



## Get in touch

Book your viewing today or enquire  
about meeting rooms

+44 (0)1235 854000  
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Innovation Centre  
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# Innovation Centre





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## Welcome

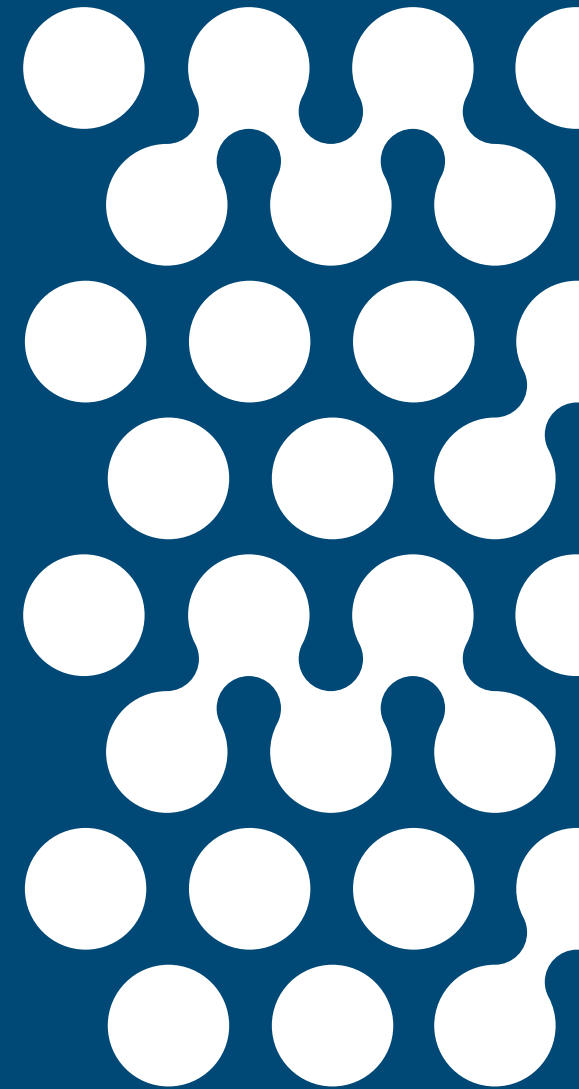
Whether you're starting or running a small or medium-sized enterprise (SME) and you need flexible office space, our thriving Innovation Centre in the heart of Milton Park is the perfect place for you.

Located in southern Oxfordshire approximately 12 miles to south of the city of Oxford, just off the A34 dual carriageway, Milton Park is close to Didcot Parkway train station in an area known as Science Vale. Outstanding sustainable transport links and strategic location provide easy connectivity to world-class academia, research and innovation hubs.

Occupiers enjoy extensive areas of green space, numerous events to encourage collaboration and growing range of amenities including multiple food outlets, a gym with swimming pool, pharmacy, post office and childcare nursery.

The Innovation Centre provides you with not only flexible workspace and business support but also opportunities to connect with like-minded companies as you can join our regular networking events and access the wider community.

Run by our experienced and dedicated team, they develop strong and lasting relationships with their customers to support you as you grow.







## What's here for you?

The Innovation Centre has a variety of business space and service options for start-ups and SMEs.



Private office  
or building



Medium to  
large office



Small office



Virtual





# Virtual packages

If you're looking to create a professional impression to your customers but don't need an office, our virtual package may be the perfect solution.

With a choice of two monthly packages to suit your needs that include essential services such as a Milton Park mailing address, an individual telephone number and a full reception service during office hours.

You will also benefit from discounted rates on our meeting and conference rooms and invitations to our networking events.

## 1 - Postal

### Business mailing address

- Personal post box
- Mail and parcel handling

Programmed fob for 24/7 access

Milton Park directory listing

## 2 - Virtual

### Direct dial telephone number

- +44 (0)1235 number
- Optional telephone answering service

### Business mailing address

- Personal post box
- Mail and parcel handling

Programmed fob for 24/7 access

Milton Park directory listing



# Serviced offices

We cater for small and medium businesses up to 30 people with office space starting from 85 sq ft up to 2,200 sq ft (8 sq.m to 205 sq.m).

