

Step by Step Guide on How to Upgrade Your Play Park

Step 1: Contact the Play Strategist to discuss:

Joining or creating a community group

Council requirements in alignment with the Play Strategy

Working our budgets, preferred suppliers and potential equipment

Step 2: Working with Young People

Consult with a range of Young People within your community to establish what they think is important. The Play Strategist can support you with this step

Provide written consultation notes to the Play Strategist

After designs have been chosen, return to Young People for them to vote on their favourite playpark

Step 3: Working with Equipment Suppliers

After child consultation, write a draft brief for suppliers, then contact the Play Strategist to assess consultation findings and the draft supplier brief

Approach preferred suppliers to provide 3 quotes within the proposed budget and brief. Include 10% of the cost of the playpark to be set aside for ongoing maintenance*

Work with the Play Strategist to choose one or two designs to amend and to finalise

Step 4: Fundraising

Seek expertise and support from your community council/group

Refer to funding support page on our website

Contact the Play Strategist if you require assistance

Step 5: Ordering equipment and installation

Transfer funds to Amenities Department and who will order the equipment

Arrange date of installation with equipment suppliers, ensuring a post installation inspection will occur

Opening ceremony for the new playpark and a big well done to you!

*When ordering equipment you can provide the funds to the Council as a contribution/donation, that way you will not be required to pay the VAT rate of 20% (2024). Due to limited budgets to maintain playparks into the future; and to ensure the longevity of your new play equipment, we suggest we hold 10% of the overall cost of the playpark in a specially allocated fund, specifically for your playpark. This means in the future, if something breaks or needs to be replaced, funds will be secured up to that amount.

Helping Others

To support new community groups wanting to upgrade their playparks, we ask that you document your journey and provide useful 'Tips' on what you wish you had known before starting your project. This will then be put on to our website for additional assistance.

Contact Details

Play Strategist – Lynn MacGillivray lynn.macgillivray@highland.gov.uk

Amenities Manager (South) – Debbie Sutton

Amenities Manager (North) – John MacKay