

Gazetteer of Estates Services

Services	Contact(s)
Acquisition of Property on behalf of the Council by purchase or lease	Alex Burrell, Stuart Beveridge
Acquisition of Land for road improvement schemes	Alex Burrell
Advice and information on property related matters	Stuart Beveridge, Alex Burrell, Tim Barry, Ian Walker
Advice on Landlord/Tenant responsibilities	Alex Burrell, Tim Barry, Ian Walker
Advertising/marketing property for sale or lease	Alex Burrell, Tim Barry, Ian Walker
Agricultural Land	Alex Burrell
Applications for temporary use of Council property	Stuart Beveridge
Assessors' returns and questionnaires	Ian Walker
Assessors' valuation notices	Ian Walker
Asset Management Planning	Stuart Beveridge
Asset register/asset valuations	Stuart Beveridge
Assignment/transfer of leases	Alex Burrell, Tim Barry, Ian Walker
Budget Monitoring	Stuart Beveridge
Buckie Harbour	Alex Burrell
Committee Reports	Stuart Beveridge
Capital receipt information	Stuart Beveridge
Community Asset Transfer	Stuart Beveridge, Alex Burrell
Corporate property database	Andy Gordon, Alex Burrell
Development projects	Stuart Beveridge
Compulsory purchase	Alex Burrell, Stuart Beveridge,
Energy Performance Certificates	Asset Management
Enforcement of lease conditions	Alex Burrell, Tim Barry, Ian Walker
Feasibility studies	Stuart Beveridge
For sale/to let boards	Cameron Queen, Alex Burrell
Flood Alleviation (Elgin)	Stuart Beveridge
Flood Alleviation (Forres – River Findhorn)	Alex Burrell
Freedom of Information	Stuart Beveridge
General property enquiries – Buckie, Forres, Mosstodloch, Lhanbryde	Ian Walker
General property enquiries – Elgin, Lossiemouth	Tim Barry
General property enquiries – Dufftown, Keith, Speyside	Alex Burrell
GIS	Catriona Philip
Harbour properties to let	Alex Burrell, Catriona Philip
Recreational concessions	Ian Walker
Industrial Capital Projects	Stuart Beveridge, Alex Burrell
Industrial properties to let – Elgin, Lossiemouth	Tim Barry
Industrial properties to let – Buckie, Forres, Mosstodloch, Lhanbryde	Ian Walker
Industrial properties to let – Keith, Speyside	Alex Burrell
New Industrial Developments	Stuart Beveridge, Alex Burrell
Industrial portfolio management	Alex Burrell, Tim Barry, Ian Walker
Key holding service	Kim Smith

Land ownership enquiries	Catriona Philip/Cameron Queen
Landlord and Tenant	Alex Burrell, Tim Barry, Ian Walker
Landlord's Consents	Alex Burrell, Tim Barry, Ian Walker
Lease renewals and terminations	Alex Burrell, Tim Barry, Ian Walker
Marketing of property for sale and to let	Alex Burrell, Tim Barry, Ian Walker
Neighbour Notification Notices affecting Council Property – Processing	Cameron Queen
Performance Information	Stuart Beveridge, Kim Smith
Planning Application Notices – affecting Council Property	Cameron Queen
Plans - Site and building surveys	Catriona Philip
Preparation of Title Deed, Lease Plans etc.	Catriona Philip
Preparation of digital O.S. plans for reports, etc	Catriona Philip
Property Database	Andy Gordon
Property Register	Kim Smith
Property running costs	Stuart Beveridge, Alex Burrell
Property Sales records	Kim Smith
Property for sale/to let - enquiries	Kim Smith
Rateable value appeals	Ian Walker
Rates Accounts	Ian Walker
Records of Property Sales	Kim Smith
Rent arrears monitoring and debt recovery	Alex Burrell/Penny Oliver
Rent reviews	Alex Burrell, Tim Barry, Ian Walker
Sale of surplus property	Alex Burrell, Tim Barry, Ian Walker
Sale of garden ground	Cameron Queen
Schedules of condition	Cameron Queen
Seasonal lets of agricultural land	Alex Burrell
Servitudes	Alex Burrell, Tim Barry, Ian Walker
Site compounds	Cameron Queen
Site search and assessment for Client Projects	Stuart Beveridge
Space audits	Cameron Queen
Title Deeds – Cataloguing and Storage	Kim Smith,
Valuations	Stuart Beveridge, Alex Burrell, Tim Barry, Ian Walker
Wayleave applications	Cameron Queen
Wayleave Notices	Cameron Queen

Contacting Estates Services

Location

Estates Services are located in Rooms 241, 245 & 255 at Council Headquarters, Elgin

Stuart Beveridge	Estates Manager	07967 748893	stuart.beveridge@moray.gov.uk
Alex Burrell	Estates Surveyor	07967 748944	alexander.burrell@moray.gov.uk
Tim Barry	Graduate Estates Surveyor	07779 999233	tim.barry@moray.gov.uk
Kim Smith	Technical Clerk	01343 563284	kim.smith@moray.gov.uk
Catriona Philip	Technician	07929 785040	catriona.philip@moray.gov.uk
Cameron Queen	Estates Assistant	07855 146198	cameron.queen@moray.gov.uk
Jennifer Brown	Clerical Assistant/WPO	07929 784875	jennifer.brown@moray.gov.uk
Andy Gordon	Systems Support Assistant	07815 647316	andy.gordon@moray.gov.uk
Ian Walker	Estates Surveyor	07855 146191	ian.walker@moray.gov.uk