What's more, to give you flexibility, our office space agreements are licences, not leases, with a four-week notice period.

We offer furnished and unfurnished workspaces.

The monthly charges are clear and transparent giving you peace of mind that your costs are under control.

- Reception services
- Business lounge
- Communal break-out space
- Kitchen facilities
- Free parking
- Subsidised bus pass around Didcot
- Business rates and service charges
- Utilities
- Building cleaning and maintenance
- Events.

When you join, our welcoming and experienced team is there to ensure that you settle in as smoothly as possible.

“Having a licence with a four-week notice period means that it's one less thing to think about when starting up a business or making that first commitment to office space. Knowing that they have options because they aren't tied into a long lease means they can focus on everything else.

Having flexibility does not mean it is necessarily used, as we have some customers who have been with us almost ten years!”

Nikki Gibson, Head of Flexible Workspaces  
Milton Park



# Meeting rooms and conference facilities

The Innovation Centre has several purpose-built meeting rooms and conference facilities which you can hire for meetings, training sessions, events, interviews, seminars and exhibitions.

They can accommodate up to 60 people and the friendly team will arrange everything for you from refreshments to seating layout.

**Included in your booking**

- Wi-fi and LAN connections
- TV Screens
- Flipcharts, wipeboards and markers
- Inclusive hot beverages in selected rooms as indicated.
- Video conferencing in selected rooms, as indicated.

**Available extras**

- Breakfast and lunch catering
- Printing and scanning (charges apply).

## Business lounge

You can meet work colleagues or clients away from the office in a relaxed, informal place in the Innovation Centre's ground floor business lounge.

It's a great facility available to everyone from 8.30am to 3.30pm and seats up to 50 people.

It also houses our café serving fresh and locally sourced coffee, breakfast and lunch.

- Free wi-fi
- Charging points
- Relaxed atmosphere.



			Milton Park			Off-Park Customers		
Room	Room capacity	Video conferencing	Hourly Rate	Half Day Rate	Full Day Rate	Hourly Rate	Half Day Rate	Full Day Rate
Winterbrook	6 Roundtable		£25		£125	£38		£190
Shillbrook	6 Roundtable	Yes	£25		£125	£38		£190
Evenlode	14 Boardroom	Yes	£48	£144	£240	£60	£180	£300
Letcombe	12-14 Boardroom	Yes	£58	£174	£288	£72	£216	£360
Thames	60 Theatre 25 U-shaped	Yes		£240	£400		£315	£525
Cherwell	30 Theatre	Yes		£186	£310		£234	£390
Ock	12 Boardroom			£135	£225		£165	£275

\*All prices are subject to VAT





# Our services

## While you are here

### IT assistance

Our Innovation Centre-based IT partners CTS can provide IT assistance on request at £95 per hour.

### Post

Each day, incoming post is sorted by the reception team and placed in your allocated post box. Outgoing, stamped post can be left with reception for Royal Mail collection. Alternatively, outgoing post can be franked by reception for Royal Mail collection at approximately 4pm daily, for a 20% handling fee.

### Parcels

Incoming parcels are signed for by reception and available to collect between 8.30am and 5pm.

### Printing and copying

A photocopier is available for small quantities and reception can arrange copying for larger quantities.

Costs are:

- A4 Black and white – £0.15 per page
- A3 Black and white – £0.30 per page
- A4 Colour – £0.50 per page
- A3 Colour – £1.00 per page.

### Scanning

Documents can be scanned and emailed to you at a charge of £1.00 per document.

### Catering

Catering can be ordered in advance via reception to be delivered to your meeting room or office. Please contact reception for the menu and price list.

## Moving out

### Notice

Should you choose to move on, our licence contracts are flexible with only four weeks' notice required to terminate your agreement.

