



# Springboard

Business Innovation Centre ~ Wales  
Canolfan Arloesi Busnes ~ Cymru



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## About Springboard

Springboard is a business incubator where science, technology and innovation businesses can flourish and turn their potential for high growth into reality.

We help new and early-stage science and technology businesses overcome obstacles to success and provide an environment where they can prosper. We also act as a base for international companies looking for a foothold in the Welsh, UK and European markets.

The service we provide covers three main areas:

### Accommodation

We provide modern offices space and state-of-art facilities, which include high bandwidth connectivity, reception service, meeting rooms, co working space and breakout areas.

### Business Support

We have strong links with local and national business support providers that offer essential advice and support to help resident companies grow and manage their business.

### Networking opportunities

Our connections with leading national and international companies and academics give you plenty of networking opportunities. We help you to build strong, mutually beneficial relationships.

***Together, we aim to help you turn your potential for high growth into reality.***

## Springboard – Fast Facts

- Springboard was developed as a joint venture between Torfaen County Borough Council and the Welsh Government.
- Springboard was opened in January 2006 as a stand-alone innovation centre.
- Located at Llantarnam Park, Cwmbran, South Wales, Springboard has excellent communication links – just 4 minutes from the M4 motorway, junction 25a from the East and junction 26 from the West.
- Springboard is a high quality three storey building of 2,340 sq metres incorporating 33 business units, reception, management suite and modern break-out areas.
- Business units range from 20 sq. metres (210 sq. ft.) to 105 sq. metres (1,126 sq. ft.) and are available on easy-in easy-out terms. In addition, Springboard can provide co-working facilities and offers a soft-landing to companies looking to enter the Wales/UK market.
- Springboard has a range of quality conference facilities including meeting rooms, boardroom and modern break-out areas available to all resident companies.
- Llantarnam Park offers a wide range of high quality business accommodation for companies when they outgrow the Springboard facilities.
- Springboard houses technology businesses across a wide range of sectors including ICT, software development, telecommunications, multimedia, electronics and engineering.

## Incubation Suites

Springboard has 33 business suites varying in size from 20 sq. metres (210 sq. ft.) to 105 sq. metres (1,126 sq. ft.). Each suite has lockable access, double glazed windows, sensorised lighting, central heating, security alarm and fitted carpets.

The business units are offered on a 12-month tenancy agreement incorporating easy-in easy-out terms – resident companies can give a month's notice to quit at any stage throughout the term of the agreement.

The building is fully wireless enabled and resident companies have access to a VPN.

Resident companies have free use of all meeting rooms (subject to availability).

Access to the building is 24/7.

## Co-working Space

Springboard also has co working space to add to its list of opportunities for your business.

Our open plan recently refurbished modern space will give you a new and exciting buzz instead of working from home.

Whether you hot desk for the day or rent a permanent desk in our co working space, everything is waiting for you. Our expert support team is on hand to make sure every detail has been taken care of, so you focus on doing your best work.

Co-working space users have a 50% discounted rate off all meeting rooms (subject to availability) and access to the building 24/7.

## Costs

Springboard charges £25 per sq. ft. per annum (excluding VAT) for the business incubation suites.

### Inclusive Services

- ❖ Central heating
- ❖ Electricity
- ❖ Water rates
- ❖ Building Insurance
- ❖ Car parking (subject to availability)
- ❖ Security alarm and CCTV surveillance
- ❖ Out of hours security monitoring
- ❖ Visitor reception service (Monday to Friday)
- ❖ High speed broadband connectivity (VPN)
- ❖ Wireless connectivity
- ❖ Voicemail service
- ❖ Cleaning of communal areas
- ❖ Landscaping and grounds maintenance

### Non-inclusive Services

- ❖ Non-Domestic Rates
- ❖ Cleaning of individual business suites
- ❖ Office insurance
- ❖ EV Charging points

### Additional Costs

- ❖ Legal fee of £250 + VAT for preparation of tenancy agreement
- ❖ Refundable deposit equivalent of one month's rental
- ❖ Photocopying
- ❖ Mailing/franking
- ❖ Catering

## Business Incubation Offering

- ❖ 24/7 access to the building
- ❖ 12-month tenancy agreement
- ❖ Free broadband connection (VPN and wireless)
- ❖ Free car parking (64 spaces on a first come basis)
- ❖ EV Charger
- ❖ Visitor reception
- ❖ Use of shared kitchen facility
- ❖ Free use of meeting rooms (subject to availability)
- ❖ Use of break-out areas
- ❖ Access to business support services

## Entrance Criteria

Springboard has set out some general criteria for occupancy which are used as a guideline for suitable company selection. Your company may not fit into all of the below criteria but we would expect you to be able to demonstrate at least some of the following:-

### **Innovative, high growth potential**

Springboard helps innovative companies grow quickly. Companies usually reside in one of our centres for approximately three years, by which time they are ready to graduate.

### **High-tech or knowledge-based sector**

Springboard is part of the Welsh Government's strategy to promote the creation and growth of companies within these sectors.

### **Exploiting IPR**

Companies will usually be exploiting their own or licensed intellectual property.

**Engaged in research and development**

Springboard companies will typically be involved in R&D activities involving new products, processes and technologies. We are unlikely to accept companies who are engaged in purely training or consultancy activities.

**Developing academic links**

Springboard is a partnership closely linked with university departments. We hope many Springboard companies will have, or will develop, links with academia.

**Capable management team**

Your management team should be able to handle the financial and business side of the company as well as demonstrating technological expertise.

**Knowledge of your market**

We expect you to have carried out market research relevant to the product, process or technology under development.

**Financially sustainable**

Your accounts and cash flow projections should outline the sources of finance and revenue in place or expected. They must also show the sustainability and growth aspirations of the company during its residency.

**Aware of your residency requirements**

We ask you to state which elements of Springboard support you'll need during your residency.

**Length of time in the Springboard environment**

You'll need to consider an exit strategy and develop a good understanding of your company's longer-term success.

**An established and credible business plan**

Your business plan should be comprehensive and address all the points listed above.

## Conference and Meeting Rooms

These facilities are **free** to resident companies of Springboard.

<b>Spring 1</b> (Seats up to 14 people)	<b>Full day</b>	<b>£100.00</b>
	<b>Half day</b>	<b>£74.00</b>
<b>Spring 2</b> (Seats up to 12 people)	<b>Full day</b>	<b>£100.00</b>
	<b>Half day</b>	<b>£74.00</b>
<b>Boardroom</b> (Seats up to 24 people)	<b>Full day</b>	<b>£127.00</b>
	<b>Half day</b>	<b>£85.00</b>

## Service Charges

Registered Office	£250.00	+VAT
Mailing Address	£0.00	Free
Franking	£0.15 - £0.50	per unit plus postage
Photocopying	£0.20	per sheet
Binding	£0.50	per document
Laminating	£0.20	per pouch
Conference Phone	Cost of call	

## Catering

Buffet menus starting at	£5.00	per person
Tea & Coffee	£2.25	per person

All prices are exclusive of VAT (where applicable) and subject to availability.

## Privacy Notice

*The Council will process your personal data in accordance with Data Protection Legislation. For more information and access to privacy notices outlining how the Council handles your personal data, please go to the Data Protection section of the Council's website - <http://www.torfaen.gov.uk> .*