure 4. 3 - GIS Compo

The basic features of a GIS mapping software should include ability to:

- Input and store the attributes of Geo-spatial information;
- Process and manipulate the database information;
- Retrieve the information from a geo-database;
- Display geographical information in form of maps and other graphics;
- Share the map products through the web.

4.11 Digital Maps

Digital maps are a collection of geographical data that is combined and formatted into virtual images and layers/shape files. Digital maps give accurate representation of particular area detailing different features within a given area. These will be developed by the planning team to enable an appropriate GIS database for the county spatial planning process.

PART III: PUBLIC PARTICIPATION

- Public Participation
- Institutional Framework

5.0 Public Participation

5.1 Meaning of Public Participation

Public participation is the involvement of stakeholders in influencing outcomes of county spatial planning process. It is the deliberative process by which citizens, non-state, and government actors are involved in policy making and implementation before decisions are made. This shall be done during preparation, implementation, monitoring and review stages.

5.2 Purpose of Public Participation

It is a requirement under article 69 (1) (d) of the Constitution of Kenya and Part viii sec. 87-92 and 115 of the County Government Act 2012. It aims to:

- Create awareness and interest in CSP preparation and enhances justice and rule of law.
- Provide an opportunity for the public to influence decisions on planning matters affecting them.
- Ensure sustainability through enhanced ownership of the plan
- Build capacity and enhance responsibility for further involvement
- Minimize conflict during preparation and implementation
- Enhance accountability of resource utilization
- Increase transparency, inclusivity and in the county spatial planning process

Fundamentals in Designing a Participation Process

In order to define the participation process the following fundamentals shall be considered in the designing process.



Figure 5.1 - Fundamentals in Designing Participation Process**5.3 Categories of Stakeholders/who should participate?**

All citizens need to be given an opportunity to participate. For effective participation, representation should be drawn from various categories of stakeholder including: local communities, state agencies, private sector, civil society, special interest groups(minority and people with disability), youth, political leadership, professionals, education and research institutions, service providers and consumers, business community, opinion leaders, sectoral entities, media, conservationist and children among others. At all levels care should be taken to observe the gender rules as far as practicable

5.4 Role of Stakeholders in Plan Preparation

- Develop a shared vision or direction that they can agree to and buy into;
- Formulate creative solutions through dialogue and group processes;
- Resolve conflict through negotiation and mediation;
- To communicate the wishes, interests and aspirations of the people they represent.
- To facilitate the process of proper planning and achievement of sustainable development of the County .

5.5 Stakeholder Identification

For effective public participation, stakeholder identification should consider:

- The immediate targeted users of the CSP ;
- The people who have a key stake in CSP's;
- People and institutions that need to be brought on board to support the CSP process;
- Inclusivity and prior information sharing
- Collaborations, cooperation and networking
- Those who Influential opinion;
- Those Who influence decision making in the community;
- People with indigenous knowledge on the local situation;
- Who has executive authority in the geographical/subject area
- Spatial distribution (stakeholders mapping) of the stakeholders
- Women, youth and the persons with disability.

5.6 Mode of Engagement

Engagement of stakeholders will take the form of: Focused group discussions, Stakeholder forums (workshops), Public hearings, Consultative forums, Letters, Social media, Advertisements, Press conferences, Talk shows, Newsletters, Displays and exhibitions, Brochures, Public fora.

5.7 Levels of Engagement

For the preparation of CSP stakeholder engagement will be undertaken at three critical stages namely: inception stage, situational analysis and plan proposal. For the purpose of county spatial planning process, sub-county is the basic unit of stakeholder engagement.

5.7.1 The inception stage

- Consultative meetings will take place between the planning authority, the consultant, government agencies and community leaders to create awareness of the intended preparation of CSP
- Notices informing the public of intention to prepare the CSP and invite comments
- First stakeholders meeting

5.7.2 Purpose of first Stakeholders Meeting

- Create awareness
- Build consensus among stakeholders on the need for the CSP
- Capture Stakeholder aspirations for the CSP
- Scoping to identify planning issues and opportunities
- Understand the planning area and appraisal of the problem
- Set out a vision and objectives of the plan
- Form working groups

5.7.2.1 Output of First Stakeholders Meeting

- Agreeable vision and objectives
- Opportunities, challenges and inherent trends in area
- Way forward on further engagements
- Consensus on planning.

5.7.3 Situational Analysis Stage**5.7.3.1 Purpose of Second Stakeholders Meeting**

- Presentation of situation analysis report
- Stakeholder interrogating the report
- Identifying gaps, clarifying, verifying and prioritizing issues to be addressed

- Consensus building on the plan vision and objectives
- Deliberating and agreeing on possible scenarios
- Validating of situation analysis

5.7.3.2 Output of Second Stakeholders Meeting

The expected output at this stage includes a report comprising:

- The existing spatial portrait of the county
- Emerging trends from the spatial portrait to be addressed by the CSP
- A clarified spatial vision for the County (10 years)
- A set of spatial objectives to address the identified issues and fit the vision

5.7.4 Plan Proposal Stage

5.7.4.1 Purpose of Third Stakeholders Meeting

- Present the first draft county spatial plan to the stakeholder for review, value addition, validation and adoption
- Receive and record comments from stakeholders
- Assess the comments for incorporation into the draft CSP
- Deliberating and agreeing on the preferred development model

5.7.4.2 Output of third stakeholders meeting

- Consensus for proposals
- Agreed and shared vision
- Validated draft CSP

5.8 Choosing a Venue

The location of the venue for stakeholders meeting is crucial for maximizing attendance. The following tips can be used to guide choice of a suitable venue for conference stakeholders meeting:

- Accessibility- transport to the venue including parking
- Availability alternative hotel facilities- lodging and restaurant facilities convenient to attendants if not accommodated in a central place
- Suitability- the venue needs to be most appropriate for the target audience
- Size and layout of space- for conferencing, microclimate, disability access and convenience
- Affordability of the facility
- Infrastructure and amenities and concierge support, safety and security requirements
- Technical facilities- components to support the event - audiovisual equipment, break-out rooms, public address, WiFi
- Brand image – history of successful events at the venue

5.9 Procedure of Meetings

For Stakeholder meetings to effective they need to be properly conducted by:

- Agreeing on Program for the meeting;
- Climate setting and ice breaking;
- Agreeing on the procedures of conducting meetings including language;
- Validating a objectives of the meeting;
- Making presentations to highlight issues in a simple non-technical ways;
- Promoting free, fair and open participation;
- Allocating time for feedback through targeted group work;
- Appropriately recording of the proceedings in form of minutes, resolutions and expectations.

5.9.1 Timing of Meetings

The timing of meetings should be guided by:

- Understanding of the broader context of the public sector and community operations for greater impact in management of stakeholders
- Setting of specific times and durations for meetings
- Avoiding days that are least effective for maximum attendance, productivity and participation.
- Paying attention to seasons and calendar of local events

5.9.2 Recording

Recording of proceedings at stakeholder forums is mandatory and fundamental.

5.9.2.1 Purpose of Recording

Recording ensures that:

- People's contributions are documented
- A historical record is available for future reference, verification and reminder of past events and actions
- Information is available to those not present at the meetings and would like to maintain track of events and progress of planning
- This is evidence of record of events.

5.9.2.2 Format/options of Recording

- Tape recorded, written notes and minutes
- Record key points visibly, such as on newsprint or a chalkboard

- Tape--usually by audiotape, but occasionally by videotape as well

5.10 Plan Implementation Stage

- Popularize the CSP (awareness creation)
- To build capacity of key stakeholders for effective implementation
- To ensure accountability and transparency in resource mobilization
- Develop partnerships for plan implementation.
- Build synergy on monitoring and evaluation plan
- Play watchdog role

6.0 INSTITUTIONAL FRAMEWORK FOR PLAN PREPARATION AND IMPLEMENTATION

6.1 Introduction

To successfully prepare and implement County Spatial plans, Counties need to deliberately develop effective and efficient institutions as required under the County Governments Act 2012. These institutions should also have both vertical and horizontal relationships and synergy at various levels.

6.2 County Level Institutions

6.2.1 County Executive Committee

Under the County Governments Act 2012 sections 110(3) the responsibility of developing a County Spatial Plan is bestowed upon the County Executive Committee. This should be done in line with section 110 (2) (c) (iv). The county governments are also required to designate county departments as planning authorities as per section 104 (3). For purposes of the County Spatial Planning, counties need to set up offices of the County Director of Land Use Planning with qualified staff supported by requisite equipment and technology (see schedule for details). The County Director of Land Use Planning should be responsible to the County Executive in preparing and implementing the County Spatial Plan. The County Director of land use planning shall coordinate the preparation and implementation of the County Spatial Plan through a multi- sectoral Planning Unit of which he is the head.

6.2.2 County Planning Unit

County Planning Unit is established under section 105 of the County Governments Act 2012 perform the following functions—

- coordinating integrated development planning within the county;
- ensuring integrated planning within the county;
- ensuring linkages between county plans and the national planning framework; and
- ensuring meaningful engagement of citizens in the planning process;
- ensuring the collection, collation, storage and updating of data and information suitable for the planning process; and
- ensuring the establishment of a GIS based database system.