### Diverts

Post can be forwarded to your new address for one month at our standard postage rates, which can be extended at an additional cost. Our reception staff will inform any callers of your change in contact details.

### Charges and deposit

You will be responsible for restoring your room to its original state under the terms of your licence. Once your account has been cleared of any charges your deposit will be returned.

## Moving in

### Administration fee

To arrange the full set up of your account including contracts, checks, finances, signage and reception service instruction, we have an administration fee:

- Office licences – £200
- Virtual agreements – £120.

### Telecomms

Our telephone system offers a range of functions including conferencing, history log, contact list and voicemail to email capability.

**Telephone lines** – All packages, excluding postal accounts, include one direct dial-In and local number (+44 (0)1235). This number can be routed via reception, in a hunt group, direct to your handset or mobile. Additional direct dials are available at £7.50 pcm per line.

**Handsets** – Digital handsets with individual internal extensions cost £15 pcm each.

**Analogue lines** – Analogue lines, required for fax and conference phones, cost £8 pcm each.

**Call answering service** – The reception team can answer your incoming calls as per your script between 8.30am and 5pm Monday – Friday, excluding bank holidays.

**Telephone charges** – Call charges are recharged at BT Business Choices 2 rates in arrears.

More advanced features such as call recording, integration to existing applications, collaboration with handheld devices or home phones are available with an upgraded package.

### Telecomms and bandwidth set-up and IT assistance

Our on-site service provider will set-up both telecomms and bandwidth for a fee of £200. Any additional telephone handset or lines required at a later date can be installed for a reduced set-up fee of £15 each.

All offices require a router. We can supply and configure a router on your behalf at set up, options will be supplied at this stage.

### Broadband speeds

The Innovation Centre offers an Asynchronous Contended superfast bandwidth service through a managed switch, which is monitored 24 hours a day, seven days a week, via a dedicated fibre link.

We offer the following standard packages but on request, can also quote for synchronous uncontended or contended connections.

Download/upload speed pcm:

- Micro-Units 30Mb/10Mb – £40 pcm
- Standard Use 30Mb/10Mb – £55 pcm
- High Use 60Mb/20Mb – £95 pcm.

### Deposit

A deposit of 1.5 times the gross monthly licence or service fee is held for the duration of your occupation and returned when you vacate.

### Security access fobs

Based on your room size, a number of security access fobs are supplied as part of your package. Additional and replacements fobs are available at £22.50 each.

### Rack space

Each occupier is entitled to 1 U of space in our managed communications room. Additional Us cost £20 pcm each.

### Generator back-up

For complete peace of mind, equipment stored in our communications room can be connected to our generator. This service is available at £30pcm.

### Furniture

Furniture is available for hire and quotes are available on request.

### Office cleaning

Onsite cleaners are available to clean your office as and when you need – whether that is daily or on an ad hoc basis. Quotes are available on request.



# What our customers say

**Taylorrollinson is a specialist scientific recruitment agency with offices at Manchester Science Park and Milton Park.**

They expanded into Oxfordshire by taking a hot-desk in 2014 and have grown to occupy their own office in the Centre.

“As a small business we have benefitted from the flexible and supportive working environment that the Innovation centre has to offer. We needed a space which is adaptable to our business as it develops but also offers an attractive work environment. The Innovation Centre has provided a practical office space with the benefit of shared break-out areas, a business lounge and additional services to make a positive and practical workspace for our employees.”

Sam Coxon, Life Science Recruiter and Director  
Taylorrollinson

**WaveOptics, designs and manufactures waveguides which are key optical components for augmented reality wearables.**

In 2015, they moved from another facility in Abingdon to the Innovation Centre. As a growing and scaling business, key considerations for the move included:

- Location - near to previous offices, well connected to London, surrounded by other technology firms
- Quality of offices and facilities - kitchens, cafe downstairs, overflow meeting rooms, post room facilities, reception
- Flexibility - they knew they were going to scale and needed space to do that.

