

## WHO'S WHO IN PROPERTY MANAGEMENT & DEVELOPMENT

### **Managers**

Paul Kettrick – Corporate Estates Manager

**Tel: 01506 281826; Email – [Paul.Kettrick@westlothian.gov.uk](mailto:Paul.Kettrick@westlothian.gov.uk)**

Paul is leads the team and is responsible for developing strategies and plans for all the councils property assets and ensuring that these are effectively implemented. These include all operational property such as schools and administrative offices together with all development land, tenanted non-residential property and other property assets.

Jack Orr – Group Surveyor

**Tel: 01506 281829; Email – [jack.orr@westlothian.gov.uk](mailto:jack.orr@westlothian.gov.uk)**

Jack is responsible for the delivery of the councils office modernisation strategy which includes the delivery of Linlithgow Partnership Centre. He is also leading on the requirements for Land Registration and a number of other property initiatives.

Scott Hughes – Group Commercial Surveyor

**Tel: 01506 281825; Email – [Scott.Hughes@westlothian.gov.uk](mailto:Scott.Hughes@westlothian.gov.uk)**

Scott manages a team whose work is primarily focused on the management of approx. 350 tenancies of commercially let property, but includes acquisition and disposal of operational property.

Stephen Letch – Group Commercial Surveyor

**Tel: 01506 281122; Email – [Stephen.Letch@westlothian.gov.uk](mailto:Stephen.Letch@westlothian.gov.uk)**

Stephen manages a team whose work is primarily focused on the management of approx... 350 tenancies of commercially let property, but includes acquisition and disposal of operational property.

Arthur Weir – Group Facilities Manager

**Tel: 01506 281830; Email – [Arthur.Weir@westlothian.gov.uk](mailto:Arthur.Weir@westlothian.gov.uk)**

Arthur Weir is the Group Facilities Manager for Property Management and Development; with Facilities Management responsibilities in the Civic Centre, Torridon and Arrochar House, Strathbrock Partnership Centre, Bathgate Partnerships Centre, St David House and County Buildings annex.

Peter Rogers – Energy and Climate Change Manager

**Tel: 01506 281107; Email – [Peter.Rogers@westlothian.gov.uk](mailto:Peter.Rogers@westlothian.gov.uk)**

Peter provides a specialist and comprehensive Energy Management and Climate Change management service to the council, and in particular work to minimize the council's environmental impact, energy consumption and costs through delivery of the council's Climate Change Strategy and Carbon Management Plan outcomes.

## **Professional staff**

Our **Commercial Property Surveyors** are responsible for the delivery of the full range of professional services – each handling part of our disposal programme and managing a portfolio of properties.

Janet Rutherford – Commercial Property Surveyor

**Tel: 01506 281831; Email – [Janet.Rutherford@westlothian.gov.uk](mailto:Janet.Rutherford@westlothian.gov.uk)**

Janet manages space allocation and leases for occupants of the new Linlithgow Partnership Centre, member of property rationalisation team making best use of Council properties across West Lothian

Professional duties in all aspects of valuation, management, acquisition and disposal of Council land and property.

Tracey Thomson – Commercial Property Surveyor

**Tel: 01506 281834; Email – [Tracey.Thomson@westlothian.gov.uk](mailto:Tracey.Thomson@westlothian.gov.uk)**

Contact Tracey regarding commercial office accommodation in Quarrywood Court, Livingston Village and Newyearfield in Livingston, commercial lettings in the Country Parks and also commercial properties within West Lothian that are held on turnover and ground leases

Niall Carlton – Commercial Property Surveyor

**Tel: 01506 283287; Email – [Niall.Carlton@westlothian.gov.uk](mailto:Niall.Carlton@westlothian.gov.uk)**

Niall is specializing in our asset valuations, but also has involvement in providing specialist advice to other services on development projects.

Hannah Sturgess – Commercial Property Surveyor

**Tel: 01506 283405; Email – [Hannah.Sturgess@westlothian.gov.uk](mailto:Hannah.Sturgess@westlothian.gov.uk)**

Hannah manages the retail properties in West Lothian except for those in Livingston, Linlithgow and the Mill Centre in Blackburn. I also undertake disposals and project work across West Lothian. Annually I contribute towards the council asset valuation programme.