The County Planning Unit will be coordinated by the County Director of Land Use Planning with representation from the following sectors:-

- Land
- Economic Planning
- Environment and Water
- Infrastructure and ICT
- Agriculture and Livestock
- Trade, Industry and Commerce
- Finance and Administration

6.2.3 County Executive Committee

Will be responsible for policy direction regarding county spatial planning process.

6.2.4 County Assembly

The County Assembly is responsible for approval of the budgets and the County Spatial Plan in accordance with approved procedures. The County Assembly is also responsible for ensuring allocation of adequate funds for preparing and implementing the County Spatial Plan.

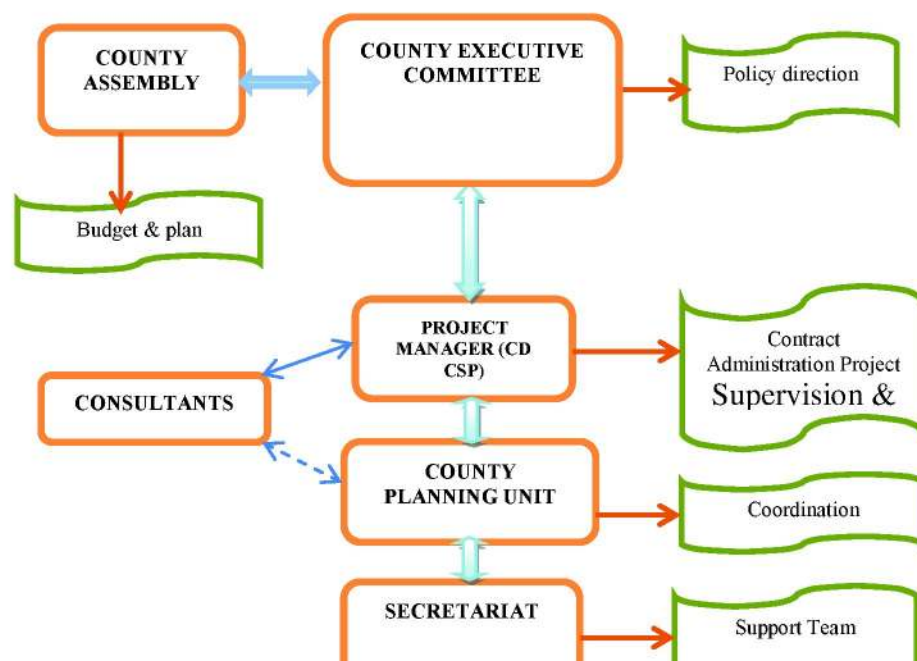
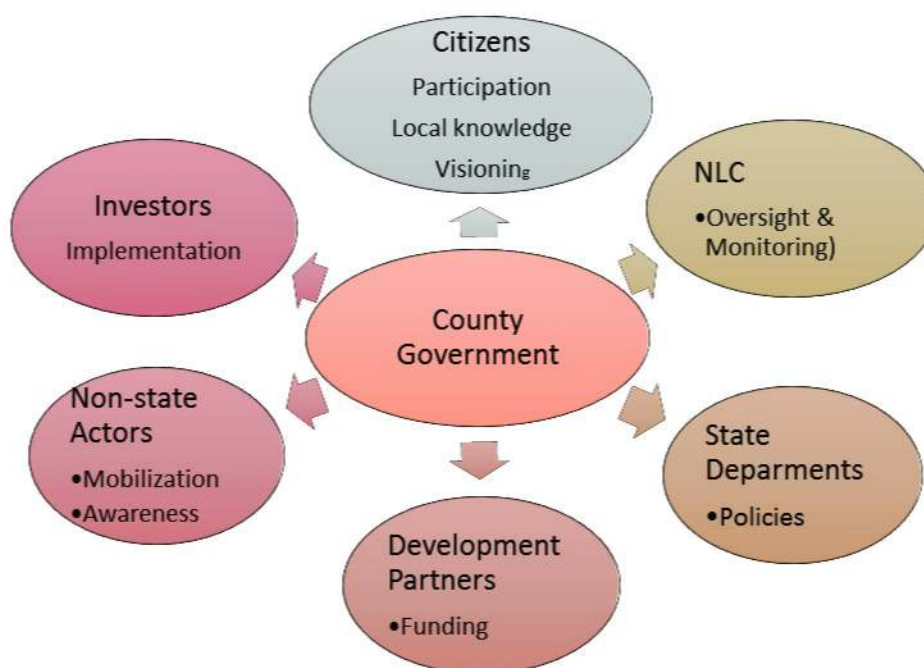


Figure 6.1 - Framework for CSP Preparation**6.3 General Institutional Framework**

At the national level the institutional and functional relationship shall be as depicted in the diagram below with the county government as the main focus of activities.

**Figure 6.2 - General Level Institutional Framework****PART IV: FUNDING AND PROCUREMENT**

- Funding
- Procurement

7.0 PROCUREMENT OF PLANNING SERVICES

The County Government may engage the services of a planning firm or consortium to undertake the preparation of CSP guided by the Public Procurement and Disposal Act, 2005 (PP&DA). This section is, therefore, informed by Public Procurement and Disposal Act, 2005.

7.1 Main Steps in Procurement Process

The County Director responsible for Land Use Planning should prepare an annual departmental work plan and procurement plan indicating the need to procure planning services for the CSP. The Director should ensure that the proposal to procure planning services is captured in the county annual work plan and procurement plan. The following main steps illustrate the procedure of procuring CSP preparation services:

- Prepare annual work plan for the county in which consultancy services should be captured;
- Formulate the annual procurement plans for the county - indicating the budget, source of funds, timelines and monitoring mechanism;
- Prepare a planning need assessment and concept note which will be incorporated into EOI;
- Prepare expression of interest (EOI) in line with Section 78 (1) of the Public Procurement and Disposal Act, 2005;
- Advertise the notice in at least two daily newspapers of nationwide circulation;
- Prepare detailed terms of reference (TORs) as per section 79 of Public procurement PD Act;
- Issue a request for proposals (RFP) document;
- Set up technical team to evaluate proposals/bids as per Procurement and Disposal Act;
- Set up tender committee to deliberate on the evaluation report and award the tender;

- Prepare tender contract documents and signing of the contract;
- Appoint contract manager and outline responsibilities.

7.2 Detailed Steps in Procuring Planning Services

7.2.1. Prepare Terms of Reference

The Terms of Reference include the following elements:

- The background including the reasons necessitating the plan preparation (problem statement)
- Planning and development challenges.
- Purpose and goal of CSP.
- The objectives to be achieved by the plan
- The deliverables expected from the contract
- Qualification needed (At least one of the directors and the team leader must be a practicing registered planner)
- Detailed Tasks
- Planning methodology
- Surveying methodology
- Project implementation framework

The county director responsible for land use planning will be responsible for preparing the Terms of Reference.

7.2.2 Notice Inviting Expression of Interest (EOI)

The notice inviting expression of interest (EOI) shall set out the following:

- Name and address of the County Government
- A brief description of the services being procured
- Qualification requirements
- Place where and time when the expression of interest should be submitted

Where there is a list of approved prequalified firms, the procuring entity may invite request for proposals directly.

7.2.3 Request for proposal (RFP)

Request for proposal should contain the following:

- Standard request for proposals (RFP) (Selection of consultants) firms
- Standard Request for proposals (RFP) (selection of consultants) Individuals
- Letter of invitation
- Information to consultants
- Technical proposal
- Financial proposal
- Terms of reference
- Standard forms of contract.
- Lump- sum payments
- Time based payments

The proposals (RFP) may be invited through an advertisement or from a list of prequalified consultants who had earlier expressed interest (EOI) for that particular procurement.

7.2.4 Tender Opening and Evaluation

The tender documents shall include financial and technical proposal and should be presented in two separate sealed envelopes.

- The opening of the proposals shall be done by an opening committee appointed by the County Secretary
- At the time of opening only the technical proposal shall be opened in the presence of the bidders who may choose to be present
- The county secretary shall constitute a technical committee that shall evaluate the proposals.
- In order to qualify for the financial opening, the technical proposal shall score at least 70 per cent as minimum pass mark.
- The financial proposals shall remain sealed in the envelope and shall be secured safely up to the time of opening. The opening shall only be done for the bids whose technical proposal attained the 70% and above.

7.2.5 Criteria for Tender Evaluation

The procurement services will be cost and quality based. The criteria for evaluation will be based on scores designed by the tender evaluation committee and shall be guided by the following:

Area of Competence	Scores	Remarks
CV of the individual consultant or firm and number of similar assignments done	25	
Specific experience of the lead consultant related to the assignment	20	
Qualification, competence skills and experience of other professional staff to be involved	15	
Adequacy of methodology and work plan in response to the TOR	40	
Total	100	

Table 7.1 - Criteria for Tender Evaluation

7.2.6 Tender Award

Notification shall be communicated to the successful firm in writing giving details and instructions within the specified timeframe as provided for in the PP&DA Section 67 (1,2,3). After the award and notification, the county secretary shall appoint the county director of land use planning as the project manager. The contract shall commence after the contract has been signed by county government and the consultant.

