



WOTE MUNICIPALITY  
OFFICE OF THE MUNICIPAL MANAGER  
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MAKUENI



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**CITIZEN FORA**

**MINUTES OF WOTE MUNICIPALITY 2<sup>ND</sup> QUARTER CITIZEN FORA MEETING  
HELD ON DATE 04/12/2024 AT 10:00AM- AT WOTE GREENPARK**

**Members Present**

The municipal board members.

The Municipal management staff led by the manager.

The county department of devolution led by Makueni subcounty administrator.

Members of Makueni county assembly; Hon. Felix Mateso.

Representatives of various sectors from the 7- wards.

**AGENDA**

1. Opening remarks
2. Sensitization on Development control
3. Sensitization Land survey & GRM
4. Feedback on FY2024/25-Budgeted projects
5. A.B.O

**PRELIMINARIES:** The meeting was opened with a word of prayer.

**MIN 1/04/12/2024: OPENING REMARKS**

The meeting started at 10:30am with registration guided by the Municipal staff. The municipal manager officially called the meeting to order after all invited stakeholders had settled. The manager also welcomed the board members present before giving her introductory remarks. Briefly the manager outlined the activities the municipality is undertaking during the second quarter of the year.

**MIN 2/04/12/2024: SENSITIZATION ON DEVELOPMENT CONTROL**

The Municipal planner presented a brief report on status and processes of development control within our municipality. He informed the members that Makueni county is in the process of going



digital in vetting and processing land and development applications. He also made a presentation (demonstrated) of the Makueni Ardhi system. The system which includes a repository of all the land records within the municipality is programmed to enable developers and plot owners undertake the following property services: -

- Land search
- Plot transfer
  - Plot registration
  - Land subdivision
  - Building permits
  - Occupation permit
  - Change/extension of user
  - Extension/renewal of lease
  - Subdivision/amalgamation schemes

Nathan managed to undertake a demo of the land transactions to be undertaken through this system which received positive feedback from the citizens.

#### **MIN 3/04/12/2024: Sensitization on Land Survey and GRM**

The municipal Surveyor presented a brief to the public on the procedures of carrying out land survey for both public land and freehold land.

##### **a) Survey of public land;**

The process starts with market planning as the guide for the survey where after the land use plan is approved by the county assembly, it is used by the surveyors to prepare a survey plan and a survey file as per the plan. The survey file together with the survey plan are then forwarded to the Director of Survey for authentication and approval and later issuance of plot numbers. These documents are then forwarded to the National Land Commission for issuance of Allotment letters and later to the Chief Land Registrar for issuance of leasehold titles to the plot owners.

##### **b) Freehold land;**

The process starts with the preparation of a subdivision scheme initiated by the land owner. Application for a consent by land control board is done on the basis of the scheme prepared and after it is passed a consent to subdivide the land is issued. A surveyor then subdivides the land and processes the resultant title deeds in the name of the current owner. The titles are then transferred to the beneficiaries through a consent to transfer by the land control board where after issuance of the consent the beneficiary is subjected to pay stamp duty to the government which after paying a title deed is issued top Him/her.

#### **MIN 3/04/12/2024: Municipal budgeted projects FY2024/2025**

The Social Development officer lead through all the projects proposed during the budget process so that members can confirm whether all their proposals were well captured. However, due to constrained financial resources and budget cuts only few projects that managed to have budget.





The Municipal engineer, presented a brief report on the budgeted project for FY2024/25 and scope of work.

The table below shows the eight (8) main projects.

Project Name	Scope of work
Cabro Paving Phase 3	Installation of high-quality cabro paving, culverts, drains, bollards, and stormwater systems along the Kapeo petrol station to Co-operative bank junction. Includes grading, gravelling, and shoulder upgrades.
Installation of 20m High Floodlight	Erect a 20m high floodlight in the Bangladesh area to improve nighttime visibility and security.
Kalamba Modern 5-Door Ablution Block	Construct a 5-door abluion block with separate facilities for men, women, and persons with disabilities. Includes plumbing and waste disposal systems.
Kwa Kitindo Drainage Works	Grade and gravel roads, construct drainage systems with gabions, stone pitching, and pipe culverts to manage stormwater and prevent flooding
Mukuyuni Old Market Renovation	Upgrade market infrastructure including roofing, countertops, flooring, and sanitation facilities.
Exhaustible Pit Latrine at Mituvu	Build a large exhaustible pit latrine with modern waste disposal and water storage systems.
Exhaustible Pit Latrine at Ikalyoni	Similar to the Mituvu project, this involves constructing an exhaustible pit latrine with proper waste management systems.
Maintenance of Streetlights	Repair and maintain streetlights across Wote Municipality, replacing faulty components to ensure full functionality.

**MIN 4/04/12/2024: Closing Remarks**

The Benjamin Mutua -Board member appreciated the members for attending the second quarter the citizen fora.

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