

## Gazetteer of Estates Services

<b>Services</b>	<b>Contact(s)</b>
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, Ian Walker, Sonya Anderson
Advice on Landlord/Tenant responsibilities	Alex Burrell, Stuart Beveridge, Ian Walker, Sonya Anderson
Advertising/marketing property for sale or lease	Alex Burrell, Stuart Beveridge, Ian Walker, Sonya Anderson
Agricultural Land	Alex Burrell
Applications for temporary use of Council property	Stuart Beveridge, Cameron Queen
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, Stuart Beveridge, Ian Walker, Sonya Anderson
Budget Monitoring	Stuart Beveridge
Buckie Harbour	Alex Burrell
Committee Reports	Stuart Beveridge
Capital receipt information	Stuart Beveridge
Community Asset Transfer	Stuart Beveridge, Alex Burrell, Ian Walker
Corporate property database	Andy Gordon, Catriona Philip
Development projects	Stuart Beveridge, Alex Burrell
Compulsory purchase	Alex Burrell, Stuart Beveridge,
Energy Performance Certificates	Asset Management
Enforcement of lease conditions	Alex Burrell, Stuart Beveridge, Ian Walker, Sonya Anderson
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 – Forres, Mosstodloch, Lhanbryde, Lossiemouth	Ian Walker
General property enquiries – Elgin	Stuart Beveridge
General property enquiries – Buckie, Dufftown, Keith, Speyside	Alex Burrell
GIS	Catriona Philip
Growth Deal	Stuart Beveridge
Harbour properties to let	Alex Burrell
Recreational concessions	Ian Walker
Industrial Capital Projects	Stuart Beveridge, Alex Burrell
Industrial buildings to let – Elgin	Stuart Beveridge, Ian Walker
Industrial sites to let – Elgin	Alex Burrell

Industrial properties to let – Buckie, Forres, Mosstodloch, Lhanbryde, Lossiemouth	Ian Walker
Industrial properties to let – Lhanbryde, Lossiemouth, Dufftown + Chanonry Road South, Elgin	Sonya Anderson
Industrial properties to let – Keith, Speyside + Buisness Centres	Alex Burrell
New Industrial Developments	Stuart Beveridge, Alex Burrell
Industrial portfolio management	Industrial properties to let – Buckie, Forres, Mosstodloch, Lhanbryde, Lossiemouth
Key holding service	Shelley Woodward
Land ownership enquiries	Catriona Philip/Cameron Queen
Landlord and Tenant	Alex Burrell, Stuart Beveridge, Ian Walker, Sonya Anderson
Landlord's Consents	Alex Burrell, Stuart Beveridge, Ian Walker, Sonya Anderson
Lease renewals and terminations	Alex Burrell, Stuart Beveridge, Ian Walker, Sonya Anderson
Marketing of property for sale and to let	Alex Burrell, Stuart Beveridge, Ian Walker, Sonya Anderson
Neighbour Notification Notices affecting Council Property – Processing	Cameron Queen
Notes of Interest	Shelley Woodward
Performance Information	Stuart Beveridge, Andy Gordon
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 running costs	Alex Burrell, Stuart Beveridge, Ian Walker, Sonya Anderson
Property for sale/to let - enquiries	Cameron Queen
Rateable value appeals	Ian Walker
Rates Accounts	Ian Walker
Records of Property Sales	Kim Smith
Rent arrears monitoring and debt recovery	Alex Burrell, Stuart Beveridge, Ian Walker, Sonya Anderson, Penny Oliver, Cameron Queen, Shelley Woodward
Rent reviews	Alex Burrell, Stuart Beveridge, Ian Walker, Sonya Anderson
Sale of surplus property	Alex Burrell, Stuart Beveridge, Ian Walker, Sonya Anderson
Sale of garden ground	Cameron Queen
Sasines information	Andy Gordon
Schedules of condition	Cameron Queen
Seasonal lets of agricultural land	Alex Burrell
Servitudes	Alex Burrell, Stuart Beveridge, Ian Walker, Sonya Anderson, Cameron Queen
Site compounds	Cameron Queen
Site search and assessment for Client Projects	Stuart Beveridge
Space audits	Cameron Queen

Title Deeds – Cataloguing and Storage	Shelley Woodward
Viewings of property	Cameron Queen, Catriona Philip
Valuations	Alex Burrell, Stuart Beveridge, Ian Walker, Sonya Anderson
Wayleave applications	Cameron Queen
Wayleave Notices	Cameron Queen
Website updates/management	Andy Gordon, Catriona Philip

### Contacting Estates Services

#### **Location**

Estates Services are located in Rooms 245 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
Shelley Woodward	Technical Clerk	07815 647409	Shelley.woodward@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	<a href="mailto:andy.gordon@moray.gov.uk">andy.gordon@moray.gov.uk</a>
Sonya Anderson	Graduate Estates Surveyor	07779 999 233	Sonya.anderson@moray.gov.uk
Ian Walker	Estates Surveyor	07855 146191	ian.walker@moray.gov.uk