7.2.7 Contract signing

- The contract which is concluded must be in writing and signed by both parties (consultant and proponent)
- The contract must state the contract sum payable under that contract and the timeframe
- PP&DA Section 68

7.2.8 Opening Contract Files

The contract file shall be opened by the contract manager after the procurement contract has been signed.

The file shall be used for recording the actual performance of the requirements indicated in the contract. The file should contain the following:

- Signed original procurement contract.
- Any signed modifications to the contract.
- Information on the performance.
- Correspondence on the contract.
- Progress Management reports
- Minutes of meetings of project team
- Payment records and close up documents.
- Copy of performance security (where required)
- Any other relevant information.

7.3 Contract Administration

- The County Director of Land Use Planning shall be the Contract Manager.
- The Contract Manager will constitute a technical team to perform the obligations and duties of the County Government specified in the contract.
- and the technical team will ensure that the contractor performs the contract in accordance with the terms of reference.
- The Contract Manager and the technical team shall be appropriately and adequately facilitated in terms transport, office accommodation, allowances and equipment.

7.3.1 Responsibilities of Contract Manager

- Monitoring the performance of the contractor, to ensure that all delivery or performance obligations are met or appropriate action taken by the County Government in the event of obligations not being met;
- Ensuring that the contractor submits all required documentation as specified in the bidding documents, the contract and as required by law;
- Ensuring that the County Government meets all its payment and other obligations on time and in accordance with the contract.
- Ensuring that there is adequate cost, quality and time control, where required;
- Preparing any required contract variations or change orders and obtaining all required approvals before their issue. Such variations or change orders must be clearly justified in writing backed by supporting evidence;
- Managing any handover or acceptance procedures;
- Making recommendations for contract termination, where appropriate, obtaining all required approvals and managing the termination process;

7.4 Procurement by Design Competition

- The County Government can also procure services for the preparation of CSP through design competition in accordance with section 92(2) of the Public Procurement and Disposal Act, 2005

8.0 FINANCING COUNTY SPATIAL PLANNING

8.1 Sources of Funding

The county spatial planning process requires adequate and timely funding. The main sources of funding for preparation and implementation of CSP are:

- County government budgetary (revenue collection & voted funds)
- Development Partners
- Public/private partnerships
- National Government

8.2 Cost Components in Preparing the County Spatial Plan

The cost components in the CSP process include: human resource, equipment, data acquisition, logistics and administration. However, the costs may vary from county to county and therefore the guideline provides indicative costs.

The following are the primary cost components:

- Preplanning process
- Developing inception report
- Undertaking needs assessment
- Establishment of a GIS lab
- Stakeholder engagement
- Public Notices
- Data collection and acquisition
- Digital mapping
- Socio-economic surveys

- Formulating plan proposals
- Finalization of the CSP
- Project administration
- Launching of the CSP
- Professional fees
- Contingencies

APPENDICES

ANNEX 3.1: MATRIX ON COUNTY SPATIAL PLANNING PROCESS

The timeframe assigned in this matrix are generic and dependent on available and timely flow of funds.

<i>Step</i>	<i>Activity</i>	<i>Time Frame</i>	<i>Milestones</i>	<i>Deliverables</i>
1. Pre-Planning	<ul style="list-style-type: none"> - Scoping - Carrying out Needs assessment - Reconnaissance survey - Consultative meetings with client - Determining data needs - Issuing Notices - Identifying key stakeholders 	1st- 2nd week.	<ul style="list-style-type: none"> -reconnaissance report -consultative meetings -Needs assessment report -work plan & budgets -Planning intention notice 	Inception Report
2. Visioning and Setting of Objectives	<ul style="list-style-type: none"> - Engaging Stakeholders - Defining the overall framework for the plan - Defining Key values to drive the spatial planning process? - Defining Key principles which to be applied when making land use decisions? - Defining Key spatial issues which need to be dealt with? - Setting Priorities 	3rd Week	<ul style="list-style-type: none"> -Vision -Objectives 	Agreed Vision
3. Establishing of GIS Lab, Data Collection and Mapping	<ul style="list-style-type: none"> - Establishing a GIS Lab - GIS Capacity Building - GIS Needs Assessment - Identification of Data Sources - Mobilizing Primary & Secondary Data - Acquiring Satellite Imagery - Obtaining Topo-Cadastral Data - Mapping Resources 	<ul style="list-style-type: none"> -Start 4th Week -End 20th Week 	<ul style="list-style-type: none"> - Resource Inventory - GIS Lab - Trained County Staff - Training Guidelines - Data Inventory 	<ul style="list-style-type: none"> - Digital Maps - GIS Lab
4. Situational Analysis	<ul style="list-style-type: none"> - Processing Data - Analyzing Data - Interpreting Data - Spatial Analysis 	21st Week – 25th Week	<ul style="list-style-type: none"> - Baseline/Situation Report - Analytical Maps 	<ul style="list-style-type: none"> - GIS Database - Base-map - Thematic Maps
5. Developing Scenarios (Modeling)	<ul style="list-style-type: none"> - Carrying out Natural Capital Assessment - Analyzing Trends - Formulating Alternatives - Engaging Stakeholders - Building different scenarios 	26th Week - 28th Week	<ul style="list-style-type: none"> - Stakeholder Meeting - Scenarios Report 	- Preferred Scenario Plan
6. Formulating Plan Proposals	<ul style="list-style-type: none"> - Developing Strategies, Policies and Measures - Developing a desired Spatial Structure - Preparing Draft Spatial Plan 	29th Week – 37th Week	<ul style="list-style-type: none"> - Strategies - Policies - Measures - County Spatial Structure - Proposed Land uses 	- Draft County Spatial Plan
7. Presenting and Publishing CSP	<ul style="list-style-type: none"> - Engaging Stakeholder - Issuing Notice of Completion - Incorporating Comments 	38th Week - 50th Week	<ul style="list-style-type: none"> - Stakeholder meetings - Notice of Completion 	- Publicized Draft County Spatial Plan
8. Approving the County Spatial Plan	<ul style="list-style-type: none"> - Finalizing Draft CSP - Presenting CSP to CA by CEC two weeks after completion 	51st Week – 52nd Week		- Final County Spatial Plan
9. Launching the approved County Spatial Plan	<ul style="list-style-type: none"> - Launching CSP by Governor 	52nd Week		- Final County Spatial Plan

ANNEX 3.2: GIS LAB REQUIREMENTS

Office Space

An office space with minimum size of 25ft by 50ft is required to accommodate the minimum set of equipment needed for a GIS lab. The space should be able to accommodate at least: two GIS personnel, computers, power backup, plotter, scanner, and should also be networked.

Hardware

Hardware is the computer system on which a GIS operates. GIS software runs on a wide range of hardware types, from centralized computer servers to desktop computers used in stand-alone or networked configurations. A GIS lab should have at least two computers (big capacity to hold large amount of data), power backup, Plotter (Min size 42"), Scanner (Min size 42") and A4 coloured Printer.

Software

GIS software provides the functions and tools needed to store, analyze, and display geographic information. There are several software in the market that can perform GIS functionality, but the one known to support GIS database is Esri ArcGIS software.

Data

Geographic data and related tabular data can be collected in-house, compiled to custom specifications and requirements, or purchased from a commercial data provider. A GIS can integrate spatial data with other existing data resources, often stored in a corporate DBMS. The integration of spatial data (often proprietary to the GIS software), and tabular data stored in a DBMS is a key functionality afforded by GIS.

Personnel

The GIS lab will require skilled technical specialists who design, maintain, update and safeguard the system.

ANNEX 3.3: MONITORING CHECKLIST

STAGE	SUB-STAGE	ISSUE	Reference
Preliminary/ Preparatory	a) Authorization	Legality	Legislation policies
		Justification	Plan proposal, needs assessment, TORs
	b) Public participation	Representation, Effectiveness	Minutes, Attendance List
	c) Resource Mobilization	Financing, Equipment, Human Resource	Approved Allocation, Equipment Inventory, Staff Establishment, Skills Assessment Record
Planning	d) Procurement of Planning Services	Compliance with the laws, procedures Human Resource	Public Procurement and Disposal Act, Public Finance Management Regulations, Procurement Plan, TORs
	a) Reconnaissance	Interpretation of the TORs	TOR
	b) Base Map Preparation	Comprehensiveness of the base map	CSP guidelines, Check List, GIS standards
	c) 1 st Stakeholders Consultation (Visioning and Objective Setting)	Stakeholder Analysis, Inclusiveness, Mode of Engagement	Stakeholder Analysis Framework, Check List, CSP Guidelines
	d) Data collection	Relevance, Accuracy, Adequacy, Up-to-date	Data Checklist and Inception Report, CSP guidelines
	e) Data Analysis	Methods	CSP guidelines
	f) 2 nd Stakeholders Consultation	Stakeholder Analysis, Inclusivity, Mode of Engagement	Stakeholder Analysis Framework, Check List, CSP guidelines
	g) (Feasibility and Situation Analysis Report)		
	h) Formulation of Proposals	Method, Relevance, Adequacy, Efficacy, Conformity to National Values and Principles	CSP guidelines, Objectives, Vision Statement, Constitution Kenya 2010, Land Policy
	i) Draft Plan Design	Completeness, Design Standards, Interpretation CIDP, Sectoral Plans to CSP	CSP guidelines, CIDP, Sectoral Plans
	j) 3 rd Stakeholders Consultation (Validation)	Stakeholder Analysis, Inclusivity, Mode of Engagement	Stakeholder Analysis Framework, Check List, CSP Guidelines
	k) Publication	Public Notice, Publication According to the law, Circulation, County Gazette, Proof of Incorporation of comments,	Legislations, Summary of Correspondences for the plan from Stakeholders,
	l) Approval	Adherence to law, Timeliness	Plan Approval Brief, and CEC, Land Use Planning Legislation.
Implementation		Conforms to an Approved Plan, Timeliness, Conformity to an Implementation Plan, Influence to lower level plans, Clarity on Roles Assigned, Financing of Programs and Projects	Approved Plan, Implementation plan, Lower Level Plans, related budgets
Review		Relevance of Vision and Objectives, Adequacy of finances, Emerging Issues not Anticipated, Practicability of Implementation, Authorization	Approved plan, budgetary allocation, Monthly progress reports from Implementers, budgetary allocation and appropriation, Land Use Planning Legislation