Craig Henderson – PPP Monitoring Officer

**Tel: 01506 281663; Email – [Craig.Henderson@westlothian.gov.uk](mailto:Craig.Henderson@westlothian.gov.uk)**

Craig is the first point of contact for a range of stakeholders on our two PPP Schools Contracts. Craig endeavors to ensure our PPP schools provide a suitable environment to enable WLC to meet the needs of our teachers, pupils and community users.

Graeme Carracher – Facilities Manager

**Tel: 01506 281820; Email – [Graeme.Carracher@westlothian.gov.uk](mailto:Graeme.Carracher@westlothian.gov.uk)**

Graeme is the Facilities Manager for Property Management and Development; with Facilities Management responsibilities in the Civic Centre, Torridon and Arrochar House, Strathbrock Partnership Centre, Bathgate Partnerships Centre, St David House and County Buildings.

Claire Wallace – Energy Officer

**Tel: 01506 283304; Email – [Claire.Wallace@westlothian.gov.uk](mailto:Claire.Wallace@westlothian.gov.uk)**

Claire manages and monitors the consumption of energy and water in the council's operational property.

### **Technical staff**

Brian Chrystal – Property Technician

**Tel: 01506 281821; Email – [Brian.Chrystal@westlothian.gov.uk](mailto:Brian.Chrystal@westlothian.gov.uk)**

Brian manages the council's Property Terrier – our records of the council's property ownership. Contact Brian to find out if the council owns a property you may be interested in. Brian works on Wednesdays to Friday – in his absence please contact Kenman or Anne

Kenman Liu – GIS Technician

**Tel: 01506 283357; Email – [Kenman.Liu@westlothian.gov.uk](mailto:Kenman.Liu@westlothian.gov.uk)**

Kenman is a specialist in Geographic Information Systems, revising and maintaining the council's property records.

Matthew Fraser – Property Systems Administrator

**Tel: 01506 283366; Email – [Matthew.Fraser@westlothian.gov.uk](mailto:Matthew.Fraser@westlothian.gov.uk)**

Atrium is the council's new asset management software – which will provide a comprehensive database of the council's property portfolio, recording survey condition, statutory compliance etc. Matthew is responsible for Atrium's development and maintenance.

### **Property Assistants**

If you need to speak to us about the purchase of amenity ground to extend your garden, or taking services cross council land contact our PA's. They will also be able to help if you have any queries about your rent accounts for our commercial property. They also lease and manage most of our small industrial and business starter units (up to c190 sq.m/c2000 sq.ft).

Sharon Eveleigh – Property Assistant

**Tel: 01506 281823; Email – [Sharon.Eveleigh@westlothian.gov.uk](mailto:Sharon.Eveleigh@westlothian.gov.uk)**

Contact Sharon about our industrial and starter units at Camps, East Calder; St.Andrew's Way, Houstoun and Turnbull Way, Livingston; and the Stoneyburn Workshops

Sue Riddell – Property Assistant

**Tel: 01506 281828; Email – [Susan.Riddell@westlothian.gov.uk](mailto:Susan.Riddell@westlothian.gov.uk)**

Sue looks after the units at Crofthead Business Centre, Fairbairn Road and Abbotsford Rise

Pauline Smith – Property Assistant

**Tel: 01506 281832; Email – [Pauline.Smith@westlothian.gov.uk](mailto:Pauline.Smith@westlothian.gov.uk)**

Pauline manages our small industrial units at Mill Road, Linlithgow; East Mains and Kirkhill, Broxburn; Knightsridge and Heron Square, Livingston

Anne Sneddon – Property Assistant

**Tel: 01506 281833; Email – [Anne.Sneddon@westlothian.gov.uk](mailto:Anne.Sneddon@westlothian.gov.uk)**

Contact Anne about our small industrial units at Armadale; Fauldhouse; Blackburn; Whitehill, Bathgate; and the West Calder Workspace

Darren Stenhouse – Property Assistant.

**Tel: 01506 283373; Email – [Darren.Stenhouse@westlothian.gov.uk](mailto:Darren.Stenhouse@westlothian.gov.uk)**

Darren looks after the units at Burnhouse, Whitburn. You can also contact Darren about any of the Council's agricultural or grazing land