“Since moving in, we have tested the flexibility; we have created two additional spaces within the main office for lab and testing areas, added an additional two labs across the corridor, as well as most recently adding additional office space on the floor above our original office. We are now looking at an additional demo area space.

The Innovation Centre has been incredibly flexible and very quick to respond to meet our growing needs. Nikki is always available, very responsive and her team is on hand to help out and make things happen.”

Suzie Smith, Chief Marketing Officer  
WaveOptics

WaveOptics moved to the Innovation Centre in 2015, grew over several years and have now expanded into their own premises on the Park.



Milton Park Innovation Centre

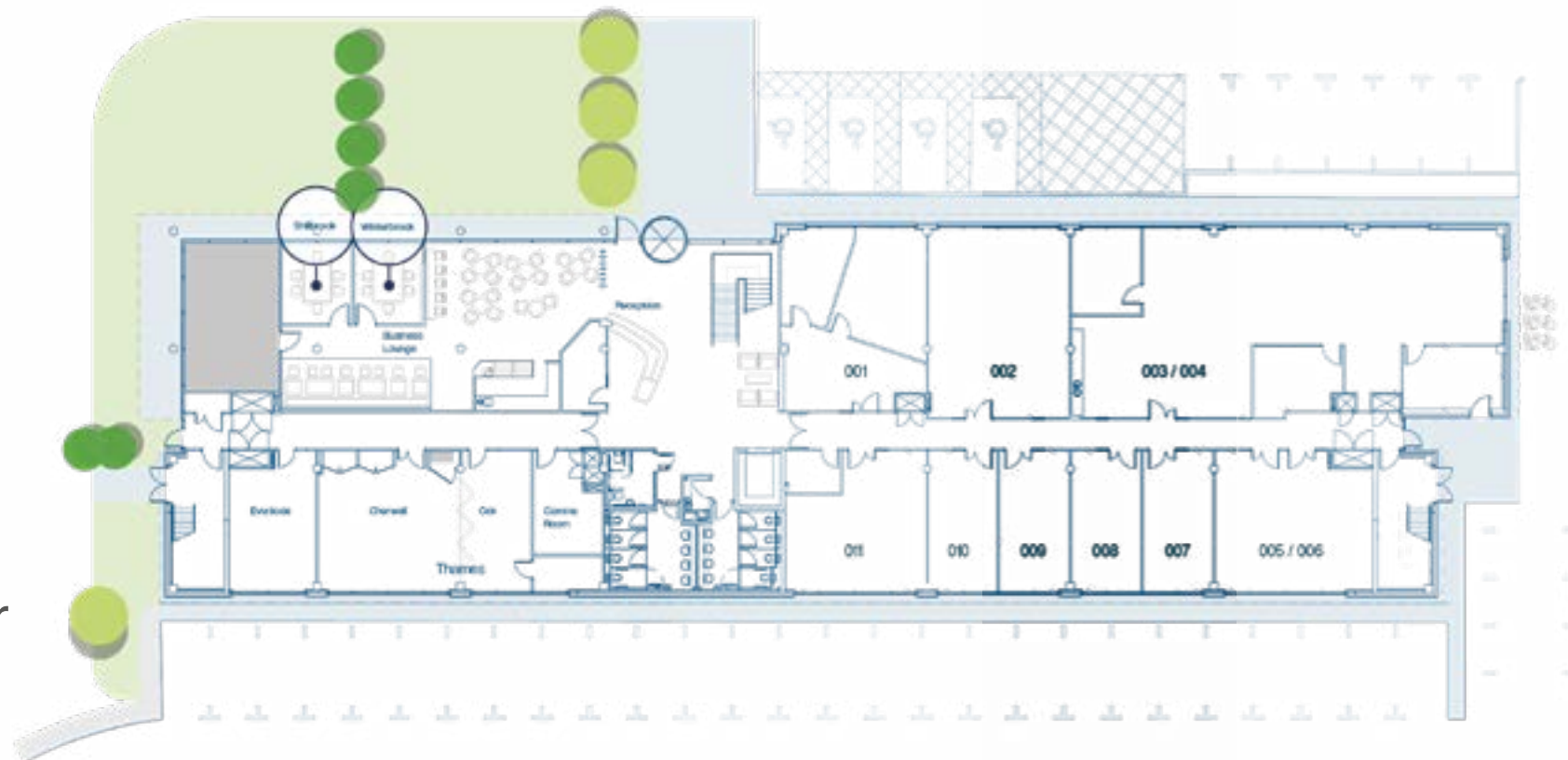
“We have been based at the Innovation Centre since 2019 and since then we have grown our team size relatively quickly. This has driven a need for additional space. Each time we have requested more space, the centre’s team have been responsive and supportive of our requirements. They worked alongside our design and build partner to turnaround approvals and contracts to enable us to deliver an amazing workspace.”