ANNEX 4.1: MATRIX ON DELIVERABLES OF COUNTY SPATIAL PLANNING PROCESS

Deliverable	Aspect	Strategy/Guidelines
Inception Report	Definition	- Understanding of Plan of Action, Time Frame & Budgets for carrying out task at hand.
	Format/Components	- Understanding of ToRs - Methodology - Work- Plan - Qualification

<i>Deliverable</i>	<i>Aspect</i>	<i>Strategy/Guidelines</i>
		<ul style="list-style-type: none">- Budget- Scope of work- Purpose- Objectives
	Who prepares/ Source of Information	- Planning Team/Consultant
	Due Date	- 2 weeks
GIS Lab	Components	<ul style="list-style-type: none">- Office Space/Lab- GIS Server- Power backup- Backup System- Air conditioning- At least 3 PCs with minimum 20' screen- GIS Software (ESRI for desktops, Open Source for Server)- At least 5 Handheld GPS receivers- Plotter (Minimum 42")- Scanner (Minimum 42")- Printer- Structured Cabling
Digital Maps	Definition	- Representation of the Cartographic Maps in Electronic Form
	Sourcing	<ul style="list-style-type: none">- Digitizing from Existing Topographical Maps (From accredited Government Agencies, Specialist Groups, etc.)- Ground Surveys (GPS, Total Stations, etc.)- Aerial Photography (Orthophotos)/Remote Sensing- Statistical Data from (Population, Economic from agencies such as KNBS, IEBC)
	Datum & Projections	- WGS84, UTM
	Resolution (Spatial and Temporal)	<ul style="list-style-type: none">- Minimum spatial resolution = 10m for rural areas and 2.5m for urban areas- Temporal resolution = 1 year
	Presentation Scale	- Choice of scale must allow for maximum legibility/Conventional Planning Scales
Thematic Maps	Definition	- Maps of specific themes/aspects
	Presentation Format	- Choice of color and symbology must be conventional relating to each theme (e.g. rivers must be blue and varying in line widths depending on size of river)
GIS Database (Geo-database)	Data Dictionary	
	Metadata	- Data about data
	Security	<ul style="list-style-type: none">- Physical- User rights and roles- Views- Queries
	Schema	<ul style="list-style-type: none">- Entity Relationships Diagrams (ERDs)- Primary/Foreign Keys
	Topology	<ul style="list-style-type: none">- Geometrical and logical consistencies in a Data Base- Involve sets of rules governing data integrity
Scenario Plans and Natural Capital Assessment Report	Definitions	<ul style="list-style-type: none">- Scenarios are Plausible, often simplified, descriptions of future.- Natural capital is defined as the stock of natural assets - such as ecosystems, species, fresh water, land, minerals, the air and oceans - that provide benefits to people.
	Formats/Components	
Draft County Spatial Plan	Definition	- An unapproved County Spatial Plan
	Format/Components	<ul style="list-style-type: none">- Introduction- Objectives- Proposed Thematic Areas<ul style="list-style-type: none">o Social Developmento Economic, Trade and Industrial Developmento Land, Environment, Natural Resources & Conservationo Human Settlements and Urbanizationo Rural Development (Agriculture/Pastoralism)o Transport and Infrastructure and serviceso Governanceo Strategic Environmental Assessment- Proposed Thematic Strategies- Proposed Policies- Proposed Spatial Structure<ul style="list-style-type: none">o Broad Land Use Layouto Relationships among land uses (Connectivity)o National County and Inter county linkages- Proposed Implementation Strategies- Annexes<ul style="list-style-type: none">o Implementation Matrix (Sector, Issue, Objective, Strategy , Action, Actor, Cost Timeframe)
Final County Spatial Plan		

ANNEX 7.1: EXPERTISE, QUALIFICATIONS AND EXPERIENCE OF THE CONSULTING FIRM

The Lead Consultant

- The lead consultant must have at least a Master's degree in Urban and Regional planning and shall be responsible for the contract performance;
- Have at least fifteen (15) years continuous working experience in urban and regional planning;
- Be registered by the relevant professional body in Kenya and hold a valid practicing license;
- Evidence of similar assignments undertaken.

Other Key Personnel

The firm or consortium must have the following experts with at least a first degree and ten years' experience:

- Land surveyor with competence in GIS;
- Urban and Regional planner
- Civil engineer (Water and Sanitation Engineering; Roads Engineering);
- Housing expert;
- Geologist;
- Agriculture Expert
- Environment expert
- Sociologist;
- Economist;
- GIS expert

ANNEX 8.1: EXEMPLAR COUNTY SPATIAL PLAN BUDGET

<i>Output</i>	<i>Activity</i>	<i>Cost Items</i>	<i>Estimated Cost</i>
Inception report	Desk review	15 Days @ 50,000 x 3 Pax	
	Preparation of inception report		
	Consultative meetings with client and issuing notices	30 pax @ 15,000 one day hotel and conference (Consultant and venue hiring)	
Needs assessment report	FGD meetings and needs assessment	3 Sub counties 1 Focus Group Discussions, 15 pax @ 10,000 X 3 3 Consultant @ 50,000 x 6 Days 2 Assistant @ 15,000 X 6 Days	
	Reconnaissance survey	Logistics and Travel (Fuel, drivers, accommodation, 10 Experts @ 50,000 x 5 Days 3 Assistant @ 15,000 X 5 Days Logistics and Travel (Fuel, drivers, accommodation, Office visits & Data cost)	
	Determining data needs, tools & identifying key stakeholders	Work session retreat, 5 Day for consultant and experts	
GIS LAB	TOTAL	Hardware; Software; Expert; Training; Plotter	
Visioning	1st Stakeholder Workshop	Conference facilities 125 x 3 @ 3000/= 1 Lead Consultant - 1 x 50000 x 5 days 8 Thematic experts - 8 x 30000 x 5 days Travelling refund 100 x 2000/= x 3 Logistics and Travel (Fuel, drivers, accommodation, Workshop preparation and mobilization 5 Logistic team - 5 x 10000 x 5 days Accommodation 14 pax x 15000 x 5 days	
Data Collection and Digital mapping	Establishing ground controls	Acquiring Satellite image Acquiring Topo cadastral data 3 Surveyor - 3 x 30000 x 20 days 6 Assistants - 6 x 15000 x 20 days 3 Drivers - 10000 x 20 days x 3 9 Casuals - 9 x 1000 per day x 20 days Materials Logistics and travel - 15000 per vehicle per day x 20 days	
	Preparation of base map	Processing of the spatial data - 30000 x 30 days	
Socio-economic survey	Desktop review	7 Researchers - 7 x 20000 x 20 days 35 Assistants - 35 x 10000 x 20 days Logistics and travel - 50000 per day x 20 days	
	Social & Physical infrastructure mapping	14 Planning Assistants - 14 x 10000 x 10 days	
	Analysis and Interpretation	Logistics and travel - 14 x 2000 per day x 10 days 1 Lead Consultant - 1 x 50000 x 10 days 8 Thematic experts - 8 x 30000 x 10 days 16 Experts - 16 x 25000 x 10 days 7 Researchers - 7 x 20000 x 10 days 1 Statistician - 1 x 30000 x 10 days 3 Logistic team - 3 x 10000 x 10 days Accommodation 36 pax x 15000 x 10 days	
	2nd Stakeholder Workshop	Conference facilities 125 x 3 @ 3000/= Travelling refund 100 x 2000/= x 3 Logistics and Travel (Fuel, drivers, accommodation,	

<i>Output</i>	<i>Activity</i>	<i>Cost Items</i>	<i>Estimated Cost</i>
		Workshop preparation and mobilization 1 Lead Consultant- 1 x 50000 x 5 days 8 Thematic experts - 8 x 30000 x 5 days 10 Logistic team - 10 x 10000 x 5 days	
Formulating Draft CS Plan		1 Lead Consultant- 1 x 50000 x 10 days 8 Thematic experts - 8 x 30000 x 10 days 16 Experts - 16 x 25000 x 10 days 5 Technical Support team - 5 x 20000 x 10 days 3 Logistic team - 3 x 10000 x 10 days Accommodation 33 pax x 15000 x 10 days Logistics and travel - 33 x 2000 per day x 10 days	
	3rd Stakeholder Workshop	Conference facilities 125 x 3 @ 3000/= Travelling refund 100 x 2000/= x 3 Logistics and Travel (Fuel, drivers, accommodation, Workshop preparation and mobilization 1 Lead Consultant- 1 x 50000 x 5 days 8 Thematic experts - 8 x 30000 x 5 days 10 Logistic team - 10 x 10000 x 5 days	
Notices	Issue notice of completion of spatial plan		
Final plan	Incorporating the comments into the draft plan	1 Lead Consultant- 1 x 50000 x 5 days 8 Thematic experts - 8 x 30000 x 5 days	
	Presentation of the Final Draft to the County Sector Heads	1 Lead Consultant- 1 x 50000 x 2 days 8 Thematic experts - 8 x 30000 x 2 days 16 Experts - 16 x 25000 x 2 days 5 Technical Support team - 5 x 20000 x 2 days Logistics and travel - 50 x 10000 per day x 1 day	
	Editing and designing Printing		
Project Administration Management Preplanning	Project Management	Periodic field visit, follow up, field meetings, consultation with consultants, over sighting and allowances	
	Issuance of Notices for intent to plan		
	Facilitation equipment	Utilities (stationery, communication, electricity, water, vehicle maintenance) 4 Desktop Computers 4 Laptops 1 Printers 3 Vehicles (Insurance and maintenance) 2 Cameras 3 GPS	
	Office space	Rent (15000 x 18 months)	
Launching County Spatial Plan	Fuel One day public Launch Event		
		Consultants Professional Fee plus 16% VAT Contingencies 10% of Grand total GRAND TOTAL	
PRE-PLANNING TORs	Desktop review Reconnaissance survey scoping Needs Assessment Consultations Drafting of the TORs	10 days (fuel, allowances, stationaries) 3 days Retreat	

Total

- The exemplar budget is based on a county with three sub counties.
- The consultant daily allowance is based on UN rates for consultant of comparable level
- The sub county is taken as the ideal unit of stakeholder engagement

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6. Republic of Kenya (2011); *Commission on Revenue Allocation Act, 2011*
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19. Ref. Appendix to information on consultant PPOA 2005 Supplement No.77.

(MR/8448729)

GAZETTE NOTICE NO. 143

THE ENERGY REGULATORY COMMISSION

SCHEDULE OF TARIFFS 2013 FOR ELECTRICITY TARIFFS, CHARGES, PRICES AND RATES

FUEL COST CHARGE

PURSUANT to clause 1 of Part III of the Schedule of Tariffs 2013, notice is given that all prices for electrical energy specified in Part II of the said Schedule will be liable to a fuel cost charge of plus 251 cents per kWh. for all meter readings taken in December, 2015.

Information used to calculate the fuel cost charge.

Power Station	Fuel Price in November, 2015 KSh./Kg. (Ci)	Fuel Displacement Charge/ Fuel Charge November, 2015 KSh./kWh.	Variation from October, 2015 Prices Increase/(Decrease)	Units in November, 2015 in kWh. (Gi)
Kipevu I Diesel Plant	36.72		-5.02	8,269,000
Kipevu II Diesel Plant (Tsavo)	52.37		-0.32	2,971,500
Kipevu III Diesel Plant	42.69		-7.02	13,535,000
Embakasi GT 1	96.36		33.66	0
Embakasi GT 2	96.36		33.66	1,126
Rabai Diesel with steam turbine	35.27		-1.4	40,123,000
Iberafrica Diesel	53.89		0	565,820
Iberafrica Diesel—Additional Plant	53.66		-25.42	7587020
Thika Power Diesel Plant	82.53		-0.51	2,767,900
Thika Power Diesel Plant (with Steam Unit)	82.53		-0.51	1,513,300
Gulf Power	85.67		-0.53	2,439,674
Triumph Power	86.08		9.75	2,951,000
Mumias Sugar Company		3.47	-0.02	0
Olkaria IV Steam Charge		2.04	-0.02	93,783,619
Olkaria I Unit IV and V Steam Charge		2.04	-0.02	100316749
UETCL Import (Non-Commercial)		11.22	-0.07	3610618
UETCL Import (Commercial)		13.59	-0.08	2008832
UETCL Export (Non Commercial)		11.22	-0.07	-3272850
UETCL Export (Commercial)		11.1	-0.07	0
Emergency Power (Muhoroni 3)	83.42		-0.87	5,128,030
Garissa Diesel (KenGen)	93.05		5.86	448,014
Garissa Diesel (AGREKKO)	93.05		5.86	1,797,109
Lamu Diesel	89.39		-0.94	610,579
Lodwar Diesel (Thermal)	88.94		-0.46	602,146
Mandera Diesel (Thermal)	96.88		-1.81	678,763
Marsabit Diesel (Thermal)	91.06		-0.26	374,794
Wajir Diesel	90.75		1.88	754,324
Moyale Diesel (Thermal)	92.22		0	12,346
Mpeketoni	84.13		-1.07	162,858
Hola (Thermal)	84.59		-0.47	249,558
Merti (Thermal)	98.04		2.21	25,161
Habaswein (Thermal)	91.17		-0.71	63,612
Elwak (Thermal)	97.76		-9.11	63,526
Baragoi	119.13		0	20,111
Mfangano (Thermal)	141.68		0	45,626
Lokichogio	93.79		-12.55	99,521
Takaba (thermal)	98.39		0	24,338
Eldas	144.13		0	13,546
Rhamu	100.27		0	30,451
Laisamis	101.56		0	6,344
North Horr	143.76		0	7,026

Lokori	109.27		0	3,202
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Total units generated and purchased including hydros, excluding exports in November, 2015 (G) = 795,012,079 kWh.

JOSEPH NG'ANG'A,
Director-General.

MR/8045763

GAZETTE NOTICE NO. 144

THE ENERGY REGULATORY COMMISSION
SCHEDULE OF TARIFFS 2013 FOR ELECTRICITY TARIFFS, CHARGES, PRICES AND RATES
FOREIGN EXCHANGE FLUCTUATION ADJUSTMENT

PURSUANT to clause 2 of Part III of the Schedule of Tariffs 2013, notice is given that all prices for Electrical Energy specified in Part II of the said Schedule will be liable to a foreign exchange fluctuation adjustment of plus 100 cents per kWh. for all meter readings taken in December, 2015.

Information used to calculate the Adjustment:

	<i>KenGen (FZ)</i>	<i>KPLC (HZ)</i>	<i>IPPs (IPPZ)</i>	<i>Total (ZF+ZH+IPPZ)</i>
Exchange Gain/(Loss)	81,956,466.45	229,293,050.72	356,593,669.56	667,843,186.73

Total units generated and purchased excluding exports in November, 2015 (G) = 795,012,079 kWh.

JOSEPH NG'ANG'A,
Director-General.

MR/8045763

GAZETTE NOTICE NO. 145

THE ENERGY REGULATORY COMMISSION
SCHEDULE OF TARIFFS 2013 FOR ELECTRICITY TARIFFS, PRICES, CHARGES AND RATES
WATER RESOURCE MANAGEMENT AUTHORITY LEVY

PURSUANT to clause 5 of Part III of the Schedule of Tariffs 2013, notice is given that all prices for electrical energy specified in Part II -(A) of the said Schedule will be liable to a Water Resource Management Authority (WRMA) levy of plus 5 cents per kWh, for all meter readings taken in December, 2015.

Information used to calculate the WRMA Levy:

Approved WRMA levy for energy purchased from hydropower plants of capacity equal to or above 1 MW = 5 Kenya cents per KWh.

<i>Hydropower Plant</i>	<i>Units Purchased in November 2015 (kWh.)</i>
Gitaru	69,315,000
Kamburu	34,698,000
Kiambere	74,948,000
Kindaruma	17,518,840
Masinga	2,685,000
Tana	12,602,290
Wanjii	4,916,910
Sagana	885,335
Ndula	0
Turkwel	25,852,110
Gogo	468,294
Sondu Miriu	41,124,000
Sangoro	14,603,980

Total units purchased from hydropower plants with capacity equal to or above 1MW = 299,617,759 kWh.

Total units generated and purchased including hydros excluding exports in November, 2015 = 795,012,079 kWh.

Approved 25th instalment of WRMA levy arrears of KSh. 630,285,413 being recovered in 36 equal instalments (KSh.) 17,507,928.

JOSEPH NG'ANG'A,
Director-General.