Sam Harris, Opreations Manager  
Molecule 2 Medicine, delivering groundbreaking immuno-oncology therapies

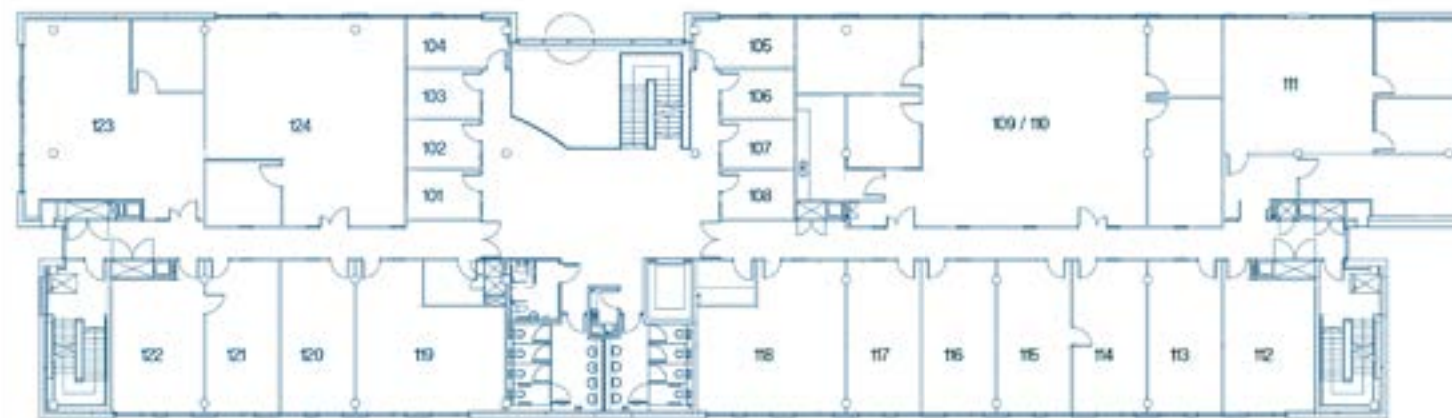


# Find your bearings

Ground floor



First floor



Second floor



Community of nearly 80 businesses



Dedicated on-site team



Excellent transport links and facilities



Value added events and incentives



Air-conditioned offices



Superfast fibre to the building



6 meeting rooms



Business lounge



Showers and lockers



# Join our community

When you join us, you're joining nearly 80 similar companies in a thriving, professional environment.

You will benefit from a well-connected business community with workspace to suite you, along with our many amenities and green open space, all on your doorstep.

Our team is approachable and organised. Their dedication will support you and, in turn, create positive long-term relationships so you can focus on your business.

## Your team

### Centre management team



**Nikki Gibson**  
Head of Flexible  
Workspaces



**Lorna Wright**  
Flexible Workspace  
Manager



**Jody Jordan**  
Centre Manager

### Reception team



**Jessica Richards**  
Receptionist & Operations  
Coordinator