MR/8045763

GAZETTE NOTICE NO. 146

THE CAPITAL MARKETS ACT
(Cap. 485A)

GRANT OF NEW LICENCE

IN EXERCISE of the powers conferred by section 11 (3) (f) and pursuant to section 27 (1) (a) of the Capital Markets Act, it is notified for general information that the Capital Markets Authority has granted the following license to the company set out in the schedule hereto:

SCHEDULE

REIT MANAGER

Name	Address	License No.
H.F. Development and Investment Limited	P.O. Box 30088-00100, Nairobi	098

REVOCATION OF LICENCE

IT IS notified for general information that the licensee appearing in the schedule hereinafter has notified the Capital Markets Authority of its intention to cease operation of licensed activities, and the Authority has accepted the request for revocation of license. Notice is therefore hereby given to the members of the public to raise any unresolved and outstanding issues (if any) with the company and also notify the Authority on the same, within forty five (45) days from the date of publication of this notice.

SCHEDULE

INVESTMENT ADVISER

Name	Address	Licence No.
J.W Seagon and Company Limited	P.O. Box 16658-0062	053

Dated the 6th January, 2016.

MR/8448992

PAUL M. MUTHAURA,
Ag. Chief Executive.

GAZETTE NOTICE NO. 147

THE PHYSICAL PLANNING ACT

(Cap. 286)

COMPLETION OF PART DEVELOPMENT PLAN

(PDP No. KAJ/323/2015/4 for Existing Commercial Plot No. 1146, Namanga Township)

NOTICE is given that the above-mentioned development plan was on 23rd December, 2015, completed.

The part development plan relates to land situated within Namanga Township along Namanga-Amboseli Road in Kajiado County.

Copies of the part development plan are available for public inspection at the office of the Governor, Kajiado County, County Commissioner, Kajiado and the County Physical Planning Office, Kajiado.

The copies so deposited are available for public inspection at the office of the Governor, Kajiado County, County Commissioner, Kajiado and the County Physical Planning Office, Kajiado, between the hours of 8.00 a.m. to 5.00 p.m. Monday to Friday.

Any interested person who wishes to make any representation in connection with or objection to the above-named part development plan may send such representation or objection in writing to the County Physical Planning Officer, P.O. Box 11-01100, Kajiado, within sixty (60) days from the date of publication of this notice and any such representation or objection shall state the ground on which it is made.

Dated the 23rd December, 2015.

FRED SWALAH,
MR/8448597 *for Director of Physical Planning.*

GAZETTE NOTICE NO. 148

THE PHYSICAL PLANNING ACT

(Cap. 286)

COMPLETION OF LOCAL DEVELOPMENT PLAN

(PDP No. CKR/269/11/01 for Existing Site for P.C.E.A. Church, Kibirigwi)

NOTICE is given that the above-mentioned development plan was on 19th November, 2015, completed.

The part development plan relates to land situated within Kirinyaga County.

Copies of the part development plan are available for public inspection at the office of the County Physical Planning Officer, Kirinyaga, the County Commissioner's office, Kirinyaga Central and Deputy Commissioner's office, Kirinyaga West.

The copies so deposited are available for public inspection at the office of the County Physical Planning Officer, Kirinyaga, the County Commissioner's office, Kirinyaga Central and Deputy Commissioner's office, Kirinyaga West, between the hours of 8.00 a.m. to 5.00 p.m. Monday to Friday.

Any interested person who wishes to make any representation in connection with or objection to the above-named part development plan may send such representation or objection in writing to the County Physical Planning Officer, P.O. Box 483, Kerugoya, within sixty (60) days from the date of publication of this notice and any such representation or objection shall state the ground on which it is made.

Dated the 13th January, 2015.

W. L. LOKA,
MR/8448936 *for Director of Physical Planning.*

GAZETTE NOTICE NO. 149

THE PHYSICAL PLANNING ACT

(Cap. 286)

COMPLETION OF PART DEVELOPMENT PLAN

(PDP No. MKS/56/2015/03 for Existing Site for Kenya Medical Training College, Machakos)

NOTICE is given that the above-mentioned development plan was on 4th January, 2016, completed.

The part development plan relates to land situated within Sub-county of Machakos

Copies of the part development plan are available for public inspection at the office of the Machakos Sub-county Administrator and County Physical Planning Office, Machakos.

The copies so deposited are available for public inspection at the office of the Machakos Sub-county Administrator and County Physical Planning Office, Machakos, between the hours of 8.00 a.m. to 5.00 p.m. Monday to Friday.

Any interested person who wishes to make any representation in connection with or objection to the above-named part development plan may send such representation or objection in writing to the

Director of Physical Planning, P.O. Box 333, Machakos, within sixty (60) days from the date of publication of this notice and any such representation or objection shall state the ground on which it is made.

Dated the 4th January, 2015.

MR/8448969 KARURU CHEGE,
for Director of Physical Planning.

GAZETTE NOTICE No. 150

THE ENVIRONMENTAL MANAGEMENT AND
CO-ORDINATION ACT

(No. 8 of 1999)

THE NATIONAL ENVIRONMENT MANAGEMENT AUTHORITY

NOTICE TO THE PUBLIC TO SUBMIT COMMENTS ON AN ENVIRONMENTAL IMPACT ASSESSMENT STUDY REPORT FOR THE PROPOSED DENMARK SERVICE STATION, AT KISII – MIRUKA AND KISII – DARAJA MBIRI ROADS JUNCTION, WITHIN KISII TOWN IN KISII COUNTY

INVITATION OF PUBLIC COMMENTS

PURSUANT to regulation 21 of the Environmental Management and Co-ordination (Impact Assessment and Audit) Regulations, 2003, the National Environment Management Authority (NEMA) has received an Environmental Impact Assessment Study Report for the above proposed project.

The proponent, Dennis Magare Makori, is proposing Denmark Service Station, at Kisii – Miruka and Kisii – Daraja Mbiri Roads Junction within Kisii Town in Kisii County. The project highlights include: Canopy over the pumps, sales office, a restaurant, a store, underground fuel tanks, compressor/generator, car wash, drive ways, walkways, interceptor tank and washrooms.

The following are the anticipated impacts and proposed mitigation measures:

<i>Project Activities/ Environmental Effect</i>	<i>Mitigation / Enhancement Measures</i>
Air pollution caused by material and equipment transport, earthworks, material extraction, material crushing/screening/piling,	<ul style="list-style-type: none"> Prohibit idling of vehicles at site during excavation. Spraying water on dusty materials/workplace. Regular maintenance of construction plant and equipment. Enclosing the site where possible. Workers should be provided with dust masks.
Land, water and soil degradation/contamination caused by oil and chemical spillage by machines and vehicles	<ul style="list-style-type: none"> Prohibit idling of vehicles at site during excavation. Spraying water on dusty materials/workplace. Regular maintenance of construction plant and equipment. Enclosing the site where possible. Workers should be provided with dust masks. Proper storage, handling and disposal of oil and wastes from machinery. Discourage servicing of machinery and vehicles on site except on containment area. Machinery should be well maintained to prevent oil leaks. Construct oil receptor tank. Contractor should have a designated area where maintenance is carried out and that is protected from rain water. All oil products should be stored in a site store and handled carefully.
Site Clearance and excavation leading to soil erosion and vegetation loss	<ul style="list-style-type: none"> Remediate contaminated soil. Landscaping. Ensure management of excavation activities. Control activities especially during rainy conditions. Provide soil erosion control and conservation structures where necessary.

Fire risks due to un-controlled disposal of spent cigarettes remains, use of fire for domestic cooking and spillage of diesel/petrol.	<ul style="list-style-type: none"> Proper disposal of excavated loose soil. To enhance health and safety preparedness among workers. Ensure equipment is in good working condition. Put up emergency response contracts. Put up Emergency Response Procedures notification instructions. Put up simple instructions on how to handle fires, products spills LPG incidents, armed robbery and product contaminations.
Worker camping, site office operations and actual construction works health and safety risks	<ul style="list-style-type: none"> Ensure proper waste collection and disposal. Provide first aid kit at site. Sensitize residents/workers on environmental management. Eliminate breeding of mosquitoes. Workers should be trained on occupational health and safety and first Aid administration. Train staff on petroleum product handling. Sensitize workers on HIV and AIDS. Provide Personal Protective Equipment. Train workers on personal safety and how to handle equipments and machines. A well stocked first aid kit shall be maintained by a qualified personnel Report any accidents/ incidences and treat and compensate affected workers Provide sufficient and suitable sanitary conveniences.
Machine and equipment operations leading to noise pollution	<ul style="list-style-type: none"> Construction activities to be restricted to daytime. Workers in the vicinity involved in high level noise to wear respective safety and protective gear i.e. earplugs. Low noise selection of machinery. Enclose the site. Use low noise equipment. Keep plant equipment well greased. Workers to wear ear muffs if working in noisy section. Management to ensure that noise from the residents is kept within reasonable levels.
Visual intrusion	<ul style="list-style-type: none"> Use of commercial bill boards to keep construction activities out of sight from the immediate neighborhood. Expedition of construction as far as is technically viable so as to minimize adverse visual impact. Landscaping and gardening to restore biodiversity and aesthetic property of the project.
Poor living standards of workers at the site camps	<ul style="list-style-type: none"> Encourage residents to maintain high standards of personal cleanliness; Keep the premises and its environment (surroundings) clean always.
Generation of solid wastes	<ul style="list-style-type: none"> Construction debris should be collected by a licensed private contracted waste collection company. Excavation waste should be re-used or backfilled.

	<ul style="list-style-type: none"> Waste generated should be collected by a privately contracted waste collection company and the contractor should ensure the construction of a central waste collection point with bulk storage facilities. The site should have waste receptacles with bulk storage facilities at convenient points to prevent littering during occupation. 	and generation of waste water	<ul style="list-style-type: none"> Promptly detect leaking taps and repair them. Turn off taps when not in use. Install water conserving taps that turn off immediately when water is not in use. Install a discharge water meter in the premises to check on total water use and for billing purposes. Use special tool to do skimming. Install spill control kit next to the oil interceptor during skimming.
Fuelling of vehicles leading to solid waste generation, possible accidents, noise and air pollution	<ul style="list-style-type: none"> Proper waste management practices including reduction at source, recycle and re-use of solid wastes; treatment of waste waters prior to release to natural water or land surfaces. Proper maintenance of floors to avoid slipping/falls; avoiding fuel spillage. Installation of safety communication media such as sign posts and installation of speed limiting pumps for petrol access routes. Encourage vehicle owners to ensure proper vehicle maintenance; dispensing low lead fuel. 	Waste water generation	<ul style="list-style-type: none"> Waste water should empty to the septic tank via well laid sewage pipes Conduct inspections for sewer pipe blockages or damages and fix them. Empty septic tank whenever its full by a licensed exhauster services.
Increased soil erosion due to reduced infiltration by impermeable surface and collection of directed runoffs.	<ul style="list-style-type: none"> Take appropriate soil conservation measures including embankments, runoff breaking systems and proper distribution of culverts. 	Over-use of electrical power	<ul style="list-style-type: none"> Erect a meter in the premises to check on total kilowatts used and for billing purposes. Apply for connection from Kenya Power Switch off light that are not in use. Use of energy conserving bulbs/tubes. Use of natural light for lighting purposes Use natural ventilation from windows and doors and avoid using Air Con that use electricity. Provide a standby generator in the premises in cases power goes out Switch off lights in the offices at night.
Leakages from underground fuel storage and spillage during handling	<ul style="list-style-type: none"> Use properly maintained hoses and fittings. Make the cement screeds in all the chambers using water proof material. Install a monitoring well next to the tanks to check on leaks. Use water finding dipstick and/ or a hydrometer to check on density/ specific gravity. Ensuring no spills during refilling and/or when offloading the fuel. 		
Solid waste generation	<ul style="list-style-type: none"> Waste generated should be collected by a privately contracted waste collection company and the contractor should ensure the construction of a central waste collection point with bulk storage facilities. The site should have waste receptacles with bulk storage facilities at convenient points to prevent littering during occupation. 		
Fire risks	<ul style="list-style-type: none"> Fire fighting drills carried out regularly. Fire fighting emergency response plan. Ensure all firefighting equipment is regularly maintained, serviced and inspected. Fire hazard signs and directions to emergency exit route to follow and assembly point in case of any fire incidence. 		
Occupational health and safety risks	<ul style="list-style-type: none"> Train workers on personal safety and disaster preparedness. A well stocked first aid kit shall be maintained by a qualified personnel. Report any accidents / incidences and treat and compensate affected workers. Provide sufficient and suitable sanitary conveniences which should be kept clean. Conduct Annual Health and Safety Audits. 		
Water utility consumption	<ul style="list-style-type: none"> Avoid unnecessary toilet flushing. 		

The full report of the proposed project is available for inspection during working hours at:

- Director-General, NEMA, Popo Road, off Mombasa Road, P.O. Box 67839-00200, Nairobi.
- Principal Secretary, Ministry of Environment and Mineral Resources, NHIF Building, Community, P.O. Box 30126-00100, Nairobi.
- County Director of Environment, Kisii County.

The National Environment Management Authority invites members of the public to submit oral or written comments within thirty (30) days from the date of publication of this notice to the Director-General, NEMA, to assist the Authority in the decision making process of the plan.

GEOFFREY WAHUNGU,

Director-General,

MR/8448733

National Environment Management Authority.

GAZETTE NOTICE NO. 151

THE COUNTY ASSEMBLY OF NYERI SPECIAL SITTING OF THE COUNTY ASSEMBLY

PURSUANT to Standing Order No. 27 of the County Assembly of Nyeri, it is notified for the information of the Members of the County Assembly of Nyeri and the general public that a special sitting of the County Assembly shall be held on Thursday, 21st January, 2016 at 9.30 a.m. in the Assembly Chambers, at the County Assembly Building in Ruring'u.

The Purpose of the special sitting shall be: Consideration of the Nyeri County Supplementary Appropriation Bill, 2016; Consideration of the Nyeri County Elimu Fund Regulations; Consideration of the Report of the Ward Development Fund Committee on the Governor's Memorandum on the Nyeri County Ward Development Fund Bill, 2015, and the First Reading of the Nyeri County Investment Development Corporation Bill, 2016.

In accordance with Standing Order 27 (4) of the County Assembly of Nyeri Standing Orders, the business specified in this notice shall be the only business before the Assembly during the special sitting, following which the Assembly shall stand adjourned until Tuesday, 9th February, 2016 at 2.30 p.m.

Dated the 14th January, 2016.

MR/8406470

DAVID M. MUGO,
Speaker, County Assembly of Nyeri.

GAZETTE NOTICE No. 152

CORPORATE INSURANCE COMPANY LIMITED

(Incorporated in Kenya)

Head Office: P.O. Box 34172, Nairobi

LOSS OF POLICY

Policy No. CL/20/12275 in the name and on the life of John Kingori Mwaniki.

APPLICATION has been made to this company for issue of a duplicate of the above mentioned policy, the original having been reported as lost or misplaced. Notice is given that unless objection is lodged to the contrary at the office of the company within thirty (30) days from the date of this notice, a duplicate policy will be issued, which will be the sole evidence of the contract.

Dated the 31st December, 2015.

MR/8448761

MARY WANJIRU,
Life Department.

GAZETTE NOTICE No. 153

CORPORATE INSURANCE COMPANY LIMITED

(Incorporated in Kenya)

Head Office: P.O. Box 34172, Nairobi

LOSS OF POLICY

Policy No. CL/12/7100 in the name and on the life of Lilian Njeri Gichuru.

APPLICATION has been made to this company for issue of a duplicate of the above mentioned policy, the original having been reported as lost or misplaced. Notice is given that unless objection is lodged to the contrary at the office of the company within thirty (30) days from the date of this notice, a duplicate policy will be issued, which will be the sole evidence of the contract.

Dated the 31st December, 2015.

MR/8448761

MARY WANJIRU,
Life Department.

GAZETTE NOTICE No. 154

CORPORATE INSURANCE COMPANY LIMITED

(Incorporated in Kenya)

Head Office: P.O. Box 34172, Nairobi

LOSS OF POLICY

Policy No. CL/20/14384 in the name and on the life of Monica Wahinya Maichomo.

APPLICATION has been made to this company for issue of a duplicate of the above mentioned policy, the original having been reported as lost or misplaced. Notice is given that unless objection is lodged to the contrary at the office of the company within thirty (30) days from the date of this notice, a duplicate policy will be issued, which will be the sole evidence of the contract.

MR/8448761

MARY WANJIRU,
Life Department.

GAZETTE NOTICE No. 155

CORPORATE INSURANCE COMPANY LIMITED

(Incorporated in Kenya)

Head Office: P.O. Box 34172, Nairobi

LOSS OF POLICY

Policy No. CL/20/19184 in the name and on the life of Abuyah Wasonga Hezekiah.

APPLICATION has been made to this company for issue of a duplicate of the above mentioned policy, the original having been reported as lost or misplaced. Notice is given that unless objection is

lodged to the contrary at the office of the company within thirty (30) days from the date of this notice, a duplicate policy will be issued, which will be the sole evidence of the contract.

MR/8448761

MARY WANJIRU,
Life Department.

GAZETTE NOTICE No. 156

CORPORATE INSURANCE COMPANY LIMITED

(Incorporated in Kenya)

Head Office: P.O. Box 34172, Nairobi

LOSS OF POLICY

Policy No. CL/20/22086 in the name and on the life of Stephen Kadawa Chisaka.

APPLICATION has been made to this company for issue of a duplicate of the above mentioned policy, the original having been reported as lost or misplaced. Notice is given that unless objection is lodged to the contrary at the office of the company within thirty (30) days from the date of this notice, a duplicate policy will be issued, which will be the sole evidence of the contract.

Dated the 31st December, 2015.

MR/8448761

MARY WANJIRU,
Life Department.

GAZETTE NOTICE No. 157

OLD MUTUAL LIFE ASSURANCE COMPANY LIMITED

(Incorporated in Kenya)

Head Office: P.O. Box 30059-00100, Nairobi

LOSS OF POLICY

Policy No. 37002623 in the name of Gathoni Maryanne Nderitu Macharia.

APPLICATION has been made to this company for the issue of duplicate of the above numbered policy, the original having been reported as lost or misplaced. Notice is given that unless objection is lodged to the contrary at the office of the company within thirty (30) days from the date of this notice, duplicate policy will be issued, which will be the sole evidence of the contract.

Dated the 30th December, 2015.

MR/8448752

LUCY KINUTHIA,
Officer, Claims.

GAZETTE NOTICE No. 158

OLD MUTUAL LIFE ASSURANCE COMPANY LIMITED

(Incorporated in Kenya)

Head Office: P.O. Box 30059-00100, Nairobi

LOSS OF POLICY

Policy No. 37003990 in the name of James Ngata Kimondo.

APPLICATION has been made to this company for the issue of duplicate of the above numbered policy, the original having been reported as lost or misplaced. Notice is given that unless objection is lodged to the contrary at the office of the company within thirty (30) days from the date of this notice, duplicate policy will be issued, which will be the sole evidence of the contract.

Dated the 30th December, 2015.

MR/8448752

LUCY KINUTHIA,
Officer, Claims.

GAZETTE NOTICE No. 159

OLD MUTUAL LIFE ASSURANCE COMPANY LIMITED

(Incorporated in Kenya)

Head Office: P.O. Box 30059-00100, Nairobi

LOSS OF POLICY

Policy No. 37013547 in the name of John Gachau Theuri.

APPLICATION has been made to this company for the issue of duplicate of the above numbered policy, the original having been reported as lost or misplaced. Notice is given that unless objection is lodged to the contrary at the office of the company within thirty (30)

days from the date of this notice, duplicate policy will be issued, which will be the sole evidence of the contract.

Dated the 30th December, 2015.

MR/8448752 LUCY KINUTHIA,
Officer, Claims.

GAZETTE NOTICE No. 160

OLD MUTUAL LIFE ASSURANCE COMPANY LIMITED

(Incorporated in Kenya)

Head Office: P.O. Box 30059-00100, Nairobi

LOSS OF POLICIES

Policy Nos. 37000492 and 37008503 in the name of Caroline Makena Magiri.

APPLICATION has been made to this company for the issue of duplicate of the above numbered policies, the originals having been reported as lost or misplaced. Notice is given that unless objection is lodged to the contrary at the office of the company within thirty (30) days from the date of this notice, duplicate policies will be issued, which will be the sole evidence of the contract.

MR/8448752 LUCY KINUTHIA,
Officer, Claims.

GAZETTE NOTICE No. 161

OLD MUTUAL LIFE ASSURANCE COMPANY LIMITED

(Incorporated in Kenya)

Head Office: P.O. Box 30059-00100, Nairobi

LOSS OF POLICIES

Policy Nos. 37000813 and 37004855 in the name of Paul Munyiri Kaguambah.

APPLICATION has been made to this company for the issue of duplicate of the above numbered policies, the originals having been reported as lost or misplaced. Notice is given that unless objection is lodged to the contrary at the office of the company within thirty (30) days from the date of this notice, duplicate policies will be issued, which will be the sole evidence of the contract.

Dated the 30th December, 2015.

MR/8448752 LUCY KINUTHIA,
Officer, Claims.

GAZETTE NOTICE No. 162

OLD MUTUAL LIFE ASSURANCE COMPANY LIMITED

(Incorporated in Kenya)

Head Office: P.O. Box 30059-00100, Nairobi

LOSS OF POLICY

Policy No. 37012588 in the name of Emily Wanjiru Kinyua.

APPLICATION has been made to this company for the issue of duplicate of the above numbered policy, the original having been reported as lost or misplaced. Notice is given that unless objection is lodged to the contrary at the office of the company within thirty (30) days from the date of this notice, duplicate policy will be issued, which will be the sole evidence of the contract.

Dated the 30th December, 2015.

MR/8448752 LUCY KINUTHIA,
Officer, Claims.

GAZETTE NOTICE No. 163

ICEA LION LIFE ASSURANCE COMPANY LIMITED

Head Office: P.O. Box 46143-00100, Nairobi

LOSS OF POLICY

Policy No. 020/LTA/008943/4 in the name of Wanjohi James Murimi.

NOTICE having been given on the loss of the above policy, a duplicate policy will be issued and where applicable due benefits will

be paid out unless an objection is filed with the undersigned within thirty (30) days from the date of this notice.

Dated the 10th December, 2015.

MR/8448588 MUIRI WAICHINGA,
Manager, Ordinary Life Operations.

GAZETTE NOTICE No. 164

ICEA LION LIFE ASSURANCE COMPANY LIMITED

Head Office: P.O. Box 46143-00100, Nairobi

LOSS OF POLICY

Policy No. 026/ULP/041509 in the name of Hamoud Mahmouda Mohamed.

NOTICE having been given on the loss of the above policy, a duplicate policy will be issued and where applicable due benefits will be paid out unless an objection is filed with the undersigned within thirty (30) days from the date of this notice.

Dated the 23rd December, 2015.

MR/8448755 MUIRI WAICHINGA,
Manager, Ordinary Life Operations.

GAZETTE NOTICE No. 165

ICEA LION LIFE ASSURANCE COMPANY LIMITED

Head Office: P.O. Box 46143-00100, Nairobi

LOSS OF POLICY

Policy No. 026/EAW/013943 in the name of Nyaga Jamleck Mwendia.

NOTICE having been given on the loss of the above policy, a duplicate policy will be issued and where applicable due benefits will be paid out unless an objection is filed with the undersigned within thirty (30) days from the date of this notice.

Dated the 22nd December, 2015.

MR/8448755 MUIRI WAICHINGA,
Manager, Ordinary Life Operations.

GAZETTE NOTICE No. 166

CHANGE OF NAME

NOTICE is given that by a deed poll dated 17th August, 2015, duly executed and registered in the Registry of Documents at Nairobi as Presentation No. 1332, in Volume DI, Folio 240/5618, File No. MMXV, by me, Mercy Mumbi Njuguna, of P.O. Box 31, Uplands in the Republic of Kenya, formerly known as Margaret Mumbi Miako, formally and absolutely renounced and abandoned the use of my former name Margaret Mumbi Miako, and in lieu thereof assumed and adopted the name Mercy Mumbi Njuguna, for all purposes and authorizes and requests all persons at all times to designate, describe and address me by me assumed name Mercy Mumbi Njuguna only.

MR/8448824 MERCY MUMBI NJUGUNA,
formerly known as Margaret Mumbi Miako.

GAZETTE NOTICE No. 167

CHANGE OF NAME

NOTICE is given that by a deed poll dated 30th October, 2015, duly executed and registered in the Registry of Documents at Nairobi as Presentation No. 3048, in Volume DI, Folio 357/7146, File No. MMXV, by our client, Edittah Nyambura Njoroge as guardian and next of friend of Sarah Wambui Ngugi, formerly known as Sarah Wambui Ndachi, formally and absolutely renounced and abandoned the use of her former name as Sarah Wambui Ndachi, and in lieu thereof assumed and adopted the name Sarah Wambui Ngugi, for all purposes and authorizes and requests all persons at all times to

designate, describe and address her by her assumed name Sarah Wambui Ngugi only.

Dated the 7th January, 2016.

NJERI KAGIRI & COMPANY,

MR/8448950 *Advocates for Edittah Nyambura Njoroge
as guardian and next of friend of Sarah Wambui Ngugi,
formerly known as Sarah Wambui Ndachi.*

GAZETTE NOTICE NO. 168

CHANGE OF NAME

NOTICE is given that by a deed poll dated 18th November, 2015, duly executed and registered in the Registry of Documents at Nairobi as Presentation No. 236, in Volume DI, Folio 1/2, File No. MMXVI, by our client, Daniel Eusebio Gatonye Waweru, formerly known as Eusebius Gatonye Waweru, formally and absolutely renounced and abandoned the use of his former name as Eusebius Gatonye Waweru, and in lieu thereof assumed and adopted the name Daniel Eusebio Gatonye Waweru, for all purposes and authorizes and requests all persons at all times to designate, describe and address him by his assumed name Daniel Eusebio Gatonye Waweru only.

Dated the 7th January, 2016.

WAWERU GATONYE & COMPANY,

MR/8448974 *Advocates for Daniel Eusebio Gatonye Waweru,
formerly known as Eusebius Gatonye Waweru.*

GAZETTE NOTICE NO. 169

CHANGE OF NAME

NOTICE is given that by a deed poll dated 13th November, 2015, duly executed and registered in the Registry of Documents at Nairobi as Presentation No. 248, in Volume DI, Folio 354/7105, File No. MMXV, by our client, Ashford Mwiti Kirimi Kathaara, of P.O. Box 3444-80100, Mombasa in the Republic of Kenya, formerly known as Ashford Mwiti Kirimi, formally and absolutely renounced and abandoned the use of his former name as Ashford Mwiti Kirimi, and in lieu thereof assumed and adopted the name Ashford Mwiti Kirimi Kathaara, for all purposes and authorizes and requests all persons at all times to designate, describe and address him by his assumed name Ashford Mwiti Kirimi Kathaara only.

MUNGA KIBANGA & COMPANY,

MR/8448984 *Advocates for Ashford Mwiti Kirimi Kathaara,
formerly known as Ashford Mwiti Kirimi.*

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